

Sendagaya Japanese Institute Group Payment Refund Regulations

Chapter 1

General Provisions

(Purpose)

Article 1 This regulation aims to establish the details of the student fee refund procedures as stipulated in the school regulations.

(Definition)

Article 2 Student fees are defined as: the application fee, registration fee, facilities fee, tuition fee, insurance fee, and teaching material fee.

(Applicable Scope)

Article 3 This regulation shall be applied to current and prospective students of Sendagaya Japanese College, Sendagaya Language School, and Sendagaya Japanese Institute.

Chapter 2

Refund Handling

(Refund)

Article 4 In case a student who has been issued the Certificate of Eligibility does not enroll, the tuition fee, facilities fee, insurance fee, and teaching material fee will be refunded after the return of the original Certificate of Eligibility and Certificate of Admission is confirmed.

2 In case a student enrolls in the school, the student fees paid for the period of 6 months will not be refunded regardless of any reason.

3 In case a student who has paid student fees for the period of 9 months withdraws from the school, a 3-month tuition fee and teaching material fee will be refunded if the attendance period is less than 6 months. If the attendance period exceeds 6 months, no refund will be made.

4 In case a student who has paid student fees for the period of 12 months withdraws from the school, a 6-month tuition fee and teaching material fee will be refunded if the attendance period is less than 6 months. If the attendance period exceeds 6 months, no refund will be made.

5 Tuition fees and textbook fees paid to continue the course after enrollment will only be refunded if the student withdraws from the course until the day prior to the start of the next semester.

(School Withdrawal)

Article 5 If a student intends to withdraw from the school, they must submit a notification of withdrawal (designated format) with the reason written, and have permission from the school's principal.

However, if the notification of withdrawal is submitted and received more than 6 months after enrollment, the student will not be eligible for a refund.

Furthermore, if the student is expelled due to violation of school regulations, due to poor attendance, or other reasons, they will not be eligible for a refund.

(Refund Procedure)

Article 6 The refund procedure will start upon confirmation of each withdrawal reason as below.

- (1) If the student intends to return to their home country, the procedure will start upon confirmation of the residence card's invalidity.
- (2) If the student intends to work in Japan, the procedure will start upon confirmation that the change of the status of residence has been completed.
- (3) If the student intends to pursue higher education, the procedure will start upon confirmation of their enrollment in the new school.
- (4) If the student intends to withdraw from the school due to other reasons, the procedure will start upon confirmation that the change of status of residence has been completed.

(Payment)

Article 7 The refund will be made by bank transfer to the bank account designated by the student.

- 2 The student will be responsible for the transaction fees incurred for the bank transfer of the refund.

(Others)

Article 8

Any matters not stated (or addressed) in this regulation shall be decided upon discussion.

Supplementary Provisions

1. This regulation comes into effect on April 1, 2023.
2. Certain revisions to this regulation come into effect on April 1, 2025.