

SCG Japanese Language School Regulations

Chapter 1 General Principals

(Objective)

Article 1. The purpose of this school is to provide Japanese language education for foreigners, to develop human resources with comprehensive communication skills suitable for 21st century human resources, sufficient to enter universities and to achieve other goals of each student, and to solve various problems at the global, national, and regional levels from the perspective of "human resource development".

(Definition)

Article 2. The name of the school shall be SCG Japanese Language School.

(Location)

Article 3. The school shall be located in the SCG Building, 265-2 Makieya-cho, Nijo-agaru, Karasuma-dori, Nakagyo-ku, Kyoto City, Kyoto Prefecture.

(Self-inspection)

Article 4. In order to further enhance its education and achieve the school's objective and social mission, the school shall conduct its own self-inspection and evaluation of the status of its educational activities, etc.

2. Necessary matters concerning the implementation of the inspection and evaluation set forth in the preceding paragraph shall be stipulated separately.

Chapter 2 Courses, Period of Study, Admission Capacity, and Holidays

(Courses, Period of Study, and Admission Capacity)

Article 5. The courses, period of study, admission capacity, and number of classes of the school shall be as follows.

Course Name	Admission Period	Period of Study	Capacity	Number of Classes
2-year Japanese course	April	2 years	317 students	16 classes
1.5-year Japanese course	October	1 year and 6 months	20 students	1 class
Total			337 students	17 classes

(Beginning and Ending Periods)

Article 6. Courses at the school shall begin in April and October and end in March.

2. The period of the preceding paragraph shall be divided into the following semesters.

《April students》

- (1) 1st year, semester 1: From early April to late September (20 weeks)
- (2) 1st year, semester 2: From early October to late March (20 weeks)
- (3) 2nd year, semester 1: From early April to late September (20 weeks)
- (4) 2nd year, semester 2: From early October to late March (20 weeks)

《October students》

- (1) 1st year, semester 1: from early October to late March (20 weeks)
- (2) 2nd year, semester 1: From early April to late September (20 weeks)
- (3) 2nd year, semester 2: From early October to late March (20 weeks)

(Holidays)

Article 7. The school shall be closed on the following days

- (1) Saturdays and Sundays
 - (2) Holidays stipulated by the National Holidays Law
 - (3) Spring, summer, fall, and winter semester breaks, Golden Week and Obon vacations.
(The period is indicated in the event schedule)
 - (4) Other holidays as determined by the school
2. Notwithstanding the provisions of the preceding paragraph, classes may be held on holidays when the school deems it necessary for educational purposes and under unavoidable circumstances.
3. The school may temporarily suspend classes in the event of an emergency disaster or other urgent circumstances deemed urgent by the school.

(Classes' Start and End Time)

Article 8. The starting and ending time of classes shall be determined separately.

Chapter 3 Curriculum, Number of Class Hours, Evaluation of Learning, and Organization of Teachers and Staff

(Curriculum)

Article 9. The curricula and number of class hours for each course of study at the school shall be as specified in the following items. However, one credit hour of class hours as referred to herein shall be 45 minutes.

(1) 2-year Japanese course

Subject	Content	Class hours per week (number of weeks of study)
Elementary I	The aim is to acquire elementary grammar, Kanji, and vocabulary, and to be able to carry out basic conversation and office procedures necessary in daily life. Emphasis will be placed on writing practice, listening comprehension, and conversation practice.	20 hours (10 weeks)
Elementary II	The aim is to acquire basic sentence patterns and expressions, and to be able to communicate smoothly, including one's own thoughts and wishes by developing these basic skills over four skills, and to be able to read simple sentences and write short compositions.	20 hours (10 weeks)
Beginner-Intermediate	The aim is to acquire advanced sentence patterns, grammar and expressions in order to be able to negotiate in various everyday situations according to the purpose and to be able to read slightly longer sentences. Preparation for the Japanese Language Proficiency Test. Building a foundation of EJU subjects.	20 hours (20 weeks)
Intermediate	The aim is to deepen understanding of Japanese society and culture, and improve reading comprehension in order to understand and use Japanese in a wide range of fields in addition to Japanese used in everyday situations. More practical study using newspapers and magazines. Practice in interview preparation, discussion, and essay writing in preparation for higher education. Preparation for EJU and JLPT.	20 hours (20 weeks)
Advanced	The aim is to understand logical and abstract Japanese in detail, including articles and editorials in various fields, and to acquire Japanese language skills to carry out studies in one's own field of specialization and prepare for research autonomously. Develop comprehensive application skills in academic Japanese with the aim of improving Japanese language ability to withstand high-level classes, discussions, and thesis writing after enrollment at top quality universities.	20 hours (20 weeks)

(2) 1.5-year Japanese course

Subject	Content	Class hours per week (number of weeks of study)
Elementary I	The aim is to acquire elementary grammar, Kanji, and vocabulary, and to be able to carry out basic conversation and office procedures necessary in daily life. Emphasis will be placed on listening comprehension, and conversation practice.	20 hours (10 weeks)
Elementary II	The aim is to acquire basic sentence patterns and expressions, and to be able to communicate smoothly, including one's own thoughts and wishes by developing these basic skills over four skills, and to be able to read simple sentences and write short compositions.	20 hours (10 weeks)
Beginner-Intermediate	The aim is to acquire advanced sentence patterns, grammar and expressions in order to be able to negotiate in various everyday situations according to the purpose and to be able to read slightly longer sentences. Emphasis will be placed on conversation practice. Preparation for the Japanese Language Proficiency Test.	20 hours (10 weeks)
Intermediate	The aim is to deepen understanding of Japanese society and culture, and to acquire more practical communication skill in addition to Japanese used in everyday situations. The course aims to help students achieve various objectives, such as higher education, employment, and exploration of Japanese culture, according to the needs of each individual.	20 hours (10 weeks)

(Evaluation of Learning)

Article 10. The evaluation of learning shall be based on a five-point scale, which shall be determined based on the results of mid-term and final examinations held each semester, attendance in each semester, and class attitude.

(Organization of Teachers and Staff)

Article 11. The school shall have the following faculty members

- (1) 1 principal
 - (2) 1 chief teacher
 - (3) 17 teachers or more (including at least 7 full-time teachers)
 - (4) 1 life advisor or more
 - (5) 1 administrative staff member or more
2. In addition to the above, necessary staff may be assigned.
3. The principal shall be in charge of school affairs and supervise the staff of the school.
4. The chief teacher shall be in charge of teaching affairs and supervise all courses.

Chapter 4 Admission, Leave of Absence, Reinstatement, Transfer, Withdrawal, Completion, Graduation, and Awards and Penalties

(Qualifications for Admission)

Article 12. In principle, those who enter the school under the status of residence "Student" shall meet all of the following requirements for admission.

- (1) Those who have completed or are expected to complete 12 years or more of school education or a course equivalent thereto
 - (2) Those who are 18 years of age or older
 - (3) Those who have been permitted or are expected to be permitted to enter Japan through proper procedures.
 - (4) Those who have a reliable guarantor
 - (5) For both the 2-year course and the 1.5-year course, those who have completed 150 hours or more of Japanese language, those who have a qualification equivalent to N5 of the Japanese Language Proficiency Test, and those who have graduated from a higher education institution abroad and can submit a graduation certificate
2. Not limited to the conditions of the preceding paragraph, those who are recognized by the Immigration Bureau as having no problem with their status of residence may be admitted to the school.

(Admission period)

Article 13. Admission to the school shall be twice a year, in April and October.

(Admission procedures)

Article 14. The procedures for admission to the school shall be as follows

- (1) Those who wish to enroll in the school shall fill out the necessary information in the application form and other documents provided by the school, and apply by the designated date, along with the screening fee stipulated in Article 20.
- (2) The school will screen applicants who have completed the procedures described in the preceding item, and will take the necessary steps to admit those who are admitted.
- (3) Those who are admitted to the school must complete the admission procedures for the semester of application by the designated date, along with the student fees and necessary documents as stipulated in Article 20.

(Leave of Absence and Reinstatement)

Article 15. When a student wishes to take a leave of absence from the school for an extended period of time due to illness or other unavoidable reasons, the student shall submit a notice of absence from school stating the reason and the period of absence, along with a medical certificate and other necessary documents, and receive permission from the school.

2. Students who have taken a leave of absence and wish to return to the school may do so after notifying the school and receiving permission from the school.

(Transfer and Withdrawal from the School)

Article 16. A student who wishes to transfer or withdraw from the school must notify the school in writing of the reason for the transfer or withdrawal and obtain permission from the school.

(Certification of Completion and Graduation)

Article 17. The school shall evaluate the learning as stipulated in Article 10 for each semester stipulated in the preceding item, and certify the completion of the course concerned to those who have received a certain evaluation overall.

2. The school shall award a diploma to those who have completed the prescribed course of study at the school.

(Rewards)

Article 18. The school may award prizes to those whose studies and attitudes toward learning are excellent and exemplary.

(Disciplinary action)

Article 19. The school may take disciplinary action against students who fail to abide by the school regulations and other rules established by the school, and whose conduct is not in line with the students' true nature.

2. There shall be two types of disciplinary actions: admonishment and expulsion.

3. Expulsion as described in the preceding paragraph shall be taken only against students who fall under any of the following categories

- (1) Those who are deemed to have poor conduct and are not expected to improve.
- (2) Those whose academic performance is deemed to be so poor that they have no prospects for success.
- (3) Those whose attendance is poor without justifiable reason
- (4) Those who disrupt the orderly conduct of the school or otherwise violate the student's fundamental rights as a student
- (5) Those who fail to pay tuition and other fees, even after demanding payment.
- (6) Those who violate the Japanese Laws

Chapter 5 Fees

(Student Fees)

Article 20. The fees to be paid by students for each course of study shall be as follows

*The following fees do not include tax.

The tax rate shall be in accordance with the Japanese law of the year of payment.

*Costs of course materials, facility, insurance, and medical check-up fee are included in "Others".

Course		Screening fee	Admission fee	Tuition	Others	Total(excluding tax)
2-year Japanese course	1 st year	30,000 円	70,000 円	660,000 円	121,500 円	881,500 円
	2 nd year			660,000 円	121,500 円	781,500 円
1.5-year Japanese course	1 st year	30,000 円	70,000 円	660,000 円	121,500 円	881,500 円
	2 nd year			330,000 円	63,250 円	393,250 円

(Payment)

Article 21. Tuition fees must be paid by the designated date during the period a student is registered at the school, regardless of whether or not the student attends the school.

2. Students' tuition fees shall be calculated from the stipulated start date of classes. In principle, if a student's enrollment is delayed for personal reasons, the tuition for that period will not be transferred or waived. However, if the school determines that the student's enrollment was delayed for a legitimate reason, the tuition shall be refunded in accordance with the separate refund policy.

3. If a student submits a request for a leave of absence and the school deems it to be for a valid reason, the school will consult with the student about a refund.

(Delinquency)

Article 22. In the event that a student or a payer fails to pay tuition and other fees by the due date without justifiable reason and without following the required procedures, the student may be suspended from attending.

(Refund of school fees)

Article 23. In principle, school fees already paid shall not be refunded. However, in case there is a justifiable reason, it shall be refunded in accordance with the "Refund Policy" described separately.

Chapter 6 Miscellaneous Provisions

(Student ID Card)

Article 24. A student ID card shall be issued at the time of enrollment. This student ID card is to prove the student's status during the period of enrollment and must be carried at all times.

(Dormitory)

Article 25. Matters concerning dormitories shall be determined separately.

(Medical Examination)

Article 26. Students will be given health checkups once a year, and details of the checkups will be notified to students at the time of enrollment and promotion each year

(Enrollment in Health Insurance)

Article 27. Students with "Student" status must enroll in the National Health Insurance system.

(Bereavement leave)

Article 28. Matters concerning bereavement leave shall be determined separately.

(Detailed Regulations)

Article 29. Detailed regulations for the enforcement of these school regulations shall be prescribed separately.

Supplementary provisions:

These school regulations shall come into effect on April 1, 2020.

These school regulations shall come into effect on July 28, 2022.

These school regulations shall come into effect on July 29, 2023.

These school regulations shall come into effect on July 30, 2024.

These school regulations shall come into effect on August 1, 2024.

Note: Texts translated into multiple languages are for reference only, but the Japanese text takes precedence in terms of content.

School regulations: Attachment details

Chapter 1 General Provisions

Article 4 2. Necessary matters regarding the implementation of inspections and evaluations
→See attached "SCG Japanese Language School 'Self-Inspection and Self-Evaluation' Plan."

Chapter 2: Courses, study period, enrollment capacity and holidays

Article 7

(3) Spring, summer, autumn and winter end-of-term holidays, Golden Week and Obon holiday periods.
→Details of implementation will be notified to students at the time of enrollment and promotion each year.

Article 8: Starting and Ending Times of Classes

There are four classes per day, each lasting 45 minutes. Upon enrollment, a placement test will be conducted and classes will be determined. After that, classes for the next term will be determined based on the grades for the current term.

2-year Japanese course 1.5-year Japanese course	Morning Class	Afternoon Class
1st period	9:00~ 9:45	13:00~13:45
2nd period	9:55~10:40	13:55~14:40
3rd period	10:50~11:35	14:50~15:35
4th period	11:45~12:30	15:45~16:30

Chapter 5: Student Fees

Article 23 Refund Policy

1. If the Certificate of Eligibility is not issued, all fees will be refunded, excluding the screening fee and admission fee.
2. If enrollment is cancelled by the day before the date of issuance of the Certificate of Eligibility, all fees will be refunded, excluding the screening fee and admission fee.
3. If enrollment is cancelled 15 days before the enrollment date after the issuance of the Certificate of Eligibility, all fees will be refunded, excluding the screening fee, admission fee, and one month's tuition fee, after the return of the certificate of admission and the Certificate of Eligibility is confirmed.
4. If enrollment is cancelled between 14 days before and the day before the enrollment date after the issuance of the Certificate of Eligibility, all fees will be refunded, excluding the screening fee, admission fee, and three months' tuition fee, after the return of the certificate of admission and the Certificate of Eligibility is confirmed.

5. If the Japanese Embassy or Consulate does not issue a visa, all fees except for the selection fee and admission fee will be refunded after the return of the admission letter and a certificate stating that the visa was not issued are submitted.
6. If the student comes to Japan but does not enroll, 70% of the tuition fee will be refunded. However, the refund will be made after the expiration of the residence card and confirmation of the student's return to his/her home country.
7. If the student withdraws from the school after the enrollment date but before the end of the course, the following refund policy will apply.

<Non-refundable expenses>

- Screening fee, admission fee, course materials, facility cost, medical check-up fee, accident insurance fee, dormitory entrance fee, dormitory rent, bedding fee, and other personal expenses

<Expenses eligible for refund>

- Dormitory deposit, tuition fee

Dormitory deposit	Refunds will be made upon graduation and moving out of the dormitory. If there are any outstanding bills such as dormitory fees and utility fees, or if there is any damage to the room or lost equipment, these will be deducted from the deposit and the remaining amount will be refunded. If the deposit is insufficient, additional payments will be collected.
Dormitory Fee	Dormitory contracts are for six months, and refunds are not possible if the contract is terminated midway. Furthermore, any unpaid utility bills, damage to the room, or missing equipment will be deducted from the deposit. If the deposit is insufficient, additional fees will be collected.
Tuition Fee	<p>① The number of days of lessons already passed is calculated using the number of days of lessons per year as the denominator.</p> <p>② The refund rate is calculated as follows: If the number of days of lessons passed is 20% or less of the number of days of lessons per year: Refund rate 80% If the number of days of lessons passed is 40% or less of the number of days of lessons per year: Refund rate 60% If the number of days of lessons passed is 60% or less of the number of days of lessons per year: Refund rate 40% If the number of days of lessons passed is 80% or less of the number of days of lessons per year: Refund rate 20% If the number of days of lessons passed is more than 80% of the number of days of lessons per year: Refund rate 0%</p> <p>③ The amount is calculated by multiplying the annual tuition fee by the refund rate.</p> <p>④ The refund amount is the calculated amount minus the penalty charge for dropout. ※Penalty charge for dropout is ¥33,000. ※If there are unpaid utility bills, damage to the room, or lost dormitory equipment, these may be deducted from the tuition fee in the same way as the deposit and dormitory fees.</p>

8. If a student breaks Japanese law and is deported or expelled, no refunds will be made.
9. Bank transfer fees incurred when sending a refund will be borne by the student.
10. A flat settlement handling fee of 6,600 yen will be deducted from all refunds mentioned above.

Chapter 6: Miscellaneous

Article 25: Matters concerning dormitories

1. The above matters concerning dormitories apply to residential properties owned by the school and properties contracted by the school and rented to students. For residential properties rented to students through a real estate company, etc., the terms of the rental contract concluded directly shall apply.
2. Dormitory fees for residential properties owned by the school and properties contracted by the school and rented to students
 1. Even if you cancel your application for dormitory admission but before paying the dormitory fee, you must still pay the dormitory fee.
 If you cancel your application for dormitory admission after paying the dormitory fee, the deposit and dormitory fee will be refunded, excluding the dormitory fee. In addition, if you cancel your application for dormitory admission after arriving in Japan but before moving in, the dormitory fee, one month's rent, common area fees, and other miscellaneous expenses will be deducted and the refund will be made.
 2. The dormitory is a one-year contract, and one year's rent, common area fees, and other miscellaneous expenses must be paid in advance. After moving in, you cannot leave the dormitory for six months,

and if you move out during the period, six months' dormitory fee will not be refunded. If you plan to leave the dormitory after the seventh month, you must notify the school two months prior to your departure. Any unused dormitory fees will be refunded, but if you leave within one year of moving in, you must pay compensation for early termination.

3. Contract renewals for the 2-year course are for the next year, and for 1.5 year course for the next six months.

4. After contract renewal, dormitory fees for the next month are to be paid in advance at the end of the previous month.

3. Dormitory Rules

1. Residents must abide by the regulations set out in the dormitory rules, understand communal living, and always be mindful not to cause trouble to other residents or neighbors.

2. No one other than the contract holder or other users may stay overnight in the dormitory.

3. No compensation can be provided for money or personal belongings lost in the dormitory, so you must manage these yourself.

4. Rules for leaving the dormitory

1. You may not move out the dormitory for the first 6 months after moving in. If you wish to move out the dormitory after the 7th month, you must notify the school at least 2 months prior to your move.

2. The day of your move-out must be at the end of the month, and pro rata payments will not be accepted even if you move out in the middle of the month.

If you are withdrawing from school, expelled, or returning to your home country, you must leave immediately after completing the necessary procedures at the school.

3. In this case, the dormitory fee for the month of departure will not be refunded.

4. When moving out, you must thoroughly clean the dormitory and have it checked by a staff member before moving out. If there is any damage or defect in the room, the resident must pay the repair costs.

5. If you violate the dormitory rules, manners, or prohibited actions, you may be expelled from the dormitory.

5. Manners

1. Try to greet fellow residents and neighbors both inside and outside the dormitory.

2. Pay attention to cleaning and tidying up inside and outside the dormitory.

3. Keep the kitchen, toilet, and bathroom clean.

6. Prohibited Items

1. The following actions are prohibited, as they violate Japanese laws and regulations.

-Purchase, bring in, or use of dangerous or explosive materials

-Purchase, bring in, or use of drugs

-Gambling, violence, or other actions that disrupt public morals or order, or wearing shoes anywhere other than the entrance

2. Smoking in any place other than designated areas.

3. Taking out the trash on days other than collection days, or storing trash on the balcony or in common spaces.

4. Behavior that disturbs neighbors, such as noise both indoors and outdoors.

5. Talking loudly, singing, playing musical instruments, running around in the room, or making loud footsteps in rooms, balconies, hallways, or common spaces after 9 p.m.

6. Staying overnight in other rooms inside or outside the dormitory without permission, or letting anyone other than the contract holder stay overnight without permission. Also, moving or leaving the dormitory without the school's permission.

7. Parking bicycles in any place other than designated areas.

Article 28 Matters concerning bereavement leave

1. In the event of the death of a student's relative, bereavement leave will be granted, and classes will be treated as official absences upon notification. Furthermore, if a student is unable to take a regular exam due to the death, the student will be able to take the exam at a later date.

2. The scope of relatives who can be considered for official absence is as follows.

1. First degree of kinship (parents and children)

2. Second degree of kinship (grandparents, siblings)

3. The period of official absence is as follows. However, if the location is far away, the number of days required for round trip will be added.

1. In the case of first degree of kinship, the period is within 5 consecutive days (including holidays) from the date of death

2. In the case of second degree of kinship, the period is within 3 consecutive days (including holidays) from the date of death
4. To notify of official absence, students must submit a "Special Leave Notification" to the Academic Affairs Department after completing an event that is deemed necessary.

Supplementary provisions:

The attached details of these school regulations shall come into effect on July 29th, 2023.

The attached details of these school regulations shall come into effect on July 30th, 2024.

The attached details of these school regulations shall come into effect on August 1st, 2024.

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