



学校法人江副学園

新宿日本語学校

SHINJUKU JAPANESE LANGUAGE INSTITUTE

学校法人江副学園 新宿日本語学校 Shinjuku Japanese Language Institute - SNG

Summer Course 2019

General Information

Hereafter are the application process and payment method for this course:

1. How to Apply

The application process will be completed once the following documents have been received and the payment for the course fee has been confirmed. The course fee has to be paid by at least four weeks prior to the start of the summer course.

Required Documents :

- Letter of consent (see annex) 1 copy
- Copy of passport (pages including your photo and address) 1 copy
- Travel insurance (In the case you purchase by yourself) 1 copy
- Passport-size ID photo (scan)
- Statement of Health (online form)

2. Application Period

Applications will be accepted until four weeks prior to the day the course starts. Applications within four weeks may be accepted depending on the availability. Lodging is first-come, first-serve. Please be aware that for late applications, your desired housing type may not be available anymore.

3. Course fee

- Summer course fee 180,000 JPY
(for applications submitted before 31th of March 2019)
- Travel insurance fee 3,800 JPY

Japanese Language Institute Co-operation, Plan-E Medical expenses will be covered to 70 percent by this plan, please check the link below for details:

http://www.jlic.or.jp/pdf/2018NewPamphlet/2018JlicPamphlet_English.pdf

The following expenses are included in the course fee:

- Japanese language lessons (4 periods per day, 5 times a week, 1 period lasts 45 min, including orientation and test. No Japanese course on activities lasting all-day)
- Program excursion fees, including admission and transportation fares between school and the activity (excluding the free activities)
- Study materials

The course fee does not include:

- Plane tickets and pick up service at the airport
- Meal expenses (dinner and breakfast are included for those who applied to Kyoritsu Dormitory or Homestay in Japan)
- Commuting fare to school
- Accommodation fee
- Travel insurance
- Personal expenses

Please note that SNG does not offer additional services such as accompanying students from the airport to their accommodation, or from the accommodation to school. If needed, SNG can refer to agencies providing these services.

4. Lodging

To the following accommodations can be applied through the school. Please contact us if you would like to stay at one of the following accommodations. As regards to the payment of the accommodation fee, please follow the instructions given by the lodging company and make the payment directly to the company. Under no circumstances will the school be able to guarantee a service provided by third parties. The prices below are subject to the authority of the accommodation provider. These prices may be updated at any time.

- Kyoritsu student dormitory ~ 75,000 JPY
- Monthly Resi stays ~ 120,000 JPY
- Homestay..... ~ 169,776 JPY

Note: For the Kyoritsu student dormitory, Leoplace21 and the Monthly Resi Stays, the minimum stay is one month. One month accommodation fee will be charged, even if you leave the accommodation earlier.

Please note that the school is not responsible for services provided by third parties. Lodging providers set the prices by themselves without having to give notification.



5. Payment Method

5.1 Online payment service

May we kindly ask you to pay through the online payment service provided by the following website: <https://www.flywire.com/pay/sng>. Applicants will be responsible for all occurring transaction fees.

5.2 Bank transfer

May we kindly ask you to pay by remitting the tuition to the following bank account. Applicants will be responsible for all occurring transaction fees.

Bank name: THE BANK OF TOKYO-MITSUBISHI UFJ, LTD, Branch: SHINJUKU-CHUO BRANCH, Branch number: 469, Account number: ORDINARY 1383167, Account name: SHINJUKU JAPANESE LANGUAGE INSTITUTE, Swift code: BOTKJPJT

The payment methods above are for the summer course and the insurance provided by SNG. Please refer to the lodging providers for the payment method of the accommodation fee.

6. Cancellation Policy

Course fee: Please understand that we cannot issue any refunds for cancellations after June 15th, 2019. Applicants will be responsible for all occurring transaction fees.

Accommodation fee: If you apply for accommodation through our school, a refund will take place according to the refund policy of each lodging providers. The date a cancellation fee is charged, depends on the policies of each lodging provider. Please contact our school for more details. Applicants will be responsible for all occurring transaction fees.

Cancellation statements will be accepted only by mail or email. The refund will be issued based on the date the request was received. Applicants will be responsible for all occurring transaction fees. Please understand that we cannot issue any refunds for cancellations after the course has started.

Course cancellation: The minimum number of participants for the course is 5 students. In case less than 5 students have applied 30 days prior to the start of the course, the course will be cancelled. In case the course is cancelled, the school will refund all remitted money to the students.



7. Important notes

- There will be no refund for absence from class or non-participation in activities, regardless of the reason.
- Passport and visa expenses are not covered.
- Some countries national are subject to apply for a visa to enter Japan, and would need a guarantor. Neither SNG nor its staff does act as a guarantor for the applicants.
- Activities may be changed due to things such as inclement weather. In case of activity cancellation, a different activity will be arranged.
- If you suffer from allergies or health problems, please give us detailed information, either in Japanese or in English.
- If you decide to apply for a homestay, please fill out the homestay survey honestly to avoid causing troubles.
- Host families and resident advisors cannot be responsible for students at all times.
- For students on homestays, please respect your host family's rules.
- Photographs taken during the course may be used on pamphlets, our website, or other advertising mediums for the purpose of publicizing Shinjuku Japanese Language Institute. Please note that the school shall not be responsible for claims, demands, and causes of action the students may have by reason of this authorization.

In order to have an enjoyable stay in Japan, it is necessary to follow Japanese national rules and laws. In Japan, persons under 20 years of age are not legally allowed to drink or smoke. We ask all participants, whether minors or adults, to behave responsibly.



学校法人江副学園 新宿日本語学校 Shinjuku Japanese Language Institute - SNG

Summer Course 2019

Letter of Consent

I, _____, acknowledge that I have read and agree to the above
(name of the applicant)

stated terms and conditions.

Date:

Signature:

Emergency contact

Please check this box, if it is the same person as the guardian (no need to fill in below): <input type="checkbox"/>	
Name	
Address	
Phone number	
E-mail address	



Guardian letter of consent and contact information

Name	
Address	
Phone number	
E-mail address	
Relation with applicant	

I, _____, confirm that I am the parent/legal guardian [please choose one]
(name of the guardian)

of _____.
(name of the applicant)

I consent to _____ acknowledge that I have read the General Information of the
(name of the applicant)

Summer Course 2019 and agree with the stated terms and conditions.

Date:

Signature:

