

Sendagaya Japanese Institute Group Payment Refund Regulations

Chapter 1

General Provisions

(Purpose)

Article 1 This regulation has the purpose of specifying the refund handling of payments to Sendagaya Japanese Institute Group.

(Definition)

Article 2 Payment is defined as: the application fee, registration fee, facilities fee, tuition fee and insurance fee.

(Applicable Scope)

Article 3 This regulation shall be applied to current and future 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 enter Japan, the tuition fee, facilities fee and insurance 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 6-month payment will not be refunded regardless of any reason.

3 In case a student who has paid for 9 months withdraws from the school, a 3-month tuition 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 for 12 months withdraws from the school, a 6-month tuition 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 After enrollment, tuition fees paid for continuation shall not be refunded.

(Withdrawal from School)

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 a permission from the school's principal

is necessary.

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 withdrawal is due to the student's violations of school regulations or poor attendance, the student 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 confirming the residence card's invalidity.

(2) If the student intends to work in Japan, the procedure will start upon confirming the completion of changing the residence status.

(3) If the student intends to pursue higher education, the procedure will start upon confirming 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 confirming the completion of changing the residence status.

(Payment)

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

2 The transaction fee charged for the bank transfer of the refund will be paid by the student.

(Others)

Article 8

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

Supplementary Provisions

This regulation comes into force on 1st April 2023.