

# School Manual 2020

ISI Japanese Language School / Education Center

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# CONTENTS

Index	Page
<b>About ISI</b>	
ISI Japanese Language School Philosophy & Education Policy..... ISI Philosophy, Education Policy, Admission and Enrolment Policy, Curriculum Policy, and Graduation Policy	1
<b>About Application</b>	
Those who need a student visa ..... About the Student Visa, Admission Criteria, Application Procedure, Required Documents	2-3
Those who don't need a student visa ..... Types of Visa, Admission Criteria, Required Documents, Application Procedure	4
<b>School Information (Application Deadlines, School Terms, Fees)</b>	
Tokyo-Takadanobaba Campus .....	5
Tokyo-Ikebukuro Campus .....	6
Kyoto Campus.....	7
Nagano Campus .....	8
<b>Accommodation (types and fees) &amp; Airport Pick-up Service</b>	
Tokyo-Takadanobaba and Ikebukuro Campus .....	9
Kyoto Campus .....	10
Nagano Campus .....	11
<b>Important Notice about Accommodation and Airport Pick-up Service .....</b>	<b>12</b>
<b>School Calendar 2020</b>	
Tokyo-Takadanobaba and Ikebukuro Campus .....	13
Kyoto Campus .....	14
Nagano Campus .....	15
<b>Payment Information.....</b>	<b>16</b>
<b>Cancellation and Refund Policies.....</b>	<b>17</b>

# About ISI ISI Japanese Language School Philosophy & Education Policy

## ISI Japanese Language School Philosophy

- Our mission is to develop global human resources to be active on an international scale.

## ISI Japanese Language School Group Education Policy

Our school aims toward the development of the following skills:

- Practical Japanese language and good communication skills
- Intercultural understanding skills that will enable one's ability to respect, as well as accept other cultures and values
- Global talent that can be active in a globalized society

## Admission and Enrolment Policy

ISI group is willing to accept students who can understand our philosophy, educational goals, and rules...and want to study in order to realize their dream of participating in an international society. Therefore, we are looking for students who possess the following characteristics:

- Those interested not only in Japanese language, but also in Japanese culture and society
- Those who desire to be a competitive member of an international society
- Those who want to study Japanese with the motivation to achieve their goals
- Those who can respect values and cultures as a member of local and regional society, or within the school community

## Curriculum Policy

### Course Content

1. Systematically learning language skills (listening, reading, speaking and writing) and language knowledge (vocabulary and grammar)
2. Promoting diversity in class utilizing the latest teaching methods
3. Test preparation course based on the Japanese Language Proficiency Test (JLPT), the Examination for Japanese University Admission (EJU), etc.
4. Achievement testing with an aim to check outcomes of language acquisition
5. Development of global competitiveness (Understanding Japanese, and other cultures) and human power (problem-solving, creative thinking, etc.) through Japanese language learning
6. Support for further studies and career counselling

### Teaching Methods

1. Communicative language teaching
2. The practice of active learning and Information Communication Technology (ICT) education in order to improve students' learning
3. Extracurricular activities outside of the classroom
4. Lessons are taught by highly qualified teachers
5. Utilizing the international environment, enabling a multicultural learning and understanding
6. Academic and Career Counselling with multiple events such as job fairs, seminars and etc.

### Expected Achievements

1. Practical Japanese communication skills which can be beneficial in higher education institutions or companies in Japan
2. An understanding of local, as well as international cultures.
3. Personal development: independence, practical skills, problem-solving, etc.

## Graduation Policy

Those who have acquired the following abilities during their enrolment are eligible for a graduation or completion certificate:

- Strong Japanese communication skills
- Global competitiveness with diversity and flexibility
- The ability to actively participate in a global society.

## Instruction Management

1. Our courses are designed to improve communication through the direct method. (※)
2. Classes may include active learning, ICT support, or off-campus learning to improve learning outcomes, independence, practical skills, or problem-solving.
3. The school is a multinational environment where cross-cultural understanding is deepened. Please refrain from using your native language in the class.
4. We provide course guidance and related events in line with the annual plan.
5. All Japanese language instructors are certified according to standards established by the Ministry of Justice.

(※) The short-term original course / summer course at Kyoto School is not limited to this direct method.

# Application Procedures

For applicants who need a Student Visa

## About the Student Visa

- Usually, those who wish to study from 6 months and beyond need a Student Visa.
- To receive this, you must receive a Certificate of Eligibility (COE) issued by the Japanese Immigration Bureau.
- ISI will apply on your behalf for the COE at the Japanese Immigration Bureau.
- With this visa you will be allowed to work part time (max. 28 hours per week) by applying for the "Permission to engage in an activity other than that permitted under the status of residence previously granted" (work permit). Please note that there are some restrictions regarding the type of work.

## Admission Criteria

- Those who have graduated with at least 12 years of education or equivalent by the course starting date
  - Have a motivation to study.
  - Have financial support while studying in Japan, or ability to pay expenses during the period of study abroad
  - Bachelor or Associate Degree is mandatory for attending our "Job Finding Class"
  - Those who fully understand ISI's educational philosophy and policy (page 1)
  - January enrollment. Those enrolling in the N4 level must have the equivalent of N5 (beginner level)
- However, if the principal allows it, those who do not meet the admission criteria may be able to enroll. If you do not meet these requirements, please contact our Education Center.

Enrollment date (Enrolment Period)	April (2 years)	July (1year 9months)	October (1year 6months)	January (1year 3months)
Approximate Application Deadline*	Late October	Early February	Late April	Early August
Application Submission at Immigration	Late November	Mid March	Late May	Mid September
Residency Grant and Payment	Late February	Late May	Late August	Late November
Apply to Visa at Embassy/Consulate	Early March	Early June	Early September	Early December

\*Please note that admission will be closed as soon as each school's capacity is full.

## Application Procedure

1	Applicants shall send the application form and other necessary documents to ISI Japanese Language School Education Center. You will be informed regarding payment and pay the visa application fee afterwards by bank remittance or Flywire.
2	After reviewing the documentation, if the applicant is eligible, ISI will apply on their behalf for the Certificate of Eligibility (COE) at the Immigration Services Agency of Japan.
3	After approximately 2 months and a half, ISI will receive the result of the COE from the Immigration Services Agency of Japan.
4	After COE is issued, ISI will send an invoice. Payment must be done by bank remittance or Flywire by the due date.
5	Once the payment is confirmed, the original COE, letter of acceptance and a guide for living in Japan will be sent to the applicants.
6	Please take the online placement exam before the deadline.
7	When you receive the COE, please apply for a Student Visa at the local Japanese Embassy/Consulate.
8	Book your flight and send the information (e-ticket) to ISI at least two weeks prior to the arrival date. If your accommodation is arranged by us, please arrive on the designated dorm entry days.
9	Come to school on the first day of the school term.

# About Application

## Those who need a Student Visa (Long Term Students)

### Student Visa: Required documents for Certificate of Eligibility

#### IMPORTANT NOTICE

- ① Each document\* must be original and issued within the last 3 months upon submission except for certificates that are only issued once (e.g. graduation diplomas, grades transcripts, etc.).  
\*Certificates that can be issued multiple times (e.g. bank balance certificate, graduation certificate, etc.).
- ② For those documents not written in Japanese, please, attach a Japanese translation and submit it together with the original.  
If you only submit the translation, it will not be accepted. (ISI Translation service is available with ¥6,000 charge.)
- ③ The documents submitted to the Japanese Immigration Bureau will not be returned. Please, let us know in advance if something needs to be returned.
- ④ The signatures must be genuine and hand-written. Please sign the documents yourself and do not use correction fluid on the application form.
- ⑤ If the applicant has applied for a Certificate of Eligibility in the past, additional information will be needed. Please inform us upon application.
- ⑥ Please submit the following documents by each school's application deadline.

Underlined documents are required for all nationalities. Requirements and documents to be submitted differ depending on nationality, visas application history, etc. Please contact us for more information. When sending original documents, please use international courier service such as FEDEX/DHL/OCS/EMS and let us know the tracking number.

CHK	Applicant's Documentation	Details
<input type="checkbox"/>	<u>School Application Form</u> (form provided by ISI)	<ul style="list-style-type: none"> <li>Applicants must fill in all the necessary information required in the forms</li> <li>Do not leave any blanks, especially supporter's occupation or workplace information.</li> <li>The name must be the same as shown in the applicant's passport.</li> </ul>
<input type="checkbox"/>	<u>Personal History Form</u> (form provided by ISI)	<ul style="list-style-type: none"> <li>Write all your educational background and work experiences (do not count blank periods) and sign the form.</li> <li>If there have been periods of time without studying or working, please write down the reason on a different paper.</li> <li>If you have had irregular school or work records, please, submit the certificates to prove it.</li> </ul>
<input type="checkbox"/>	<u>Health Status Declaration</u> (form provided by ISI)	<ul style="list-style-type: none"> <li>Please, fill in the information regarding your current health status.</li> </ul>
<input type="checkbox"/>	<u>4 ID photos</u> (size 4x3 cm)	<ul style="list-style-type: none"> <li>Photos must be recent (within 3 months) and your name written in the back.</li> <li>They must be full face with a plain background and clear.</li> </ul>
<input type="checkbox"/>	<u>Passport Copy</u>	<ul style="list-style-type: none"> <li>If you do not have a passport, please, submit the copy of a document issued by a public institution such as ID.</li> <li>Submit all the pages with past entry and departure stamps to Japan.</li> </ul>
<input type="checkbox"/>	<u>Graduation Certificate Copy</u>	<ul style="list-style-type: none"> <li>Please, submit a graduation certificate copy. Some nationalities may have to submit the original ones, but they will be returned after verification</li> <li>If you are currently a student (or on leave or have withdrawn) at University or College, please, submit a certificate and high school graduation diploma.</li> </ul>
<input type="checkbox"/>	Academic Transcript Copy	<ul style="list-style-type: none"> <li>Depending on your nationality, you may have to submit the original copy.</li> </ul>
<input type="checkbox"/>	Proof of Enrolment (if you are currently studying)	<ul style="list-style-type: none"> <li>Document must state clearly the date of enrolment, major and planned graduation date.</li> </ul>
<input type="checkbox"/>	JLPT Certificate Copy	<ul style="list-style-type: none"> <li>Copy of the certificate proving that you have passed at least N5 level of JLPT or equivalent Japanese language certification.</li> <li>If you are waiting for the result, please, send copy of exam admission slip.</li> </ul>
<input type="checkbox"/>	Japanese Language Study Certificate	<ul style="list-style-type: none"> <li>Please submit the Japanese Language Study Certificate if you have studied Japanese before.</li> <li>Document must state actual number of hours you have studied Japanese.</li> </ul>
<input type="checkbox"/>	Proof of Employment (if you are currently working)	<ul style="list-style-type: none"> <li>If you have work experience, send any documents that will prove it.</li> </ul>
CHK	Financial Supporter's Documentation	Details
<input type="checkbox"/>	<u>Written Proof of Supporter</u> (form provided by ISI)	<ul style="list-style-type: none"> <li>Must be written and signed by the applicant's financial supporter after confirming the contents.</li> </ul>
<input type="checkbox"/>	<u>Bank Balance Certificate</u>	<ul style="list-style-type: none"> <li>Bank account holder and supporter must be the same person, and the certificate, issued within 3 months before submission.</li> <li>The amount stated at the balance must be sufficient for the applicant's stay in Japan.</li> </ul>
<input type="checkbox"/>	Relationship Certificate, Birth Certificate or Family Register	<ul style="list-style-type: none"> <li>Please, send a document that will prove the relationship between applicant and supporter.</li> <li>Vietnam citizens must send copy of family register, ID and birth certificate.</li> </ul>
<input type="checkbox"/>	Supporter's Proof of Employment	<ul style="list-style-type: none"> <li>In case of self-employment, please, send a certified copy of the company register.</li> </ul>
<input type="checkbox"/>	Income Certificate	<ul style="list-style-type: none"> <li>Please, submit an income certificate issued by place of employment or public agency.</li> </ul>

# About Application

Those who do not need a student visa (Short Term)

## Types of Visa

1. Temporary Visitor Visa (Tourist Visa)
  - This visa is issued by Japanese Embassy or Consulate overseas.
  - If a visa waiver agreement exists between your country and Japan, this visa will be issued at the port of entry when coming to Japan.
  - Even if there is a visa waiver agreement, sometimes you should get the tourist visa at your local Japanese Embassy or Consulate in advance. Please, consult the Japanese Embassy website.
  - Some nationalities can extend a visitor visa up to 6 months in Japan.
  - If there is not a visa waiver agreement, you will need an invitation letter to obtain it.
2. Other Visas (Resident in Japan)
  - You can enrol at the school with a visa issued for purposes other than studying
  - Included visas in this group would be: working holiday visa, working visa, spouse visa and dependant visa.

- Please check the school calendar to verify the available enrolment dates.
- You can join in the middle of the term if there is any suitable class with available seats for your level after taking a level check test.

## Admission Criteria

- 16 years old or older (please contact us if you are under 16)
- \*Those who are under 18 years old: You must live with a guardian in Japan or apply for student house or Homestay with us, as we do not offer 24 hour support.
- With motivation to study
- Have financial support during enrollment period
- Be able to come to Japan with visitor visa or reside in Japan
- Temporary visitor visa holders cannot attend the Job Finding Class
- Minimum course period is 2 weeks
- Those who fully understand ISI's educational philosophy and policy (page.1)

## Required Documents

- School application forms (provided by ISI)
  - Health Status Declaration (provided by ISI)
  - Passport Copy
  - ID-sized photo (it can be taken by smartphone or digital camera)
  - Homestay application form (if applicable)
  - Copy of both sides of Residence Card (if applicable – residents in Japan)
  - Necessary documents for invitation letter issuance (if applicable)
- \*Data submission available

## Application Procedure

### Temporary Visitor Visa or other types of visa (without invitation letter)

1	Send required documents to ISI by e-mail
2	ISI will send confirmation and an invoice of your application via e-mail.
3	After payment, ISI will send you an acceptance letter.
4	Apply for a Temporary Visitor Visa at your local Japanese Embassy/Consulate* (if required).
5	Please take the pre-enrollment, online placement test by the due date. (Those arriving mid-term will be tested after arrival.
6	Book your flight and inform us about arrival date, time and flight number (e-ticket) at least 2 weeks prior to your arrival.
7	Come to school on the first day of the school term.

\*Please consult the Japanese Embassy about the visa.

### Temporary Visitor Visa with Invitation Letter

1	Send required documents to ISI by e-mail
2	ISI will send confirmation and an invoice of your application via e-mail. (Invitation letter fee will be 6,000 JPY.)
3	After payment, ISI will send you an acceptance letter and an invitation letter.
4	Apply for a Temporary Visitor Visa at your local Japanese Embassy/Consulate* (issuance may take a few weeks).
5	Please take the pre-enrollment, online placement test by the due date. (Those arriving mid-term will be tested after arrival.
6	Book your flight and inform us about arrival date, time and flight number (e-ticket) at least 2 weeks prior to your arrival.
7	Come to school on the first day of the school term.

\*Please consult us before applying.

## School Information

# Tokyo-Takadanobaba Campus

\*The following prices include the consumption tax for the course learning period from 1st April 2020 until 31st March, 2021.

## Long Term Course (With Student Visa): Fees & School Terms

### Those who need a Student Visa

- Please find below the fees for the course for student visa holders (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission. Course fees may increase the following academic year should you continue enrollment.

Prices in JPY

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	340,000	680,000
Material	16,500	33,000
Facilities	16,500	33,000
<b>Total</b>	<b>450,000</b>	<b>823,000</b>

Study Period	Enrolment period	Application deadline
2 Years	April Start	31 <sup>st</sup> October, 2019
1 Year 9 Month	July Start	8 <sup>th</sup> February, 2020
1 Year 6 Month	October Start	30 <sup>th</sup> April, 2020
1 Year 3 Month	January Start	9 <sup>th</sup> August, 2020

• Admission will be closed as soon as school's capacity is full.

## With other types of Visa: Fees

### Those who don't need a student visa

- Please find below the fees for 3 months courses (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enrol mid-term after taking a level check test.
- Application deadline is a month (30days) before the course starting date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks).
- The enrollment fee is included in the first payment only. Otherwise the payments are for the term only. Teaching materials will be charged for the number of terms you attend.

Prices in JPY

Duration	1 term 10weeks		2 terms 20weeks		Prices in JPY									
	10weeks	20weeks	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks				
Admission	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Tuition	170,000	340,000	34,000	51,000	68,000	85,000	102,000	119,000	136,000	153,000	170,000	187,000	204,000	221,000
Material	8,250	16,500	8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250
Facilities	8,250	16,500	1,650	2,475	3,300	4,125	4,950	5,775	6,600	7,425	8,250	9,075	9,900	10,725
<b>Total</b>	<b>201,500</b>	<b>388,000</b>	<b>58,900</b>	<b>76,725</b>	<b>94,550</b>	<b>112,375</b>	<b>130,200</b>	<b>148,025</b>	<b>165,850</b>	<b>183,675</b>	<b>201,500</b>	<b>219,325</b>	<b>237,150</b>	<b>254,975</b>

## Private Course: Fees

Prices in JPY

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fee is not included in the price, it will be charged separately.
- Please, contact us for specific times and dates request.

## School Information

### Name: ISI Language School

Address: 2-14-19 Takadanobaba, Shinjuku-ku, Tokyo 169-0075

TEL : +81-3-5155-6886

FAX: +81-3-5155-6887

Admission inquires : +81-3-5960-1335

info@isi-global.com



4 minutes away from Takadanobaba Station on foot  
Airports of arrival: Haneda (HND) or Narita (NRT)

### Class Schedule

\*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10

## School Information

# Tokyo-Ikebukuro Campus

\*The following prices include the consumption tax for the course learning period from 1st April 2020 until 31st March, 2021.

### Long Term Course (With Student Visa): Fees & School Terms

#### Those who need a Student Visa

- Please find below the fees for the course for student visa holders (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission. Course fees may increase the following academic year should you continue enrollment

Prices in JPY

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	340,000	680,000
Material	16,500	33,000
Facilities	16,500	33,000
<b>Total</b>	<b>450,000</b>	<b>823,000</b>

Study Period	Enrolment period	Application deadline
2 Years	April Start	31 <sup>st</sup> October, 2019
1 Year 9 Month	July Start	8 <sup>th</sup> February, 2020
1 Year 6 Month	October Start	30 <sup>th</sup> April, 2020
1 Year 3 Month	January Start	9 <sup>th</sup> August, 2020

- Admission will be closed as soon as school's capacity is full.

### With other types of Visa: Fees

#### Those who don't need a student visa

- Please find below the fees for 3 months courses (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enrol mid-term after taking a level check test.
- Application deadline is a month (30days) before the course starting date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks).
- The enrollment fee is included in the first payment only. Otherwise the payments are for the term only. Teaching materials will be charged for the number of terms you attend.

Prices in JPY

Duration	1 term 10weeks	2 terms 20weeks
Admission	15,000	15,000
Tuition	170,000	340,000
Material	8,250	16,500
Facilities	8,250	16,500
<b>Total</b>	<b>201,500</b>	<b>388,000</b>

2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
34,000	51,000	68,000	85,000	102,000	119,000	136,000	153,000
8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250
1,650	2,475	3,300	4,125	4,950	5,775	6,600	7,425
<b>58,900</b>	<b>76,725</b>	<b>94,550</b>	<b>112,375</b>	<b>130,200</b>	<b>148,025</b>	<b>165,850</b>	<b>183,675</b>

### Private Course: Fees

Prices in JPY

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
<b>1-20</b>	6,800	6,400	4,200	3,100
<b>21-50</b>	6,400	5,700	3,500	2,400
<b>51~</b>	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fees are not included, these will be charged separately.
- Please, contact us for specific times and dates request.

### School Information

#### Name: ISI Language College

Address: 1-13-13 Minami Ikebukuro, Toshima-ku, Tokyo 171-0022

TEL: +81-3-5957-2410

FAX: +81-3-5957-2420

Admission inquires: +81-3-5960-1335

info@isi-global.com

6 minutes away from Ikebukuro Station on foot  
Airports of arrival: Haneda (HND) or Narita (NRT)



#### Class Schedule

\*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10



# School Information

## Kyoto Campus

\*The following prices include the consumption tax for the course learning period from 1st April 2020 until 31st March 2021. Please refer to the previous page (Ikebukuro Campus) for admission, application, and document submission information. School terms are the same as Tokyo Campuses.

### Long Term Course With Student Visa: Fees

- Please find below the fees for the course for student visa holders (20 lessons per week and 20 students per class).
- Visa application fee shall be paid at the time of application submission.
- Course fees may increase the following academic year should you continue enrollment

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	340,000	680,000
Material	16,500	33,000
Facilities	16,500	33,000
<b>Total</b>	<b>450,000</b>	<b>823,000</b>

### Without Student Visa: Fees

- Please find below the fees for courses under short stay visa and for those who are already in Japan and will not need a student visa.
- You may be able to enrol mid-term after taking a level check test.
- Application deadline is a month before the course starting date.

Prices in JPY

Duration	1 term (10 Weeks)	2 weeks	4 weeks	6 weeks	8 weeks	Per week
Admission	15,000	15,000	15,000	15,000	15,000	
Tuition	170,000	34,000	68,000	102,000	136,000	17,000
Material	8,250	8,250	8,250	8,250	8,250	8,250 (per term)
Facilities	8,250	1,650	3,300	4,950	6,600	825
<b>Total</b>	<b>201,500</b>	<b>58,900</b>	<b>94,550</b>	<b>130,200</b>	<b>165,850</b>	—

### Short Term Practical Japanese Course: Fees (without student visa)

- This course runs from April to June and from October to December. (You may register and pay for up to 10 weeks)
- Short term intensive practical Japanese classes including grammar and writing, conversation and unique Japanese culture experiences in Kyoto (20 lessons per week, 15 students per class).
- This very popular course among short term students offers cultural activities once every two weeks.
- From 0 level to lower intermediate (approximately JLPT N3).
- You may be able to enrol mid-term if there is any suitable class with available seats for your level after taking a level check test.
- Application deadline is a month before the course starting date, and a month before the month's course starting date in the case of mid-term applications.
- The enrollment fee is the first payment only, subsequent payments will be according to the duration of stay. However, the teaching materials will be charged for the number of terms you attend.

Prices in JPY

Duration	1 term	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Tuition	200,000	40,000	60,000	80,000	100,000	120,000	140,000	160,000	180,000
Material	12,000	8,500	8,500	8,500	10,000	10,000	10,000	12,000	12,000
Facilities	8,250	1,650	2,475	3,300	4,125	4,950	5,775	6,600	7,425
<b>Total</b>	<b>235,250</b>	<b>65,150</b>	<b>85,975</b>	<b>106,800</b>	<b>129,125</b>	<b>149,950</b>	<b>170,775</b>	<b>193,600</b>	<b>214,425</b>

### Private Course: Fees

Prices in JPY

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fees are not included, these will be charged separately.
- Please, contact us for specific times and dates request.

### School Information

#### Name: ISI Language School, Kyoto

Address: 6-6 Nishinokyo-Ryomachi, Nakagyo-ku, Kyoto 604-8497  
 TEL : +81-75-803-6120  
 FAX : +81-75-803-6130

Admission inquires : +81-3-5960-1335  
 info@isi-global.com



7 minutes away from Enmachi Station (JR Sagano Sanin line) on foot  
 Airports of arrival: Kansai (KIX) and Itami (ITM)

#### Class Schedule

\*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10
Short Term Practical Japanese Course Schedule	
All levels	8:50~10:20 / 10:30~12:00
Afternoon (optional)	Join several activities!

# School Information

## Nagano Campus

\*The following prices include the consumption tax for the course learning period from 1st April 2020 until 31st March, 2021.

### Long Term Course (With Student Visa): Fees & School Terms

#### Those who need a Student Visa

Please find below the fees for the course for student visa holders (20 lessons per week and 20 students per class).

Visa application fee shall be paid at the time of application submission. Visa application fee shall be paid at the time of application submission.

Course fees may increase the following academic year should you continue enrollment

Prices in JPY

Duration	6 months (2 terms)	1 year (4 terms)
Visa Application	22,000	22,000
Admission	55,000	55,000
Tuition	310,000	620,000
Material	16,500	33,000
Facilities	16,500	33,000
<b>Total</b>	<b>420,000</b>	<b>763,000</b>

Study Period	Enrolment period	Application date
2 years	April Start	31 <sup>st</sup> October, 2019
1 year and 6 months	October 2019	30 <sup>th</sup> April, 2020

- Admission will be closed as soon as school's capacity is full.

### With other types of Visa: Fees

#### Those who don't need a student visa

- Please find below the fees for 3 months courses (6 months depending on nationality) and for those who are already in Japan and will not need a student visa.
- You may be able to enrol mid-term after taking a level check test.
- Application deadline is a month (30days) before the course starting date.
- As a rule, tuition is accepted each term. Tuition fees should be paid in one term (10 weeks).
- The enrollment fee is included in the first payment only. Otherwise the payments are for the term only. Teaching materials will be charged for the number of terms you attend.

Prices in JPY

Duration	1 term	2 terms	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks	9 weeks
Admission	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Tuition	155,000	310,000	31,000	46,500	62,000	77,500	93,000	108,500	124,000	139,500
Material	8,250	16,500	8,250	8,250	8,250	8,250	8,250	8,250	8,250	8,250
Facilities	8,250	16,500	1,650	2,475	3,300	4,125	4,950	5,775	6,600	7,425
<b>Total</b>	<b>186,500</b>	<b>358,000</b>	<b>55,900</b>	<b>72,225</b>	<b>88,550</b>	<b>104,875</b>	<b>121,200</b>	<b>137,525</b>	<b>153,850</b>	<b>170,175</b>

### Private Course: Fees

Prices in JPY

No. of lessons	1 student	2-5 students	6-10 students	11-15 students
1-20	6,800	6,400	4,200	3,100
21-50	6,400	5,700	3,500	2,400
51~	5,700	5,300	3,100	2,000

- 45 minutes per lesson.
- Material fees are not included, these will be charged separately.
- Please, contact us for specific times and dates request.

### School Information

**School Name: Nagano Business and Language College**

Address: 3-5-18 Chuo, Ueda, Nagano 386-0012

TEL : +81-268-23-7220

FAX : +81-268-22-4977

Admission inquires : +81-3-5960-1335

info@isi-global.com

12 minutes away from JR Ueda Station on foot  
Airports of arrival: Haneda (HND) or Narita (NRT)



### Class Schedule

\*Class schedule will be decided after the result of the placement test.

Morning lessons	8:50~10:20 / 10:30~12:00
Afternoon lessons	13:00~14:30 / 14:40~16:10

# Tokyo - Accommodation & Airport Pick-up Service

\*The following prices include the consumption tax for the course learning period from 1<sup>st</sup> April 2020 until 31<sup>st</sup> March 2021.

## Accommodation: Types & Fees

- There are several types of accommodation available for your stay in Japan. Please, inquire about the one you like. After checking its availability, we will contact you.
- Check-in time will differ depending on accommodation, verify it at "Important Notice about Accommodation & Airport Pick-up Service".
- Accommodation details will be provided after final arrangement. Contact us for detailed information regarding check-in and check-out dates.

### ① Student House

- Resident staff on site
- Living together with multinational students
- Reasonable fees
- Commuting time: about 20-50 minutes.
- Shared bathrooms and kitchen. Meals not included
- Bedding included

### ② Guesthouse

- Students from all nationalities live together
- Shared living room, kitchen and bathrooms
- Meals not included. Bedding included
- Commuting time: 40-60 minutes
- Double rooms available for two people who apply together for it

### ③ Weekly Mansion

- Fully equipped with furniture and home appliances
- Commuting time: 30 minutes
- Private mini-kitchen and bathroom in each room
- Bedding included
- Double apartments available for two people who apply together.

### ④ Homestay

- Live with a Japanese family. 2 meals a day included
- Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes (up to 90 minutes in summer)
- Maximum period of stay of 12 weeks (can be extended onsite)
- Extra 2,500JPY per night will be charged for winter break (23-Dec~4-Jan)
- It is necessary to submit "Homestay Application Form"

## Long Stay Fees (1 term / 3 months):

Special price will be applied for those who book a long stay (3 months) at a Student House.  
Price includes utility fees.

Prices in JPY

Room Type	Room	Type	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 1 term (3 months)
Student Housing	Single	A	40,000	30,000	10,000	81,000	323,000
		B				72,000	296,000
	Twin					53,000	239,000
		Triple					45,000

Because long-term stay is contracted on a monthly basis, costs will not be prorated.

Regarding single rooms in Tokyo: The room size differs between Type A and Type B.(as reflected in the cost).

Prices in JPY

Accommodation	Room	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)
Student Housing	Single	30,000	3,800/day	83,200	136,400
	Twin	20,000	2,900/day	60,600	101,200
Guesthouse	Single	30,000	3,800/day	83,200	136,400
	Twin	20,000	2,900/day	60,600	101,200
Weekly Mansion	Single	22,000	6,800/night	110,400	205,600
	Twin	22,000	4,500/night	80,500	143,500
Homestay	Single	22,000	5,500/night	93,500	170,500

## Airport Pick-Up Service/Fees (NARITA Airports) For students with housing reservations.

For Dormitory Students: Send us the e-ticket or flight information two weeks before arrival. For Others: Send flight information 1 month prior to departure (if available, send a copy of your e-ticket). Pick up staff will be waiting at the arrival gate. Please refer to page 12 for more information regarding pick-up available times.

Destination	One way	Pick-up method	Details
Student Housing	6,000 JPY	Car (pick-up by staff)	This is a special rate designated for dorm entry days. If you arrive at HANEDA or on a different day, additional fee will be charged (12,000 JPY). Please, check the school calendar for the designated dates.
Homestay	18,000 JPY	Public transportation	Public transportation fee included.
Guesthouse/Weekly Mansion	31,000 JPY	Taxi	Pick-up will be arranged after ISI confirms payment.

# Kyoto - Accommodation & Airport Pick-up Service

\*The following prices include the consumption tax for the course learning period from 1st April 2020 until 31st March 2021.

## Accommodation: Types & Fees

- There are several types of accommodation available for your stay in Japan. Please, inquire about the one you like. After checking its availability, we will contact you.
- Check-in time will differ depending on accommodation, verify it at "Important Notice about Accommodation & Airport Pick-up Service".
- Accommodation details will be provided after final arrangement. Contact us for detailed information regarding check-in and check-out dates.

### ① Student House

- Resident staff on site
- Living together with multinational students
- Reasonable fees
- Commuting time: about 20-40 minutes
- Shared bathrooms and kitchen. Meals not included
- Bedding included

### ② Homestay

- Live with a Japanese family. 2 meals a day included
- Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes
- Maximum period of stay of 12 weeks (can be extended onsite)
- Extra 2,500JPY per night will be charged for winter break (23-Dec~4-Jan)
- It is necessary to submit "Homestay Application Form"

## Long Stay Fees (1 term/3 months):

Long term students will apply for a three month stay. Costs will not be prorated. Price includes utility fees.

Prices in JPY

Room Type	Room Capacity	Type	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 1 term (3 months)
Student Housing	Single	A	40,000	30,000	10,000	72,000	<b>296,000</b>
		C				60,000	<b>260,000</b>
	Double	A				50,000	<b>230,000</b>
		B				46,000	<b>218,000</b>
		C				40,000	<b>200,000</b>

## Short Stay Fees (from 2 to 11 weeks)

Fees showed by type of accommodation and room. Minimum booking is 2 weeks (14 days and 13 nights). 4 weeks is equivalent to 28 days and 27 nights. Utilities are included on the rent.

Prices in JPY

Accommodation	Room	Type	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)
Student Housing *	Single	A	30,000	3,400 /day	77,600	<b>125,200</b>
		C		3,200/day	74,800	<b>119,600</b>
	Twin	A	20,000	2,800/day	59,200	<b>98,400</b>
		B		2,600/day	56,400	<b>92,800</b>
		C		2,400/day	53,600	<b>87,200</b>
Guesthouse	Single		30,000	3,600/day	80,400	<b>130,800</b>
Homestay	Single		22,000	5,500/night	93,500	<b>170,500</b>

\*Student house's single rooms: Type A: Enmachi ①; Type C: Enmachi ② & Kameoka (Enmachi ①&② rooms have different sizes)

\*Student house's twin rooms: Type A: Enmachi; Type B: Saga Arashiyama; Type C: Saga Kariwake & Kameoka

## Airport Pick-Up Service/Fees (Kansai/Itami Airports) For students with housing reservations.

Send us the e-ticket or flight information at least 2 weeks before arrival. Pick up staff will be waiting at the arrival gate. (In case of Kansai, you will be picked up at "Yasaka Kanku Shuttle Counter" International arriving floor in Terminal-1.) Please refer to page 12 for information regarding pick-up available times.

Destination	One way	Pick-up method	Details
School/Student House (except Kameoka)	6,000 JPY	Shared taxi or public transportation	In the case of shared taxi, one suitcase is included in the price. If you bring more than 1, you will be charged 1,000 JPY (max. 1 extra suitcase).
Kameoka International House (dorm entry day)	10,000 JPY		
Guesthouse	From 6,000 JPY		
Homestay	18,000 JPY		

# Nagano - Accommodation & Airport Pick-up Service

\*The following prices include the consumption tax for the course learning period from 1st April 2020 until 31st March 2021

## Accommodation: Types & Fees

- There are several types of accommodation available for your stay in Japan. Please, inquire about the one you like. After checking its availability, we will contact you.
- Check-in time will differ depending on accommodation, verify it at "Important Notice about Accommodation & Airport Pick-up Service". Accommodation details will be provided after final arrangement.

### ① Student House

- Distance from school: conveniently 10 to 15 mins on foot
- Living together with multinational students
- Reasonable fees
- Shared bathrooms and kitchen. Meals not included
- Bedding included
- Maximum period of stay of 6 months
- Student House type may not meet your requirements.

### ② Homestay

- Live with a Japanese family. 2 meals a day included
- Learn Japanese customs and lifestyle
- Commuting time: 40-60 minutes
- Maximum period of stay of 12 weeks (can be extended onsite)
- Extra 2,500JPY per night will be charged for winter break (23-Dec~4-Jan)
- It is necessary to submit "Homestay Application Form"

## Long Stay Fees (6 months)

Special price is for those who book a long stay (6 months) at a Student House. However this is not applicable when there is a vacancy. Price includes utility fees. Student house is available only for 6-month stay and the whole stay needs to be paid in advance.

Prices in JPY

Student Housing	Room	Type*	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 2 terms (6 months)
	Single	A				30,000	20,000
Twin	A	43,000	318,000				
	B	39,000	294,000				
Triple	A	32,000	252,000				
Quadruple	B	32,000	252,000				

\* Type A: Konyamachi International House Main Building \*Type B: Konyamachi International House Annex (male only)

\* Long term stays are contracted on a monthly basis and is not prorated.

## Short Stay Fees (from 2 to 23 weeks)

Fees showed by type of accommodation and room. Minimum booking is 2 weeks (14 days and 13 nights). 4 weeks is equivalent to 28 days and 27 nights. Utilities are included on the rent.

Prices in JPY

Accommodation	Room	Admission fee	Rate per day/night	Total 2 weeks	Total 4 weeks (1 month)	Total 1 term (90 days)
Student House	Single	20,000	2,900/day	60,600	101,200	281,000
	Twin		2,000/day	48,000	76,000	200,000
Homestay	Single	22,000	5,500/night	93,500	170,500	517,000

## Airport Pick-Up Service/Fees (Haneda & Narita Airports) For students with housing reservations.

Send us the e-ticket or flight information at least 2 weeks before arrival. Pick up staff will be waiting at the arrival gate. Service is available for those arriving at the airport between 5 AM and 3 PM.

Destination	One way	Pick-up method	Details
School Student House Homestay	18,000 JPY	Shared taxi	One suitcase included in the price. If you bring more than 1, you will be charged 1,000 JPY per extra suitcase.

# Notification of Accommodations and Airport Transfer

## Steps from Reservation to Arrival

	Student Housing	Guest House / Weekly Apartment / Homestay
1	Contact ISI Admissions Consultation Center once you complete the application form and selected the desired accommodation	
2	Based on your choice of accommodations, ISI will arrange your housing reservation, contingent upon enrollment acceptance.	
3	Students needing visas : ISI will issue a confirmation letter, two months prior to the admission date, regarding your application (course/housing information on your application). For non-student visa holders, ISI will inform housing availability.	ISI will make a reservation for the duration of your stay. * If you have chosen a homestay, submit the "Homestay Application" form two months in advance and ISI will process your submission.
4	Students needing visas: After the Certificate of Eligibility (COE) is issued, ISI will issue an invoice (with the tuition fees). Please send remittance for the amount of the invoice. (※1) For non-student visa holders, ISI will forward an invoice for tuition and housing.	Students needing visas: Once housing arrangements are made, you will receive an invoice. The invoice for tuition will be issued upon receipt of the COE. Please pay the amount on the invoice. For non-student visa holders, ISI will forward an invoice for tuition and housing.
5	Upon receipt of your payment, ISI will send you details about your stay in Japan (admissions confirmation form) and information regarding transportation.	Upon receipt of payment, ISI will forward information regarding your accommodation (instructions, host family information, etc.) and also transportation information. * If ISI does not receive your deposit by the specified date, your reservation will be canceled automatically.
6	Please submit your arrival date/time/flight number (E-ticket) 2 weeks prior to the arrival date (regardless of your airport transport arrangement. Please strive to arrive in Japan on the designated day/time to the best of your ability.	* If you would like to arrange a homestay, or arrange for an airport transfer, please do so one month prior to your arrival date. All others should submit their information 2 weeks prior to the arrival date.

## NOTES

- (※1) If you cannot verify housing when applying, ISI will reserve the highest level of housing and reimburse the difference.
- Note: If your application is submitted with less than 8 weeks to the start of the term, classes and housing may already full.
- Please contact us in advance if you arrive on a weekend or holiday other than the move in date and time.
- Please contact our admissions consulting office if you have any questions regarding admissions or withdrawal dates.
- In Tokyo and Kyoto, application for the duration of stay is 3 months. For Nagano it is 6 months.
- If you wish to extend your stay, apply for an extension directly after moving in. If available, your stay can be extended every 3 months.
- If your extension request cannot be made at the ISI dormitories, we can introduce you to an outside property management facility.
- There are no refunds after you have moved into your housing.
- If you require an alternative check-in other than the times noted, please contact our staff prior to finalizing your reservation.
- You may have a long wait at the airport for transportation outside of the times listed below.

## Check-in / Airport Arrival Times

Location	Airports of Arrival	Accommodation Types	Check-in Times	Airport Arrival Times
Tokyo	Narita	Dormitory	9:00-20:00 (※2)	8:00-18:00
		Weekly Mansion	14:00-18:00	8:00-15:00
		Guest House	9:00-18:00	8:00-15:00
		Homestay	9:00-20:00	8:00-18:00
Kyoto	Kansai International or Itami	Student Dormitory	9:00-20:00 (※3)	10:00-18:00(※4)
		Guest House	9:00-18:00	8:00-15:00
		Homestay	9:00-20:00	8:00-18:00
Nagano	Narita or Haneda	Student Dormitory	9:00-20:00	5:00-15:00
		Homestay	9:00-20:00	5:00-15:00

(※2) Student dormitories in Tokyo will only be open until 22:00 on the day of arrival.

(※3) Please check in by 18:00 in case you stay at Kameoka Dormitory.

(※4) Please arrive at Airport by 15:00 in case you stay at Kameoka Dormitory.

## Takadanobaba and Ikebukuro Campus

Closed (Holidays and National Holidays)
  Dorm Entry Day
  \* Entry Day Orientation (no classes)
  First Day of Class
  Mid-term Entry Day (depends on level)
  Term Examination

April 2020 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

May 2020 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

\* Orientation Day may be held on the next day of Entry day depending on you nationality.

July 2020 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

October 2020 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	

December 2020 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

January 2021 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

March 2021 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 <small>Graduation Ceremony</small>	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

## Kyoto Campus

Closed (Holidays and National Holidays)
  Dorm Entry Day
  Entry Day Orientation (no classes)
  First Day of Class
  Mid-term Entry Day (depends on level)
  Term Examination

### Short Term Practical Japanese Course

April 2020 (Spring Term)							May 2020 (Spring Term)							June 2020 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4						1	2							
			8	9											1					
5	6	7				11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4
							31													

July 2020 (Summer Term)							August 2020 (Summer Term)							September 2020 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1							
			8	9											31	1	2	3	4	5
5	6	7				11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30	1	2	3
							30	31												

### Short Term Practical Japanese Course

October 2020 (Fall Term)							November 2020 (Fall Term)							December 2020 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3								29	30	1	2	3	4	5
			7	8										6	7	8	9	10	11	12
4	5	6				10	8	9	10	11	12	13	14	13	14	15	16	17	18	19
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31	1	2
25	26	27	28	29	30	31	29	30	1	2	3	4								

January 2021 (Winter Term)							February 2021 (Winter Term)							March 2021 (Winter Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2															
					8	9									1	2	3	4	5	6	
3	4	5	6	7			7	8	9	10	11	12	13	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19 <small>Graduation Ceremony</small>	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28	29	1	2	3	4	5	6	28	29	30	1	2	3	4
31																					



## Nagano Campus

Closed (Holidays and National Holidays)
 Dorm Entry Day
 Entry Day Orientation (no classes)
 First Day of Class
 Mid-term Entry Day (depends on level)
 Term Examination

April 2020 (Spring Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	WK1
19	20	21	22	23	24	25	WK2
26	27	28	29	30	1	2	WK3

May 2020 (Spring Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	WK7
3	4	5	6	7	8	9	WK8
10	11	12	13	14	15	16	WK9
17	18	19	20	21	22	23	WK10
24	25	26	27	28	29	30	WK1
31							

June 2020 (Spring Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	WK7
7	8	9	10	11	12	13	WK8
14	15	16	17	18	19	20	WK9
21	22	23	24	25	26	27	WK10
28	29	30	1	2	3	4	WK1

July 2020 (Summer Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	WK2
12	13	14	15	16	17	18	WK3
19	20	21	22	23	24	25	WK4
26	27	28	29	30	31		WK5

August 2020 (Summer Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	WK8
2	3	4	5	6	7	8	WK9
9	10	11	12	13	14	15	WK10
16	17	18	19	20	21	22	WK6
23	24	25	26	27	28	29	WK7
30	31						

September 2020 (Summer Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5		WK8
6	7	8	9	10	11	12	WK9
13	14	15	16	17	18	19	WK10
20	21	22	23	24	25	26	WK1
27	28	29	30	1	2	3	WK2

October 2020 (Fall Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	WK4
4	5	6	7	8	9	10	WK5
11	12	13	14	15	16	17	WK6
18	19	20	21	22	23	24	WK7
25	26	27	28	29	30	31	WK8

November 2020 (Fall Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	WK8
8	9	10	11	12	13	14	WK9
15	16	17	18	19	20	21	WK10
22	23	24	25	26	27	28	WK1
29	30	1	2	3	4		WK2

December 2020 (Fall Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	1	2	3	4	5	WK8
6	7	8	9	10	11	12	WK9
13	14	15	16	17	18	19	WK10
20	21	22	23	24	25	26	WK1
27	28	29	30	31	1	2	WK2

January 2021 (Winter Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	WK4
3	4	5	6	7	8	9	WK5
10	11	12	13	14	15	16	WK6
17	18	19	20	21	22	23	WK7
24	25	26	27	28	29	30	WK8
31							WK9

February 2021 (Winter Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	WK8
7	8	9	10	11	12	13	WK9
14	15	16	17	18	19	20	WK10
21	22	23	24	25	26	27	WK1
28	29	30	1	2	3	4	WK2

March 2021 (Winter Term)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	WK8
7	8	9	10	11	12	13	WK9
14	15	16	17	18	19	20	WK10
21	22	23	24	25	26	27	WK1
28	29	30	1	2	3	4	WK2

# Payment Information

## Payment method

- Please pay by bank remittance or Flywire. (Please pay the visa application fee upon submission).

How to pay with Flywire:

- Flywire is an international payment service for educational institutions that allows you to transfer money from your bank account or credit card to our bank account.
- Please visit the Flywire website for the applied ISI Japanese Language School and create an account before making the payment. The website is available in English, Chinese, Korean, Spanish, French, Japanese and Portuguese.
- Tokyo-Takadanobaba Campus: <https://www.flywire.com/pay/isi-takadanobaba/>
- Tokyo-Ikebukuro Campus: <https://www.flywire.com/pay/isi-ikebukuro/>
- Kyoto Campus: <https://www.flywire.com/pay/isi-kyoto/>
- Nagano Campus: <https://www.flywire.com/pay/nagano-business-language/>

## Bank charge

- In case of bank remittance a bank charge will be charged.
- Please note that all charges caused by bank remittance must be borne by the client.

## Payment deadline

- Please pay each invoice by the due date stated in the invoice. Guidelines are as follows;
- Students needing visas: One week after the Certificate of Eligibility (COE) is issued.
- Non-student visa holders who applied more than 2months before entry day. : 30 days after application day
- Non-student visa holders who applied within 2months from entry day. : 7 days after application day
- Accomodation fee : One month prior to entry day.
- If there is no prior notification and payment cannot be confirmed by the school by the due date, course will be automatically cancelled.
- Please contact us if remittance cannot be done by the invoice due date.

## Payment remittance

Please keep in mind the following when making a remittance:

1. Please use the provided invoice when making the payment.
2. Please make the money transfer with exactly the specified bank information (bank name, branch name, account number, account name, etc.) that appears on the invoice provided by us. If the information is incorrect at the time of the remittance, the payment will not be done, so please be careful.
3. Please fill the student ID number and name that appear in the invoice in the message of payee statement/purpose of remittance section. (Example: 2019-12345 SMITH JOHN)
4. The above information is important in order to identify the payer. If the payer is someone other than the applicant (agency, family member, etc.) we won't be able to identify them and enrolment will be treated as unpaid and may cause delay in enrolment procedures, etc.
5. Please contact the representative in charge upon remittance completion and send them the transaction proof. We recommend you keep it carefully so as not to lose it.
6. Please contact your financial institution regarding the bank transfer procedure. We will not be held responsible for any losses or troubles due to mistransfer errors, etc. so please be careful.
7. If you would like to use Flywire for remittance, please visit their website and contact their support center if you have any questions:

Flywire Homepage: <https://www.flywire.com>

Flywire Support: <https://www.flywire.com/support>

# Cancellation and Refund Policies

## 1. School Fees

In case of cancellation, ISI will refund the school fees deducting the amounts stated below. If the paid amount is not enough, ISI will charge de difference. If the stay is shortened due to late arrival, the difference will not be refunded.

### 1.1. With a Student Visa

Regardless of the cancellation reason, visa application fee and admission fee will not be refunded.

Cancellation Date	After COE result is issued				After the course starts
	Before Student Visa issuance	After Student Visa issuance but before course starting date	After Student Visa issuance and entry in Japan but before course starting date	Student Visa refusal	After course starting date
Visa Application Fee	No refund	No refund	No refund	No refund	No refund
Admission Fee	No refund	No refund	No refund	No refund	No refund
Course Fees (tuition, material, facilities)	100% refund	100% refund	70% refund	100% refund	The second term course fee 100% refund to the students who paid for two terms (1 year) and decide (by the end of term 1) not to remain.
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	
Conditions	Return of COE and Acceptance Letter	Return of Student Visa and confirmation of unused	Confirmation of return to home country and residence card revocation	Confirmation of visa refusal	

### 1.2. With other types of visa

Regardless of the cancellation reason, admission fee will not be refunded. If you have not completed the payment by due date, ISI will charge the cancellation fee stated below.

Cancellation Date	Before the course starts				After the course starts	Those who need to apply for visa*	
	More than 2 months before the course starts	2 weeks ~ 2 months before the course starts	Less than 2 weeks but more than 1	Less than 1 week		Temporary Visitor Visa refusal	Before Temporary Visitor Visa issuance
Admission Fee	No refund	No refund	No refund	No refund	No refund	No refund	No refund
Course Fees (tuition, material, facilities)	100% refund	70% refund	50% refund	20% refund	No refund	100% refund	50% refund
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	6,000 JPY	-	6,000 JPY	6,000 JPY
Conditions	Return of Temporary Visitor Visa or confirmation of unused visa is required if you got the visa with an invitation letter by ISI					Confirmation of visa refusal	

\*If your Temporary Visitor Visa is not issued 1 week prior your scheduled arrival date, please inform ISI immediately; otherwise, refund policy will not be applied.

## 2. Accommodation fees

If you have not completed the payment by due date and after issuing the accommodation confirmation, ISI will charge the cancellation fee stated below. If you cancel after checking in, we will not refund. Same cancellation policies apply even if you extend your stay.

Cancellation Date	Cancellation				Change of period of stay after booking confirmation		Visa Refusal
	At least 4 weeks before check-in date	Less than 4 weeks but more than 2	Less than 2 weeks but more than 1	Less than 1 week	At least 4 week before check-in date	Less than 4 week	—
Admission Fee	No refund	No refund	No refund	No refund	-	-	No refund
Stay Fee (Rent/Facility/Cleaning)	100% refund	Refund after deducting 70% of first month Fee	Refund after deducting one month Fee	No refund	Refund of difference	No refund	100% refund *
Cancellation Fee	6,000 JPY	6,000 JPY	6,000 JPY	-	6,000 JPY	-	6,000 JPY
Conditions			No refund if booked period is less than 1 month		Additional fee is charged if the period of stay is extended.		Confirmation of visa refusal

\* It must be informed by the end of the school admission month. Please note that we cannot respond to inquiries after the admission month.

## 3. Airport Pick-up Service

Cancellation Date	Cancellation		Change of pick-up date or time	Visa Refusal
	At least 2 weeks before pick-up date	Less than 2 weeks		—
Pick-up Fee	100% refund	No refund	No refund	100% refund
Cancellation Fee	★3,000 JPY	-	-	—
Conditions	If you cancel the return pick-up service, days will be counted from departing date. ★ Cancellation fee for both Accommodation & Pick-up is 6,000 JPY.		New booking must be made and additional fee will be charged separately.	Confirmation of visa refusal

- No compensation for change or cancellation on the day due to personal reasons (e.g. missed flight, etc.). Please, make a new reservation.
- Even though cancellation or change may done due to strike or airline, you need to make a new pick-up service reservation without any compensation if the pick-up car has already departed. We recommend you buy travel insurance.

## 4. Other policies

- (1) Cancellation requests will be accepted only in written form. The day we receive the cancellation confirmation will be considered as cancellation date (Japan time zone).
- (2) Bank charge from refund remittance shall be borne by the applicant.
- (3) In case of refund due to applicant's mistake (e.g. overpayment), ISI will refund it after deducting 3,000 JPY handling fee.
- (4) Refund will be done within 40 days after the cancellation procedure is completed.
- (5) Course starting date shall be the orientation date set by school or the first day of classes for those who join midterm.
- (6) Due to New Year Holidays the office will remain closed. Those who wish to make any changes or cancellation for January intake, shall do so before 20<sup>th</sup> December.