

MINATO JAPANESE LANGUAGE SCHOOL – School Regulations

Chapter 1: General Provisions

(Purpose)

Article 1

The purpose of this school is to provide Japanese language education and cross-cultural understanding education to international students, deepen their understanding of Japan, and cultivate highly capable individuals with rich humanity who can connect their home country, Japan, and ultimately the world, and help them realize their dreams.

(Name)

Article 2

The name of this school shall be “Minato Japanese Language School” (English notation: MINATO JAPANESE LANGUAGE SCHOOL).

(Location)

Article 3

The school is located at 1-13-5 Ichioka, Minato-ku, Osaka City, Osaka Prefecture.

(Self-Inspection and Evaluation)

Article 4

The school shall conduct self-inspection and evaluation regarding the status of its educational activities, in order to further enhance the quality of education and achieve the school's objectives and social mission.

2. Matters necessary for the implementation of the inspection and evaluation in the preceding paragraph shall be separately stipulated.

Chapter 2: Courses, Study Period, Number of Class Days, Student Capacity, Holidays, and Enrollment Management

(Courses, Study Period, Number of Class Days, Student Capacity)

Article 5

The courses, study periods, number of class days, student capacity, and number of classes at this school shall be as set forth in the following table.

	Course	Period of study	Number of school days	Number of students	Number of classes
1st	Two-Year Academic Course	2 years	80weeks(400days) (excluding holidays)	60studentns	3classes
	小計			60students	3classes
2nd	One Year and Six-Month Academic Course	1yeat 6months	60weeks(300days) (excluding holidays)	40students	2classes
				40students	2classes
Total				100students	5classes

(Start and End Dates, etc.)

Article 6

Each course at this school begins in April or October and ends in March.

2. The period mentioned in the preceding paragraph is divided into the following semesters:

Semester	April Admission / October Admission
First Semester	April 1 – September 30
Second Semester	October 1 – March 31

(Holidays)

Article 7

The holidays of this school shall be as follows:

1. Saturdays and Sundays
2. Public holidays as stipulated in the Act on National Holidays
3. Summer vacation
4. Autumn vacation
5. Winter vacation
6. Spring vacation
7. Notwithstanding the provisions of the preceding paragraph, classes may be held on holidays if the principal deems it educationally necessary and unavoidable.
8. If the principal recognizes that there is an emergency or other urgent circumstance, classes may be temporarily suspended.

(Class Start and End Times)

Article 8

The start and end times of classes shall be as set forth in the following table:

1st	9:00 ~ 9:45	2nd	13:30 ~ 14:15
	9:55 ~ 10:40		14:25 ~ 15:10
	10:50 ~ 11:35		15:20 ~ 16:05
	11:45 ~ 12:30		16:15 ~ 17:00

(Enrollment Management)

Article 9

A student who has not entered the classroom by the time attendance has been taken for all students in the class shall be considered "late." Four instances of lateness shall count as one "absence" for a single class period, and four class-period absences shall count as one full-day absence.

All students of this school are expected to attend all class days, and the attendance rate calculated at least once a month should be 90% or higher. The school shall provide special guidance to students whose monthly attendance rate falls below 90% to help improve their attendance.

2.If a student's monthly attendance rate falls below 50%, the school shall report the student to the Immigration Services Agency by the following month.

3.The school shall monitor students' period of stay and the status and content of any permission for activities outside their visa status, and provide appropriate guidance to ensure compliance with laws and regulations.

Chapter 3: Educational Curriculum, Class Hours, Academic Evaluation, and Faculty Organization

(Educational Curriculum)

Article 10

The school shall offer the Japanese language education curriculum as shown in the following table. The curriculum specifies the study period, purpose, target Japanese language proficiency (as indicated by the “Reference Framework for Japanese Language Education” published by the Council for Cultural Affairs, Language Subcommittee, October 12, 2021), student capacity, and class hours.

Note: One class unit shall be 45 minutes.

Course	Study Period	Purpose	Target Proficiency	Student Capacity	Class Hours
Two-Year Academic Course	2 years	Academic Advancement	B2.2	60students	1600hours
One Year and Six-Month Academic Course	1 year 6months	Academic Advancement	B2.1	40students	1200hours

(Academic Evaluation)

Article 11

Academic evaluation shall be determined comprehensively based on students’ regular study efforts, examination results, and attendance.

2.Evaluation shall be conducted for each subject using a five-level grading scale, from highest to lowest: S (Excellent), A (Very Good), B (Good), C (Pass), D (Fail).

3.Examinations

- (1) Examinations include regular tests (midterm and end-of-term) and small daily quizzes.
- (2) Regular examinations (midterm and end-of-term) shall be conducted according to the prescribed timetable.

4.Retests

- (1) If a student is absent from a regular examination due to an official absence, a retest shall be conducted. However, this applies only if prior notice and submission of an official leave request have been made (details regarding official leave are stipulated in the school rules).
- (2) If a student cannot take an examination due to unavoidable reasons such as illness or injury, a medical certificate must be submitted. The principal and chief teacher shall determine whether a retest can be conducted based on the circumstances.

(Faculty Organization)

Article 12

The school shall have the following faculty and staff. Items (1)–(6) may be held concurrently:

- (1)Principal – 1 person
- (2)Chief Teacher – 1 person
- (3)Japanese Language Teachers (excluding the Chief Teacher) – 4 or more (including at least 2 full-time teachers)
- (4)Student Guidance Staff – 1 or more (appointed from among faculty or administrative staff)
- (5)Administrative Supervisor – 1 person
- (6)Administrative Staff – 2 or more (excluding the Administrative Supervisor)

2.If deemed necessary for school operations, additional faculty and staff may be appointed.

- 3.The principal shall direct the school operations as the overall person responsible for school affairs. However, financial and personnel matters related to school management are exceptions.
- 4.The Chief Teacher shall oversee the planning and operation of the educational curriculum as the person responsible for academic affairs.

Chapter 4: Admission, Leave of Absence/Readmission, Transfer, Withdrawal, Completion, and Rewards & Disciplinary Actions

(Admission Eligibility)

Article 13

To be eligible for admission to this school, an applicant must satisfy all of the following:

- (1)Have completed 12 years of formal education or an equivalent curriculum.
- (2)Have been granted, or be expected to be granted, permission to enter Japan through proper procedures.
- (3)Have the financial means necessary to cover the costs of studying at this school.
- (4)Be recognized as having sufficient academic ability to complete the school's courses.
- (5)Have Japanese language proficiency equivalent to N5 level or higher on the Japanese Language Proficiency Test.

(Admission Period)

Article 14

Admission to this school is held twice a year, in April and October.

(Admission Procedures)

Article 15

The admission procedures for this school are as follows:

1. Applicants must complete the admission forms prescribed by the school, submit all required information, and pay the admission examination fee specified in Article 22 by the designated deadline.
2. The school shall conduct selection procedures for those who have completed the above, and determine the admitted students.
3. Students who have been granted admission must complete the enrollment procedures by the designated deadline, including payment of tuition fees and submission of required documents as specified in Article 22.

(Leave of Absence and Readmission)

Article 16

A student who intends to take a leave of absence for five or more days due to illness or other unavoidable reasons must submit a leave application indicating the reason and period of absence, together with a medical certificate or other required documents, and obtain the principal's approval. The principal shall approve the leave only if confirmation via phone call is obtained from the financial supporter in the student's home country.

2.The principal may order a student to take a leave of absence if it is deemed inappropriate for the student to continue studying due to illness or other reasons.

3.Students on leave of absence are not permitted to attend classes or take examinations during the leave period.

4.A student who wishes to resume studies after a leave of absence must submit a readmission application with a medical certificate or other required documents and obtain the principal's

approval. The principal shall approve the readmission only if confirmation via phone call is obtained from the financial supporter in the student's home country.

5.If it becomes necessary to extend the originally approved leave period, the student must notify the principal by the day before the last day of the leave and obtain approval.

(Transfer)

Article 17

A student who intends to transfer to another Japanese language educational institution must submit a withdrawal application to the principal and obtain approval.

(Withdrawal)

Article 18

A student who intends to withdraw must submit a withdrawal application to the principal stating the reason for withdrawal and obtain approval. The principal shall approve the withdrawal only if confirmation via phone call is obtained from the financial supporter in the student's home country.

2.The principal may order a student to withdraw if any of the following apply:

(1)The student finds it difficult to continue studying due to health reasons.

(2)The student cannot resume studies even after the end of the approved leave period.

(3)The student is deceased or missing, making further study at the school impossible.

3.Tuition and other fees already paid shall not be refunded, regardless of the remaining period of enrollment.

4.After a student's withdrawal, the principal shall immediately report the withdrawal to the Immigration Services Agency.

(Recognition of Completion)

Article 19

The principal shall evaluate students' performance in each course according to the academic evaluation criteria specified in Article 11, and recognize the completion of the course for students who receive a certain level of evaluation. Completion recognition requires an attendance rate of 90% or higher throughout the enrollment period and full payment of tuition and fees.

2.The principal shall award a diploma to students who complete the school's prescribed courses and issue a certificate of completion to students who have completed a specified portion of the curriculum.

(Awards)

Article 20

The principal may award outstanding students who achieve excellent academic results and serve as role models for other students.

(Disciplinary Actions)

Article 21

If a student falls under any of the following, the principal may impose disciplinary action:

(1)Repeated unauthorized absences and low attendance despite repeated warnings and guidance.

(2)Disrupting classes and causing inconvenience to other students despite repeated warnings and guidance.

- (3) Failure to pay tuition or other fees without valid reason and without following the prescribed procedures, despite repeated warnings and guidance.
- (4) Damaging school facilities or equipment, causing significant loss to the school.
- (5) Committing acts of violence against faculty, staff, or students causing injury.
- (6) Engaging in misconduct outside school that damages the school's honor or credibility or causes significant loss.
- (7) Other acts equivalent to the above.

2. Types of disciplinary action include a written warning and expulsion.

3. A warning shall be issued in writing, and the student must submit a pledge to improve.

Confirmation shall also be obtained via phone from the financial supporter in the student's home country.

4. If the cause for disciplinary action is severe, or if the student does not improve despite submitting the pledge, expulsion shall be imposed. Students at risk of expulsion and their financial supporters shall be notified in advance and given an opportunity to explain. Tuition and other fees already paid shall not be refunded. The principal shall immediately report the expulsion to the Immigration Services Agency.

Chapter 5: Admission Examination Fee, Entrance Fee, Tuition, etc.

(Fees)

Article 22

The fees for this school shall be as follows (excluding consumption tax):

	Two-Year Academic Course	One Year and Six-Month Academic Course
Admission Examination Fee	¥20,000	¥20,000
Entrance Fee	¥50,000	¥50,000
Tuition Fee	¥1,200,000	¥900,000
Miscellaneous Fees (Textbooks, Insurance, etc.)	¥160,000	¥120,000

(Payment)

Article 23

Students must pay the fees specified in the preceding article by the designated due date.

2. In principle, installment payment is allowed in two installments (every six months). Students wishing to pay in installments must submit an installment request with the required documents and obtain the principal's approval.

3. Tuition fees are calculated from the first day of the relevant term, and no adjustment or refund will be made even if the student begins attending classes partway through the term, regardless of the reason.

4. If a student takes a leave of absence, no adjustment or refund of tuition fees will be made.

(Delinquency)

Article 24

If a student fails to pay tuition or other fees by the designated due date without valid reason and without following prescribed procedures, ignores reminders, and it is deemed that there is no sincere prospect of payment, the principal may impose expulsion on the student.

(Refund of Fees)

Article 25

Fees already paid are generally non-refundable.

2. Notwithstanding the provisions of the preceding paragraph, a partial refund of fees may be made under the following circumstances:

(1) If the admission is denied by the Immigration Services Agency, or the applicant withdraws before paying tuition ... The admission examination fee shall not be refunded.

(2) If a Certificate of Eligibility is issued and, after paying tuition, the Japanese embassy or consulate refuses the visa ... After confirming the visa refusal, all fees except the admission examination fee and entrance fee shall be refunded.

(3) If a Certificate of Eligibility is issued and, after paying tuition, the student withdraws before entering Japan ... After submitting a written explanation of the reason for withdrawal and returning the admission permit and Certificate of Eligibility, all fees except the admission examination fee and entrance fee shall be refunded.

(4) If a student withdraws before completing the prescribed course (including cases of non-enrollment after entering Japan) ... Admission examination fee, entrance fee, and tuition for the enrolled term shall not be refunded. If the withdrawal request is submitted by the end of the term, after confirming repatriation or change of residence status, the remaining tuition for subsequent terms shall be refunded.

(5) If the student is expelled for violating laws or school regulations ... All fees shall not be refunded.

(6) If the student delays entry to Japan for personal reasons ... Tuition for classes not yet attended shall not be refunded.

3. When applying for a refund, the student must submit or present the necessary documents from the following to the school:

(1) Fee payment receipts

(2) Written explanation of circumstances

(3) Unused Certificate of Eligibility

(4) Passport

(5) Other documents deemed necessary by the school

Note: If the required documents are incomplete or the explanation is insufficient, the fees may not be refunded.

(Refund of Fees)

Article 25

Fees already paid are, in principle, non-refundable.

2. Notwithstanding the preceding paragraph, in cases of special circumstances, a partial refund of fees may be made under the following conditions:

(1) If admission is denied by the Immigration Services Agency, or if the applicant withdraws before paying tuition ... The admission examination fee shall not be refunded.

(2) If a Certificate of Eligibility is issued, and after paying tuition, the Japanese embassy or consulate refuses to issue a visa ... After the school confirms the visa refusal, all fees except the admission examination fee and entrance fee shall be refunded.

(3) If a Certificate of Eligibility is issued, and after paying tuition, the student withdraws before entering Japan ... After submitting a written explanation stating the reason for withdrawal and returning the admission permit and Certificate of Eligibility, all fees except the admission examination fee and entrance fee shall be refunded.

(4) If a student withdraws before completing the prescribed course (including cases where the student does not enroll after entering Japan) ... Admission examination fee, entrance fee, and tuition for the enrolled term shall not be refunded. If a withdrawal request is submitted by the end of the term, after confirming repatriation or change of residence status, the remaining tuition for subsequent terms shall be refunded.

(5) If a student is expelled for violating laws or school regulations ... All fees shall not be refunded.

(6) If the student delays entry into Japan for personal reasons ... Tuition for classes not yet attended shall not be refunded.

3. When applying for a refund, the student must submit or present the necessary documents from the following to the school:

(1) Receipts of paid fees

(2) Written explanation of circumstances

(3) Unused Certificate of Eligibility

(4) Passport

(5) Other documents deemed necessary by the school

Note: If the required documents are incomplete or the explanation is insufficient, the fees may not be refunded.

Chapter 6: Miscellaneous Provisions

(Student ID Card)

Article 26

A student ID card shall be issued at the time of enrollment. This ID card serves as proof of student status during the enrollment period and must be carried at all times.

(Health Examination)

Article 27

Applicants for enrollment must submit a health examination report conducted in their home country, along with a Japanese translation, when submitting the application form. After enrollment, students are required to undergo a health examination and then undergo one annually.

(Dormitory)

Article 28

Matters concerning the dormitory shall be separately determined by the principal.

(Detailed Rules)

Article 29

Detailed rules regarding the enforcement of these school regulations shall be separately determined by the principal.

Supplementary Provisions

These school regulations shall take effect from April 1, 2025 (Reiwa 7).