

Short-term course admission guide

April 2017 ~ January 2018



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

I 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.

II 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 28</u> | April 4 |
| July | July – September | <u>May 31</u> | July 3 |
| October | October – November | <u>September 30</u> | October 10 |
| January | January – March | <u>November 30</u> | January 9 |

- ※ 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.

III 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 | | | | | |

IV Events ans Activities

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

V Application documents

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

According to 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.

VI 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.

VII About application fee (Invitation letter) ※Application from countries that are not visa exempted.

Depending on the region or country, there is need to submit an invitation letter that from our school.

Cost are as follow:

| Applicant (1-4 persons) | Applicant (5-8 persons) | Applicant (9 persons and ↑) |
|-------------------------|-------------------------|-----------------------------|
| ¥ 16,200 / person | ¥ 10,800 / person | ¥ 8,640 / person |

VIII 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 Application fee payment | Application payment |
| STEP 4 Forwarding of invitation letter | Invitation letter |
| STEP 5 Tuition fee payment | Applicant or the agency must transfer entrance fee, tuition fee, facility fee and activity fee to the designated school's bank account. |
| STEP 6 Visa application | Apply for visa in the Ministry of Foreign Affairs and obtain your visa. |
| STEP 7 Preparation for coming in Japan | Plane ticket reservation and |
| STEP 8 School admission | Orientation and start of classes |

IX 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 |

IX REFUND POLICY

With Visa

| Fees | Conditions | Refund |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Application fee and Admission fee | Not refundable for any reason | |
| Tuition Fee Activity 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 Activity 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 | |

X 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

- ① 【Short-term visa】 Not allowed to do a part-time job, or do things that earn money.
- ② 【Short-term visa】 Subscribe for medical care, damage, injury and travel insurance on your own.

4. Others

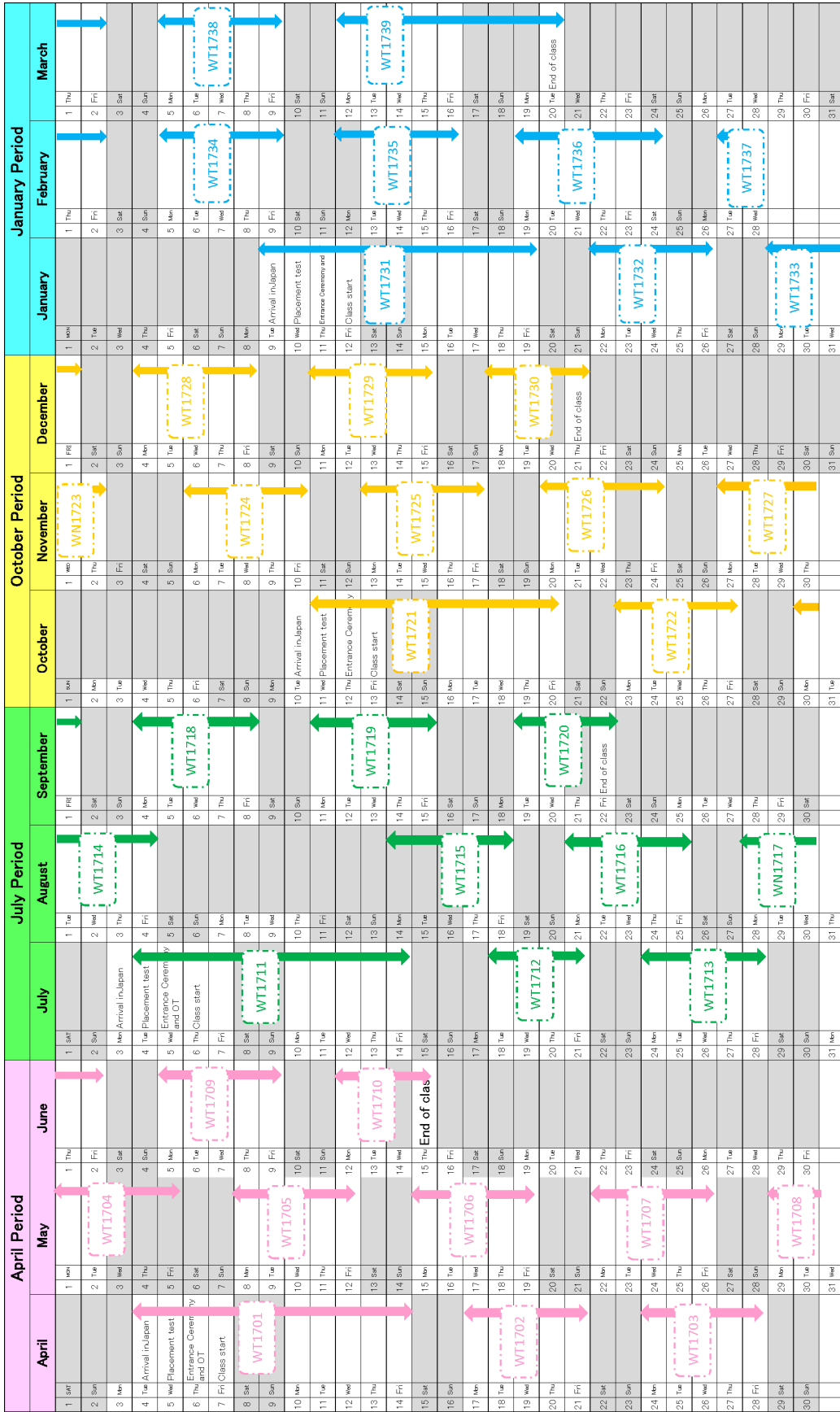
- ① As described in the school and dormitory rules.

XI Annual schedule

1. Nagano Campus(Nagano, Ueda)

| | | April Period | | | | July Period | | | | October Period | | | | January Period | | | | | | | | | | |
|----|-----|--------------|--|------|--|-------------|--|--------|--|----------------|--|---------|--|----------------|--|----------|--|---------|--|----------|--|-------|--|--|
| | | May | | June | | July | | August | | September | | October | | November | | December | | January | | February | | March | | |
| 1 | Sat | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Sun | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Mon | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Tue | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Wed | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Thu | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Fri | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Sat | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Sun | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Mon | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Tue | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Wed | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Thu | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Fri | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Sat | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Sun | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Mon | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Tue | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Wed | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | Thu | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | Fri | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | Sat | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | Sun | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | Mon | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | Tue | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | Wed | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | Thu | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | Fri | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | Sat | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | Sun | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | Mon | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Tue | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Wed | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Thu | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Fri | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Sat | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Sun | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Mon | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Tue | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Wed | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Thu | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Fri | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Sat | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Sun | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Mon | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Tue | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Wed | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Thu | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Fri | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Sat | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | Sun | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | Mon | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | Tue | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | Wed | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | Thu | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | Fri | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | Sat | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | Sun | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | Mon | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | Tue | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | Wed | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | Thu | | | | | | | | | | | | | | | | | | | | | | | |

2. Tokyo Campus (Ryogoku)



XII Accommodation

1. Nagano Campus (Nagano, Ueda)

| Type | Name | Room | Amount per person | | |
|------------------------------------|------------------|------------------|-------------------|------------|------------|
| | | | 1 month | 2 months | 3 months |
| School Dorm | 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 | ¥ 211, 500 |
| | | 2 persons / room | ¥ 63, 500 | ¥ 102, 000 | ¥ 154, 500 |
| | City Heights | 1 person / room | ¥ 73, 500 | ¥ 122, 000 | ¥ 190, 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 accomodatio, 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 Dorm | Jpark Ryogoku※ | 2 persons / room | ¥ 102, 500 | ¥ 155, 000 | ¥ 207, 500 |
| | Isehiko building※ | 2 persons / room | ¥ 102, 500 | ¥ 155, 000 | ¥ 207, 500 |
| Affiliated school dorm (SK Hirai) ※ | | 4 persons / room | ¥ 79, 000 | ¥ 108, 000 | ¥ 137, 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 | ¥ 456, 840 |

- 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 accomodatio, 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.