

# ENROLMENT FORM

2024

## PERSONAL DETAILS

Family Name

Given Name

Date of Birth

 /  / 

DD MM YYYY

Gender

Male  Female  Other  Prefer not to say

Nationality

Passport Number

E-mail Address

Phone or Mobile

Address

Visa Type

Tourist Visa  
 Working Holiday Visa  
 Other \_\_\_\_\_

How did you hear about us?

## DECLARATION

I hereby confirm that my payment of the fees as invoiced, in conjunction with my signing of this form, constitutes my acceptance of the terms of my agreement with Lexis Japan in relation to my enrolment. I have read and agree to be bound by all of the Conditions of Enrolment as detailed overleaf.

Date

 /  / 

DD MM YYYY

Student Name

Signature

Agent Stamp

## ENROLMENT DETAILS

Japanese Courses

Intensive Japanese Full Time  
 Intensive Japanese Part Time  
 1:1 Private Tuition  Online  Face to face  
 Semi-Private  Online  Face to face  
 JLPT (N4/N3)  Afternoon  Online  Saturday

Junior Programs

Teen Activity Program

Start Dates

Number of weeks

Current language ability level

Can you read hiragana and katakana?  Yes  No

Can you write hiragana and katakana?  Yes  No

## ACCOMMODATION & AIRPORT PICKUP

Do you require Airport-Pickup?

One way  Return  No

Do you want us to book your accommodation?

Homestay  Hotel nearby  J&F Mukonosu Student House  
 One Bedroom Student Apartment  
 Dormy  Itayado Student House

Check-in

Check-out

Student Emergency Phone number

Students LINE ID

Special Requests



Lexis Japan  
レクシス語学学院

✉ info@lexisjapan.com  
☎ +81 78-331-0944  
🌐 www.lexisjapan.com

📍 9f, 36 Banchi, Nishi-machi, Chuo-ku, Kobe, Hyogo, Japan

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# CONDITIONS OF ENROLMENT

2024

## ALL STUDENTS

1. Send your completed enrolment form to [info@LexisJapan.com](mailto:info@LexisJapan.com)
2. We will acknowledge receipt of your signed application and issue an invoice. This will generally occur on the business day following receipt of your application.
3. It is strongly suggested that all students obtain relevant insurance cover prior to travelling to Japan.
4. When you receive your invoice, send full fees in Japanese Yen, including all optional service fees. Payment may be made by bank transfer.
5. You must pay fees in full no later than 4 weeks before your course commencement date to confirm your place.
6. Notify us immediately of any changes to your proposed course start date by contacting [info@LexisJapan.com](mailto:info@LexisJapan.com).
7. If you are the only student in the class for your level, group lessons will get converted to private lessons as follow:
  - a. Full-time Intensive Japanese 20hours: 1 person class -> 6 hours private lessons + activities, 2 person class -> 12 hours private lessons + activities
  - b. Part-time Intensive Japanese 15 hours: 1 person class -> 6 hours private lessons, 2 person class -> 12 hours private lessons
  - c. JLPT 15h: 1 person class -> 6 hours private lessons, 2 person class -> 12 hours private lessons

*\*please keep in mind that private lessons are tailored to tackle your specific needs*

## HOMESTAY, CARER & AIRPORT PICK-UP SERVICES

1. If you wish to use our Homestay service, you should apply at least 4 weeks before your intended arrival in Japan to allow us adequate time to find the most suitable accommodation for you.
2. If you require us to arrange or approve a carer for a student under 18 years of age, at least 4 weeks' notice is required.
3. Provide us with your flight details (flight number, date & time of arrival) 4 weeks before you arrive.
4. We will aim to confirm your homestay details (and airport pick-up if requested) 2 weeks prior to arrival.
5. If you give us less than 48 hours' notice of any changes to your flight details, we cannot guarantee that we will be able to make the necessary changes to your airport pick-up and /or homestay arrangements and you may incur additional costs.
6. We do not guarantee that homestay accommodation can be arranged at short notice. We reserve the right to temporarily place you in hotel accommodation at your own cost on your arrival in Japan, until such time as we are able to secure a homestay placement.

## CANCELLATION AND REFUND POLICY

1. In the absence of any agreement to the contrary, your place in a course will not be confirmed until fees are received for the initial study period and our bank has confirmed your payment.
2. Cancellations are not effective until they are received in writing.
3. The registration fee is not refundable.
4. If you are not granted a visa, all fees except the registration fee will be refunded within 4 weeks of Lexis Japan receiving written notification.
5. If you cancel your course 28 days or more before your course commencement date, all fees received except the registration fee will be refunded. If you cancel your course less than 28 days before your course commencement date, a cancellation fee of 20% of paid tuition fees will apply. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
6. If you defer the date of commencement of your course, then later cancel your course prior to the new commencement date, the cancellation policy will apply from the original course start date, not the deferred start date.
7. If you cancel your accommodation and/or airport transfer 4 weeks before your commencement date, the Accommodation Placement Fee and/or Airport Transfer Fee are not refundable. You may also be liable for 4 weeks' accommodation fees.
8. If you shorten your homestay booking after you start the accommodation service, a cancellation fee of 5 weeks of homestay accommodation fees will apply.
9. If you wish to cancel your Student House, we require written notice 5 weeks prior to check-out date. Any unused fees after the 5-week notice period are refundable.
10. Should you extend your accommodation, an Accommodation Placement Fee will apply once again.
11. Where we do not offer an advertised course, or withdraw the delivery of the course prior to its completion, you will be offered within 2 weeks a refund of the unused portion of course fees paid to date. Alternatively, you may be offered a suitable alternative course at no extra cost. You have the right to choose a refund or the offer of placement in another course. Acceptance of any offer must be confirmed in writing within 30 days of the offer being made.
12. Applications for refunds must be in writing and addressed to the Registrar - Lexis Japan
13. Any refunds payable under this policy (with the exception those payable under Clause 9) will be made within 4 weeks of receiving the written refund application.
14. Refunds will only be paid in the same currency in which fees were collected, and paid to the person who entered into the contract. We require written direction from the student to refund to another party.
15. Lexis Japan may make reasonable variations to the delivery of programs e.g.: course times, timetables, classrooms. Students will be provided with reasonably advanced notice should this occur and will have the opportunity to access the internal complaints and appeals process should they feel disadvantaged by any such variation.
16. In all cases of suspension and/or expulsion due to non-compliance with the Student Code of Conduct, no refund of monies paid to the College will be made unless required by law.
17. These regulations may be waived only in exceptional circumstances by the Executive Management of the college at their absolute discretion.

## LEXIS JAPAN BANK DETAILS

BANK	SUMITOMO Mitsui Banking Corporation
BRANCH	Kobe Main Office
SWIFT CODE	SMBCJPJT
BRANCH NO.	500
BANK ADD	56 Naniwamachi Chuo-Ku Kobe Hyogo Japan
ACC NAME	Lexis Japan Co. LTD
ACCOUNT NO.	500 - 9708239
COMPANY ADDE	36 Banchi Nishi-Machi Chuo-Ku Kobe Hyogo Japan



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# FEES & DATES

2024

## PROGRAMS FEES

### ADULT PROGRAMS

Intensive Japanese	Full-Time: 20 hrs	Part-Time: 15 hrs
1 - 4 weeks	¥ 37,000 PW	¥ 33,000 PW
5 - 12 weeks	¥ 36,000 PW	¥ 32,000 PW
13 - 24 weeks <sup>1</sup>	¥ 35,000 PW	¥ 31,000 PW
25+ weeks <sup>1</sup>	¥ 33,000 PW	¥ 29,500 PW

JLPT (Min 4)	15 hrs /PW	3 hrs /PW
4 weeks Afternoon course (N4/N3)	¥132,000	
Online Wed & Fri Evening course (N4/N3)		¥79,200
Saturday Course (N4/N3)		¥66,000

Private Tuition (customized) Face to Face/Online	
2 hrs	¥ 15,600
10 hrs	¥ 70,200

Semi - Private Tuition (customized) Face to Face/Online	
10 hrs	¥ 56,000

### JUNIOR PROGRAMS

Teen Activity Program <sup>2</sup>					
1 week	¥ 256,000	2 weeks	¥ 376,000	3 weeks	¥ 496,000
4 weeks	¥ 616,000	5 weeks	¥ 736,000		

### OTHER FEES

Registration	¥ 24,000
Books and Materials 1-4 weeks	¥ 8,500
Books and Materials 5-8 weeks	¥ 17,000

\*Books and Materials ¥ 8,500 every 4 weeks

Short Term Visa Documents Fee	¥ 9,300
Bank Fee	¥ 6,700
Accommodation Booking Fee	¥ 10,000
Reservation Change Fee	¥ 10,000

Airport Pick-Up <small>Flight Arrival Time Between (9am-6pm)</small>	¥ 29,000
Airport Drop-Off	¥ 29,000
Additional Fee <small>Outside Normal Pick Up and Drop Off Hours</small>	¥ 16,500

\*All fees are in Japanese Yen \*All fees include 10% GST \*A 4% Paypal transaction fee will apply or Bank Fee

1. Working Holiday or 6 month visa waiver holders only.

2. Inclusive of: Airport Pick-Up and Drop-Off / College Registration Fee / Tuition / Course Materials / Activities / Transport of activities / Homestay Placement Fee / Accommodation (2 meals per day)

## ACCOMMODATION

Accommodation Placement Homestay ONLY	¥ 27,000
Homestay <small>(Check-in 9am to 8:30pm) *After 8:30pm Prearranged Only</small>	
Homestay - Single (2 meals) PW	¥ 45,000

### Student House

J&F Mukonosu Student House <small>(Check-in anytime)</small>	
Accommodation Placement Mukonosu ONLY	¥ 21,500
Type C Room/month <small>(if it is more than 4 weeks, one day fee is 2,500YEN)</small>	¥ 63,800
Management Fee	¥ 11,000
Deposit (Fully refundable) <sup>3</sup>	¥ 20,000
Bedding (Compulsory) <sup>4</sup>	¥ 26,500

Itayado Student House <small>(Check-in anytime)</small>	
Room A (+Balcony)	¥ 36,250 PW
Room B	¥ 32,500 PW
Room C & D	¥ 30,000 PW
Deposit (fully refundable)	¥ 30,000 PW

### Other Accommodations

Dormy <small>(Check-in 10:30am to 8pm) - 30 days to less than 91 days</small>	
Monthly Package	¥ 159,600
Contract fee	¥ 22,000


One Bedroom Student Apartment* <small>Appx 30min walk to campus (Check in anytime)</small>	
Rent/week	¥ 39,900 PW
Bedding & other amenities	¥ 15,000
Cleaning fee	¥ 15,000
Contract fee	¥ 5,000


\*Check cancellation and refund policy: [https://files.lexisjapan.com/Lexis\\_Japan\\_Student\\_Apartment\\_CANCELLATION\\_AND\\_REFUND\\_POLICY.pdf](https://files.lexisjapan.com/Lexis_Japan_Student_Apartment_CANCELLATION_AND_REFUND_POLICY.pdf)

3. The bond deposit will be fully refunded (additional deductions may occur subject to changes in the condition of the premises at the beginning and ending of the tenancy).


4. Bedding Fee includes: Mattress, Pillow and all Bed Linen.


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# START DATES, TIMETABLE & SCHOOL HOLIDAYS

## START DATES

Intensive Japanese	Teen Activity Program
Start every Monday	16 Jul - 9 Aug 2024
	25 Nov - 27 Dec 2024
4 weeks Afternoon Course (N4/N3)	Online Wed & Fri Evening course (N4/N3)
13 May - 7 Jun 2024	6 Mar-5 Jun 2024
21 Oct - 15 Nov 2024	11 Sep - 29 Nov 2024
Saturday Course (N4/N3)	
23 Mar - 8 Jun 2024	
14 Sep - 16 Nov 2024	



## SCHOOL HOLIDAYS



2 Jan - 5 Jan 2024	29 Apr 2024	16 Sep 2024
8 Jan 2024	3 May 2024	23 Sep 2024
12 Feb 2024	6 May 2024	14 Oct 2024
23 Feb 2024	15 Jul 2024	4 Nov 2024
20 Mar 2024	12 Aug 2024	30 Dec - 3 Jan 2025



## TIMETABLE


Intensive Japanese	4 weeks Afternoon Course (N4/N3)
9:00 am - 10:30 am	1:30 pm - 3:00 pm
10:45 am - 12:15 pm	3:15 pm - 4:45 pm
1:15 pm - 2:15 pm (20 hrs course only)	
Online Wed & Fri Evening course (N4/N3)	Saturday Course (N4/N3)
6:30pm-8:00pm	9:00 am - 10:30 am
	10:45 am - 12:15 pm



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