ARC ACADEMY

2027 Academic Year

Entrance Procedure

April 2027～January 2028

ARC日本語学校

ARC Japanese Language School

新宿校　東京校　京都校

Shinjuku　Tokyo　Kyoto

1．School Features P.2
2．Japanese Language Courses Introduction P.3
3．Academic Year Schedule P.4
4．Entrance Procedure P.5
5．Application Documents P.6
6．Fees and Payments P.7
7．Life in Japan P.10
8．School Information P.11

Nationally Accredited Japanese language educational institutions for Study in Japan

1. School Features

1. About the ARC Group

The ARC Group was founded in 1986 November, based on the principle of, through Japanese language education, developing individuals capable of contributing to society. “ARC” carries the meaning of “a bridge (arch)”, “articulation”, “realization”, and “contribution”. Our educational ethos is development of individuals who make proactive connections with people and society, and contribute to society through self-realization.

2. Features of the ARC Group

（1）ARC Academy Shinjuku School

ARC Academy Shinjuku School is a Nationally Accredited Japanese language educational institution with a student capacity of 320, located in an easily accessible business district of Tokyo, where a large number of other companies and commercial facilities can be found. Students from a wide variety of countries study at this school, creating a rich international atmosphere. There are students of over 30 different nationalities at the school at any given time.ARC Academy Shinjuku School offers Academic Preparation Course, Employment Preparation Course, and Japanese Language & Culture Course. For realizing students’ post-graduation goals, it provides Japanese language education and career support which is necessary for each student’s purpose.

（2）ARC Tokyo Japanese Language School

ARC Tokyo Japanese Language School is a Nationally Accredited Japanese language educational institution with a student capacity of 640, is located in the calm and easily accessible Bunkyo Ward, Tokyo. Students from a wide variety of countries study at this school, creating a rich international atmosphere. There are students of over 30 different nationalities at the school at any given time.This school offers Academic Preparation Course and Employment Preparation Course. For realizing students’ post-graduation goals, it provides Japanese language education and career support which is necessary for each student’s purpose.

（3）ARC Kyoto Japanese Language School

ARC Kyoto Japanese Language School is a Nationally Accredited Japanese language educational institution, located in the calm Nakagyo Ward, Kyoto city, Kyoto Prefecture, and has a student capacity of 400. Students from a wide variety of countries study at this school, creating a rich international atmosphere. There are students of over 30 different nationalities at the school at any given time.This school offers Japanese Language & Culture Course, Academic Preparation Course, and Employment Preparation Course. For realizing students’ post-graduation goals and understanding of Japanese culture, it provides Japanese language education and career support which is necessary for each student’s purpose.

3. Features of Japanese Language Education

The study of Japanese involves more than simply memorizing language knowledge: smooth communication with others through Japanese language is our ultimate goal. Our lessons employ exercises requiring cooperation, such as group work, to develop students’ logical thinking ability and problem-solving skills. Through work concerning Japanese society, culture, and the local area, students polish their ability to think with the language. Students also acquire skills needed to continue their proactive studies even after graduation.

4. Support for career following graduation

Homeroom teachers hold regular individual counseling sessions etc. with their students and offer detailed support based on their career needs. For students who wish to pursue higher education, opportunities to have the school reference system are also available.

Students who wish to seek employment in Japan are able to do so with the help of Employment Support Office. Provision of information related to job hunting, in-school company seminars, and support for matching to company are all offered.

5. School Events

Through experiences held outside the school such as Sports Day, the Joint Speech Contest, and class trips, as well as opportunities to interact with local people, and events held at the school throughout the seasons (cherry blossom viewing, exchange event, Christmas party, etc.), students are provided a wide array of events to enjoy.

6. Scholarships

Students with superior grades and attendance are able to apply for scholarships such as “International Students Admission Promotion Program (JASSO)”, the “LSH Asia Scholarship”, and the “Kyoritsu Maintenance Scholarship” through the school. The school also offers its own perfect attendance award.

7. School Facilities

All classrooms are equipped with a PC, monitor, and whiteboard, and some classrooms are equipped with electronic whiteboards. A library, infirmary, and student lounge are also available, allowing students the freedom to self-study, spend time with friends, enjoy meals, and more. Books in the library are available for rent. Wi-Fi is available throughout the building.

8. Support for Daily Life and Multilingual ervices

In order for students to live comfortably in Japan, staff in charge of student guidance support their life during their time enrolled. English, Chinese, Korean, Vietnamese, and Burmese language support is available. Students can individually consult with staff regarding studies, everyday life, part-time work, and their future careers at any time.

2. Japanese Language Courses Introduction

■ Academic Preparation Course

This course is designed for those who aim to pursue higher education at a university, graduate school, or vocational school in Japan.

Depending on the type of school the student wishes to enter (university, graduate school, vocational school), support is offered for Examination for Japanese University Admission for International Students (EJU), writing research plans, and Japanese Language Proficiency Test (JLPT) .

The Academic Preparation Advanced Course, 2 years offered at the Tokyo School covers more advanced material from the first half of the C1 level for six months after students have reached the B2 level.

Course	Campus・Student Capacity			Month of Enrollment	Course Length	Lesson Hours (by unit time)	Japanese Level	
	Shinjuku	Tokyo	Kyoto				course start	course end
Academic Preparation Course, 2 years	120	160	40	April	2 years	1,536	A1	B2
Academic Preparation Advanced Course, 2 years	–	80	–	April	2 years	1,536	A2	B2
Academic Preparation Course, 1 year 9 months	40	80	–	July	1 year 9 months	1,344	A1	B2
Academic Preparation Course, 1 year 6 months	40	80	40	October	1 year 6 months	1,152	A2	B2

■ Employment Preparation Course

This course is designed for individuals who wish to find employment in Japan. In addition to language skills needed for smooth communication in work settings, students also learn about Japanese company culture, business manners, and the job-hunting process. This course is appropriate for those aiming to obtain a status of residence in specialized and technical fields, primarily "Engineer / Specialist in Humanities / International Services."

Course	Campus・Student Capacity			Month of Enrollment	Course Length	Lesson Hours (by unit time)	Japanese Level	
	Shinjuku	Tokyo	Kyoto				course start	course end
Employment Preparation Course, 2 years	40	80	80	April/October ※	2 years	1,536	A1	B2
Employment Preparation Course, 1 year 9 months	40	80	–	July	1 year 9 months	1,344	A1	B2
Employment Preparation Course, 1 year 6 months	–	80	–	October	1 year 6 months	1,152	A2	B2

※ 2-year Employment Preparation Course starting in October only available at Kyoto campus.

■ Japanese Language and Culture Course

This course is designed for those who would like to deepen their understanding of Japanese culture while studying Japanese.

The goal of this course is to improve students' ability to communicate with Japanese people by studying Japanese from the basics while making use of lessons centered on Japanese current affairs and culture. Through various cultural lessons including calligraphy, students will be able to learn the depth and background of the arts in Japan.

Course	Campus・Student Capacity			Month of Enrollment	Course Length	Lesson Hours (by unit time)	Japanese Level	
	Shinjuku	Tokyo	Kyoto				course start	course end
Japanese Language & Culture Course, 2 years	–	–	80	April・October	2 years	1,536	A1	B2
Japanese Language & Culture Course, 1 year 3 months	40	–	–	January	1 year 3 months	960	A1	B1
Japanese Language & Culture Course, 1 year	–	–	160	April・July October January	1 year	768	A1	B1

■ **Applicable to all courses:**

（1）Academic Terms・Number of Lesson Days

Term	April	July	October	January
Period	April 1～June 30	July 1～September 30	October 1～December 31	January 1～March 31
Lesson Days	48	48	48	48

※ Lessons held Monday – Friday (5 days/week)

（2）Class Schedule

4 lesson hours/day (1 lesson hour = 45 min.)

	1st year (afternoon)	2nd year (morning)
1st period	13：30～14：15	9：15～10：00
2nd period	14：15～15：00	10：00～10：45
3rd period	15：15～16：00	11：00～11：45
4th period	16：00～16：45	11：45～12：30

※ Depending on the availability of classrooms, schedules for morning and afternoon classes are subject to change.

（3）Days Off・Holidays

- Saturday, Sunday, public holidays, Golden Week, Obon Holidays, other days determined by principal
- Extended break periods: summer break, fall break, winter break, spring break

※ Lessons or school events may be held on holidays in special cases.

（4）Learning Progression

Level	Elementary	Beginner	Pre-Intermediate	Lower Intermediate	Intermediate 1	Intermediate 2	Upper Intermediate	Advanced 1	Advanced 2	Advanced 3
Academic Preparation Course, 2 years	1st year				2nd year					
Academic Preparation Advanced Course, 2 years			1st year				2nd year			
Academic Preparation Course, 1 year 9 months		1st year			2nd year					
Academic Preparation Course, 1 year 6 months			1st year		2nd year					
Academic Preparation Course,1 year 6 months (Kyoto School)			1st year				2nd year			
Employment Preparation Course, 2 years	1st year				2nd year					
Employment Preparation Course, 1 year 9 months		1st year			2nd year					
Employment Preparation Course, 1 year 6 months			1st year		2nd year					
Japanese Language & Culture Course, 2 years	1st year				2nd year					
Japanese Language & Culture Course, 1 year 3 months	1st year	2nd year								
Japanese Language & Culture Course, 1 year	1st year									
CEFR level	A 1	A 2	B 1		B 2				C 1 (First Half)	
JLPT Equivalent	N5	N4	N3		N2				N1	

3. Academic Year Schedule

	Entrance Ceremony	Period of Lessons・Extended Breaks	Holidays
April 2027 term	April 1st (Thu)	April 8th (Thu) ～ June 22nd (Tue)	GW 4/29-5/5
Summer Break		June 23rd (Wed) ～ July 5th (Mon)	
July Term	July 1st (Thu)	July 6th (Tue) ～ September 17th (Fri)	7/19, Obon Holidays 8/7-8/15
Fall Break		September 18th (Sat) ～ October 6th (Wed)	
October Term	October 4th (Mon)	October 7th (Thu) ～ December 17th (Fri)	10/11, 11/3, 11/23
Winter Break		December 18th (Sat) ～ January 10th (Mon)	
January 2028 Term	January 6th (Thu)	January 11th (Tue) ～ March 17th (Fri)	2/11, (lessons held on 2/23)

※ Planned dates of health checkup

- Students enrolled in April： May 17th (Mon) 2027
- Students enrolled in July or October： November 15th (Mon) 2027
- Students enrolled in January： May 22nd (Mon) 2028

4. Entrance Procedure

（1）Enrollment Requirements

① Requirements for level of education vary depending on the desired course.

Course	Required Level of Education
Academic Preparation Course	Applicants who have completed or are expected to complete 12 years of education in a foreign country, or who possess an equivalent or higher level of academic ability recognized by MEXT.
Employment Preparation Course	Applicants who have completed or are expected to complete a university degree (associate's degrees included) in a foreign country, or who possess an equivalent or higher level of education recognized by MEXT.
Japanese Language & Culture Course	Applicants who have completed or are expected to complete 12 years of education in a foreign country, or who possess an equivalent or higher level of academic ability recognized by MEXT.

② Japanese language ability requirements vary depending on the desired course. The pass/fail decision of applicants' Japanese language level will be based on an interview-style test.

Course	Required Japanese Language Level
Academic Preparation Advanced Course, 2 years	CEFR A2 level (JLPT N4) or equivalent
Academic・Employment Preparation Course, 1 year 6 months	
Other courses	CEFR A1 level (JLPT N5) or equivalent ※ Non-native English speakers (excluding speakers of Chinese, Korean, Vietnamese, and Burmese) will have their A2-level English proficiency confirmed during the interview.

③ Applicants must demonstrate ability to fulfill financial obligations of tuition and living costs.

④ Applicants must be in good physical and mental health, allowing them to fulfill academic obligations.

（2）Enrollment Screening

① Document screening

② Interview (Includes a Japanese speaking test. Interviews are held online in principle.)

（3）Residence Status

The residence status of "student" is obtained following admission to our school.

Throughout their enrollment, students may apply for visa renewals as needed by the length of their course.

（4）Enrollment Procedure

① Application (submission of application documents) ※ 5-6 months before planned enrollment date

② Payment of application fee

③ Document screening, interview ⇒ notification of results (completion of enrollment contract)

④ Application for Certificate of Eligibility (COE) ※ 4-5 months before planned enrollment date

⑤ Issuance of Certificate of Eligibility (COE) ※ 1-2 months before planned enrollment date

⑥ Payment of fees (admission fee, tuition fee) (bank transfer fees to be paid by student)

⑦ Certificate of Eligibility (COE) sent to applicant

⑧ Application for student visa at embassy abroad

⑨ Arrival in Japan, school entry

（5）Bank Account Information for Tuition Payments

Campus	Bank Name	Branch Name (branch number)	Account Number	Account Holder's Name
Shinjuku	Mizuho Bank, Ltd.	SHIBUYA CHUO BRANCH (162)	4749770	ARC ACADEMY
Tokyo	MUFG Bank, Ltd.	SHIBUYA-MEIJIDORI BRANCH (470)	4124703	ARC GAKUEN
Kyoto	Mizuho Bank, Ltd.	SHIBUYA CHUO BRANCH (162)	1695976	ARC GAKUEN

※ Tuition payments and other fees can be paid through Flywire, a payment service provider.

5. Application Documents

■ **Important Notes on Document Submission**

① Please use the school's designated file, filling out A (Application Form), B (Resume/CV), and C (Letter of Financial Support).

② As a general rule, submitted documents cannot be returned. If you require any documents to be returned, please request this at the time of submission.

③ As a general rule, all confirmation documents must be valid within three months from the date of issuance.

④ All documents written in languages other than Japanese must be accompanied by a Japanese translation.

⑤ Some submitted documents may be waived depending on the applicant's eligibility and status.

⑥ Applicants may be requested to submit additional documents if deemed necessary.

⑦ The school may verify the authenticity of your documents via phone, email, or other methods.

⑧ Admission may be revoked if any false statements or misrepresentations are found in the submitted documents.

■ **Applicant Documents (Submission of documents marked with an asterisk (*) may be waived depending on the applicant's nationality or region.)**

① Application Form (Sheet A)

・Please enter your name exactly as it appears on your passport. If you are currently applying for a passport, please enter "In Progress."

・If you have any concerns regarding your physical or mental health, please fill out the relevant section. The information provided will be treated as special care-required personal information.

② Resume / CV (Sheets B1–B3)

・Please list your educational history in order, starting from elementary school up to your highest level of education. In the "School Type" column, enter the appropriate code from the following categories: [**S**: Elementary School, **J**: Junior High School, **H**: High School **V**: Vocational School, **C**: Junior College, **U**: University, **M**: Master's Degree, **D**: Doctoral Degree]

・Please list all full-time work experience (excluding part-time jobs) up to the present in chronological order. If there is a gap of 6 months or more in your educational or work history (such as military service, hospitalization, etc.), please explain the reason on a separate sheet (free format).

・Please list your Japanese language learning history (only if you have already completed 150 hours or more) and any history of taking Japanese proficiency exams administered by official Japanese organizations, such as the JLPT, J.TEST, or NAT-TEST.

・If you have a history of entry into or departure from Japan in the past, please list all records accurately in chronological order.

・Please provide a detailed statement of purpose including your reasons for choosing to study in Japan, your specific academic goals, and your future career path upon completion of the program.

・If you have ever applied for or withdrawn an application for a student visa or any other status of residence in Japan, please provide the details.

③ Graduation Certificate (or a copy of your Diploma) from your highest level of education (Depending on your nationality or region, you may be required to submit the original Diploma.)

・If you are currently enrolled in a university or other institution, please submit a "Certificate of Enrollment." If you are expecting to graduate, please submit a "Certificate of Expected Graduation." In addition, if your "Degree Certificate" is issued separately from your graduation certificate, please submit both.

・Applicants from China must submit an official educational verification report issued by CHSI or CDGDC.

④ Official Certificate of Japanese Language Proficiency

・Please submit either a Japanese language test certificate (JLPT, J.TEST, NAT-TEST, etc.) or a certificate of study hours (equivalent to A1 level or 150+ hours of completed study, however, for Academic Preparation Advanced Course 2 years or Academic・Employment Preparation Course 1 year 6 months, equivalent to A2 level or 300+ hours of completed study)

⑤ Copy of your passport

・Please submit copies of your personal data page and endorsement pages of passport. In addition, if you have a history of travel to Japan, you must also submit copies of the visa and entry/exit stamp pages.

⑥ Photo (4cm × 3cm)

・You must submit an identification photograph taken within the last 6 months, facing forward, without a hat, and with a plain background. Digital data may also be submitted.

⑦ Certificate of Non-Infectious Tuberculosis (*)

・Applicants from the target countries listed below must submit a certificate (in the designated format) issued by a local designated medical institution.

※Target countries: The Philippines, Nepal, and Vietnam (As of April 2026)

■ **Documents Related to the Financial Supporter (Submission of documents marked with an asterisk (*) may be waived depending on the applicant's nationality or region.)**

① Letter of Financial Support (Sheet C)

・Convert the most recent annual income into Japanese Yen (JPY) and state the conversion rate used. If the financial supporter is someone other than the parents, a Letter of Explanation for Financial Support Commitment is required.

② Bank Statement (showing the current balance)

・The certificate must be issued under the name of the financial supporter and within 3 months from the date of issuance.

③ Documents Explaining the Process of Asset Accumulation (*)

・Explanation letter detailing the source of the funds in the Certificate of Deposit Balance, along with supporting documents for the past year (e.g., bank passbook, transaction statements, etc.).

④ Certificate of Employment (*)

・Document issued by the employer. If the supporter is a corporate executive, submit a Certified Copy of the Corporate Register; if a sole proprietor, submit a Business License, etc.

⑤ Certificate of Income and Taxation (*)

・Documents that verify the annual income of the financial supporter. Please submit documents for the most recent year.

⑥ Certificate of Relationship Between the Applicant and the Financial Supporter (*)

・Please submit an official document issued by a public authority, such as a Family Register, Resident Register, Birth Certificate, or Certificate of Family Relationship.

6. Fees and Payments

（1）ARC Academy Shinjuku School

(consumption tax included)

Course	Application Fee	Registration Fee	Tuition, 1st year	Tuition, 2nd year (remaining balance)	Extracurricular activity fees	Total
Academic Preparation Course, 2 years	¥ 30,000	¥ 70,000	¥ 816,000	¥ 816,000	–	¥ 1,732,000
Academic Preparation Course, 1 year 9 months	¥ 30,000	¥ 70,000	¥ 816,000	¥ 612,000	–	¥ 1,528,000
Academic Preparation Course, 1 year 6 months	¥ 30,000	¥ 70,000	¥ 816,000	¥ 408,000	–	¥ 1,324,000
Employment Preparation Course, 2 years	¥ 30,000	¥ 70,000	¥ 816,000	¥ 816,000	–	¥ 1,732,000
Employment Preparation Course, 1 year 9 months	¥ 30,000	¥ 70,000	¥ 816,000	¥ 612,000	–	¥ 1,528,000
Japanese Language & Culture Course, 1 year 3 months	¥ 30,000	¥ 70,000	¥ 816,000	¥ 204,000	¥ 10,000	¥ 1,130,000

■ Regarding fees and refunds upon cancellation of contract

① Application fees and registration fees already paid cannot be refunded.

② The first tuition fee is paid at the time of enrollment, and the second tuition fee is paid as the remaining amount of tuition as determined by the course length, by the end of the month two months before the applicable lessons begin. In special cases where permission is granted by the school principal, tuition may be paid in six-month installments.

③ Tuition fees are to be paid by the designated deadline. The student will not be permitted to maintain their enrollment if tuition fees are not paid on time.

④ If cancelling enrollment, notify the school by email or other written means no later than the day before the first day of that academic term (the 1st of the month of school enrollment). In this case, tuition fees and extracurricular activity fees paid, excluding application and registration fees, shall be refunded in full.

⑤ If an application for cancellation of enrollment is submitted on or after the first day of the applicable academic term, the tuition fees equivalent to the period from the first day of the term until the final day of the term to which the cancellation notice belongs shall be withheld as a penalty. Any prepaid tuition fees for subsequent academic terms shall be refunded after deducting the lesser of either 20% of those prepaid tuition fees or 50,000 yen as a penalty. Fees paid for extracurricular activities, however, cannot be refunded.

⑥ If withdrawing from the course after enrollment, withdrawal documents must be submitted by the final day of the academic term from which the student wishes to withdraw. Upon receiving approval from the school principal, prepaid tuition fees for subsequent academic terms shall be refunded after deducting the lesser of either 20% of those prepaid tuition fees or 50,000 yen as a penalty. Fees paid for extracurricular activities, however, cannot be refunded.

⑦ In cases where a student is expelled due to breaking the law or breaking school rules, fees paid shall not be refunded.

⑧ In the event that lessons are cancelled due to natural disasters, accidents, outbreak of infectious diseases, etc., classes may be cancelled for the safety of students. In such cases, tuition fees for the cancelled lessons will not be refunded. The school will, however, hold lessons online or otherwise compensate for cancelled lessons to the best of its ability.

⑨ Refunds for tuition fees will be processed only after verification of certain conditions: prior to enrollment, confirmation of the return of the Certificate of Eligibility (COE), cancellation of the visa, or the student's return to their home country; after enrollment, confirmation of the student's future plans after withdrawal. In such cases, the school will require documentation supporting the applicable aforementioned information to be confirmed.

⑩ Any bank transfer fees that occur at the time of refund are to be paid by the student.

⑪ Course materials vary depending on the course enrolled in. Course materials may be purchased at the school at the beginning of the academic term. As a rule, course materials may not be returned once used.

■ Course Materials (Course materials for the Academic Preparation Course vary depending on elective classes.)

Course	Course Materials (example)		Total (tax included)
	1st Year	2nd Year	
Academic Preparation Course, 2 years	*Minna no Nihongo Shokyū I- 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 43,010～¥ 53,515
Academic Preparation Course, 1 year 9 months	*Minna no Nihongo Shokyū I- 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 41,030～¥ 51,535
Academic Preparation Course, 1 year 6 months	*Minna no Nihongo Shokyū II- 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 35,200～¥ 45,705
Employment Preparation Course, 2 years	*Minna no Nihongo Shokyū I- 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 40,590
Employment Preparation Course, 1 year 9 months	*Minna no Nihongo Shokyū I- 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 36,630
Japanese Language & Culture Course, 1 year 3 months	*Minna no Nihongo Shokyū I- 3rd Edition: Main Textbook*	*Task-Based Learning: Intermediate Japanese I*	¥ 27,390

（2） ＡＲＣ Tokyo Japanese Language School

(Exempt from consumption tax)

Course	Application Fee	Registration Fee	Tuition, 1st year	Tuition, 2nd year (remaining balance)	Total
Academic Preparation Course, 2 years	¥ 30,000	¥ 70,000	¥ 816,000	¥ 816,000	¥ 1,732,000
Academic Preparation Advanced Course, 2 years	¥ 30,000	¥ 70,000	¥ 816,000	¥ 816,000	¥ 1,732,000
Academic Preparation Course, 1 year 9 months	¥ 30,000	¥ 70,000	¥ 816,000	¥ 612,000	¥ 1,528,000
Academic Preparation Course, 1 year 6 months	¥ 30,000	¥ 70,000	¥ 816,000	¥ 408,000	¥ 1,324,000
Employment Preparation Course, 2 years	¥ 30,000	¥ 70,000	¥ 816,000	¥ 816,000	¥ 1,732,000
Employment Preparation Course, 1 year 9 months	¥ 30,000	¥ 70,000	¥ 816,000	¥ 612,000	¥ 1,528,000
Employment Preparation Course, 1 year 6 months	¥ 30,000	¥ 70,000	¥ 816,000	¥ 408,000	¥ 1,324,000

■ Regarding fees and refunds upon cancellation of contract

① Application fees and registration fees already paid cannot be refunded.

② The first tuition fee is paid at the time of enrollment, and the second tuition fee is paid as the remaining amount of tuition as determined by the course length, by the end of the month two months before the applicable lessons begin. In special cases where permission is granted by the school principal, tuition may be paid in six-month installments.

③ Tuition fees are to be paid by the designated deadline. The student will not be permitted to maintain their enrollment if tuition fees are not paid on time.

④ If cancelling enrollment, notify the school by email or other written means no later than the day before the first day of that academic term (the 1st of the month of school enrollment). In this case, tuition fees and paid, excluding application and registration fees, shall be refunded in full.

⑤ If an application for cancellation of enrollment is submitted on or after the first day of the applicable academic term, the tuition fees equivalent to the period from the first day of the term until the final day of the term to which the cancellation notice belongs shall be withheld as a penalty. Any prepaid tuition fees for subsequent academic terms shall be refunded after deducting 20% of that remaining amount as a penalty.

⑥ If withdrawing from the course after enrollment, withdrawal documents must be submitted by the final day of the academic term from which the student wishes to withdraw. Upon receiving approval from the school principal, prepaid tuition fees for subsequent academic terms shall be refunded after deducting 20% of that remaining amount as a penalty.

⑦ In cases where a student is expelled due to breaking the law or breaking school rules, fees paid shall not be refunded.

⑧ In the event that lessons are cancelled due to natural disasters, accidents, outbreak of infectious diseases, etc., classes may be cancelled for the safety of students. In such cases, tuition fees for the cancelled lessons cannot be refunded. The school will, however, hold lessons online or otherwise compensate for cancelled lessons to the best of its ability.

⑨ Refunds for tuition fees will be processed only after verification of certain conditions: prior to enrollment, confirmation of the return of the Certificate of Eligibility (COE), cancellation of the visa, or the student's return to their home country; after enrollment, confirmation of the student's future plans after withdrawal. In such cases, the school will require documentation supporting the applicable aforementioned information to be confirmed.

⑩ Any bank transfer fees that occur at the time of refund are to be paid by the student.

⑪ Course materials vary depending on the course enrolled in. Course materials may be purchased at the school at the beginning of the academic term. As a rule, course materials may not be returned once used.

■ Course Materials (Course materials for the Academic Preparation Course vary depending on elective classes.)

Course	Course Materials (example)		Total (tax included)		
	1st Year	2nd Year			
Academic Preparation Course, 2 years	*Minna no Nihongo Shokyū I- 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	Graduate ¥ 38,940	Undergraduate ¥ 39,215	Vocational ¥ 38,060
Academic Preparation Advanced Course, 2 years	*Minna no Nihongo Shokyū II - 3rd Edition: Main Textbook*	*Authentic Japanese: Progressing from Intermediate to Advanced*	Graduate ¥ 37,620	Undergraduate ¥ 34,430	
Academic Preparation Course, 1 year 9 months	*Minna no Nihongo Shokyū I- 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	Graduate ¥ 36,960	Undergraduate ¥ 37,235	Vocational ¥ 36,080
Academic Preparation Course, 1 year 6 months	*Minna no Nihongo Shokyū II - 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	Graduate ¥ 31,240	Undergraduate ¥ 31,515	Vocational ¥ 30,360
Employment Preparation Course, 2 years	*Minna no Nihongo Shokyū I- 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 41,250		
Employment Preparation Course, 1 year 9 months	*Minna no Nihongo Shokyū I- 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 39,270		
Employment Preparation Course, 1 year 6 months	*Minna no Nihongo Shokyū II - 3rd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 33,550		

（3） ＡＲＣ Kyoto Japanese Language School

(Exempt from consumption tax)

Course	Application Fee	Registration Fee	Tuition, 1st year	Tuition, 2nd year (remaining balance)	Extracurricular activity fees	Total
Japanese Language & Culture Course, 2 years	¥ 30,000	¥ 70,000	¥ 816,000	¥ 816,000	¥ 20,000	¥ 1,752,000
Japanese Language & Culture Course, 1 year	¥ 30,000	¥ 70,000	¥ 816,000	－	¥ 10,000	¥ 926,000
Academic Preparation Course, 2 years	¥ 30,000	¥ 70,000	¥ 816,000	¥ 816,000	－	¥ 1,732,000
Academic Preparation Course, 1 year 6 months	¥ 30,000	¥ 70,000	¥ 816,000	¥ 408,000	－	¥ 1,324,000
Employment Preparation Course, 2 years	¥ 30,000	¥ 70,000	¥ 816,000	¥ 816,000	－	¥ 1,732,000

■ Regarding fees and refunds upon cancellation of contract

① Application fees and registration fees already paid cannot be refunded.

② The first tuition fee is paid at the time of enrollment, and the second tuition fee is paid as the remaining amount of tuition as determined by the course length, by the end of the month two months before the applicable lessons begin. In special cases where permission is granted by the school principal, tuition may be paid in six-month installments.

③ Tuition fees are to be paid by the designated deadline. Students will not be permitted to maintain enrollment if tuition fees are not paid on time.

④ If cancelling enrollment, notify the school by email or other written means no later than the day before the first day of that academic term (the 1st of the month of school enrollment). In this case, tuition fees excluding application and registration fees, shall be refunded in full.

⑤ If an application for cancellation of enrollment is submitted on or after the first day of the applicable academic term, the tuition fees equivalent to the period from the first day of the term until the final day of the term to which the cancellation notice belongs shall be withheld as a penalty. Any prepaid tuition fees for subsequent academic terms shall be refunded after deducting 20% of that remaining amount as a penalty.

⑥ If withdrawing from the course after enrollment, withdrawal documents must be submitted by the final day of lessons of the academic term from which the student wishes to withdraw. Upon receiving approval from the school principal, prepaid tuition fees for subsequent academic terms shall be refunded after deducting 20% of that remaining amount as a penalty.

⑦ In cases where a student is expelled due to breaking the law or breaking school rules, fees paid shall not be refunded.

⑧ In the event that lessons are cancelled due to natural disasters, accidents, outbreak of infectious diseases, etc., classes may be cancelled for the safety of students. In such cases, tuition fees for the cancelled lessons cannot be refunded The school will, however, hold lessons online or otherwise compensate for cancelled lessons to the best of its ability.

⑨ Refunds for tuition fees will be processed only after verification of certain conditions: prior to enrollment, confirmation of the return of the Certificate of Eligibility (COE), cancellation of the visa, or the student's return to their home country; after enrollment, confirmation of the student's future plans after withdrawal. In such cases, the school will require documentation supporting the applicable aforementioned information to be confirmed.

⑩ Any bank transfer fees that occur at the time of refund are to be paid by the student.

⑪ Course materials vary depending on the course enrolled in. Course materials may be purchased at the school at the beginning of the academic term. As a rule, course materials may not be returned once used.

⑫ Extracurricular activity fees for the Japanese Language & Culture Course (¥ 10,000/year) are to be paid together with tuition fees. As a rule, extracurricular activity fees already paid cannot be refunded. However, if enrollment is cancelled in line with Item ④, extracurricular activity fees paid for the 1st year shall be refunded, and if withdrawing from the course by the end of the final day of lessons on the 1st year in line with Item ⑥, extracurricular activity fees for the 2nd year shall be refunded.

■ Course Materials

Course	Course Materials (example)		Total (tax included)
	1st Year	2nd Year	
Japanese Language & Culture Course, 2 years	*Minna no Nihongo Shokyū II – 2nd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 42,680
Japanese Language & Culture Course, 1 year	*Minna no Nihongo Shokyū II – 2nd Edition: Main Textbook*		¥ 21,340
Academic Preparation Course, 2 years	*Minna no Nihongo Shokyū II – 2nd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 43,010
Academic Preparation Course, 1 year 6 months	*Minna no Nihongo Shokyū II – 2nd Edition: Main Textbook*	*Authentic Japanese: Progressing from Intermediate to Advanced*	¥ 41,030
Employment Preparation Course, 2 years	*Minna no Nihongo Shokyū II – 2nd Edition: Main Textbook*	*Comprehensive Japanese Practice Through Topics Upper-Intermediate*	¥ 45,650

7. Life in Japan

1. Living Expenses

The average monthly cost of living, including food, housing, and utilities, ranges from approximately 120,000 to 150,000 yen. Please note that securing housing requires initial fees such as key money (reikin) and a security deposit (shikikin) in addition to rent. Students also need to purchase a commuter pass for travel to school. Students enrolled at the school are eligible for student commuter discounts. However, please be advised that for the ARC Academy Shinjuku School, this privilege applies exclusively to Toei Subway lines.

It is recommended bring at least 400,000 to 500,000 yen upon arrival to cover immediate living and setup expenses. It is worth noting that many international students support themselves through part-time employment, such as in the food service industry, where the average hourly wage is approximately 1,300 yen in Tokyo and 1,200 yen in Kyoto.

You cannot open a resident bank account that allows international money transfers until you have resided in Japan for at least six months. Until then, it is recommended open a non-resident account with Japan Post Bank.

2. National Health Insurance, International Student Compensation System, and National Pension

Students with a student visa will receive a Residence Card upon entry to Japan. Within 14 days of establishing your place of residence, you must submit a moving-in notification to your local city or ward office and enroll in the National Health Insurance.

Individuals enrolled in the National Health Insurance can utilize the International Student Compensation System provided by the All Japanese Educational Institution Mutual Aid Cooperative Association through the school. In accordance with regulations, this system covers the full amount of medical expenses paid out-of-pocket, provided that they exceed 3,000 yen for illnesses and injuries incurred while enrolled at the school. Additionally, all persons living in Japan, including international students, become insured under the National Pension system from the age of 20 and are obligated to pay pension premiums. However, international students can apply for the " Special Payment System for Students" (Gakusei Nofutokurei Seido), which allows the postponement of premium payments while enrolled. For further details, please consult with the school.

3. Part-Time Employment

International students can work part-time up to 28 hours per week (up to 8 hours per day during long vacation periods specified by school regulations) by obtaining "Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted" from a Regional Immigration Services Bureau. However, employment in the adult entertainment industry or any related businesses is strictly prohibited.

4. Legal and Regulatory Violations

In the event of violations of Japanese laws, breaches of school regulations, poor attendance, or delinquency in tuition payments, disciplinary actions such as a reprimand, a warning of expulsion, or expulsion may be imposed in accordance with school regulations. As a general rule, students must maintain an attendance rate of 90% or higher while enrolled at the school.

5. Housing Support

The school does not operate its own student dormitories. However, upon request, information regarding affiliated real estate agencies and housing properties and assistance in establishing contact with those agencies can be provided. Please note that the successful securing of your preferred property is not always guaranteed.

Affiliated Student Dormitories

① Tokyo LIFE STYLE Higashi-Jujo（Tokyo Life Style Co., Ltd.）

Nearest Station: 3-minute walk from Higashi-Jujo Station (JR Keihin-Tohoku Line)

Structure: 6-story reinforced concrete building / Private Western-style room (single occupancy)

Facilities & Amenities: Internet, air conditioner, TV, rice cooker, refrigerator, private bathroom (3-piece unit), mini-kitchen, study desk, chair, bed, bedding

■ Initial Expenses (3 months' rent)

Admission Fee	Facilities Fee	Monthly Rent	Monthly Utilities	Bedding & Router	Cleaning Fee	Total
¥30,000	¥60,000	¥69,000	¥15,000	¥15,000	¥20,000	¥377,000

② SAKURA MANSION Imadegawa（Sakura Co., Ltd.）

Nearest Station: 5-minute walk from Imadegawa Station (Subway)

Structure: 3-story steel-framed building

Facilities & Amenities: Wi-Fi, air conditioner, bed, bedding, desk, chair, lighting fixtures, kitchen, refrigerator, private bathroom (3-piece unit)

Shared Facilities: coin laundry Utilities: Water and gas included. Electricity is at the student's own expense.

■ Initial Expenses (3 Months' Rent)

	Contract Fee	Monthly Rent	Monthly Maintenance Fee	Fire Insurance	Total (3 Months)
Single Room	¥50,000	¥45,000-¥47,000	¥5,000	¥7,500	¥207,500-¥213,500

Photography and Video Recordings During Enrollment

The school may take photographs and videos to record and review our educational activities. Additionally, they may be used for the school's promotional activities (website, brochures, posters, etc.).

ARC Academy Shinjuku School

Nationally Accredited Japanese language educational institution
Accreditation No. 20261130106

Address： 〒160-0023

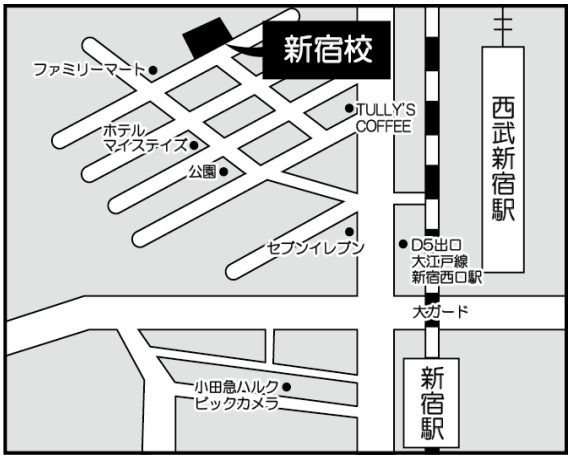
Tokyo, Shinjuku Ward, Nishishinjuku 7-18-16-3F

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E-mail：shinjuku@arc-academy.net



ＡＲＣ Tokyo Japanese Language School

Nationally Accredited Japanese language educational institution
Accreditation No. 20261130108

Address：〒112-0004

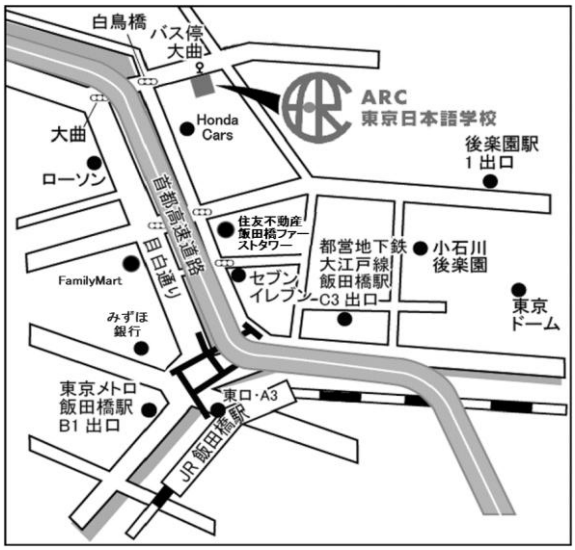
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ＡＲＣ Kyoto Japanese Language School

Nationally Accredited Japanese language educational institution
Accreditation No. 20261260141

Address： 〒604-0093

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