



## Application guidelines for students

| Course   | Application period           | Date of start | Date of graduation | Enrollment capacity | Eligible candidate    |
|----------|------------------------------|---------------|--------------------|---------------------|-----------------------|
| 1-year   | Sep 1, 2019 ~ Dec 20, 2019   | April         |                    | 20名                 | International student |
| 1.5-year | Apr. 1, 2019 ~ May 20, 2019  | October       | March              | 60名                 |                       |
| 2-year   | Sep. 1, 2019 ~ Dec. 20, 2019 | April         |                    | 20名                 |                       |

### Eligibility for application

The application of this school should meet all of the following ① to ③

#### Eligibility for application①

Study intention, goal, ability of applicant

- 1) Applicants who have a clear purpose of studying in Japan and whose future goals are clear.
- 2) Have Japanese proficiency equivalent to Japanese Language Proficiency Test (JLPT), J.TEST, Japanese NAT - TEST.

|          | JLPT | J.TEST  | NAT-TEST |
|----------|------|---------|----------|
| 1-year   | N3   | D class | 3 level  |
| 1.5-year | N4   | E class | 4 level  |
| 2-year   | N5   | F class | 5 level  |

- 3) Applicants who can comply with the laws of Japan and the SBC Himeji Japanese Language Academy's regulations.
- 4) Applicants who passed the entrance examination of our school.
- 5) Applicants who are both physically and mentally healthy to attend school in Japan.

#### Eligibility for application②

Applicant's experience

- 1) Have completed 12 years of school education or a course equivalent to that, or who is expected to complete the course.
- 2) Applicants who have been permitted to enter the country by legitimate procedures or who is expected to be permitted.
- 3) Graduating from school within the last 5 years.

#### Eligibility for application③

Financial ability

- 1) The applicant is able to pay tuition fees and living expenses.

| Founder          | Principal           | Enrollment students number |
|------------------|---------------------|----------------------------|
| Yamaguchi Kazuya | Kishimoto Yoshikazu | 100                        |

| Date of foundation | Date of opening school |
|--------------------|------------------------|
| December, 2017     | October, 2019          |

#### Application flow chart

|   |  |
|---|--|
| <p>Inquiry via telephone and email</p> <p>Application for admission, graduation certificate of final academic record, submitting transcripts (document selection)</p> <p>Interview / writing exam</p> <p>Admission exam result notice</p> <p>Application for Certificate Of Eligibility (COE)</p> <p>Issuance of Certificate Of Eligibility (COE)</p> <p>Payment of tuition fee</p> <p>Hand over of school admission letter and Certificate Of Eligibility (COE)</p> <p>Visa application</p> <p>Arrival of Japan and enrollment at school</p> | <p>Inquiry/Please send your application documents to</p> <p>〒670 - 0952 兵庫県姫路市南条425番地</p> <p style="text-align: center;">SBC姫路日本語学院 事務局</p> <p style="text-align: center;">425 Nanjo, Himeji, Hyogo, Japan.</p> <p style="text-align: center;">670-0952</p> <p style="text-align: center;">SBC Himeji Japanese Language Academy Secretariat</p> <p>✉ hjla@jl-acad.com</p> <p>☎ .81 - 79 - 240 - 6474</p> <p>FAX .81 - 79 - 240 - 6574</p> <p>Skype hjla-acad</p> <p>Reception time : 9:00~17:30 (Japan time)</p> |
|---|--|

# COURSE INTRODUCTION

| Study term and achievement goals  |   |              |   |  |            |       |       |       |
|---|---|--------------|---|--|------------|-------|-------|-------|
| Level   | Beginner                                  | Pre-inter.   | Intermediate  |  | Advanced   |       |       |       |
|   | 1   | 2            | 3   | 4  | 5          | 6     | 7     | 8     |
| JLPT  | N5  | N4           | N3  |  | N2         |       | N1    |       |
| Study hours   | 200                                       | 200          | 200   | 200  | 200        | 200   | 200   | 200   |
| Learning period   | 0~3                                       | 4~6          | 7~9   | 10~12  | 13~15      | 16~18 | 19~21 | 22~24 |
|   | 1 year (800 lessons)                      |              |   |  |            |       |       |       |
|   | 1.5 year (1200 lessons)                   |              |   |  |            |       |       |       |
|   | 2 year (1600 lessons)                     |              |   |  |            |       |       |       |
| Course curriculum   |   |              |   |  |            |       |       |       |
| Level   | Kanji characters                          | Vocabulary   |   | Achievement goal   |            |       |       |       |
| Beginner level  | 150                                       | 1000 words   |   | To be able to understand and use simple expressions in daily conversation. To achieve JLPT N5 degree.                  |            |       |       |       |
| Pre-intermediate level  | 450                                       | 1800 words   |   | Necessary conversation ability in daily life and be able to read and write simple articles. To achieve JLPT N4 degree. |            |       |       |       |
| Intermediate level  | 1100                                      | 5000 words   |   | To be able to communicate on general matters. To achieve JLPT N3 degree.   |            |       |       |       |
| Advanced level  | 2000                                      | 10000 words  |   | Aiming at grasp of Japanese language level necessary for social life. To achieve JLPT N2-N1 degree.                    |            |       |       |       |
| School time schedule  |   |              |   |  |            |       |       |       |
| 2 shift system: Morning class and Afternoon class   |   |              |   |  |            |       |       |       |
|   | First class                               | Second class | Third class   | Fourth class   |            |       |       |       |
| AM  | 9:00~9:45                                 | 9:45~10:30   | 10:45~11:30   | 11:30~12:15  |            |       |       |       |
| PM  | 13:00~13:45                               | 13:45~14:30  | 14:45~15:30   | 15:30~16:15  |            |       |       |       |
| You can study by yourself in the classroom or library between 8:45 and 17:30 when available.      |   |              |   |  |            |       |       |       |
| Scholarship   |   |              |   |  |            |       |       |       |
| ①Excellent academic award 1st place   | 50% off tuition fee for the next semester |              | ⑦EJU score 300  |  | 20,000JPY  |       |       |       |
| ②Excellent academic award 2st place   | 50% off tuition fee for the next semester |              | ⑧EJU score 240  |  | 10,000JPY  |       |       |       |
| ③Excellent academic award 3st place   | 50% off tuition fee for the next semester |              | ⑨Enter National of Public(4year university)Univ.        |  | 100,000JPY |       |       |       |
| ④Passing N1   | 20,000JPY                                 |              | ⑩Enter Private(4year university)Univ.                   |  | 50,000JPY  |       |       |       |
| ⑤Passing N2   | 10,000JPY                                 |              | ⑪Perfect attendance award(100% attendance for 6 months) |  | 5,000JPY   |       |       |       |
| ⑥Passing N3   | 5,000JPY                                  |              | ⑫98% attendance award                                   |  | 3,000JPY   |       |       |       |
| Conditions  |   |              |   |  |            |       |       |       |
| 1)①~③More than 98% attendance is necessary. Top 3st students with excellent results and behavior. |   |              |   |  |            |       |       |       |
| 2)⑨~⑩Only one of these. 100% attendance of last semester is necessary.                            |   |              |   |  |            |       |       |       |
| 3)④~⑩More than 95% attendance of the graduation year.(Currently attending)                        |   |              |   |  |            |       |       |       |
| 4)④~⑫Can take at the time of graduation   |   |              |   |  |            |       |       |       |

## FEE PAYMENT

| Entrance examination fee and tuition fee (JPY)  |                |                  |                  | <Other Expenses>  |
|---|----------------|------------------|------------------|---|
|   | 1-year         | 1.5-year         | 2-year           | Facility fee · Equipment fee · Textbook fee ·<br>Extracurricular activities fee · Insurance<br>(Foreign student insurance · Health check-up expenses)                       |
| Entrance examination fee  | 30,000         | 30,000           | 30,000           | <Advance payment>   |
| Enrollment fee  | 50,000         | 50,000           | 50,000           | · Visa application fee · JLPT Examination fee · Airport pickup fee ·<br>Slipper fee   |
| Tuition fee   | 600,000        | 900,000          | 1,200,000        | <Notification>  |
| Other Expenses  | 70,000         | 110,000          | 140,000          | · JLPT examination must be taken by every student.<br>· In case JLPT and visa application fee is changed or increased,<br>students are responsible for additional expenses. |
| Advance payment   | 15,500         | 25,000           | 34,500           | · Please be sure to pay the specified amount before the payment<br>deadline.  |
| <b>Total</b>  | <b>765,500</b> | <b>1,115,000</b> | <b>1,454,500</b> | · For students who can not pay by the deadline: enrollment,<br>promotion, and graduation may not be accepted.   |
| First year  | 765,500        | 775,000          | 784,500          | · In addition, we may cancel your enrollment if you can not pay your  |
| second year   | /              | 340,000          | 670,000          |   |
| Date of payment   |                |                  |                  |   |
| <p>1. Please pay first year tuition fee within 2 weeks of issuance of Certificate of Eligibility(COE).<br/>Students who wish to live in dormitory have to pay 6 months rent with admission fee and deposit with School fee. After the confirmation of payment, COE and Enrollment certificate will be sent to the student.</p> <p>2. Fee payment of second year<br/>Students enrolled in 1.5 or 2 year course should pay the next half-year's fee in March and September of the next year. Those students having difficulty to pay the school fees should inform the school in advance as early as possible. The students who do not make the payment until the deadline without any prior information to the school might be expelled from the school.</p> |                |                  |                  |   |

## PAYEE'S INFORMATION

|   |  |                              |   |
|---|--|------------------------------|---|
| 銀行名                                     | 伊予銀行   | 支店名                          | 姫路支店  |
| BANK NAME                               | THE IYO BANK,LTD.  | BRANCH NAME                  | HIMEJI BRANCH   |
| スイフトコード                                 | IYOBJPJT   | 口座番号                         | 1181000   |
| SWIFT CODE                              |  | ACCOUNT NUMBER               |   |
| 銀行コード                                   | 0174   | 口座種別                         | 普通  |
| BANK CODE                               |  | TYPE OF ACCOUNT              | ORDINARY ACCOUNT  |
| 支店番号                                    | 701  | 口座名義人名                       | 株式会社 S B C  |
| BRANCH NUMBER                           |  | ACCOUNT NAME                 | SBC CO.,LTD   |
| 名義者の住所及び連絡先                             | ZIP CODE : 670-0940  | 銀行の住所及び連絡先                   | ZIP CODE : 670-0917   |
| ACCOUNT HOLDER<br>ADDRESS, PHONE<br>No. | 65 NISHINOMACHI<br>SANZAEMONBORI HIMEJI HYOGO<br>JAPAN<br>PHONE : 079-240-6474 | BRANCH ADDRESS, PHONE<br>No. | 190 SHINOBUMACHI HIMEJI HYOGO JAPAN<br>PHONE : 079-288-7575 |

« Refund of payment »

There is no refund of payment except in following conditions

1. In case visa application is not approved at the Embassy or Consulate in student's country (refusal of issuance)

If the submitted document can prove that the "admission letter" is returned and entry visa was not issued, the fees excluding the entrance examination fee (30,000 JPY), enrollment fee (50,000 JPY), administrative fee (30,000 JPY) and remittance fee will be refunded.

2. Declining admission due to personal problems before the semester starts

After confirming the document certifying declination of admission as well as return of "admission letter" and "Certificate of Eligibility", fee excluding the entrance examination fee (30,000 JPY), enrollment fee (50,000 JPY), administrative fee (30,000 JPY) and remittance fee will be refunded.

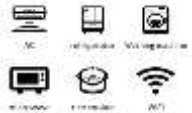

3. Remaining amount of deposit (advance payment) money will be refunded within 60 days after graduation or withdrawal from school.

4. Payment will not be refunded in below cases

In the following cases, payment will not be refunded even if withdraw application is submitted in advance

- 1) In case of violating Japanese laws or school regulations
- 2) Transfer to the other Japanese language education institute
- 3) Marriage or pregnancy

# DORMITORY

| Access  | Walkable distance from school  |                    |                    |   |
|---|--|--------------------|--------------------|---|
| Facility  | kitchen, toilet, bathroom, air-conditioner, refrigerator, washing machine, rice cooker, micro-wave oven, WiFi, etc.  |                    |                    |  |
| Equipment   | curtain, Japanese-style bedding set, pot   |                    |                    |  |
| Rule  | <p>Student's may choose whether or not to live in the dormitory. Food service is not available.</p> <p>Students cannot choose their roommate. The dormitory is contracted every 6 months. Students should give advance notice of at least 2 months for terminating the contract. Students need to pay for gas, water and electricity separately. Students must follow the rules and regulations of the dormitory.</p> <p>When students break the rules, they may be forced to leave the dormitory.</p> |                    |                    |   |
| Rent  |  |                    |                    |   |
|   | Shared by 4 person   | Shared by 3 person | Shared by 2 person | Single person   |
| Initial expenses  | 50,000JPY  |                    |                    |   |
| Deposit   | 30,000JPY  |                    |                    |   |
| Rent for 6 months(Ex.)  | 90,000JPY  | 120,000JPY         | 180,000JPY         | 300,000JPY  |
| Total   | 170,000JPY   | 200,000JPY         | 260,000JPY         | 380,000JPY  |
| <p>※ Initial expenses include deposit, key money, commission, fire insurance, and equipment fee are non-refundable.</p> <p>※ The dormitory deposit includes cleaning and repair expenses required at the time of leaving. While leaving the dormitory: Any unpaid utility expenses/bills, loss from intentional destruction of properties, disposal charge of any abandoned personal properties will be deducted from the security deposit before a refund can be issued.</p> |  |                    |                    |   |

# OTHERS

| Health Care                            |   |               |           |               |           |
|--|---|---------------|-----------|---------------|-----------|
| ① National Health Insurance            | If you are staying in Japan for more than 3 months, you must be enrolled.   |               |           |               |           |
| ② School health check                  | It will be carried out within 1 month after enrollment, after that it will be done every year.  |               |           |               |           |
| ③ Insurance for International students | In unexpected circumstances like accidents, sickness, etc. enrolling in insurance for international students is required.※ In order to enroll in International Students Insurance, student must be enrolled in National Health Insurance.   |               |           |               |           |
| ④ School counseling                    | Counsellor will give counseling to applicants once a month.   |               |           |               |           |
| Student life                           |   |               |           |               |           |
| Equipment :                            | School library, study room, health care room and free Wi-Fi are available.  |               |           |               |           |
| Event :                                | We are planning extracurricular lessons, seasonal events, and events for international exchange.  |               |           |               |           |
| Counselling :                          | We provide consultation about school, daily life, part-time job, etc. at any time.  |               |           |               |           |
| Part-time job :                        | Students can do part-time jobs (only in the permitted job categories) up to 28 hours a week and 40 hours a week during long holidays after getting permission from the Immigration office. We do not recommend our students to work during the first two months of arrival to Japan, please use that period to get familiar with Japan. Also, we do not recommend that students work until midnight due to safety reasons. Part-time jobs should be planned so that it does not hamper with student's study and strictly following the law. |               |           |               |           |
|  | Income from part-time work(ex.)   | Normal period | 97,553JPY | Long vacation | 18,456JPY |
| Living expenses(ex.)                   | Rent  | 30,000JPY     | 75,000JPY | 30,000JPY     | 83,000JPY |
|  | Food  | 25,000JPY     |           | 25,000JPY     |           |
|  | Electricity/water/gas   | 5,000JPY      |           | 8,000JPY      |           |
|  | Others  | 15,000JPY     |           | 20,000JPY     |           |
| Balance of payments                    |   |               | 22,553JPY |               | 35,456JPY |