

The page features a decorative design with three green circles of varying sizes, each containing three concentric white circles. These circles are connected by thin white lines that form a large, abstract shape on the right side of the page. The background is white.

**Year 2027** 2027/04/01~2028/3/31

## Student Recruitment Guidelines

- ✿ 2-year course
- ✿ 1.5-year course



日本語学校  
**あいちコトノハ学院**  
AICHI KOTONOHA ACADEMY

# 1. School information

## (1) Offered courses

The school offers two courses depending on the duration of study.

	Admission	Recruitment capacity	Class hours	Total class hours
2-year course	April	225 persons	4 hours per day	1560 hours
1.5-year course	October		20 hours per week	1170 hours

## (2) Class timetable

At our school, there are 2 types of classes: morning classes and afternoon classes. Each class lasts 45 minutes. Students are divided into the morning and afternoon classes based on their Japanese ability, and they will be informed of the sorting every 3 months.

	Morning class			Afternoon class		
1	9:00	~	9:45	13:20	~	14:05
2	9:50	~	10:35	14:10	~	14:55
3	10:45	~	11:30	15:05	~	15:50
4	11:35	~	12:20	15:55	~	16:40

## (3) School expenses

	2-year course (April term)		1.5-year course (October term)	
	1 <sup>st</sup> year	2 <sup>nd</sup> year	1 <sup>st</sup> year	Remaining 6 months
Admission fee	130,000 円	—	130,000 円	—
Tuition fee	660,000 円	660,000 円	660,000 円	330,000 円
Other expenses	273,000 円	—	239,000 円	—
Subtotal	1,063,000 円	660,000 円	1,029,000 円	330,000 円
Total	1,723,000 円		1,359,000 円	

\*Notes

- ① Admission fees will not be refunded for any reason once paid.
- ② “Other expenses” includes fees for educational materials (included laptop), Japanese Language Proficiency Test (JLPT) examination fee, facilities, accident insurance, extracurricular activities, medical checkup etc. required while attending school. In the first year, please pay the entire fees at once.
- ※ The fee for the Japanese Language Proficiency Test (JLPT) is as follows: 2-year course: 3 times, 1-year and 6-month course: 2 times.
- ③ Tuition fees listed above are from April 2027 to October 2027, and may be change after April 2028.

- ④ Tuition fees and other expenses cannot be refunded if you leave the school within the first 6 months of enrollment.
- ⑤ **Please read our refund policy below regarding circumstances in which you cannot enroll before the entrance ceremony**

1. If Certificate of Eligibility has been issued but you have not arrived in Japan and have not applied for a visa; Conditions: Must return your letter of acceptance to the school and qualification certificate Refund: Full amount of payment excluding entrance fees (If you have not paid fees yet, please pay the entrance fees.)
2. If you applied for an entry visa at a diplomatic mission abroad but could not come to Japan because it was not accepted Conditions: Must return and submit your letter of acceptance to the school and proof that the visa was not issued by a foreign diplomatic mission. Refund: Full amount of payment excluding entrance fees
3. If you have obtained a visa but have withdrawn admission before departing for Japan Conditions: Must return your letter of acceptance to the school and present to the school your unused immigration clearance and visa. Refund: Full amount of payment excluding entrance fees
4. If you withdraw your enrollment without a valid reason after obtaining a visa and arriving in Japan: Refund: No refund will be possible.
5. If you do not enroll in the school after arrival in Japan Refund: No refund will be possible.
© The transfer fee will need to be covered by the applicant.

- ⑥ If a student voluntarily leaves school for the rest of the semester, tuition fees will be calculated and refunded on 6 months 1<sup>st</sup> half and 2<sup>nd</sup> half semester basis. However, “Other Expenses” will not be refunded.
- ⑦ We are not responsible for any classes that are canceled due to unavoidable circumstances such as natural disasters, accidents and infectious diseases. Tuition fees for canceled classes are non-refundable.
- ⑧ We do not refund tuition fees for those who drop out from the school due to violation of laws and/or regulations.

#### (4) Bank account information for transfers

Account holder	コトノハ株式会社	KOTONOHA CORPORATION
Name of Bank	三菱 UFJ 銀行	MUFG BANK, LTD.
Branch	東支店 (208)	HIGASHI BRANCH
Account no.	普通 0155595	208-0155595
SWIFT Code	BOTKJPJT	
Address	愛知県名古屋市東区徳川 1-15-30	1-15-30 Tokugawa, Higashi-ku,

		Nagoya, Aichi JAPAN
Phone no.	052-935-9321	+81-52-935-9321

\*Please cover the remittance fee.

## 2. About application

### (1) Application qualifications

- ① Those who are over 18 years old at the time of admission
- ② Those who have finished more than 12 years of school education
- ③ Those who have JLPT N5 or higher, or have completed 150 hours or more of Japanese language study
- ④ Those who can cover tuition and living expenses in Japan
- ⑤ Those who are healthy both physically and mentally, and comply with Japanese laws and regulations and school regulations

### (2) Application period

	Application (document acceptance) period	
April entry students (2-year course)	1 <sup>st</sup> August	~ End of October
October entry students (1.5-year course)	1 <sup>st</sup> February	~ End of May

### (3) Selection method

Japanese Language Proficiency Test N5 equivalent, Japanese language exam and interview.

## 3. List of submitting documents

### \*Documents about the applicant

<input type="checkbox"/>	1	Preliminary Survey form No. 1 or 2
<input type="checkbox"/>	2	Application for admission (in the school's designated form)
<input type="checkbox"/>	3	Study abroad reason letter (in the school's designated form) Native language · Japanese translation (Even if you fill out the form in English, please make a translation)
<input type="checkbox"/>	4	Passport copy (If you have a history of visiting in Japan, you have to submit all the pages of passport) If you do not have passport, submit copy of ID card or family registration (proof from your birth place)
<input type="checkbox"/>	5	Home country's final graduated academic certificate and transcripts ( <b>original</b> ) (make a translation even it is in English) <b>Please submit the original (The document will be returned after the Immigration Bureau's review)</b>
<input type="checkbox"/>	6	Certificate of Japanese language learning history and proficiency Passed certificate of Japanese language proficiency test (original of JLPT and others) or the certificate of

		more than 150 hours of study period of Japanese language.
<input type="checkbox"/>	7	Photos (40 mm long x 30 mm wide) 6pcs Photographed within three months of the Immigration Bureau application date. Front view, half body, no hat or cap, plain background. <b>Please write the applicant's name and date of birth on the back. Take the photo in white collar shirt.</b>
<input type="checkbox"/>	8	Copy of ID card or family registration etc.
<input type="checkbox"/>	9	Extra documentation (Those who are in school: certificate of studentship; those who are employed: certificate of employment)

**\*Documents about the financial sponsor**

<input type="checkbox"/>	1	Financial sponsor pledge (in the school's designated form)
<input type="checkbox"/>	2	A photocopy of the financial sponsor's identification card
<input type="checkbox"/>	3	Documents to prove the relationship between applicant and financial sponsor Certificate of public institution such as family register copy, birth certificate, residence certificate, family relationship certificate (must for Nepal)
<input type="checkbox"/>	4	(Company employee) Certificate of employment (Company executive) Corporate registry copy (Entrepreneur) Business permit
<input type="checkbox"/>	5	Bank certificate (original) <b>*In the name of the financial sponsor, submit the original issued by a financial institution within 3 months of application date</b>
<input type="checkbox"/>	6	Copy of bank passbook (For the past 1 year) *if the transaction is less, you should have to submit Asset Formation fund description.
<input type="checkbox"/>	7	<b>Asset formation fund description (For the past 3 years)</b> A document explaining the full circumstances that led to the formation of the funds.
<input type="checkbox"/>	Overseas sponsor	Income certificate (For the past 3 years)
		Documents to prove the family structure of the financial supporter Official documents such as family register certificate, birth certificate, residence certificate
<input type="checkbox"/>	Sponsor in Japan	Income tax certificate (past 3 years)
		Resident registration of all members of the household.

**All documents written in languages other than Japanese or English require a Japanese translation.**

**Even if your graduation certificate and academic transcript are in English, please be sure to submit a Japanese translation as well.**

\*Notes

① The applicant and financial sponsor must prepare the submitted documents.

② Please use a black ballpoint pen to fill out the form and in legible block letters.

Do not use correction fluid. Correct any mistakes by crossing them out with double lines and stamping them with a correction seal or writing your signature next to them.

③ Please use A4 paper for each submission. If photocopying, copy the original size as is.

④ Please prepare each submitted document within 3 months from the time of issue.

⑤ Please attach a Japanese translation on a separate sheet for all documents created in languages other than Japanese.

⑥ If necessary, you may be required to submit documents other than the above.

## 4. Process flow from application to admission

April entry student  
(2-year course)

October entry student  
(1.5-year course)

Application	<b>STEP 1</b> Please send all required documents to our school staff by EMS etc.	Aug~End of Oct	Feb~Early May
Selection	<b>STEP 2</b> Japanese written examinations and interviews. Depending on the time, it may be an online interview.	End of Aug ~Early Nov	Mar~Mid-May
Document check	<b>STEP 3</b> We will check the sent documents and, if necessary, request corrections. If there are mistakes or missing information, please submit additional documentation.	~End of Nov	~Early Jun
Application for Certificate of Eligibility	<b>STEP 4</b> Our school will submit your application for Certificate of Eligibility to Nagoya Immigration Bureau on your behalf.	Beginning of Dec	Mid of Jun
Certificate of Eligibility issuance	<b>STEP 5</b> Once the Immigration Bureau gives you permission, a Certificate of Eligibility is issued.	End of Feb	End of Aug
Tuition fee payment	<b>STEP 6</b> You will be notified of the results of the grant application. Please pay the admission fee, tuition fee, etc by the due date.	Within 2 weeks of result notification	Within 2 weeks of result notification
Document shipping	<b>STEP 7</b> After payment is confirmed, we will send out "Certificate of Eligibility for Residence Status", "Enrollment Permit" etc. by EMS.	Within 3 business days of tuition due date	Within 3 business days of tuition due date
Visa application	<b>STEP 8</b> Please apply for a visa at the Japanese Embassy or Consulate of Japan in your home country	Mid-Mar	Mid-Sep
Japan entry	<b>STEP 9</b> Please make travel arrangements for the designated entry date. <b>Please inform the school of your arrival date.</b>	Early Apr	Early Oct

## 5. Consent/prohibited matters upon enrollment

### Consent items

- While attending school, please comply with Japanese laws and follow the instructions of the school.
- Tuition and dormitory fees shall be paid without delay.
- Please be punctual and do not miss classes without an important reason. If you leave the school without notice, your visa cannot be renewed. Take classes seriously and give priority to learning Japanese.
- Please be respectful of your fellow classmates and maintain friendly relationships with them.
- Please notify the school if you plan to return to your home country temporarily during a long vacation.

### Prohibited matters

- Under the Japanese law, drinking and smoking under the age of 20 is prohibited. When smoking, please use the designated smoking area. Do not smoke elsewhere.
- Do not use or carry illegal drugs.
- Violence, abuse and harm to others are prohibited.
- Please observe the school and dormitory rules and do not litter in public.
- Do not live with others without informing the school.

## 6. Airport Pick-up

Arrival date	School`s designated date	Other than the designated date
Rate (per person)	0 円	20,000 円
Notes	<b>Chubu Centrair International Airport arrivals only</b>	

## 7. Dormitories

- Initial cost

	Dormitory
Entrance fee	40,000 円
Dormitory deposit	50,000 円
Housing costs 6 months (25,000 円 monthly)	150,000 円
Total	240,000 円

\*Notes

Due to the limited capacity, the school may not be able to arrange a dormitory at the

time of admission. In such case, we will refer you to an intermediary agency or other student center.

- You will be required to prepay the total amount stated above when you move in.  
(Payment in installments are not accepted)

Therefore, rent is due from the 7th month onwards.

Please be aware that there may be a change of room or a change in rent.

- Your room allocation will be decided by the school.
- Please pay the utility expenses at the actual cost from the time of entry.
- The initial cost will not be refunded even if you leave the dormitory within 6 months.
- Please notify us one month in advance if you wish to leave.
- When leaving the school, room cleaning status and waste disposal status will be checked under the supervision of the school staff.

Upon leaving dormitory, a minimum of 10,000 yen will be deducted from your deposit as a cleaning fee. The amount will vary depending on the dirtiness of the room.

- If there is any damage, a repair fee will be charged.
- The withdrawal will be completed after the school confirms the return of the room key. If you do not return the key, you will need to pay 20,000 yen as a key exchange fee.

Settlement of withdrawal is done from the entrance deposit.

\*\*If payment cannot be made with the entrance deposit, it will be made separately. \*

## **8. Insurance**

### (1) National Health Insurance fee

International students staying in Japan must enroll in National Health Insurance.

A national pension insurance cost of about 15,000 yen/year is necessary.