

Short-term course **admission guide**

October 2019 - January 2021



MANABI
® JAPANESE LANGUAGE INSTITUTE

www.manabi.co.jp

NAGANO CAMPUS

2-3-1 Ote, YCC bldg.
Ueda city, Nagano pref.
TEL: +81-268-28-7788
FAX: +81-268-28-7786
E-mail:nagano@manabi.co.jp
10 minutes' walk from JR Ueda Station

TOKYO CAMPUS

2-10-5 Ryogoku TOC Ryogoku Bldg.
Sumida-ku Tokyo
TEL: +81-3-6659-2885
FAX: +81-3-6659-2886
E-mail:tokyo@manabi.co.jp
3 minutes' walk from JR Ryogoku Station

Established by YCC·JAPAN Co., Ltd.

1 Outline of “Short-term” course

MANABI Japanese Language Institute offers classes with a variety of levels from beginners to advance level of Japanese studies for foreign students. Each class is based on a three-month curriculum, and students can study and acquire Japanese communication skills like reading, listening, speaking and writing during that period with fun.

2 Study Period

You can join “Short-Term” course 4 times a year: April, July, October and January. (Arrival maybe subjected to change)

Semester	Period	Application Deadline	Date of entry to Japan
April	April – June	March 3	April 7
July	July – September	June 1	July 6
October	October – November	September 7	October 12
January	January – March	November 25	January 6

※ Capacity of students for each class is 20 students. You may not participate the class having satisfied the capacity already.

※ You could join the class in the middle of the semester. However, we suggest you start studying from the first day of each semester if you are supposed to or wish to study in the beginner level class.

3 Schedule of Classes

We provide a.m. and p.m. classes. However, students can't select their preferable schedule of classes.

We hold Placement test upon your admission to figure out student's level of Japanese, and class for participation is determined based on their level.

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AM	Mon	Tue	Wed	Thu	Fri	Sat · Sun
8:40 ~ 10:20	Class					No Class
10:40 ~ 12:20	Class					
PM	Mon	Tue	Wed	Thu	Fri	Sat · Sun
13:10 ~ 14:50	Class					No Class
15:10 ~ 16:50	Class					

TOKYO Campus

AM	Mon	Tue	Wed	Thu	Fri	Sat · Sun
9:00 ~ 10:40	Class					No Class
11:00 ~ 12:40	Class					
PM	Mon	Tue	Wed	Thu	Fri	Sat · Sun
13:20 ~ 15:00	Class					No Class
15:20 ~ 17:00	Class					

4 Events and Activities

There are a lot of cultural events and activities during each semester. We may charge Fees and Costs additionally if necessary.

5 Application documents

Signatures for the application forms must be done by the applicant and supporter him / herself.

Applicants may be requested to submit other documents than listed below additionally if necessary.

	Document name	Remarks
1	Application for admission	School format
2	Passport copy	Copy of identification page and pages which can show your previous history of coming to Japan, if you have.
3	Picture (4cm×3cm)	Image file of a picture is acceptable.

6 Tuition fee

The period is in units of one month in our campus.

These fees are the same as in Nagano campus and Tokyo campus.

Entrance fee	¥11,000
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期間	1month	2months	3months
Tuition fee	¥55,000	¥110,000	¥165,000

- ※ Above rates includes consumption tax. * Amounts are expressed in Japanese yen (¥).
- ※ Costs for Textbooks and Activity fee will be charged differently.
- ※ Participation fees may be charged for special seasonal programs.

7 About the Insurance

Students in short-term course are signed up for an insurance by the school so that students feel safe and secured during your stay in Japan.

- ※ Please subscribe during whole period of your stay.
- ※ Some treatments may be other than applicable. Please ask school staff for details.
- ※ You can see the outline of this insurance system "New Foreign Student Plan" operated by Japanese Language Institute Co-operation through their website; www.jlic.or.jp/plan.html

Duration of stay	2-4 weeks	5-8 weeks	9-11 weeks
Insurance Charge	¥6,500	¥9,500	¥12,600

8 About application fee (Invitation letter) ※Application from countries that are out of visa exemption.

Depending on the region or country, there is need to submit an invitation letter that from our school.

1-4 persons	5-8 persons	9 persons or more
¥16,500 / person	¥11,000 / person	¥8,800 / person

9 From application to admission

STEP 1 Submission of application form.	Submit documents for application to the campus you apply for by the designated due date.
STEP 2 Document screening	After we received the application documents, we review those and judge the result. Letter of acceptance will be issued for successful candidates..
STEP 3 Payment of Tuition and Application Fee	Applicant or the agency must transfer application fee, entrance fee, tuition fee and Insurance fee to the designated school bank account.
STEP 4 Forwarding of invitation letter	Invitation letter
STEP 5 Visa application	Apply for visa in the Ministry of Foreign Affairs and obtain your visa.
STEP 6 Preparation for coming in Japan	Plane ticket reservation and
STEP 7 School admission	Orientation and start of classes

10 BANK TRANSFER INFORMATION

NAGANO Campus

NAME OF BANK (銀行名)	HACHIJUNI BANK (株式会社 八十二銀行)
BRANCH (支店名)	UEDA BRANCH (上田支店)
ACCOUNT NO. (口座番号)	1169027
ACCOUNT NAME (口座名義)	MANABI GAIGO GAKUIN
SWIFTNO (銀行番号)	HABKJPJT
BANK ADDRESS (銀行住所)	2-2-12, Chuo, Ueda-shi, Nagano, Japan 日本長野県上田市中央2-2-12
TEL / FAX	+81-268-24-1182 / +81-268-24-1988

TOKYO Campus

NAME OF BANK(銀行名)	SUMITOMO MITSUI BANKING CORPORATION(三井住友銀行)
BRANCH (支店名)	UEDA BRANCH (上田支店)
ACCOUNT NO. (口座番号)	4160070
ACCOUNT NAME (口座名義)	MANABI GAIGO GAKUIN TOKYO
SWIFTNO (銀行番号)	SMBCJPJT
BANK ADDRESS (銀行住所)	2-1-18, Chuo, Ueda-shi, Nagano, Japan 日本長野県上田市中央2-1-18
TEL / FAX	+81-268-22-5550 / +81-268-22-5620

※We accept your payment via bank transfer to our designating account or a tuition fee remittance service operated by Flywire (www.flywire.com). The detailed Information is on the invoice.

11 REFUND POLICY

With Visa

Fees	Conditions	Amount of Refund
Application fee and Entrance fee	Not refundable due to any reasons	
Tuition Fee Insurance Fee	Cancelled before acquiring visa. Cancelled after acquiring visa, and visa invalidation is confirmed. If the foreign embassy has not issued a visa and when the fact can be confirmed.	Full amount refund
	Cancelled after acquiring visa, but visa invalidation cannot be confirmed. Cancelled on the day, the day before the planned entry date or after entry. If the foreign embassy has not issued a visa and when the fact cannot be confirmed.	No Refund

No Visa

Fees	Conditions	Refund
Application fee and Entrance fee	Not refundable due to any reasons	
Tuition Fee Insurance Fee	The cancellation is notified one business day prior to the scheduled admission day.	Full amount refund
	Cancelled on the admission day or later than the day.	No refund

Common Matters

Fees	Conditions	Refund
Pick-up and transfer fee	Cancellation days before scheduled entry date.	Full amount refund
	Cancellation one day before scheduled entry date.	No refund
Accommodation fee	In case you cancel the application of our school dormitory due to the cancel of admission or the rejection of your visa issuance by the Embassy/Consulate after the payment before starting to live there, we will charge ¥ 30,000 as a cancellation charge. In case you didn't come to Japan later than one month from the day of designated day of entry into Japan, we will charge ¥30,000 as a cancellation charge. Please apply your dormitory again when your date of entry will be fixed. Then your payment of shortage will be required. We will not be refunded whatever reasons you may have. When you will be canceled with any dormitories. In case you will choose hotel stay, we will follow hotel Cancellation/Refund policy.	
Bank Transfer Fee	All expenses required for refund like bank fee etc. should be incurred by the applicants.	

12 Consent Agreement·Restriction·Checklist upon Admission

MANABI Japanese Language Institute requests all applicants to confirm all of contents listed in below and engage those before entering our school. If you violate the following or we find your violation, we may consider you have agreed to be punished for the violation, including withdrawal or being expelled.

1. I will follow regulations and guidance of the school as well as the laws of Japan while being enrolled.
2. I confirmed the contents of refund policy of MANABI Japanese Language Institute and will follow that regulation.
3. I apply to MANABI Japanese Language Institutes after I understand address, establishment, dormitory overview and others of the school.

4. I will pay school fees including tuition and dormitory fees without any delay
5. In case applicant's false report or usage of unauthorized/illegal documents to MANABI, the permission for admission will be cancelled. If those facts were found after I entered MANABI, the student will be punished including withdrawal.
6. If I entered to the short-term course of MANABI Japanese Language Institute with **【Temporary visitor visa】** but the attendance rate was lower than 90% while enrolled in the course without any considerable reasons, I agree the school may cancel the permission for my admission to enter to the long-term course with applying the student visa. .
7. I especially confirmed laws and regulations listed in below.
 - (1) For anyone under 20 years old, it is prohibited to drink alcohol and smoke according to the law of Japan.
MANABI handles the possession of cigarettes and drinks with alcohol by students under 20 years old is same as the violation of the law
 - (2) Use or possession of illegal drugs or drugs for abuse is strictly prohibited.
 - (3) No matter inside or outside of the school, violent behaviors, verbal abuse, damage to property and any harassment behaviors (attacking a person with relationship and letting him/her feel distressed physically, psychologically or mentally) is prohibited.
 - (4) MANABI prohibits anyone under 18 years old stays overnight at other than planned accommodations or goes out without accompanying person between 10 p.m. to 5 a.m. of the next day.
 - (5) It is illegal for "Temporary visitor visa" holders to enroll with any kind of activities to earn income such as doing part time job while their stay in Japan
【Temporary visitor visa】.
8. I confirmed following issues regarding to the medical history listed in below.
I will accurately describe and declare the past medical history (what sickness you have so far, your allergy, sickness, and the experience of major injury) in the application form.
In addition, I acknowledge that admission may not be permitted if the school judges that it is difficult to study in Japan due to an anamnesis or injury under treatment. Alternatively, if the school determines that it is better to return home after entering the country for medical reasons, I will return to my home country immediately.
In case I get medical treatment for anamnesis or injuries under treatment due to the deterioration of those after coming to Japan, the insurance you enroll at our school may not cover the treatments and medical expenses should be expensive.
9. I confirmed the following issue regarding to the medical treatment in case of emergency.
I agree with that my parents are reachable from school within 24 hours for preparing to the situation I need to have emergency medical treatment or procedure due to the injuries or diseases while studying at MANABI. However, I provide the right to sign to MANABI staff or associates instead of my parents in case it is required to decide the methods for medical treatment or procedure, or judgement for deciding those are depended on doctors or medical staff and I am requested to submit the written informed consent for the medical treatment policy immediately. Also I agree I would not ask for compensation to MANABI Japanese Language Institute, school staff and associates for the result of the judgement.
10. I confirmed the following issue regarding to the publication of images taken at school.
There are some possibilities for that pictures taken during classes or school events may be released on materials of school like printed broacher, web pages or SNS such as Facebook or Instagram under the condition face can be recognizable only for the purpose of Public Release of MANABI or introducing our contents. Please inform to school if you have personal reasons for that your pictures don't want to be open to the public.

13 Annual schedule

The schedule may be subject to change.

April Term					July Term					October Term					January Term								
April		May		June		July		August		September		October		November		December		January		February		March	
1 水	1 金	1 月	1 水	1 土	1 火	1 木	1 水	1 土	1 火	1 木	1 水	1 火	1 金	1 日	1 火	1 土	1 月	1 金	1 日	1 火	1 土	1 月	
2 木	2 土	2 火	2 木	2 日	2 水	2 金	2 水	2 日	2 火	2 木	2 水	2 金	2 日	2 月	2 水	2 土	2 火	2 土	2 日	2 火	2 土	2 火	
3 金	3 日	3 水	3 金	3 月	3 木	3 土	3 木	3 月	3 水	3 金	3 木	3 土	3 日	3 火	3 水	3 日	3 水	3 日	3 日	3 水	3 日	3 水	
4 土	4 月	4 木	4 土	4 火	4 金	4 日	4 土	4 火	4 金	4 日	4 土	4 日	4 月	4 水	4 金	4 月	4 木	4 月	4 月	4 木	4 月	4 木	
5 日	5 火	5 金	5 日	5 水	5 土	5 月	5 日	5 水	5 土	5 月	5 土	5 月	5 土	5 木	5 土	5 火	5 金	5 火	5 火	5 金	5 金	5 金	
6 月	6 水	6 土	6 月	6 木	6 日	6 火	6 月	6 水	6 土	6 日	6 火	6 火	6 月	6 金	6 日	6 土	6 土	6 土	6 土	6 土	6 土	6 土	
7 火	7 木	7 日	7 火	7 金	7 月	7 水	7 火	7 土	7 日	7 月	7 水	7 水	7 土	7 土	7 月	7 月	7 土	7 土	7 土	7 土	7 土	7 日	
8 水	8 金	8 月	8 水	8 土	8 火	8 木	8 水	8 土	8 火	8 木	8 水	8 土	8 日	8 日	8 火	8 土	8 土	8 土	8 土	8 土	8 土	8 月	
9 木	9 土	9 火	9 木	9 日	9 水	9 金	9 木	9 日	9 水	9 金	9 水	9 土	9 月	9 月	9 水	9 土	9 火	9 土	9 土	9 火	9 火	9 火	
10 金	10 日	10 水	10 金	10 月	10 木	10 土	10 木	10 月	10 水	10 土	10 土	10 土	10 日	10 火	10 木	10 日	10 水	10 日	10 水	10 水	10 水	10 水	
11 土	11 月	11 木	11 土	11 火	11 金	11 日	11 土	11 火	11 金	11 日	11 土	11 日	11 月	11 水	11 金	11 月	11 木	11 土	11 土	11 土	11 土	11 木	
12 日	12 火	12 金	12 日	12 水	12 土	12 月	12 日	12 水	12 土	12 月	12 土	12 月	12 火	12 木	12 土	12 火	12 土	12 土	12 土	12 土	12 土	12 金	
13 月	13 水	13 土	13 月	13 木	13 日	13 火	13 月	13 土	13 日	13 火	13 火	13 火	13 水	13 金	13 日	13 水	13 水	13 土	13 土	13 土	13 土	13 土	
14 火	14 木	14 日	14 火	14 金	14 月	14 土	14 金	14 土	14 月	14 土	14 土	14 土	14 日	14 土	14 月	14 木	14 土	14 土	14 土	14 土	14 土	14 日	
15 水	15 金	15 月	15 水	15 土	15 火	15 日	15 土	15 日	15 火	15 土	15 土	15 日	15 日	15 日	15 火	15 金	15 月	15 土	15 土	15 土	15 土	15 月	
16 木	16 土	16 火	16 木	16 日	16 水	16 金	16 木	16 日	16 水	16 土	16 土	16 土	16 月	16 月	16 水	16 土	16 火	16 土	16 土	16 土	16 土	16 火	
17 金	17 日	17 水	17 金	17 月	17 木	17 土	17 土	17 月	17 水	17 土	17 土	17 土	17 日	17 火	17 木	17 日	17 水	17 土	17 土	17 土	17 土	17 水	
18 土	18 月	18 木	18 土	18 火	18 金	18 日	18 土	18 火	18 金	18 日	18 土	18 土	18 日	18 水	18 金	18 月	18 土	18 土	18 土	18 土	18 土	18 木	
19 日	19 火	19 金	19 日	19 水	19 土	19 月	19 水	19 土	19 日	19 土	19 土	19 土	19 月	19 木	19 土	19 火	19 土	19 土	19 土	19 土	19 土	19 金	
20 月	20 水	20 土	20 月	20 木	20 日	20 火	20 月	20 土	20 日	20 火	20 土	20 土	20 日	20 金	20 日	20 水	20 土	20 土	20 土	20 土	20 土	20 土	
21 火	21 木	21 日	21 火	21 金	21 月	21 土	21 土	21 日	21 水	21 土	21 土	21 土	21 月	21 土	21 月	21 木	21 日	21 土	21 土	21 土	21 土	21 日	
22 水	22 金	22 月	22 水	22 土	22 火	22 日	22 土	22 日	22 水	22 土	22 土	22 日	22 日	22 日	22 火	22 金	22 月	22 土	22 土	22 土	22 土	22 月	
23 木	23 土	23 火	23 木	23 日	23 水	23 土	23 土	23 日	23 水	23 土	23 土	23 日	23 月	23 月	23 水	23 土	23 火	23 土	23 土	23 土	23 土	23 火	
24 金	24 日	24 月	24 金	24 月	24 土	24 日	24 土	24 月	24 土	24 土	24 土	24 日	24 火	24 土	24 土	24 日	24 水	24 土	24 土	24 土	24 土	24 水	
25 土	25 月	25 火	25 土	25 日	25 水	25 土	25 土	25 日	25 火	25 土	25 土	25 日	25 月	25 水	25 金	25 月	25 土	25 土	25 土	25 土	25 土	25 木	
26 日	26 火	26 金	26 日	26 水	26 土	26 月	26 土	26 日	26 水	26 土	26 土	26 日	26 月	26 木	26 土	26 火	26 土	26 土	26 土	26 土	26 土	26 金	
27 月	27 水	27 土	27 月	27 木	27 日	27 火	27 月	27 土	27 土	27 日	27 土	27 日	27 火	27 土	27 土	27 水	27 土	27 土	27 土	27 土	27 土	27 土	
28 火	28 木	28 日	28 火	28 金	28 月	28 土	28 土	28 日	28 水	28 土	28 土	28 日	28 月	28 土	28 土	28 木	28 日	28 土	28 土	28 土	28 土	28 日	
29 水	29 金	29 月	29 水	29 土	29 火	29 日	29 土	29 日	29 水	29 土	29 土	29 日	29 月	29 土	29 火	29 土	29 土	29 土	29 土	29 土	29 土	29 月	
30 木	30 土	30 火	30 木	30 日	30 水	30 土	30 土	30 日	30 火	30 土	30 土	30 日	30 月	30 水	30 土	30 土	30 土	30 土	30 土	30 土	30 土	30 火	
31 日	31 日	31 月	31 金	31 月	31 土	31 日	31 土	31 日	31 水	31 土	31 土	31 日	31 日	31 月	31 土	31 土	31 土	31 土	31 土	31 土	31 土	31 水	

14 Accommodation

1. Nagano Campus (Nagano, Ueda)

Type	Name	Room	Amount per person		
			1 month	2 months	3 months
School Dormitory	Ability Mansion	1 person / room	¥71,300	¥116,600	¥181,900
		2 persons / room	¥53,000	¥80,000	¥127,000
	Hope Mansion	1 person / room	¥83,500	¥141,000	¥218,500
		2 persons / room	¥60,500	¥95,000	¥149,500
	Peace Mansion	1 person / room	¥96,300	¥166,600	¥256,900
		2 persons / room	¥69,300	¥112,600	¥175,900
	Misuzu Apartment	1 person / room	¥86,500	¥147,000	¥227,500
		2 persons / room	¥64,500	¥103,000	¥161,500
City Heights	1 person / room	¥79,500	¥133,000	¥206,500	
Hotel (Ueda daiichi)	(May~Oct.)	Single(w/o meal)	¥98,000	¥196,000	¥294,000
	(Nov.~Apr.)	Single(w/o meal)	¥92,000	¥184,000	¥276,000

2. Tokyo Campus (Tokyo, Ryogoku)

Type	Name	Room	Amount per person		
			1 month	2 months	3 months
School Dormitory	Minami Koiwa (For male)	2 persons / room	¥84,000	¥118,000	¥152,000
		3 persons / room	¥82,000	¥114,000	¥146,000
	Nishi Koiwa	3 persons / room	¥84,000	¥118,000	¥152,000
	Share House Ryugoku (For female)	1 person / room	¥113,000	¥176,000	¥239,000
		2 persons / room	¥92,000	¥134,000	¥176,000
		6 persons / room	¥88,000	¥126,000	¥164,000

【Notes】※for both campus

- The above monthly charge is a charge of 30 nights. Rates are subject to change without notice.
- ※ If you are planning to consider staying out of 30 nights staying, please make an inquiry us.
- We may not be able to reserve accommodation as desired according to the situation of the accommodation facility.
- If there are scratches or dirt on the wall, floor, and interior fixtures at the time of leaving, we will charge the repair fee.
- If you would like to stay for any other accommodation than the above, please contact us.

(Applicable only to accommodation in Nagano campus)

- The above rates include utility expenses, cleaning fee, bed sheets (and consumption tax on bed sheets).

(Applicable only to accommodation in Tokyo campus)

- The following fees are included in accommodation in Tokyo campus.
 - ・ Utility expenses (¥5,000 / month): If you exceed ¥5,000, we will be charged actual expenses.
 - ・ Deposit (¥20,000): We will refund the cleaning fee (¥5,000) at the time of leaving and the repair cost if necessary.
- You can purchase bed sheets arbitrarily at dormitory.

3. Both for Nagano campus & Tokyo campus

Homestay (w/ breakfast and dinner)	1 month	2 months	3 months
	¥183,700	¥345,400	¥507,100

- The above monthly charge is a charge of 30 nights. Rates are subject to change without notice.
- The above rates include consumption tax.

In addition, the Japanese government is planning to revise the consumption tax rate from the current 8% to 10% in October 2019. Please note that if this revision is executed, the fee will change after October 2019.
- Adjustment of facilities and host family is to be started after the payment is confirmed. Please ask school in advance for details.