

The following regulations are applied to IAY Japanese Language Regular Courses.

Apply for the course after reading them carefully, grasping and fully understanding.

1.Application

A) Apply by filling in necessary items in the application form as well as including a copy of passport and a facial portrait (4.5cm ~ 4.5cm).

B) Applicants who live in Japan or abroad and fall under group A category must apply 4 weeks prior to the opening date of the desired course, while those who fall under group B category must apply 2 months prior to the opening date of the course. However, those who have been living in Japan, have a valid passport, and meet the class level can apply at any time.

C) The units of the transfer course and short-term program are four weeks, respectively. You can apply for more than one unit for each course. (The transfer course starts on the first day of the school calendar on the attached slip and lasts four weeks.)

D) During the course period, no refund of the tuition fee will be made by the prorated daily basis for national holidays or other holidays designated by IAY (Except for a long vacation)

Group A			Group B
Singapore Korea Taiwan	Iceland Ireland Andorra	Finland France Belgium	Countries other than group A

America Canada	Italy Estonia Austria Netherlands Greece Croatia Cyprus San Marino Switzerland Sweden Spain Slovenia Czech Denmark Germany Norway Hungary	Poland Portugal Macedonia Malta Monaco Latvia Lithuania Slovakia Liechtenstein Luxemburg Britain	
Argentine Uruguay El Salvador Guatemala Costa Rica Columbia Surinam Chili Dominica Bahamas Barbados Honduras Mexico		Australia New Zealand	
		Israel Turkey	
		Tunisia Mauritius Lesotho	

2. Age for eligible students

A) Application is available to all ages but applicants under 18 must have their guardian's signature on the application.

3. Payment of tuition fees and other expenses

A) Upon receipt of the application with all necessary items filled in and required documents (facial portrait and copy of passport), IAY will send a reservation confirmation and a bill to the applicant.

B) A total amount in the bill must be transferred to the bank account designated by IAY. Remittance charge must be born by students.

C) When the payer is living in a country other than Japan, the tuition fee and other expenses must be paid by an international cable remittance.

D) Payment must be made three weeks prior to the opening date of the course, at the latest.

Beneficiary's bank	The Hokkaido Bank Head Office
Bankfs address	Nishi-4, Odori, Chuo-ku, Sapporo, 060-0042, @JAPAN
Account holderfs name	International Academy
Account holderfs address	Hinode Bldg, Nishi-4, Minami-1, Chuo-ku, Sapporo, 060-0061, JAPAN
Account number	101-2186675
Swift Code	HKDBJPJT

4. Visa

A) Obtain a visa individually before departure if necessary. However, IAY will not be able to issue any documents other than a letter of acceptance when an applicant obtains a visa. For further information, applicants should contact a Japanese Consulate in his/her own country in advance.

B) Expenses for obtaining a visa should be borne by an applicant.

5. Change of tuition fees and other expenses

A) When IAY changes tuition fees and other expenses, the renewed amount is applied.

6.Home Stay

A) Due to a limited number of host families, home stay is not always available depending on seasons or conditions.

B) The home stay application should be sent after agreeing on the Home stay Rules (attached slip).

C) If the student fails to follow the Home stay Rules, there will be a case when he/she may be asked to leave the host family.

7.Change of accommodation method

A) When a student wishes to change the method of their accommodation after the opening of the course, he/she must inform the program director beforehand.

B) When a student is to cancel accommodations, he/she must inform IAY more than one month prior to the planned start date of accommodation.

C) Students are obliged to pay expenses resulting from such change or cancellation, and IAY has the right to charge them.

a) Cancel charge for home stay

a-1) Before payment and move-in None

a-2) Before move-in (after payment) 50%

a-3) After move-in (after payment) 75%

b) Cancel charge for a student dorm, hotel, youth hostel, or furnished apartment.

b-1) Before move-in, cancel charge will vary according to each lodging facility

b-2) In general, no refund will be made for cancellation, if it is after move-in.

8. Partial change of the applied course (In some cases, changes of the course that has already been applied for will not be accepted.)

A) When applicants want to change the part of the course which they have already applied for (type of courses, date of the opening or the finishing of the course, etc.) one change is accepted for free if they notify IAY at least one month before the opening date of the course. ¥5,250 per change is charged after that.

B) When applicants want to change part of the course which they have already applied for, if they notify IAY within one month of the opening date of the course, a fee of ¥5,250 per modification will be charged.

9. Cancellation of enrollment

A) When students cannot attend classes for which they have already applied, cancellation is accepted under the following conditions:

a-1) Cancellation of classes must be notified in a written letter. The cancellation becomes effective upon the arrival of the written notification.

a-2) When the cancellation is made more than one month before the opening date of the course, 10% of the total amount of the tuition fees and other expenses will be deducted as a commission/cancellation charge from the refund.

a-3) When the cancellation is made less than one month on or before the opening date of the course, 20% of the total amount of the tuition fees and other expenses will be deducted as a commission/cancellation charge.

a-4) When a student is prevented from entering Japan and he/she attests to the effect and if IAY approves it, the rest of a total amount will be refunded after 10% of the total amount of the tuition

fees and other expenses are deducted as commission /cancellation charge.

a-5) When enrollments are canceled less than one week after the opening date of the course, the rest of a total amount will be refunded after 50% of the total amount of the tuition fees and other expenses is deducted as commission/cancellation charge.

a-6) When cancellation of enrollments are made more than one week after the opening date of the course, the tuition fees and other expenses will not be refunded for whatever reason.

B) Of the “tuition fee and other expenses” that are stipulated above, “other expenses” do not include accommodation fees. Regarding cancellations of accommodation, details are stated in the “Charge of accommodation methods”. The cancellation charge will be asked for after the payment of the total amount has been made.

C) Refunds will not be made on charges for an accommodation arrangement and cultural workshops for any reason, once they have been paid.

D) Refund charges of school expenses, which IAY has made as a consequence of cancellation, must be borne by the said student.

E) Refund is made within 30 days after completion of the notification contract upon the receipt of the notification.

10. Delayed arrival in Japan and absence from classes

A) Applicants must arrive in Japan by the date prior to the opening of the course.

B) When an applicant cannot arrive by the opening date of the course, he/she must inform IAY.

C) No refund is made for the student's absence resulted from late arrival to the starting day of the

class or absences during the course period.

D) The days of absences cannot be made up for as the extension of the class period.

11.National holidays and holidays of the school

A) Lessons are canceled on national holidays.

B) Lessons are canceled on some days during Golden Week, Obon holidays, the year-end, and New Year.

C) Holidays designated by the school are subject to change.

D) If Mondays fall on holidays or national holidays, the opening date of the course should be on Tuesday.

12.Health certificate

A) Allergies or/and other health problems must be informed beforehand.

B) When IAY judges the psychological and physical conditions of the students as inappropriate to the program, they are sometimes requested to leave the school.

13.Money not included in the school expenses

A) Local transportation expenses or travel expenses, and medical expense are not included in school expenses.

14.School hours

A) Intensive course: a 45-minute lesson, 3 lessons a day, 5 days a week

B) Transfer course: a 45-minute lesson, 4 lessons a day, 5 days a week

15. Fixed number of students

A) Intensive course: Once class consists of 2-8 students. It is commenced with more than one student of the same academic ability.

Transfer course: It consists of 15-20 students. This course can be available only for those whose academic ability meets the class level and there is a vacancy in the class.

16. Division of classes

A) Lesson levels are tentatively determined based on Japanese learning experience in the application form written by the applicant him/herself, questionnaires on the language skills, and the result of the preliminary test for class division.

B) In order to determine classes suitable for student's levels, they are supposed to take an ultimate class division test on the date of enrollment.

C) In a case there is a significant difference between the levels at the time of application and the result of the test given on the date of enrollment, students will be divided into classes of an appropriate level as much as possible.

D) When it is found that the student's academic ability has not reached the applied class level after arriving, he/she may be subjected to take a private lesson or another class.

E) When the number of student of one class does not reach two or more, the class will be carried

on for two weeks and then the student may be asked to transfer to another class.

17.Rules

A) Students of IAY Japanese Language Regular Courses must abide by the rules of IAY.

18.Certificate of the course

A) Certificate of the course will be issued to students who have completed a course at a 90-percent attendance rate.

19.Modification

A) IAY has the right to modify the opening date of the course, the curricula, programs, and rates, etc., for some reason on its part, without notice.

20.Exclusion

A) Students who enroll in the IAY Language Program are advised to take out an overseas traveler's personal accident insurance as a precaution. IAY will not assume any responsibility for student's accidents or diseases during their stay in Japan.

21.Duties of students

A) Students must abide by Japanese laws, and other laws and regulations governing their stay in Japan.

B) IAY will accept applications on the assumption that they will obtain permission for a legal entry and stay in Japan.

C) Students are requested to join in insurances, such as accident insurance, fire insurance, home contents insurance at their option and at their own cost. IAY will not assume insurance coverage at all.

D) Students are obliged to strictly abide by regulations in the school building, in the classroom and at accommodations.

E) In case students are forced to leave due to a breach of any laws and regulations, school expenses they have paid will not be refunded for whatever reason.

22. IAY's responsibilities

A) IAY will not assume any responsibilities for damage resulting from unavoidable causes beyond IAY's responsibility, such as natural disasters or terrorist attacks.

B) When students are not able to attend all classes or part of them for their own reason, they do not have the right to claim refund of tuition fees or demand a change of their enrollment period.

23. Applicable laws and forum rei

A) Japanese laws are applied to all terms and conditions of the agreement.

B) In case of a trial, Sapporo is designated as the venue.