

School Manual 2019

ISI Japanese Language School / Education Center

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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 to the development of the following skills:

- Practical Japanese language and good communication skills
- Intercultural understanding skills that will enable the 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 as well as our rules and who want to study in order to realize their dream of being active in an international society. Therefore we are looking for students with the following characteristics:

- Those who are interested not only in Japanese language but also in Japanese culture and society
- Those who aim to be a competitive member of an international society
- Those who want to study Japanese with a strong will in order to achieve their goals
- Those who can respect values and cultures as a member of society, local situation or school community

Curriculum Policy

Course Content

1. Systematic way for learning language skills (listening, reading, speaking and writing) and language knowledge (vocabulary and grammar)
2. Promoting diversity in class with the latest teaching methods
3. Test preparation course based on JLPT, EJU, etc.
4. Achievement test aiming to check the outcome of language acquisition
5. Development of global competitiveness (Japanese and other cultures understanding) 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. Practice of active learning and ICT education in order to improve students' learning
3. Extracurricular activities outside of the classroom
4. Lessons taught by highly qualified teachers
5. International environment which enables a multicultural learning and understanding
6. Annual plan of Academic and Career Counselling and multiple events of job fairs, seminars and etc.

Expected Achievements

1. Practical Japanese communication skills which can be used in higher education institutions or companies in Japan
2. Understanding of local as well as international cultures.
3. Human power, such as independence, practical skills, problem-solving, etc.

Evaluation

1. Evaluation is based on the criteria of the school's syllabus
2. After finishing the course, students will receive a graduation or completion certificate

Requirements for graduation

1. Finish the required course (1 year and 3 months or more) with the student visa and study until the end of March
2. Total attendance rate is higher than 80%
3. Total score is higher than C

Graduation Policy

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

- Strong Japanese communication skills that meet society's needs
- Global competitiveness with diversity and flexibility
- Human power to be active in a globalized society

About Application

Those who need a Student Visa

About the Student Visa

- Usually, those who wish to study from 6 months onwards need a Student Visa.
- To get it, 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) if you apply for the "Permission to engage in an activity other than that permitted under the status of residence previously granted" (work permit). Please note there are some restrictions regarding the type of work.

Admission Criteria

- Those who have graduated from at least 12 years of education or equivalent by the course starting date
*At least 18 years old when applying to Nagano Campus
- With motivation to study.
- Have a 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 "Job Finding Class"
- Those who fully understand ISI's educational philosophy and policy (page 1)

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	January	April	July	October
Approximate Application Deadline*	Early August	Late October	Early February	Late April
Application Submission at Immigration	Mid September	Late November	Mid March	Late May
Residency Grant and Payment	Late November	Late February	Late May	Late August
Apply to Visa at Embassy/Consulate	Early December	Early March	Early June	Early September

*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 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 Japanese Immigration Bureau.
3	After approximately 2 months and a half, ISI will receive the result of the COE from the Immigration Bureau.
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	When you receive the COE, please apply for a Student Visa at the local Japanese Embassy/Consulate.
7	Book your flight and send the information (e-ticket) to ISI at least 8 business days before the arrival date. If your accommodation is arranged by us, please arrive on the designated dorm entry days.
8	Come to school on the first day of the school term.

About Application

Those who need a Student Visa

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.

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

About Application

Those who don't need a student visa

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 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, must live with a guardian in Japan or apply for student house or Homestay with us.
- 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)

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.
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	Book your flight and inform us about arrival date, time and flight number (e-ticket) at least 8 business days before your arrival.
6	Come to school on the first day of the school term.

*Please consult the Japanese Embassy about the visa.

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	Book your flight and inform us about arrival date and time and flight number (e-ticket) at least 8 business days before your arrival.
6	Come to school on the first day of the school term.

*Please consult us before application.

School Information

Tokyo-Takadanobaba Campus

*The following prices include the consumption tax for the course learning period from 1st April 2019 until 31st March, 2020.

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. Please note that course fees may be raised on the next academic year while you are already in school.

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
Total	450,000	823,000

School term	Enrolment period	Application deadline
April 2019	2 years	31 st October, 2018
July 2019	1 year and 9 months	8 th February, 2019
October 2019	1 year and 6 months	30 th April, 2019
January 2020	1 year and 3 months	9 th August, 2019

- Maximum enrolment period is 2 years.
- 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 before the course starting date.

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	170,000	340,000	34,000	51,000	68,000	85,000	102,000	119,000	136,000	153,000
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
Total	201,500	388,000	58,900	76,725	94,550	112,375	130,200	148,025	165,850	183,675

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.
- 10 % discount will be applied if you book other course with ISI.
- 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 2019 until 31st March, 2020.

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. Please note that course fees may be raised on the next academic year while you are already in school.

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
Total	450,000	823,000

School term	Enrolment period	Application deadline
April 2019	2 years	31 st October, 2018
July 2019	1 year and 9 months	8 th February, 2019
October 2019	1 year and 6 months	30 th April, 2019
January 2020	1 year and 3 months	9 th August, 2019

- Maximum enrolment period is 2 years.
- 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 before the course starting date.

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	170,000	340,000	34,000	51,000	68,000	85,000	102,000	119,000	136,000	153,000
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
Total	201,500	388,000	58,900	76,725	94,550	112,375	130,200	148,025	165,850	183,675

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.
- 10 % discount will be applied if you book other course with ISI.
- 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

*School terms are the same as Tokyo Campuses.

*The following prices include the consumption tax for the course learning period from 1st April 2019 until 31st March 2020.

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. Please note that course fees may be raised on the next academic year while you are already in school.

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
Total	450,000	823,000

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.

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

*Prices above, both with and without student visa, correspond to ISI's regular lessons. Prices in JPY.

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

- 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 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.

Duration	1 term	2 terms
Admission	15,000	15,000
Tuition	200,000	400,000
Material	12,000	20,000
Facilities	8,250	16,500
Total	235,250	451,500

Prices in JPY								
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	
40,000	60,000	80,000	100,000	120,000	140,000	160,000	180,000	
8,500	8,500	8,500	10,000	10,000	10,000	12,000	12,000	
1,650	2,475	3,300	4,125	4,950	5,775	6,600	7,425	
65,150	85,975	106,800	129,125	149,950	170,775	193,600	214,425	

Private Course: Fees

No. of lessons	Prices in JPY			
	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.
- 10 % discount will be applied if you book other course with ISI.
- 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 2019 until 31st March 2020.

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. Please note that course fees may be raised on the next academic year while you are already in school.

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
Total	420,000	763,000

School term	Enrolment period	Application deadline
April 2019	2 years	31 st October, 2018
October 2019	1 year and 6 months	30 th April, 2019

- Maximum enrolment period is 2 years.
- 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 before the course starting date.

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
Total	186,500	358,000	55,900	72,225	88,550	104,875	121,200	137,525	153,850	170,175

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.
- 10 % discount will be applied if you book other course with ISI.
- 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 1st April 2019 until 31st March 2020.

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. Rental bedding included
- Commuting time: 40-50 minutes
- Double rooms available for two people who apply together for it

③ Weekly Mansion

- Fully equipped with furniture and home appliances
- Commuting time: 10-30 minutes
- Private mini-kitchen and bathroom in each room
- Rental bedding included
- Double apartments available for two people who apply together for it

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	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 1 term (3 months)
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				215,000	

Short Stay Fees (from 2 to 11 weeks)

Fees shown 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)
Student House	Single	30,000	3,600/day	80,400	130,800
	Twin	20,000	2,900/day	60,600	101,200
Guesthouse	Single	30,000	3,600/day	80,400	130,800
	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	5,300/night	90,900	165,100

Airport Pick-Up Service Fees (Haneda & Narita Airports)

Send us the e-ticket or flight information at least **8 business days before arrival**. 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
School	6,000 JPY	Car (pick-up by staff)	This is a special rate designated for dorm entry days. If you arrive other day, you will have to pay the regular rate (12,000 JPY). Please, check the school calendar for designated dates.
Student House			
Homestay	18,000 JPY	Public transportation	Public transportation fee included.
Guesthouse/Weekly Mansion	31,000 JPY	Taxi	

Kyoto - Accommodation & Airport Pick-up Service

*The following prices include the consumption tax for the course learning period from 1st April 2019 until 31st March 2020.

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):

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	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 1 term (3 months)
Single	A	40,000	30,000	10,000	72,000	296,000
	C				60,000	260,000
Twin	A				50,000	230,000
	B				46,000	218,000
	C				40,000	200,000

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 House*	Single	A	30,000	3,400 /day	77,600	125,200
		C		3,200/day	74,800	119,600
	Twin	A	20,000	2,800/day	59,200	98,400
		B		2,600/day	56,400	92,800
		C		2,400/day	53,600	87,200
Guesthouse	Single	30,000	3,600/day	80,400	130,800	
Homestay	Single	22,000	5,300/night	90,900	165,100	

*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)

Send us the e-ticket or flight information at least **8 business days before arrival**. 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
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		
Kameoka International House (other dates)	15,000 JPY		
Guesthouse	From 6,000 JPY		
Homestay	18,000 JPY		

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Nagano - Accommodation & Airport Pick-up Service

*The following prices include the consumption tax for the course learning period from 1st April 2019 until 31st March 2020.

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 (2 terms/6 months)

Special price will be applied for those who book a long stay (6 months) at a Student House. 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

Room	Type*	Admission fee	Facility fee	Cleaning fee	Monthly rent	Total 2 terms (6 months)
Single	A	30,000	20,000	10,000	65,000	450,000
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)

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	5,300/night	90,900	165,100	499,000

Airport Pick-Up Service Fees (Haneda & Narita Airports)

Send us the e-ticket or flight information at least **8 business days before arrival**. Pick up staff will be waiting at the arrival gate. Service is available from 5 am to 3 pm. Consult us for other arrival times.

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.

Important Notice about Accommodation & Airport Pick-up Service

Application Procedure

1	Please, choose the desired accommodation in the application form and send it to ISI's Education Center.
2	ISI will arrange the accommodation based on the requested on the application form.
3	ISI will issue booking register confirmation for the course and for the accommodation 2 months before the course starting date.
4	After arrangement is completed, ISI will issue an invoice with the total for the course and accommodation. Please pay the stated fee to the designated account*.
5	Once we have received the payment, we will send you all the information related to accommodation and airport pick-up service.
6	Book your flight and send us the arrival flight, date and time (e-ticket) at least 8 business days before arrival date, even if you have not booked airport pick-up service with us.
7	Please arrive on the designated dorm entry day. If you booked airport pick-up service with us, the staff will wait for you at the airport arrivals lobby.

* If we cannot confirm the type of accommodation upon application, the accommodation fee shown in the invoice will be the highest one and the difference will be refunded on the first day of classes.

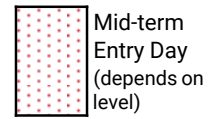
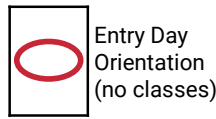
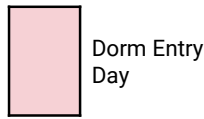
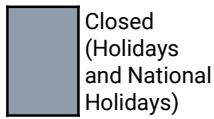
Warning

- For those who choose Homestay, please, make sure to submit the "Homestay Application Form" 2 months prior to your check-in date.
- Please note that depending on availability you may not be able to apply for accommodation if you request it 8 weeks before desired check-in date (please also note that we cannot confirm the assigned accommodation earlier than 2 weeks before check-in date).
- If you want to check-in on weekends or bank holidays, others than dormitory entry day, we may not be able to proceed with your inquire. Please contact us in advance.
- Please contact ISI's Education Center if you have inquiries regarding each term's accommodation check-in and check-out dates.
- In Tokyo and Kyoto the maximum accommodation application period is 3 months (6 months in the case of Nagano). Refunds are not possible after check-in so if you want to extend, please apply directly at your accommodation after moving in.
- Please, arrive in the accommodation at the check-in times stated below. For other check-in times, please check the availability with us before booking the flight.
- If you arrive at other times than the stated below, you may have to wait for a long time at the airport.

Location	Airports of Arrival	Accommodation Types	Check-in Times	Airport Arrival Times
Tokyo	Narita or Haneda	Student House	8:00-20:00*	6:00-18:00
		Weekly Mansion	14:00-18:00	8:00-15:00
		Guesthouse	9:00-18:00	8:00-15:00
		Homestay	9:00-20:00	8:00-18:00
Kyoto	Kansai or Itami	Student House	9:00-20:00	10:00-18:00
		Guesthouse	9:00-18:00	8:00-15:00
		Homestay	9:00-20:00	8:00-18:00
Nagano	Narita or Haneda	Student House	9:00-20:00	5:00-15:00
		Homestay	9:00-20:00	5:00-15:00

*Check-in time for Tokyo's Student Houses on entrance day will be available until 22:00 hours.

Takadanobaba and Ikebukuro Campus



April 2019 (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

May 2019 (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	1

June 2019 (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	5	6

July 2019 (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	1	2	3

August 2019 (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 2019 (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	4	5

October 2019 (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	1	2

November 2019 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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

December 2019 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31	1	2	3	4

January 2020 (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	1

February 2020 (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
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March 2020 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	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)

April 2019 (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

May 2019 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2019 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2019 (Summer Term)						
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28	29	30	31	1	2	3

August 2019 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2019 (Summer Term)						
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October 2019 (Fall Term)						
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November 2019 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2019 (Fall Term)						
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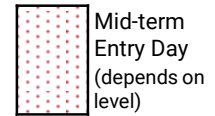
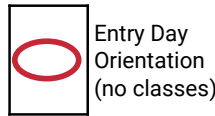
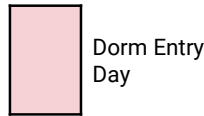
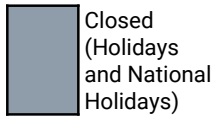
January 2020 (Winter Term)						
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12	13	14	15	16	17	18
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February 2020 (Winter Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2020 (Winter Term)						
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Those who have never studied Japanese/ do not need a student visa [can join beginner level class on this day \(Short Term Practical Japanese Course only.\)](#)

Nagano Campus



April 2019 (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
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28	29	30	1	2	3	4

May 2019 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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26	27	28	29	30	31	1

June 2019 (Spring Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30	1	2	3	4	5	6

July 2019 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

August 2019 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019 (Summer Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

October 2019 (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
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27	28	29	30	31	1	2

November 2019 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019 (Fall Term)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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29	30	31	1	2	3	4

January 2020 (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	1

February 2020 (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

March 2020 (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	1	2	3	4

Payment Information

Payment method

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

Refund Policy

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	According to Campus rules
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*	
	At least 2 weeks 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
Course Fees (tuition, material, facilities)	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
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
Rent	100% refund	Refund after deducting 70% of first month rent	Refund after deducting one month rent	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

If you have not completed the payment by due date and after issuing the accommodation confirmation, ISI will charge the cancellation fee stated below.

Cancellation Date	Cancellation		Change of pick-up date or time		Visa Refusal
	At least 2 weeks before pick-up date	Less than 2 weeks	Less than 1 week from pick-up date		—
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.		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 be 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 20th December.