

Short-Term Study Abroad Plan **admission guide**

April 2024 - January 2025



MANABI 外語学院

MANABI Japanese Language Institute

www.manabi.co.jp

NAGANO CAMPUS

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E-mail:nagano@manabi.co.jp
10 minutes' walk from JR Ueda Station

TOKYO CAMPUS

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E-mail:tokyo@manabi.co.jp
4 minutes' walk from JR Ryogoku Station

Established by YCC・JAPAN Co., Ltd.

1 Outline of “Short-term” course

General Short-term Course	You can freely set your study period from 2 weeks to 3 months. For students at the beginner level, classes begin at the start of the term (April, July, or October). Each class is based on a three-month curriculum, and students can study and acquire Japanese skills like reading, listening, speaking, and writing during that period with fun.
Preparation for Study Abroad Short-Term Course	This course is for those who have applied for a study visa. Students will enter Japan with a Temporary Visitor's Visa and study for a period of time before starting to study with Student Visa. By starting their studies early, students will be able to use their time efficiently and develop their Japanese language skills to a higher level. In this course, students return to their home country after 3 months of short-term study, apply for a student visa at the Japanese diplomatic mission in their home country, and re-enter Japan. <u>It is not possible to change the status of residence in Japan.</u>

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	Course start date
April	April – June	April 9
July	July – September	July 8
October	October – December	October 15
January	January – March	January 10

- ※ Due to the time required for visa applications and dormitory arrangements, applications must be received at least one month prior to the start of classes.
- ※ 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.

NAGANO Campus

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

You can decide the duration of your study from 2 weeks in minimum.

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

Entrance fee	¥11,000	
Course	General Short-term Course	Preparation for Study Abroad Short-term Course
Tuition fee	¥19,800 per week	3 months ¥198,000

- ※ Above rates include consumption tax. * Amounts are expressed in Japanese yen (¥).
- ※ Please refer to the annual schedule for fee calculation.
- ※ Costs for Textbooks and Activity fee will be charged differently.
- ※ Participation fees may be charged for special seasonal programs.
- ※ 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.

7 About the Insurance

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

- ※ The insurance only covers the period during which you are attending classes. If you plan to participate in activities other than classes during the program, we highly recommend that you purchase overseas travel insurance.
- ※ You must pay the fee at the time of enrollment. The insurance cannot be cancelled in the middle of
- ※ the term even if you leave the school in the middle of the term.

Duration of stay	1 month	2 months	3 months
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

※() is the case where you need to submit a letter of invitation to apply for a visa to a foreign embassy.

10 REFUND POLICY

Application fee Entrance fee	No refunds will be made for any reason.
Tuition fee Insurance	<p>Conditions for a full refund are as follows</p> <p>[For students from countries/regions for visa exemptions].</p> <ul style="list-style-type: none"> ● A full refund will be given if the school is notified of cancellation at least 1 business day prior to the intended start date. Please note that requests made after the opening hours will be accepted on the next opening day. <p>[For students from eligible countries/regions requiring a visa].</p> <ul style="list-style-type: none"> ● If the cancellation is requested before the visa is issued ● If the cancellation request is made after the visa has been obtained, but the visa is confirmed to have revoked. ● If the school can confirm that the visa was not issued by the Embassy/Consulate.
Transportation fee	Full refund will be made if cancellation is made within two business days of the scheduled arrival date. Otherwise, no refund will be made.
Accommodation Fees	<ul style="list-style-type: none"> ● After paying the dormitory fee, if you cancel the dormitory before entering the dormitory due to cancellation of admission or non-issuance of visa, a cancellation fee of 30,000 yen will be charged. ● If you are unable to enter Japan after one month from your originally scheduled arrival date, you will be required to cancel your dormitory application and pay a cancellation fee of 30,000 yen. When the new date of entry into Japan is determined, you will be required to reapply for the dormitory and pay the shortfall in the dormitory fee. ● If you cancel after entering any dormitory, the dormitory fee will not be refunded. ● Refunds for hotels and dormitories referred by the school are subject to the operating company's refund policy.

* Bank transfer fees and other costs necessary for refunds must be paid by the student.

11 Consent and confirmation upon Admission

Terms of Agreement

All who apply for admission to MANABI Japanese Language Institutes are required to agree to the following items. And if any of violation found, we school will take disciplinary action to the student including expulsion.

1. The student will abide by Japanese laws and school regulations and follow the school's rules and guidance while at school.
2. The student will apply for admission to MANABI after understanding the location of MANABI Language Institute, the founder, the conditions of admission, the selection process, and the outline of the dormitory.
3. The student needs to confirm the details, timing, amount of payment, and refund policy of MANABI's entrance fee, tuition fee, and other fees and pay them without delay.
4. The Japanese Government issues the Certificate of Eligibility and visa required for foreign nationals to stay in Japan, such as for STUDENT and SHORT-TERM STAY, after examination of the applicant. MANABI Japanese Language Institute is not responsible for the results of these applications or any additional costs.
5. Violence, verbal abuse, damage to property, harassment (behavior that injures the dignity of others, makes them uncomfortable, or causes disadvantage through the words or actions of the offender, regardless of the intention of the offender) are prohibited, both inside and outside the school.
6. If it is discovered that a student has made a false report to the school or submitted documents obtained illegally, the admission will be cancelled even after enrollment.
7. If there is any change in the following matters during the period of enrollment, the applicant should notify MANABI within one week of the occurrence of the change.
 - For an applicant or student, him/herself: address, phone number, marital status, occupation, and workplace
 - For parents or supporter(s) of applicant or student: address, phone number, occupation, and workplace
8. The student agrees that the parent/guardian is in a position to be contacted by the school within 24 hours in case the student requires emergency medical treatment or treatment due to injury or illness during the school year.
9. If a student is asked to make a decision on the treatment or procedure for an injury or illness during the school year, and the decision of the student or the guardian cannot be confirmed, the decision will be left to the doctor or hospital. If the student is asked to submit a consent form for the treatment plan, the staff of MANABI and related persons will be authorized to sign the form on behalf of the parents. We will not be liable for any damages to MANABI Japanese Language Institute, MANABI staff, or related parties as a result of such decisions.
10. Photographs taken during school classes and events may be posted on printed materials such as brochures, web pages, and social networking sites (Facebook, Instagram, etc.) with the student's face visible, but only for the purpose of publicizing MANABI Language School and introducing its activities. If there are circumstances that prevent the use of photos, you must request that photos not be used.

Confirmation Points

Please check the following regulations regarding college student visas.

1. [STUDENT VISA] The school needs to report the students' withdrawal to the Immigration Bureau due to the low attendance even if their visa is still available. In this case, the student is not to be affiliated with an educational institution and is required to return home as soon as possible.
2. If the school considers that a student on a [SHORT-TERM STAY VISA] has shown no intention of continuing his or her studies, for example by extremely low attendance during the period of study, the school will cancel the student's admission on a [STUDENT VISA].
3. [STUDENT VISA] If a student does not belong to an educational institution and works part-time, even within the period of his/her residence status, he/she will be considered "illegal employment" and will be in violation of Japanese law.
4. [STUDENT VISA] Student needs to have the "Permission to Engage in Activity Other Than That Permitted under the Status of Residence" if he/she wishes to work as a part-time job. Students cannot start their part-time jobs soon after their entrance to Japan unless they get permission from the Immigration Bureau in the airport on his/her arrival to Japan.
5. [STUDENT VISA] Students are allowed to have part-time jobs up to 28 hours per week with the "Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously". During the designated long school break in Spring, Summer and Winter, Students are allowed to work up to 8 hours per day and 40 hours per week under the restriction of Japanese Labor Law. Even with permission, international students are not allowed to work in some industries such as adult-oriented entertainments/services, gambling and so on.
6. Students staying in Japan with a student visa are required to join National Health Insurance, which covers 70% of medical fees by the Japanese government. Besides that, our school require all students with student visas to join the "Japanese School Cooperative Student Insurance System", which will cover the rest 30% of medical fees.
7. Those who live in Japan and are over 20 years old are obliged to pay premiums for the National Pension Plan, even if they are foreigners. Failure to pay this may result in inconveniences such as not being able to apply for a change of visa.

If the student is a minor (under 20 years old), please check the following laws and regulations.

1. Drinking alcohol and smoking by persons under 20 years of age is prohibited by Japanese law. MANABI will treat the possession of alcohol and cigarettes by underage students in the same way.
2. Persons under 18 years of age are prohibited from staying overnight outside of their lodgings and from going out without supervision between the hours of 10:00 p.m. and 5:00 a.m. the following day.

12 Annual schedule

We consider the period indicated by the arrow in the table as “One Week” for tuition calculation.
 The schedule may be subject to change.

4月 April							5月 May							6月 June							7月 July							8月 August							9月 September							10月 October							11月 November							12月 December							1月 January							2月 February							3月 March																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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13 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	¥74,200	¥130,200	¥186,200
		2 persons / room	¥56,200	¥94,200	¥132,200
	Hope Mansion	1 person / room	¥87,200	¥156,200	¥225,200
		2 persons / room	¥64,200	¥110,200	¥156,200
	Peace Mansion	1 person / room	¥99,200	¥180,200	¥261,200
		2 persons / room	¥72,200	¥126,200	¥180,200
Hotel (Ueda daiichi)	(May~Oct.)	Single (w/o meal)	¥98,000	¥196,000	¥294,000
	(Nov.~Apr.)	Single (w/o meal)	¥88,000	¥176,000	¥264,000

2. Tokyo Campus (Tokyo, Ryogoku)

Type	Name	Room	Amount per person		
			1 month	2 months	3 months
School Dormitory	Share House Ryugoku (For female)	1 person / room	¥116,200	¥184,200	¥252,200
		2 persons / room	¥93,200	¥138,200	¥183,200
		3 persons / room	¥95,200	¥142,200	¥189,200
introductory dormitory	Shinkoiwa Foreign Student Accommodation (For male)	1 person / room	¥173,000	¥235,000	¥327,000
		2 persons / room	¥129,000	¥169,000	¥217,000
	COCOPAL Tateishi	1 person / room	¥173,000	¥235,000	¥327,000
		2 persons / room	¥127,000	¥166,000	¥212,000
	DK House Shin Koiwa	1 person / room	¥135,000	¥208,500	¥280,500
		2 persons / room	¥126,250	¥191,000	¥254,250

[Notes] ※for both campus

- The above monthly charge is a charge of 30 nights.
- ※ If you are planning to consider staying out of 30 nights staying, please make an inquiry us.
- The above rates include utilities, cleaning, and bedding fees.
- 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.
- The above fees are subject to change without notice. Please note that if the fees have been changed at the time of enrollment, the changed fees will take precedence.

[Tokyo Referral Dormitory]

- The contract is direct with the dormitory management company. Procedures for refunds, etc. are based on the terms and conditions of the contract with each management company.
For details, please check the website of each management company and contact the school.

Shinkoiwa International Student House (<https://www.sumirin-residential.co.jp/business/kaigai/kaikan/shinkoiwa.html>)

COCOPAL Tateishi (<https://www.sumirin-residential.co.jp/business/kaigai/kaikan/tateishi.html>)

DK House Shinkoiwa (<https://www.e-guesthouse.com/tokyo/>)