

The department's refund policy is set as the following.

1. Long-term Course (Studying Abroad)

- a. Tuition fees may be refunded on a semesterly basis (of 3 months).
- b. Refunds may be carried out through means of the student themselves, the expense payer, or through an intermediary exchange student agency.
- c. In the case of a refund, the handling fee for the transfer will be the responsibility of the recipient.

[Student Payment]

01. In the case of cancellation before submission of visa application documents, regardless of whether or not application documents have been submitted to the Immigration Bureau, the application fee will not be refunded.
02. In the case of cancellation after submission of visa application documents, regardless of whether or not a visa was issued, the application fee will not be refunded.
03. The application fee will not be refunded if you decline your admission before paying the tuition and other payments after being issued the Certificate of Eligibility.
04. If you decline your admission after paying tuition but before applying for a visa:
 - a. The application fee and entrance fee will not be refunded.
 - b. After returning the admission permit and certificate of resident status, the amount after deduction of the application fee and admission fee will be refunded.
05. If a Japanese visa application is refused by an embassy or consulate:
 - a. The application fee and entrance fee will not be refunded.
 - b. After submitting a copy of the passport visa disapproval page and returning the admission letter, the amount after deduction of the application fee and entrance fee will be refunded.
06. If you decline your admission before you come to Japan after obtaining a visa:
 - a. The application and entrance fee will not be refunded.
 - b. After returning the admission permit and residence certificate and submitting a copy of the passport visa disapproval page, the amount after deduction of the application fee and entrance fee will be refunded.
07. If you arrive in Japan and withdraw before admission:
 - a. The application fee and entrance fee will not be refunded.
 - b. After the admission permit is returned and the departure is confirmed, the amount after deduction of the application fee and entrance fee will be refunded.
08. If your arrival to Japan is delayed:
 - a. Tuition fees for absent periods will not be refunded.
09. In case of withdrawal from the school after enrollment:
 - a. The application fee, entrance fee, and payment for the first six months of tuition will not be refunded for any reason.
 - b. The remaining tuition fees after 6 months of enrollment will be refunded in units of semesters (of 3 months) for periods in which classes were not taken. However, refunds will be made after confirmation that you have completed your application to return to your country or change status of residence (submission of application

documents to the Immigration Bureau) before the beginning of the semester in which you have not received the class you wish to refund.

- i. At that time, an administrative fee of 20,000 yen will be deducted.
※ Administrative fees include the cost of preparation of reports to the Immigration Bureau, communication costs at the time of reporting, related personnel costs, communication costs and personnel costs for returning home and the changing of student information, etc.
10. If you enter a university, graduate school, or vocational school early after enrollment at the school. Or if you become employed by a Japanese company:
 - a. The application fee and entrance fee will not be refunded.
 - b. Tuition and other fees will be refunded in units of semesters (of 3 months) in which no classes are taken.
 - i. Refunds will be made after confirmation of enrollment at the place of education or employment.
 - ii. At that time, an administrative fee of 20,000 yen will be deducted.
11. Payments will not be refunded in the case of forced eviction or removal.
12. Tuition fees will not be reimbursed for unavoidable reasons such as: natural disasters, accidents, infectious diseases, and transportation strikes.

[Dormitory Fee]

01. In the case of withdrawal after application, but before entering the dormitory:
 - a. If you cancel 2 weeks before you scheduled dormitory entrance date, only the dormitory entrance fee will be collected.
 - b. If 2 weeks before the scheduled dormitory entrance date have passed, the dormitory entrance fee and the rent fee for 6 months will be collected.
02. In the case that a visa is not issued and you cannot come to Japan:
 - a. Only the dormitory entrance fee will be collected.
03. In the case your visit to Japan is delayed:
 - a. The full amount of the planned residence period, including the dormitory entrance fee and late dormitory entrance fees will be collected.
04. In the case you withdraw or cancel after entering the dormitory:
 - a. Dormitories contracts are renewed every 6 months, and even in the case that the student moves out early, the full amount of rent fees for the planned residence will be collected.

2. Long-term Course (For residence status other than Studying Abroad)

[Student Payment]

01. In the case you decline your admission before paying school fees:
 - a. The application fee and entrance fee will not be refunded.
 - b. After returning the admission permit, the amount after deduction of the application fee and entrance fee will be refunded.
02. In the case of late arrival:
 - a. Tuition fees for absent periods will not be refunded.
03. In the case of withdrawal from the school after enrollment:
 - a. The application fee and entrance fee will not be refunded.
 - b. The remaining tuition fees will be refunded in units of semesters (of 3 months) in which no classes are taken.

04. If a class is cancelled due to natural disasters, accidents, infections, transportation strikes, or any other unavoidable circumstances, the class will be cancelled and the tuition fee will not be refunded.

[Dormitory Fee]

01. In the case of withdrawal after application, but before entering the dormitory:
 - a. If you cancel 2 weeks before you scheduled dormitory entrance date, only the dormitory entrance fee will be collected.
 - b. If 2 weeks before the scheduled dormitory entrance date have passed, the dormitory entrance fee and the rent fee for 6 months will be collected.
02. In the case you withdraw or cancel after entering the dormitory:
 - a. Dormitories are renewed every 6 months, and even in the case that the student moves out early, the full amount of rent fees for the planned residence will be collected.

3. Short-term Course

- A. Refunds may be carried out through means of the student themselves, the expense payer, or through an intermediary exchange student agency.
- B. In the case of a refund, the handling fee for the transfer will be the responsibility of the recipient.

[Student Payment]

01. If you decline your admission before paying school fees:
 - a. The entrance fee will not be refunded.
 - b. After returning the admission permit, the amount after deduction of the entrance fee will be refunded.
02. In the case your arrival to the school is delayed:
 - a. Tuition for absent periods will not be refunded.
03. In the case of mid-term termination (withdrawal) after enrollment:
 - a. If you decline enrollment or withdraw after the scheduled date of enrollment, you will not be refunded tuition fees regardless of whether or not you attended the class.
04. In the case that a class is cancelled due to natural disasters, accidents, infectious diseases, transportation strikes, and other unavoidable circumstances, the tuition fees will not be refunded.

[Dormitory Fee]

01. In the case of withdrawal after application, but before entering the dormitory:
 - a. If cancelled within 2 weeks prior to the scheduled dormitory entrance date, the full amount will be refunded.
 - b. If two weeks before the planned dormitory date have passed, the full amount of the planned residence period will be collected.
02. In the case of withdrawal or cancellation after entering the dormitory:
 - a. The full amount of rent fees for the planned residence period will be collected, even if the student moves out early.