

重要な書面ですので、必ずお読みください。
This is an important document. Please read it carefully.

入学概要 Enrollment Outline

| 入学時期 Enrollment Period | 課程 Course | 就学年数 Years | 授業時間 Hours of Lessons | 募集期間 Registration Period |
|------------------------------|-----------------------------|--------------------------|---|------------------------------------|
| 4月 April | 進学コース Preparatory Course | 2年 2 years | 午前・午後 二部制 | 8月1日～10月31日 1st, Aug-31st, Oct |
| 7月 July | 進学コース Preparatory Course | 1年9ヶ月 1 year 9 months | 1日4コマ(1コマ45分) 1週20コマ | 12月1日～2月28日 1st, Dec-28th, Feb |
| 10月 October | 進学コース Preparatory Course | 1年6ヶ月 1 year 6 months | Morning or Afternoon 4 lessons a day | 2月1日～4月30日 1st, Feb-30th, Apr |
| 1月 January | 進学コース Preparatory Course | 1年3ヶ月 1 year 3 months | (1 lesson 45min) 20 lessons a week | 6月1日～8月31日 1st, Jun - 31st, Aug |

◎入学資格:原則、高校卒業以上のもの者(日本語:小・中・高 卒業以上)

◎Applicant must have graduated high school (The Japanese education system: completed Elementary, Junior High, High school or above.)

<授業形態> 教室での少人数日本語指導(別途行事・学校外活動あり)
Japanese language course in small-sized classes (There are events and activities outside the school)

<休校日> 当校の休校日は次のとおりです。

- ・週2日(原則として土曜・日曜)及び祝日
- ・夏季休日(7月下旬～8月下旬)・秋季休日(10月初旬頃)
- ・冬季休日(12月下旬～1月初旬)・春季休日(3月下旬～4月初旬)

※教育上必要で、やむを得ない事情があると校長が認めるときは、上記にかかわらず授業を行う場合があります。
※非常災害その他急迫の事情があると校長が認めるときは、臨時に授業を行わない場合があります。

School is closed:

- ・Weekends in general and on national holidays;
- ・Summer holidays (from the end of July to the end of August);
- ・Autumn holidays (around the beginning of October);
- ・Winter holidays (from the end of December to the beginning of January);
- ・Spring holidays (from the end of March to the beginning of April).

※Class may be carried out regardless if the principal decides it is necessary educationally.

※Class may be cancelled temporarily in case of any disaster or emergency circumstances.

<選考料・授業料等の額及び支払時期・支払方法>

Fees and payment period/methods

消費税率の変動により、金額が変更になることがあります。
The amount of money fluctuates depending on the status of the tax rate.

◇願書提出時の選考料(消費税込) ... ¥25,500

※在留資格認定証明書交付後、学費と合わせて請求いたします。

※不交付の場合は選考料をいただきません。

◇The processing fee (tax inc.) ... 25,500 yen

※Please pay the processing fee by cash or bank transfer. Please bear the transfer service charge occurred by yourself.

※If you do not get the COE you are not obliged to pay this fee.

◇入学時に必要な費用(消費税込) ... ¥774,000

(内訳) 入学金 ¥55,000

1年目設備費・維持費 ¥33,000

1年目学費 ¥630,000

1年目教材費 ¥22,000

1年目光熱費 ¥24,000

留学生保険 保険料 ¥10,000

(留学生保険は日本語学校協同組合への申込みになります。詳しくは組合の資料をご確認ください。)

※在留資格の認定が確認でき次第、当校指定口座に全額を送金してください。送金手数料はご負担ください。

◇Fees required when enrolling (tax inc.) ... 774,000 yen

(Items) Enrollment fee 55,000 yen

Fees of equipment / the maintenance of the first year 33,000 yen

Tuition fee of the first year 630,000 yen

Teaching material fees of the first year 22,000 yen

Utility fee 24,000 yen

International student insurance 10,000 yen

※The international student insurance is proposed by Japanese Language Co-operation Institute.

Please confirm the document for more details.

※Once the visa status is confirmed, the total amount is required to be transferred to

The school's bank account. Please bear the transfer service charge occurred by yourself.

| | | |
|------------------------|-----|----------|
| ◇ 2年目に必要な費用 (消費税込) | ... | ¥719,000 |
| (内訳) | | |
| 2年目設備費・維持費 | | ¥33,000 |
| 2年目学費 | | ¥630,000 |
| 2年目教材費 | | ¥22,000 |
| 2年目光熱費 | | ¥24,000 |
| 留学生保険 保険料 | | ¥10,000 |
| ◇ 7月生2年目に必要な費用 (消費税込) | ... | ¥539,650 |
| (内訳) | | |
| 2年目設備費・維持費 | | ¥24,750 |
| 2年目学費 | | ¥472,500 |
| 2年目教材費 | | ¥16,500 |
| 2年目光熱費 | | ¥18,000 |
| 留学生保険 保険料 | | ¥7,900 |
| ◇ 10月生2年目に必要な費用 (消費税込) | ... | ¥360,300 |
| (内訳) | | |
| 2年目設備費・維持費 | | ¥16,500 |
| 2年目学費 | | ¥315,000 |
| 2年目教材費 | | ¥11,000 |
| 2年目光熱費 | | ¥12,000 |
| 留学生保険 保険料 | | ¥5,800 |
| ◇ 1月生2年目に必要な費用 (消費税込) | ... | ¥180,550 |
| (内訳) | | |
| 2年目設備費・維持費 | | ¥8,250 |
| 2年目学費 | | ¥157,500 |
| 2年目教材費 | | ¥5,500 |
| 2年目光熱費 | | ¥6,000 |
| 留学生保険 保険料 | | ¥3,300 |

※原則として、2年目の授業開始1ヶ月前までに現金での支払い又は当校指定口座に送金してください。
送金手数料はご負担ください。

| | | |
|---|-----|-------------|
| ◇ Fees required of Students enrolled on April in the second year (tax inc.) | ... | 719,000 yen |
| (Items) | | |
| Fees of equipment/the maintenance of the second year | | 33,000 yen |
| Tuition fee of the second year | | 630,000 yen |
| Teaching material fees of the second year | | 22,000 yen |
| Utility fee | | 24,000 yen |
| International student insurance | | 10,000 yen |
| ◇ Fees required of Students enrolled on July in the second year (tax inc.) | ... | 539,650 yen |
| (Items) | | |
| Fees of equipment/the maintenance of the second year | | 24,750 yen |
| Tuition fee of the second year | | 472,500 yen |
| Teaching material fees of the second year | | 16,500 yen |
| Utility fee | | 18,000 yen |
| International student insurance | | 7,900 yen |
| ◇ Fees required of Students enrolled on October in the second year (tax inc.) | ... | 360,300 yen |
| (Items) | | |
| Fees of equipment/the maintenance of the second year | | 16,500 yen |
| Tuition fee of the second year | | 315,000 yen |
| Teaching material fees of the second year | | 11,000 yen |
| Utility fee | | 12,000 yen |
| International student insurance | | 5,800 yen |
| ◇ Fees required of Students enrolled on January in the second year (tax inc.) | ... | 180,550 yen |
| (Items) | | |
| Fees of equipment/the maintenance of the second year | | 8,250 yen |
| Tuition fee of the second year | | 157,500 yen |
| Teaching material fees of the second year | | 5,500 yen |
| Utility fee | | 6,000 yen |
| International student insurance | | 3,300 yen |

※Fees are required to be transferred to the bank account a month before the class starts.
Please bear the transfer service charge occurred by yourself.

■その他留学に必要な費用について

本契約内容とは関係なく、国民健康保険への加入が必要になります。日本での住居地の役所にて手続きをしてください。
その他、日本での生活に関わる費用（食費・下宿費等）が必要になります。

■Other Fees required

Regardless of the contract, it is mandatory to join the National Health Insurance.
Please follow the necessary procedures in a government office in a dwelling place in Japan.
Additionally, you need to bear the cost of living in Japan yourself (the charge for board, etc.).

<クーリング・オフについて>

1. 契約期間が2か月を超え、かつ費用総額が5万円を超える場合は、契約内容を記載した書面を受領した日を含む8日間は、役務契約に際して締結した商品の売買契約も含めて、書面又は電磁的記録（電子メール等）により契約を解除することができます。
2. クーリング・オフに関して不実のことを告げられて誤認し、又は威迫され困惑してクーリング・オフをしなかったときは、改めてクーリング・オフについて記載した書面を受領した日を含む8日間が経過するまで、クーリング・オフをすることができます。
3. クーリング・オフの効力は書面又は電磁的記録を発信した時に生じます。
4. クーリング・オフが行使された場合、事業者は、①契約解除に伴う損害賠償又は違約金、②既に使用された商品の使用利益に相当する金銭、③既に提供された役務の対価、④引き渡された商品の引取りに要する費用のいずれについても請求することはできず、既に金銭を受領している場合は速やかにその全額を返還します。
5. クーリング・オフを行うときは、商品又はサービス名、書面受領日、契約者の住所・氏名及び契約を解除する旨を記入して、事業者（取次店）宛てに郵送又は送信してください。郵便の場合は簡易書留が確実です。

<The cooling-off system>

1. If the contract period exceeds two months and the total cost of applicants' expenses is more than 50,000 JPY, the applicant has 8 days, starting from the day they received the contract, to cancel the said contract (in other words, to use the cooling-off system). Cancellation can be confirmed if the applicant notifies the school via the e-mail.
2. If the applicant was not informed about the cooling-off system properly, misinformed or tricked, they can receive the new contract and once again have 8 days to use the cooling-off policy.
3. The cooling off system will take effect as soon as the applicant signs the contract and sends it to the school via the e-mail.
4. Once the cooling off system is in effect, the service provider may not: 1) ask for any penalty fee due to cancellation of the contract 2) request money equivalent to the cost of the services already provided 3) compensation for services which were already provided 4) claim refund for the already delivered product. In case any money was received, this sum is to be returned to the applicant.
5. If applicant decides to use the cooling off system, they have to provide the name of the service received, date of the contract, their address, full name and let the service provider (school) know of the wish to cancel the contract.

※解約時には入学許可書及び在留資格認定証明書を返却してください。

※When applicant cancels the agreement, the Admission Permit and the Certificate of Eligibility must be returned to the service provider (e.g.the school).

<中途解約について>

クーリング・オフ期間経過後においては、以下に定める手続きにより、将来に向かって中途解約を行うことができます。

- ・ 入国前の場合…選考料 25,500 円をお支払いいただきます。原則として、入学許可書及び在留資格証明書の返却が確認でき次第、選考料を控除の上返金します。ビザ取得済みの場合は、ビザを取り消したことが証明できるものを提出いただきます。
- ・ 入国後の場合…解約を希望する月の前月末までに退学願を提出してください。解約月の翌月分以降の授業料及び設備費（以下「授業料等」という）を、違約金を控除した上で返金します。違約金として解約月の翌月以降の授業料等残額の20%又は50,000 円のいずれか少ない金額をお支払いいただきます。

※保険料の取り扱いについては日本語学校協同組合の資料をご確認ください。

※中途解約時の返金にかかる送金手数料等はご負担いただきます。

※中途解約の場合、当校は、提供した役務の対価及び当該解除によって通常生ずる損害の額又は契約の締結及び履行のために通常要する費用の額にこれらに対する遅延損害金の額を加算した金額を超える額の金額の支払いを、生徒に対して請求することはできません。

※入学辞退の連絡、退学願は生徒と支弁者の両方の署名をもって提出してください。

※入学辞退及び退学の事実は、当校から入国管理局に通知します。

< Mid-term cancellation >

After the cooling off period is over, it is possible follow the procedures shown below for the mid-term cancellation.

< Outside the country >

- ・ 25,500 yen as the processing fee is required. Processing fee is non-refundable under any circumstances. If the Certificate of Eligibility has already been granted, the applicant has to provide proof that it was canceled by the authorities (e.g. Embassy)

< Inside the country >

- ・ Notice of withdrawal from school has to be submitted a month before the end of the month the cancellation is carried out. The tuition fee and equipment fee of the following months of the month that cancellation is carried out would be returned after penalty deduction. Penalty is either 20% of the tuition fees remaining or 50,000 yen, whichever is cheaper will be required to pay.

※Those who want to know more about insurance premium please review documents provided by Japanese Language Co-operation Institute.

※All transfer fees are paid by the applicant.

※Applicants shall not be required to pay more than necessary, except the tuition fee and necessary procedure fees

※Contract of admission cancellation and a notice of withdrawal from school require signatures of both a student and the sponsor

※Immigration Office of Japan would be notified about a students' withdrawal from school.

<前受金の保全について>

前受金の保全措置は特に講じておりません。

<Regarding advance received >

We do not take the preservative measures of advance received.

<学生証の再発行について>

万が一、学生証の紛失をしてしまい、再発行される場合は手数料 1,000 円がかかります。

< To reissue a student ID >

1,000 yen is charged for reissuing of Student ID.

【役務提供事業者】

[Service rendering business operator]

中央出版株式会社

愛知県名古屋市名東区一社4丁目165

代表取締役 前田 哲次

CHUOH PUBLISHING CO., Ltd.

4-165 Iccha Meitoku Nagoyashi, Aichi Prefecture

CEO Tetsuji Maeda

(連絡先) 日本東京国際学院

〒160-0023 東京都新宿区西新宿 8-11-10 星野ビル 1F

(Contact) Japan Tokyo International School

Hoshino Bldg. 1F, 8-11-10, Nishi-Shinjuku, Shinjuku-ku, Tokyo

160-0023 Japan

TEL : +81-(0)3-3363-2171

FAX : +81-(0)3-3363-2175

E-mail: info@jtis.tokyo

必要書類 1 Documents Required For Applicants (EU, USA, Russia, China, Thailand, etc.)

備考: 欧米、ロシア、中国、タイなどの国、必要書類 1 (提出書類区分用国籍・地域一覧 別紙4参考)

1) 各証書は原則として発行日3カ月以内のものを提出すること。

Each document submitted has to be issued within the latest 3 months.

2) 日本語、英語以外の書類は全て日本語訳を添付すること。

All documents require Japanese translation attached if not written in either Japanese or English.

■ 申請者に関する書類 Applicants' documents

| | |
|--------------------------|---|
| <input type="checkbox"/> | <p>① 入学願書と経費支弁誓約書(本校所定様式)</p> <p>Application for Admission form and sponsor statement of financial support (school formatting)</p> |
| <input type="checkbox"/> | <p>② 自国最終学歴卒業証明書</p> <p>Latest graduation certificate in applicant's country.</p> |
| <input type="checkbox"/> | <p>③ 写真(3×4cm)×4枚、6カ月以内に撮影した、正面、半身、無帽のもの。裏面に申請者の名前を記入。</p> <p>Photographs (3×4cm) ×4p</p> <p>Photographs have to be taken within the latest 6 months, including front, upper body, without hats/caps. Please write your name on the back of the photographs.</p> |
| <input type="checkbox"/> | <p>④ パスポートコピー(全ページ)</p> <p>Copy of Passport (main page + pages with the Japan Visas if you have been to Japan before)</p> |
| <input type="checkbox"/> | <p>⑤ 預金残高証明書 Bank Statement</p> <p>経費支弁者の名義で発行日が3カ月以内のもの。合計金額が300万円以上のもの。</p> <p>The bank account must belong to the sponsor. The amount of the sum stated has to be equal to 3,000,000 JPY or more.</p> |
| <input type="checkbox"/> | <p>⑥ 収入証明書 Income statement</p> <p>Sponsor's pay slip or tax income form.</p> |
| <input type="checkbox"/> | <p>⑦ 高校卒業の場合、日本語150時間の学習経験又は JLPT-5 級相当以上の日本語能力を証明する資料。</p> <p>Japanese knowledge certificate</p> <p>If the applicant graduated from a high school, it is needed to submit a certificate of Japanese language knowledge higher than JLPT N5 level and/or a certificate of having studied Japanese at the language institution in applicant's country 150 hours or more (please note that other information, such as the course duration, school address, books used has to be stated in the said certificate).</p> |
| <input type="checkbox"/> | <p>⑧ 最終学歴の学校を卒業後5年以上が経過している場合には、国籍に関わらず、日本語を学ぶ理由及び本人の経歴などの加えて、日本語を学ぶ目的及び卒業後の進路等を具体的に記載したものを提出してください。</p> <p>If more than 5 years have passed since graduation from school/college/university, regardless of nationality, all applicants have to submit higher than JLPT N5 and/or a certificate of 150+ hours of Japanese lessons taken from a Language school; in case of not having it, a detailed reason for studying Japanese language and plans after graduation from the Language school in Japan. Reasons for studying can be written in the Application Forms (Personal History Page B (2)). Post-graduation plans are to be submitted on a different paper sheet in free formatting.</p> |

必要書類 2 Documents Required For Applicants (Vietnam, Indonesia, Mongolia, Nepal, India, etc.)

備考:ベトナム、インドネシア、モンゴルなどの国、必要書類 2 (提出書類区分用国籍・地域一覧 別紙 4 に載っていない国)

1)各証書は原則として発行日**3カ月以内**のものを提出すること。

Each document submitted has to be issued within the latest 3 months.

2)日本語、英語以外の書類は全て**日本語訳**を添付すること。

All documents require Japanese translation attached if not written in Japanese.

■申請者に関する書類 Applicants' documents

| | |
|--------------------------|---|
| <input type="checkbox"/> | <p>① 入学願書と経費支弁誓約書(本校所定様式) Application for Admission form and sponsor statement of financial support (school formatting).</p> |
| <input type="checkbox"/> | <p>② 自国最終学歴卒業証明書と学業成績表写し The original of the latest graduation certificate in your country.</p> |
| <input type="checkbox"/> | <p>③ 写真(3×4cm)×4枚、6カ月以内に撮影した、正面、半身、無帽のもの。裏面に申請者の名前を記入。 Photographs (3×4cm)×4p Photographs have to be taken within the latest 6 months, including front, upper body, without hats/caps. Please write your name on the back of the photographs.</p> |
| <input type="checkbox"/> | <p>④ パスポートコピー Copy of Passport (main page + pages with the Japan Visas if you have been to Japan before)</p> |
| <input type="checkbox"/> | <p>⑤ 申請者の家族構成を証明する資料(親族関係公証書、出生証明書、戸籍謄本など) Document that proves applicant's family structure (Family certificate, Birth Certificate, Copy of your family register)</p> |
| <input type="checkbox"/> | <p>⑥ 預金残高証明書 Bank Statement 経費支弁者の名義で発行日が3カ月以内のもの。合計金額が300万円以上のもの。 Original of the sponsor's bank statement. The bank account must belong to the sponsor. The amount of the sum stated has to be 3 000 000 JPY or more.</p> |
| <input type="checkbox"/> | <p>⑥ 収入証明書 Income statement Sponsor's pay slip or tax income form.</p> |
| <input type="checkbox"/> | <p>⑦ 資金形成過程を明らかにする資料(銀行通帳コピーなど)過去1年分の出入金明細書又は預金通帳写し等 Document which proves funds establishing process (Past three years of deposit/withdrawal statement or bankbook copy etc.)</p> |
| <input type="checkbox"/> | <p>⑧ 日本語150時間の学習経験又はJLPT-5級相当以上の日本語能力を証明する資料。 Certificate of Japanese language knowledge higher than JLPT N5 level or higher, and/or a certificate of having studied Japanese at the language institution in applicant's country 150 hours or more (please note that other information, such as the course duration, school address, books used has to be stated in the said certificate).</p> |
| <input type="checkbox"/> | <p>⑨ 最終学歴の学校を卒業後5年以上が経過している場合には、国籍に関わらず、日本語を学ぶ理由及び本人の経歴などの加えて、日本語を学ぶ目的及び卒業後の進路等を具体的に記載したものを提出してください。 If more than 5 years have passed since graduation from school/college/university, all applicants have to submit a detailed reason about studying Japanese language and their plans after graduation from the Language school. Reasons for studying can be written in the Application Forms (Personal History Page B (2)). Post-graduation plans are to be submitted on a different paper sheet in free formatting.</p> |

※ Please note that in some cases Immigration Bureau of Japan may require additional documents for inspection.