

Short-term course admission guide

April 2018 - January 2019



MANABI
® JAPANESE LANGUAGE INSTITUTE

www.manabi.co.jp

NAGANO CAMPUS

2-3-1 Ote, YCC bldg. Ueda, Nagano

TEL: +81-268-28-7788
FAX: +81-268-28-7786

TOKYO CAMPUS

2-10-5 Ryogoku TOC Ryogoku Bldg.
Sumida-ku Tokyo

TEL: +81-3-6659-2885
FAX: +81-3-6659-2886

1 Short-term course guide

MANABI Japanese Language Institute offers a variety of levels from beginners to advance level of Japanese studies for foreign students. Each class is based on a three-month curriculum which students can have fun learning and acquiring Japanese communication skills like reading, listening, speaking, and writing.

2 Study Period

Classes are offered 4 times a year: April, July, October and January. (Arrival maybe subjected to change)

Semester	Period	Application Deadline	Arrival
April	April – June	<u>February 15</u>	April 5
July	July – September	<u>May 17</u>	July 4
October	October – November	<u>September 13</u>	October 11
January	January – March	<u>November 15</u>	January 8

- ※ Capacity is 20 students per class. There are cases that we won't be accepting students if class has reached its maximum capacity.
- ※ Application in the middle of the semester is possible but for beginners we suggest you come by the time classes starts.

3 Time of Class

※Classes are divided into AM and PM classes. Students are not allowed to choose in between AM and PM classes.

※Classes for new students will be determined through an assessment test upon admission.

◆ Nagano Campus

AM	Mon	Tues	Wed	Thur	Fri	Sat · Sun
8:40 ~ 10:20	Class					No Class
10:40 ~ 12:20	Class					
PM	Mon	Tues	Wed	Thur	Fri	Sat · Sun
13:10 ~ 14:50	Class					No Class
15:10 ~ 16:50	Class					

◆ Tokyo Campus

AM	Mon	Tues	Wed	Thur	Fri	Sat · Sun
9:00 ~ 10:40	Class					No Class
11:00 ~ 12:40	Class					
PM	Mon	Tues	Wed	Thur	Fri	Sat · Sun
13:20 ~ 15:00	Class					No Class
15:20 ~ 17:00	Class					

4 Application documents

Signatures for the application forms must be hand written by the applicant and supporter.

According the needed documents, applicants are required to submit a different set of documents

	Document name	Remarks
1	Application for admission, Written oath and Authorization Letter for Emergency Purposes	School format
2	Passport copy	Copy with picture page and pages if you have history of coming to Japan.
3	Picture (4cm × 3cm)	

※For students below 18 years of age who wishes to enroll, guardian's written oath must be submitted.

5 Events and Activities

※There will be a lot of cultural events activities. Fees and costs will be handled by the students.

6 Tuition fee

You can choose a 2-week program.

Nagano Campus	2 weeks	4 weeks	4 weeks and up (cost per week)
Entrance fee	¥10,800	¥10,800	---
Tuition fee	¥33,480	¥51,840	¥12,960
Total	¥44,280	¥62,640	¥12,960

Tokyo Campus	2 weeks	4 weeks	4 weeks and up (cost per week)
Entrance fee	¥10,800	¥10,800	---
Tuition fee	¥35,640	¥56,160	¥14,040
Total	¥46,440	¥66,960	¥14,040

※ Above rates includes 8% tax. (Amounts are expressed in Japanese yen (¥))

※ Refer to the yearly schedule for fee calculation.

※ Textbooks will be charged differently.

※ Special seasonal programs are of different prices.

7 About the Insurance

Students in short-term course are signed up for an insurance by the school for them to feel safe and secure while staying here in Japan. By subscribing this insurance, students will be able to receive the compensation below.

※Please subscribe within period of stay.

① Insurance fee (Includes personal liabilities)

2~4 weeks stay	5~8 weeks stay	9~11 weeks stay
¥6,500	¥9,500	¥12,600


② Coverage

Types of Coverage		
Death Due to Injury Permanent Disability	Personal Liability Coverage	Rescue Expense
Treatment Expenses for Accidental Injury	Treatment Expenses for Illness	Death Due to Illness

③ Insurance Subscription Period

When coming to school from start date	When coming in the middle of school term (e.g.: From August on 4 weeks stay)
The day before the designated entry date	Day before scheduled day of departure stated on the application form.

8 From application to admission



STEP 1 Submission of application form.	Submit application papers to the designated school on or before the deadline.
STEP 2 Document screening	After we have received and reviewed the application document, letter of acceptance will be issued.
STEP 3 Tuition fee payment	Applicant or the agency must transfer application fee , entrance fee, tuition fee and Insurance fee to the designated school bank account.
STEP 4 Preparation for coming in Japan	Plane ticket reservation and
STEP 5 School admission	Orientation and start of classes

9 BANK TRANSFER INFORMATION

1. NAGANO CAMPUS

NAME OF BANK (銀行名)	HACHIJUNI BANK (株式会社 八十二銀行)
BRANCH (支店名)	UEDA BRANCH (上田支店)
ACCOUNT NO. (口座番号)	1169027
ACCOUNT NAME (口座名義)	MANABI GAIGO GAKUIN
SWIFTNO (銀行番号)	HABKJPJT
BANK ADDRESS (銀行住所)	2-2-12, Chuoh, Ueda-shi, Nagano-Ken, Japan 日本長野県上田市中央2-2-12
TEL / FAX	+81-268-24-1182 / +81-268-24-1988

2. TOKYO CAMPUS

NAME OF BANK(銀行名)	SUMITOMO MITSUI BANKING CORPORATION(三井住友銀行)
BRANCH (支店名)	UEDA BRANCH (上田支店)
ACCOUNT NO. (口座番号)	4160070
ACCOUNT NAME (口座名義)	MANABI GAIGO GAKUIN TOKYO
SWIFTNO (銀行番号)	SMBCJPJT
BANK ADDRESS (銀行住所)	2-1-18, Chuoh, Ueda-shi, Nagano-Ken, Japan 日本長野県上田市中央2-1-18
TEL / FAX	+81-268-22-5550 / +81-268-22-5620

10 REFUND POLICY

With Visa

Fees	Conditions	Refund
Application fee and Admission fee	Not refundable for any reason	
Tuition Fee Insurance Fee	Cancellation before acquiring visa. Cancellation after acquiring visa and confirmation of visa invalidation.	Full amount refund
	Cancellation after acquiring visa but visa invalidation cannot be confirmed, Cancellation on or a day before or after entry.	No Refund
Pick-up and transfer fee	Cancellation days before scheduled entry date.	Full amount refund
	Cancellation one day before scheduled entry date.	No refund
Accommodation fee	Refund will be in accordance with the accommodation and/or brokerage company	

No Visa

Fees	Conditions	Refund
Application fee and Admission fee	Not refundable for any reason	
Tuition Fee Insurance Fee	Cancellation one business day before scheduled admission.	Full amount refund
	Cancellation on and after scheduled admission.	No refund
Pick-up and transfer fee	Cancellation days before scheduled entry date.	Full amount refund
	Cancellation one day before scheduled entry date.	No refund
Accommodation fee	Refund will be in accordance with the accommodation and/or brokerage company	

11 Consent-Ban verification policy upon admission

1. Important Rules

- ① Comply with the rules and regulations of Japan while being enrolled in our school.
- ② Avoid late payment of school tuition fee and dormitory fee.
- ③ There will be no submission of false reports and false documents. Check and follow MANABI Japanese Language Institute's refund policy.
- ④ **【Short-term visa】** Agrees to have student visa application to be cancelled if attendance rate goes down to 90% when enrolled in the short-term Japanese language training.

2. Prohibited Rules

- ① 18 years old and below:
Staying overnight in other places aside from the accommodation provided by school.
Going out on 10:00pm until 5:00am without permission from guardian.
- ② Drinking and Smoking
According to the law smoking and drinking for minors (20 years old and below) are not allowed. Same with alcohol and cigarette possession.
- ③ On drugs
Possession and use.
- ④ Violence
Actions like violence, verbal abuse, damage to property and bullying. (Attacking a person physically and psychologically, or letting the person feel physical and psychological stresses)

3. Important Checklist

【Short-term visa】 Not allowed to do a part-time job, or do things that earn money.

4. Others

As described in the school and dormitory rules.

13 Accomodation

1.Nagano Campus (Nagano, Ueda)

Type	Name	Room	Amount per person		
			1 month	2 months	3 months
School Dormitory	Ability Mansion	1 person / room	¥70,300	¥115,600	¥180,900
		2 persons / room	¥52,000	¥79,000	¥126,000
	Hope Mansion	1 person / room	¥82,500	¥140,000	¥217,500
		2 persons / room	¥59,500	¥94,000	¥148,500
	Peace Mansion	1 person / room	¥95,300	¥165,600	¥255,900
		2 persons / room	¥68,300	¥111,600	¥174,900
	Misuzu Apartment	1 person / room	¥85,500	¥146,000	¥226,500
		2 persons / room	¥63,500	¥102,000	¥160,500
City Heights	1 person / room	¥78,500	¥132,000	¥200,500	
Hotel	Hotel(w/o meal)	Single	¥82,000	¥164,000	¥246,000
		Twin	¥60,000	¥120,000	¥180,000
Homestay (w/ breakfast and dinner)			¥165,240	¥311,040	¥456,840

- Tax included in the above amounts. (Amounts are expressed in Japanese yen (¥))
- The above amount is good for 30 days stay.
- The above amount includes utility, cleaning, and bed sheet bills. Amount maybe subject to change without notice.
- Depending in the situation of the accomodation, there are cases that customer's wish cannot be secured.
- No refund when cancelled upon admission.

2.Tokyo (Ryogoku)

Type	Name	Room	Amount per person		
			1 month	1 month	1 month
School Dormitory	Jpark Ryogoku※	2 persons / room	¥102,500	¥155,000	¥207,500
	Minami Koiwa※	2 persons / room	¥83,500	¥117,000	¥150,500
		3 persons / room	¥81,500	¥113,000	¥144,500
Kanamachi Share House※		2 persons / room	¥79,000	¥118,000	¥152,000
Monthly Mansion (Includes Utility, cleaning and bed sheets fee)		1 person / room	¥82,000	¥164,000	¥246,000
Homestay (w/ breakfast and dinner)			¥165,240	¥311,040	¥165,240

- Tax included in the above amounts. (Amounts are expressed in Japanese yen (¥))
- The above amount is good for 30 days stay.
- Depending in the situation of the accomodation, there are cases that customer's wish cannot be secured.
- Rates for “※” includes ¥5,000 utility bill, but if in case it exceeds to the said amount students are requiredtopaytheactual amount.
- Rates for “※” includes ¥20,000 deposit money. Upon moving out the difference for the subtracted amount from the ¥5,000 will be refunded.
- No refund when cancelled upon admission.