

SCG Japanese Language School Regulations

Chapter 1: General Provisions

Article 1 (Philosophy)

The fundamental philosophy of this school is to develop human resources who can contribute to international and local communities through Japanese language education by enhancing language proficiency and intercultural understanding, and by actively addressing diverse social issues such as multicultural coexistence, international exchange, and human resource shortages. Beyond merely learning the Japanese language, we aim to cultivate individuals who can "identify problems, collaborate with others, and strive for solutions" through their studies, serving as a bridge between their home countries and Japan.

Article 2 (Purpose)

The educational objectives of this school are as follows:

- **Language Education Objectives:**

For students aiming for higher education, we aim to develop individuals who can achieve Japanese language proficiency equivalent to level B2, manage their own learning autonomously, and continue learning to successfully advance to their desired higher education institutions.

- **Social Objectives:**

Through learning and living in Japan, we aim to develop the ability to understand social issues such as multicultural coexistence and community contribution and to engage with them actively. Furthermore, through interaction with the local community, we aim to promote mutual understanding between Japanese people and learners, contributing to an environment where everyone can learn together.

- **International Objectives:**

To develop individuals who can act as a bridge between their home country and Japan, promote international exchange and mutual understanding, and contribute to solving diverse challenges facing the world.

Article 3 (Name)

This school shall be called "SCG Japanese Language School".

Article 4 (Location)

This school shall be located at SCG Building, 265-2 Makiyacho, Karasuma-dori Nijo-agaru, Nakagyo-ku, Kyoto City, Kyoto Prefecture.

Article 5 (Self-Inspection and Self-Evaluation)

In order to further enhance education and achieve the school's objectives and social mission, this school shall conduct self-inspections and evaluations regarding its educational activities and other circumstances.

2. Matters concerning the implementation of the self-inspection and evaluation mentioned in the preceding paragraph shall be carried out

based on the separately prescribed "SCG Japanese Language School Self-Inspection and Self-Evaluation Plan."

Chapter 2: Courses, Duration, Capacity, and School Holidays

Article 6 (Courses, Duration, and Capacity)

The courses, duration of study, student capacity, and number of classes are as follows:

Course Name	Enrollment Period	Duration	Capacity	Number of Classes
2-Year Preparatory Course	April	2 years	460 students	24 classes
1-Year 6-Month Preparatory Course	October	1 year 6 months	40 students	2 classes
Total	—	—	500 students	26 classes

Article 7 (Semesters)

Courses begin in April and October and end in March.

2. The periods mentioned above are divided as follows:

【2-Year Preparatory Course】

- 1st Year 1st Semester: April enrollment date – Sept 30 (20 weeks)
- 1st Year 2nd Semester: Oct 1 – March 31 of the following year (20 weeks)
- 2nd Year 1st Semester: April 1 – Sept 30 (20 weeks)
- 2nd Year 2nd Semester: Oct 1 – March 31 of the following year (20 weeks)

【1-Year 6-Month Preparatory Course】

- 1st Year 1st Semester: October enrollment date – March 31 of the following year (20 weeks)
- 2nd Year 1st Semester: April 1 – Sept 30 (20 weeks)
- 2nd Year 2nd Semester: Oct 1 – March 31 of the following year (20 weeks)

Article 8 (School Holidays)

Holidays are as follows:

- Saturdays and Sundays
- National Holidays
- Spring break (March-April), Summer break (July-August), Winter break (December-January), and Golden Week (A series of national holidays from late April to early May)

2. Classes may be conducted on holidays if necessary for educational purposes.
3. Classes may be temporarily suspended in the event of disasters or urgent circumstances.

Article 9 (Class Periods and Timetable)

Classes consist of 45-minute periods, with four periods per day. Levels and classes are determined by a level check upon enrollment.

Period	Morning Class	Afternoon Class
1st Period	9:00 ~ 9:45	13:00 ~ 13:45
2nd Period	9:45 ~ 10:30	13:45 ~ 14:30
3rd Period	10:40 ~ 11:25	14:40 ~ 15:25
4th Period	11:25 ~ 12:10	15:25 ~ 16:10

Chapter 3: Curriculum, Evaluation, and Staff

Article 10 (Curriculum and Class Hours)

The curriculum and class hours of the school are as follows. One unit hour is defined as 45 minutes.

1. 2–Year Preparatory Course

Level	Goal (Can Do)	Class Hours per Week	Duration	Total Hours
Beginner I	Can understand and use familiar everyday expressions and basic phrases spoken slowly and clearly.	20 unit hours	3 months (10 weeks)	200 unit hours
Beginner II	Can understand and use simple expressions frequently used in daily situations, such as shopping, restaurants, school, and work.	20 unit hours	3 months (10 weeks)	200 unit hours
Pre-Intermediate	Can understand main points of clear standard input on familiar matters	20 unit hours	6 months (20 weeks)	400 unit hours

	regularly encountered in school, leisure, etc. Can briefly give reasons and explanations for opinions and plans. Can briefly introduce oneself and one's own culture. Can independently consider and plan for one's future career path.			
Intermediate	Can understand the main ideas of complex text on both concrete and abstract topics, including those in one's field of specialization. Can express opinions with reasons based on information from texts or data. Can collaborate with others to summarize and present information about local communities or different cultures.	20 unit hours	6 months (20 weeks)	400 unit hours
Upper-Intermediate	Can understand the main points of various complex texts, even on abstract topics, including those in specialized fields. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. Can understand local communities and their challenges through interviews, etc., and deliver a summarized presentation.	20 unit hours	6 months (20 weeks)	400 unit hours

2. 1–Year 6–Month Preparatory Course

Level	Goal (Can Do)	Class Hours per Week	Duration	Total Hours
Pre-Intermediate	Can understand main points of clear standard input on familiar matters regularly encountered in school, leisure, etc. Can briefly give reasons and explanations for opinions and plans. Can briefly introduce oneself and one's own culture. Can independently consider and plan for one's future career path.	20 unit hours	6 months (20 weeks)	400 unit hours

Intermediate	Can understand the main ideas of complex text on both concrete and abstract topics, including those in one's field of specialization. Can express opinions with reasons based on information from texts or data. Can collaborate with others to summarize and present information about local communities or different cultures.	20 unit hours	6 months (20 weeks)	400 unit hours
Upper-Intermediate	Can understand the main points of various complex texts, even on abstract topics, including those in specialized fields. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. Can understand local communities and their challenges through interviews, etc., and deliver a summarized presentation.	20 unit hours	6 months (20 weeks)	400 unit hours

Article 11 (Evaluation of Learning)

Student academic achievement shall be evaluated comprehensively based on the following items:

- Periodic Examinations: Conducted four times a year, consisting of both Written Examinations and Performance-based Assessments
- Assignments and Homework: The status of implementation and submission of all assigned tasks and homework.

2. Formative Assessments: Short quizzes conducted during regular classes, as well as self-evaluation and peer-evaluation, are intended solely for the purpose of supporting and improving student learning. Therefore, these results shall not be included in the final academic grade.

3. Grading Criteria: The evaluation for each subject shall be conducted on a 100-point scale based on the results of periodic examinations and the submission rate of assignments. The final determination shall be made according to the following criteria:

- A: 90% or higher
- B: 80% or higher, but less than 90%
- C: 60% or higher, but less than 80%

- D: Less than 60% (Subject to re-examination; the maximum grade achievable after a re-exam is "C")

4. Calculation of Semester Grade: The overall grade for each semester shall be calculated by averaging the evaluation results of each subject. This overall grade shall also be evaluated according to the same grading criteria as mentioned in the preceding paragraph.

Article 12 (Staff Organization)

The school shall be staffed by the following personnel:

- Principal: 1
- Chief Instructor: 1
- Instructors: 25 or more (Including at least 13 full-time instructors. The Principal and Chief Instructor are included in this count.)
- Student Advisors: 5 or more
- Administrative Staff: 3 or more

2. Other personnel may be appointed as necessary.

3. The Principal shall supervise all school affairs and oversee the subordinate staff.

4. The Chief Instructor shall oversee and manage all curricula and educational programs.

Chapter 4: Admission, Leave of Absence and Reinstatement, Transfer, Withdrawal, Completion and Graduation, and Rewards and Punishments

Article 13 (Admission Eligibility)

Individuals wishing to enroll in this school with a "Student" residence status must satisfy the following conditions:

- Educational Background: Completion of at least 12 years of standard school education in their home country or abroad.
 - ※Applicants aged 18 or older with a high school diploma or higher may be admitted even if they have completed fewer than 12 years.
 - ※Applicants aged 17 currently enrolled in high school must submit a "Certificate of Expected Graduation."
- Japanese Language Proficiency:
 - 2-Year Course: At least 150 hours of Japanese language study or proficiency equivalent to level A1.

- 1-Year 6-Month Course: Proficiency equivalent to level A2.
- Financial Capability:
Confirmation of assets totaling 2.5 million Japanese Yen or more based on bank balance certificates and documents showing the process of asset formation over the past year.
※ If there are any doubts regarding the process of asset formation, a determination will be made based on the submission of additional documents, such as Certificates of Employment, Certificates of Annual Income (Tax Payment Certificates), and a written Statement of Asset Formation.

Article 14 (Admission Periods)

Students shall be admitted to the school twice a year, in April and October.

Article 15 (Admission Procedures)

Applicants seeking admission must complete the following procedures:

- Submission of the admission application form and all other prescribed required documents
- Payment of the entrance examination fee and the admission fee
- Undergoing the selection process conducted by the school
- Those who have been accepted for admission must submit the required student fees and necessary documents by the designated deadline.

Article 16 (Leave of Absence and Reinstatement)

- Individuals who wish to take a leave of absence due to illness or other unavoidable reasons must apply by attaching certifying documents, such as a medical certificate, and obtain permission from the school.
- Notification and permission from the school are also required for reinstatement.
- The period of leave of absence shall, in principle, be within one month. However, extensions may be granted if there are special circumstances.

Article 17 (Transfer-in, Transfer-out, and Withdrawal)

Those who wish to transfer in, transfer out, or withdraw from the School must submit a written document stating the reasons and obtain permission from the school.

2. Those wishing to transfer to this school from another Japanese language educational institution must satisfy the following conditions and obtain permission from this school through the prescribed procedures:

- Obtain permission from the principal of the previous institution.
- Be able to submit a Certificate of Enrollment and a Transcript from the previous institution.
- Possess a "Student" status of residence with a valid period of stay.
- Satisfy the school's requirements regarding financial capability and other admission eligibility criteria.

- Have a clear intention to continue their studies.
※The School shall decide on the acceptance or rejection of the transfer after conducting an admission eligibility screening and an interview.

3. Students transferring from this school to another Japanese language educational institution must perform the following procedures:

- Submit an application for transfer and a statement of reasons, and obtain approval from the Principal.
- Submit the Letter of Acceptance from the new institution and the student ID card (after enrollment).
- Attach the Certificate of Enrollment and Transcript issued by this school and proceed with the residence status procedures with the new institution.

Article 18 (Requirements for Completion and Graduation)

The School shall conduct academic evaluations each semester and certify as "Completion" those who satisfy all of the following requirements in each semester:

- Overall grade of C or higher.
- No "D" grades in any subject.
- Attendance rate of 80% or higher for the total enrollment period.

2. Diploma shall be awarded to those who have completed the full duration of study and satisfied the requirements stipulated in the preceding paragraph.

Article 19 (Awards)

An award may be granted to a student whose academic performance and conduct are outstanding and who serves as a model for other students.

Article 20 (Disciplinary Actions)

The School may impose the following disciplinary actions if a student violates the School's regulations or engages in conduct contrary to their duties as a student.

- **Admonition (Caution/Guidance)**
If a minor violation of discipline or inappropriate behavior is identified, a teacher or staff member in charge will provide on-the-spot caution and guidance to encourage improvement. An admonition serves as the initial stage of warning to a student, aiming to improve behavior and prevent future reprimands or expulsion.
- **Reprimand (Strict Warning/Prevention Order)**
If no improvement is observed after an admonition, or if the nature of the conduct is deemed serious, a strict written warning will be issued, and the Student will be required to submit a written pledge to prevent recurrence. A reprimand is intended to make the student recognize the seriousness of their actions and clearly warns that any further violation will result in expulsion.
- **Expulsion**
The Principal may expel a student if any of the following items apply and it is deemed necessary for educational purposes:

- When the Student's conduct is poor and there is no prospect of improvement.
- When there is no prospect of completing the course due to poor academic performance.
- When attendance continues to drop extremely (generally below 50%) without a justifiable reason.
- When the Student violates employment restrictions (such as working beyond the scope of the Permission to Engage in Activity other than that Permitted under the Status of Residence).
- When the Student fails to pay tuition or other required fees despite receiving a notice for payment.
- When the Student violates the laws and regulations of Japan.

Article 21 (Measures for Continuity of Learning in the Event of a Disaster)

In the event that it becomes difficult for the School to continue providing Japanese language education due to a disaster or other unforeseen circumstances, the School shall endeavor to ensure the continuity of Students' learning by introducing affiliated educational institutions or providing other necessary support, based on the pre-established support procedures.

Chapter 5: Student Fees

Article 22 (Student Fees)

The Student fees for each course are as set forth in the table below (all prices are inclusive of tax).

※The fees include tuition, facility fees, teaching material fees, insurance premiums, health management fees, LMS content fees, and entry-related expenses, etc.

Course Name	Duration of Study	App. Fee	Adm. Fee		Tuition Fee	Facility Fee	Teaching Material Fee	Insurance Premium	Health Mgmt. Fee	Others (LMS Content Fee Entry-Related Expenses)	Total
2-Year Prep Course	2 Years	JPY 33,000		Year 1	JPY 726,000	JPY 77,000	JPY 44,000	JPY 6,500	JPY 6,600	JPY 44,000	JPY 1,885,200
				Year 2	JPY 726,000	JPY 77,000	JPY 44,000	JPY 6,500	JPY 6,600	JPY 11,000	
				Total	JPY 1,452,000	JPY 154,000	JPY 88,000	JPY 13,000	JPY 13,200	JPY 55,000	
1.5-Year Prep Course	1.5 Years	JPY 33,000		Year 1	JPY 726,000	JPY 77,000	JPY 44,000	JPY 6,500	JPY 6,600	JPY 44,000	JPY 1,461,700
				Year 2	JPY 363,000	JPY 38,500	JPY 22,000	JPY 6,500	JPY 6,600	JPY 11,000	

				2						
				Total	JPY 1,089,000	JPY 115,500	JPY 66,000	JPY 13,000	JPY 13,200	JPY 55,000

Article 23 (Payment Method)

- During the period of enrollment, all fees must be paid in full by the designated deadline for each academic year, regardless of the student's attendance.
- Tuition fees shall be calculated from the commencement date of classes. No reduction or exemption of fees shall be granted for any delay in admission due to the student's personal circumstances.
- In principle, tuition fees paid for the period of a leave of absence shall not be refunded. However, the School may consider refund consultations if the School recognizes a justifiable reason.

Article 24 (Delinquency in Payment)

If a student fails to pay the required fees by the designated deadline without a justifiable reason, they shall be subject to disciplinary action.

Article 25 (Refund of Student Fees)

In the event of a cancellation after the school-designated enrollment date, refunds shall be processed in accordance with the provisions of the following items.

1. General Principles of Refunds

- Tuition and facility fees shall be refunded on a pro-rata monthly basis, with the month of enrollment as the starting month, based on the period of enrollment. However, if the date of withdrawal falls in the middle of a month, the full amount of tuition for the said month shall be collected.
- Fees corresponding to services already provided (periods where classes have already been conducted) are not eligible for refund.
- Bank transfer fees incurred during the refund process shall be borne by the Student.

2. Cancellation Fee

- In the event of a mid-term cancellation, a cancellation fee shall be collected within the limits prescribed by law (the lesser of 50,000 yen or 20% of the remaining contract balance), in accordance with Article 49 of the Act on Specified Commercial Transactions.

3. Handling of Actual Expenses

- Fees for entry-related expenses, teaching materials, LMS content usage, health management, and insurance premiums are collected as actual expenses. These fees shall not be eligible for refund after either of the following points in time:
 - When the School has completed the payment for the relevant expenses to external vendors or third parties.

- When the Student has received the relevant services or teaching materials after enrollment.

4. Conditions for Refund Eligibility

- In the case of advancement to another educational institution in Japan, the Student shall submit an admission permit from the new school and a copy of their student ID card after enrollment.
- In the case of returning to the Student's home country, the procedure shall be conducted upon confirmation of departure from Japan and verification of the invalidation of the residence card.
- In the event of withdrawal due to non-approval of an extension of the period of stay or a change of status of residence, the refund shall be processed in accordance with this article.
- In the event of deportation or expulsion, no refund of any fees shall be provided.

5. Calculation Method for Refund Amount

- The refund amount shall be calculated using the following formula:
 - $\text{Refund Amount} = (\text{Paid Tuition and Facility Fees}) - (\text{Number of Enrolled Months} \times \text{Monthly Tuition and Facility Fees}) - \text{Cancellation Fee} - \text{Bank Transfer Fees}$
 ※The monthly tuition and facility fees shall be calculated as one-twelfth (1/12) of the annual payment amount.

Chapter 6: Miscellaneous Provisions

Article 26 (Student ID Card)

The School shall issue a Student ID card during the period of enrollment. Students must carry their Student ID card at all times.

Article 27 (Dormitory)

Matters concerning the dormitories owned by the School and leased to students shall be governed by the Dormitory Regulations established by the School.

Article 28 (Health Examination)

Students must undergo a health examination conducted once every year. The schedule and details of the examination shall be notified at the time of admission and upon advancement to the next grade.

Article 29 (National Health Insurance Enrollment)

Persons holding the status of residence of "Student" must enroll in the National Health Insurance system.

Article 30 (Official Absence)

If a student is absent from class due to unavoidable circumstances and the School recognizes it as justifiable, the absence shall be treated as an official absence. During the period of official absence, the student shall be considered present even if they miss classes. If the Student is unable to take a periodic examination, they shall be permitted to take it at a later date.

2. The scope of official absence shall be as follows:

- Advancement examinations, school-recommended entrance examinations, interviews, and other cases recognized by the School.
- Bereavement leave due to the death of a student's relative.
 - First-degree relatives (parents, children): Up to 5 consecutive days starting from the date of death (including holidays).
 - Second-degree relatives (grandparents, siblings): Up to 3 consecutive days starting from the date of death (including holidays).※In the case of long-distance travel, round-trip travel days may be added.
- The Student's own illness (requires proof such as a medical certificate).

3. To apply for an official absence, the Student must submit a "Special Leave Request Form" to the Academic Affairs Department and obtain approval after the completion of the necessary event, medical treatment, or bereavement leave.

Article 31 (Commuting)

- Students wishing to commute by bicycle must obtain permission from the School. Only those who have received permission are allowed to park their bicycles on the School premises.
- When using public transportation, students shall not engage in any behavior that causes a nuisance to others.
- Regardless of the means of transportation, students must strictly comply with Japanese traffic laws and regulations.

Supplementary Provisions

These School Regulations shall come into force and be effective as of October 1, 2026.