

Timing and conditions for refunding admission fees and tuition fees in the event of withdrawal from enrolment

(revised 4 June 2025)

This provision applies to the ‘tuition refund provisions’ in contracts related to the mediation and referral of prospective students.

Aomori Japanese Language School

(Terms used in the table)

- a I・B: Immigration Bureau or Immigration Services Agency of Japan
- b Immigration application: Application for certification of status of residence to the Immigration Services Agency of Japan
- c  After completing the stages listed in column A of the table below
- d Tuition and other fees: Admission fees and tuition
- e Tuition: Costs equivalent to tuition fees other than admission fees and examination fees, facility and equipment fees, teaching materials, and student activity fees.

(Appendix) : Student Fees

(Provisions regarding remittance fees) : Remittance fees required for refunds of tuition fees, etc. will be deducted from the refund amount.

(Definition of enrolment) : Enrolment in ⑬ refers to obtaining permission to enrol from the school principal after entering Japan.

From application to selection of applicants	About the examination fee	
<ul style="list-style-type: none">① Application by prospective students (submission of application documents) ... (from the applicant to the school)② Selection of applicants: School review (interview, academic review, document review)③ Notification of applicant selection (from the school to the applicant)	<ul style="list-style-type: none">1) After receiving notification of the issuance of your Certificate of Eligibility, you can pay the examination fee together with the entrance fee and other tuition fees.2) If your Certificate of Eligibility is not issued, please pay the examination fee promptly after receiving notification of non-issuance. The examination fee can be deducted from the commission paid by our school to the study abroad agency, and settled later between the applicant and the study abroad agency.	
A Various stages leading up to enrolment	B After completing the steps in column A above, tuition fees, etc. will be refunded.	C Conditions for return

<p>④ Submission of immigration application documents (from the applicant to the school)</p>	<p>◆ Non-refundable items: Examination fees</p>	
<p>⑤ Review of application documents</p>	<p>④～⑥ 経過後</p>	
<p>⑥ Submission of application documents to the I・B (from the school to I・B)</p>		
<p>Certificate of Eligibility (COE) issued (from I・B to school: received by school) and Notification sent from school to applicant</p>		
<p>⑦ Transfer of admission fees and tuition fees (from the applicant to the school)</p>	<p>◆ Non-refundable items: Examination fees ● Refundable items: Admission fee, tuition</p>	<p>Conditions for refund: Submission of withdrawal form</p>
<p>⑧ Receipt of Certificate of Eligibility and Letter of Acceptance (sent by school → received by applicant)</p>	<p>◆ Non-refundable items: Examination fees ● Refundable items: Admission fee, tuition</p>	<p>Conditions for return: Return items ① and ② to the school and send item ③. Note ① Admission letter ② Certificate of Eligibility ③ Letter of withdrawal from admission</p>
<p>⑨ Apply for a visa at a diplomatic mission abroad (From the applicant to the diplomatic mission abroad)</p>	<p>(In the event of visa application withdrawal or visa issuance denial) ◆ Non-refundable items: Examination fees</p>	<p>Conditions for return: Return items ① and ② to the school and submit items ③, ④, and ⑤. The school will confirm that the contents of items ③ and ④ are</p>

	<ul style="list-style-type: none"> ● Refundable items: Admission fee, tuition 	<p>appropriate.</p> <p>Note:</p> <p>(1) Letter of acceptance (2) Certificate of Eligibility (3) Letter of withdrawal from admission (4) Documents proving withdrawal of application or rejection (5) Statement of reasons: If (1) or (2) or both have not been returned by the diplomatic mission abroad, a statement to that effect</p>
<p>⑩ Obtaining a visa at a diplomatic mission abroad (From the diplomatic mission abroad to the applicant)</p> <p>⑩⑪ 経過後</p>	<p>(If a visa has been obtained)</p> <ul style="list-style-type: none"> ◆ Non-refundable items: Examination fees, admission fees, and expenses related to teaching materials and facilities used for accepting students. ● Refundable items: Tuition fees (excluding costs related to teaching materials and facilities used for accepting students, as well as shipping costs for purchased teaching materials) ○ Items to be mailed to students: Teaching materials such as textbooks that have already been purchased. 	<p>Conditions for refund:</p> <p>Return items ① and ② to the school and submit items ③ and ④. The school will confirm that the contents of items ③ and ④ are appropriate.</p> <p>Note:</p> <p>① Admission letter ② Certificate of Eligibility ③ Letter of withdrawal from admission ④ Documents showing that the visa has expired</p>

<p>⑪ After arrival (before enrolment) (Arrival in Japan, entry into the country, and pick-up)</p> <p style="text-align: center;">Aの段階を 経た後</p>	<p>(Period from entry into Japan to enrolment)</p> <p>◆ Non-refundable items: Examination fees, admission fees, and expenses related to teaching materials and facilities used for accepting students.</p> <p>● Refundable items: Tuition fees (excluding costs related to teaching materials and facilities used for accepting students, as well as shipping costs for purchased teaching materials) ○ Items to be mailed or handed to students: Teaching materials such as textbooks that have already been purchased.</p>	<p>Conditions for refund: Submission of documents ① to ③ below and completion of ④.</p> <p>Details: ① Letter of withdrawal from enrolment ② Documents proving loss of residence status ③ Documents proving departure from Japan ④ Confirmation of departure by school staff</p>
<p>⑫ After enrolment (after receiving admission approval from the school principal and receiving your student ID card)</p> <ul style="list-style-type: none"> ● Please refer to our ‘Withdrawal and Re-enrolment Regulations’ and ‘Tuition Refund Regulations.’ We will send you a copy upon request. <p>*In the case of withdrawal for personal reasons, the ‘examination fee,’ ‘admission fee,’ and ‘tuition’ will not be refunded in principle. ‘Textbook and student activity fees’ will be settled, and any remaining balance will be refunded.</p> <p>※ Conditions for refund: Compliance with the school’s Withdrawal, Resignation, and Re-enrolment Regulations.</p> <p>※ The conditions for tuition refunds are primarily the following three points:</p> <ul style="list-style-type: none"> ① Acceptance of the withdrawal request. ② Confirmation of loss of residence status. ③ Completion of departure confirmation by school staff. <p>※ The ‘Provisions for Leave of Absence, Withdrawal, and Re-enrolment’ will be presented at stage ⑧ above.</p>		

Appendix: Student Fees

Japanese Language 2 Year Course (April Enrollment)		* Before enrolmen	August of the fo -llowing year	Total amount of payment
Examination Fee		JPY 20,000		JPY 20,000
Admission Fee		JPY 30,000		JPY 30,000
Tuition fees	Tuition fees for lessons	JPY 700,000	JPY 700,000	JPY 1,400,000
	Facility and equipment fees			
	Teaching materials and student activity fees			
Total amount of payment		JPY 750,000	JPY 700,000	JPY 1,450,000

Japanese Language 18month Course (October Examination Fee)		* Before enrolmen	August of the fo -llowing year	Total amount of payment
Examination Fee		JPY 20,000		JPY 20,000
Admission Fee		JPY 30,000		JPY 30,000
Tuition fees	Tuition fees for lessons	JPY 700,000	JPY 350,000	JPY 1,050,000
	Facility and equipment fees			
	Teaching materials and student activity fees			
Total amount of payment		JPY 750,000	JPY 350,000	JPY 1,100,000

Payment day: *Before enrolment : Within two weeks after notification of the issuance of the Certificate of Eligibility