

Kurashiki Language Academy

Application guideline

1. SCHOOL SUMMARY

Name of School: Kurashiki Language Academy

Address of School: 3-10-33 Achi, Kurashiki-city, Okayama, 710-0055

Access: 5 minutes walk from JR Kurashiki Station

Phone: +81-86-441-4948

E-mail: kla.appli@kurashikigaigo.jp

Website: <http://kurashikigaigo.jp/>

Founder: Lapis Inc. CEO Masashi Oyama

Principal: Masashi Oyama

Authorization : Association for the Promotion of Japanese Language Education
Ministry of Justice of Japan

School History: May 2009 Lapis Inc. was founded in May.

September 2010 Applied to association for the promotion of Japanese language education in order to establish a new school.

August 2011 Granted a certification of New Japanese language school by Ministry of Justice. Student Quota is 80.

October 2012 Granted a certification of excellent school by Immigration Bureau

March 2013 The first class graduated.

April 2014 Granted a permission for increased capacity to 120 students

April 2016 Granted a permission for increased capacity to 180 students

April 2020 Granted a permission for increased capacity to 270 students

April 2023 Granted a permission for increased capacity to 380 students

2. Courses and Achievements

Kurashiki Language Academy provides Japanese Education courses for students who wish to study in universities, colleges, vocational schools, etc. We have the following two courses.

Applicable course

- | | | |
|----------------------|-------------------------|-------------------|
| (1) 24-months course | April enrollment only | Student quota 200 |
| (2) 18-months course | October enrollment only | Student quota 180 |

※ 98% of students go on to higher level school as follows: <as of June, 2022>
Graduate school of Okayama University, Okayama University of science, Kibi International University, Sanyo gakuen University , Seishikan University, Graduate Institute for

Entrepreneurial studies, Kurashiki University of science and The arts, Osaka industrial University Toyohashi University of technology and science, TBC College, EHEL College, Gregg International College, Prospera gakuin business College, Yokohama systems engineering College, Okayama business College, Okayama commerce University College, Okayama Information business College, Okayama fashion business college, Shibuya Institute of Foreign language, Sundai College of business and Foreign languages, Seifu information engineering College, Chiba mode business College, Nakano school of business College, Kurashiki fashion College, Tsurumi fashion and business College, Tokyo IT and Bookkeeping College, Tokyo international business College, Nara computer College, etc

Japanese Language Proficiency Test (JLPT) achievement Past 2 years<2020~2022>
N1 . . . 2 students, N2 . . . 23 students, N3 . . . 73 students

3. Qualifications for admission and screening

<Qualification for admission>

All of below must be met when sending the application.

- (1) Those who have completed **at least twelve years** of school education or those who have completed a course of study equivalent to twelve years of school education.
- (2) Those who are **18 or older** at the time of entering the school. In general, people who are **30 or younger** and graduated from their last school no more than **5 year earlier**.
- (3) Those who have learned Japanese for **at least 150 hours** at a university, college, professional school, high school, junior high school or language school and have passed the Japanese Language Aptitude Test N5 or Grade-4, Grade-F of the J-TEST or will soon pass the test. Or, those who have abilities in Japanese language equivalent to or better than the requirements of Kuashiki Language Academy (KLA) as the result of a test for Japanese ability implemented at KLA.
(*1: To be able to certify you Japanese language ability at the time of application, please take the test in advance.)
(*2: If it is difficult to take a test such as the Japanese Language Aptitude Test, please contact us)
- (4) The purpose of becoming a KLA student and the plan and course after graduation are clear.
- (5) Those who can provide payment guarantees for the expenses of staying in Japan including the academic fees and living expenses while being a student of KLA.
- (6) Those who have not been granted a certificate of residence eligibility by any institute of Japanese language education other than KLA.
- (7) Those who have not repeatedly left and have not re-entered Japan within a year under a short-term visa.
- (8) Those who have previously been in Japan as an on-the-job trainee must have subsequently remained outside of Japan for more than one year and have utilized the techniques they mastered during the training in their home country.
- (9) Those who have applied for entry into Japan through due formalities and thus permitted or

will be permitted to enter into Japan.

<Screening Method>

screening: Interview in local country (or an interview through Internet), document screening and written examination

* No fees for screening.

* The results of document screening, the interview and written examination will be verified comprehensively to determine whether the applicant has passed or failed.

4. Due amount at entrance

《Academic fees》

Item	Admission in April (24 months)		Admission in October (18 months)	
	First year (one-full year)	Second year (one-full year)	First year (one-full year)	Second year (six months)
Admission fee	50,000 JPY	———	50,000 JPY	———
Tuition	600,000 JPY	600,000 JPY	600,000 JPY	300,000 JPY
Other expenses	55,000 JPY	55,000 JPY	55,000 JPY	30,000 JPY
Total	705,000 JPY	655,000 JPY	705,000 JPY	330,000 JPY

- ◎ In addition to above, **22,000 JPY is required as an application fee to be paid upon the submission of application.**
- ◎ Other expenses (event cost, health check-up fee, textbook fee, JLPT fee, and Student Insurance fee)

《Payment due date》

- (1) Application fee: Pay 22,000 JPY upon the submission of the application.
- (2) Academic fees for the first year (tuition): Pay the total amount required for the first year collectively by the date designated by KLA.
- (3) The second year (tuition) :
 - 24-months course: Pay the total amount required for the second year collectively until the end of next March.
 - 18-months course: Pay the total amount required for the second year collectively until the end of next September.

Note: Be sure to pay the designated amount before due date. If any applicant/student is unable to pay the amount by the due date, admission, promotion to higher grade or graduation may be suspended upon consultation with the school or the individuals who recommended the applicant. If any student is unable to pay the amount after admission to KLA, the student may **be dismissed from school.**

《A refund of the payment》

The amount paid will not be refunded unless following cases apply.

- (1) Visa was not granted by Japanese diplomatic establishments abroad (rejection of visa application).
 - If the "letter of acceptance" is returned and the document proving that the entry visa has not been granted is submitted to KLA, the amount paid will be reimbursed, except the application fee (22,000 JPY) , the admission fee (50,000 JPY) and bank handling fee.
- (2) Entrance declined due to unavoidable reasons
 - If the "certificate of residence eligibility" and the "letter of acceptance" are returned, the amount paid will be reimbursed, except the application fee (22,000 JPY) , the admission fee (50,000 JPY) and bank handling fee.

《Payment for the first time》

(1) In case COE was issued:

Pay Application Fee 22,000JPY+Admission Fee 50,000JPY+Tuition 600,000JPY+ Other expenses 55,000JPY + bank handling fee

Total amount for the first year : 727,000 JPY+ bank handling fee

*In addition to above, dormitory fee and deposit must be paid if needed.

(2) In case COE was NOT issued:

Pay Application Fee 22,000 JPY+ bank handling fee

Remit the amount to the designated bank account in JPY.

5. Student's Dormitory

We have several dormitories for students.

《Location of Dormitories》

There are 4 or 5 dormitories within 15 minutes by bicycle from school.

《Dormitory Rules》

- It is students' own free will to live in dormitory or not.
- Two students live in one room. Students cannot choose which room nor whom live with.
- The contract is renewed every 6 months. Prohibited to move out less than six months.
- Follow the regulations of Dormitory. In case we found violation, the student may **be dismissed**

from school or vacated the dormitory.

- If we found the furniture or facility damaged or missing, we might ask students to pay the cost.
- Students must make a contract with gas, electricity and water
- There is no meal service in the dormitory.
- If the student have not paid the rent for the dormitory by the due date, the student may **be dismissed from school or vacated the dormitory or sent your country.**

《Boarding Expenses》

- Key money 60,000JPY, Housing fee(6months) 120,000JPY Total 180,000JPY

《Furnishings》

- All room has the following furnishings and equipment:

Kitchen, toilet, bathroom, air-conditioner, washing machine, refrigerator, blankets, comforters, futon, pillow, sheets, rice cooker, Electric or gas stove, pot, pan, tableware

6. Procedures from application to admission

◆ Application

Term of application:

Admission in April: year before entering 1st September to 15th October

Admission in October: expectation year of entering 1st March to 15th April

*Schedule may be changed, if you wish to apply, please check it in advance.

《from Primary screening to arrival》

* Please refer to the attachment

◆ Procedures from admission screening to entry into Japan (A: admission in April, B: admission in October)

[Precautions]

- When declining entrance

If there are any unavoidable reasons for declining entrance, contact KLA immediately and follow the consequent designated procedures.

- Observe the following matters before and after entering into Japan

- (1) Respond quickly to the KLA contact during the time from application to admission.
- (2) After a visa has been granted, inform KLA of the date of departure from your country, the name of the airline company and the flight # at least 10 days before entering Japan. KLA will inform you about the transportation from the airport and method of pick up if it is necessary.

the student shall pay the expenses incurred for the pickup (including expenses incurred for the person in charge of picking up the student).

Please arrange your schedule so that your arrival date will be on a **weekday (Monday through Friday (except for Japanese national holidays))** as much as possible.

- (3) In general, be sure to enter into Japan so as to be ready for the entrance ceremony. When the date of entry is postponed, contact us promptly for our permission.

《Mailing address for application》

- (1) PDF files including application forms
E-mail: kla.appli@kurashikigaigo.jp

- (2) Original copy of application forms
To: Kurashiki Language Academy
3-10-33 Achi, Kurashiki City, Okayama Prefecture, Japan 710-0055
Phone: +81(0)86-441-4948 FAX: +81(0)86-441-4949
Business hours: 8:30 to 17:30 Monday through Friday
* Saturdays, Sundays and national holidays are closed.

《Bank account for remittance of academic of academic fees and dormitory fees (in JPY)》

BANK NAME : The Kagawa Bank LTD.
BRANCH : Kurashiki Komizo Branch
ACCOUNT NO : 3 5 3 3 9 8 8
ACCOUNT NAME : Kurashikigaigogakuin
SWIFT BIC : KGWBJPJZ
BANK ADDRESS : 〒710 - 0831

936-5 Tanoue , Kurashiki, Okayama,
Tel : 086 – 422 – 5252

* Be sure to enter applicant's name and student ID number in the Remarks column.

7 . School life in Japan

《Japanese culture, customs and rules》

Here in Japan, students find a lot of cultural difference from home countries. When students are in Japan, they need to follow as Japanese do.

《Part time job》

- We accept students, we do not accept someone who come to Japan for work.
- Students can work up to 28 hours (40 hours during long holiday) a week, if students admitted to work by Immigration Bureau.
- Students must follow the rule of the company working for.
- If students wish, school can offer the part time job for the first time.
 - ※In that case, students cannot choose the job.

※We do not offer the job right after the entrance in order to get accustomed to daily life in Japan.

《Example of the wages》

$892\text{JPY} \times 24\text{hours} \times 4\text{ weeks} = 85,632\text{JPY}$

《Expenses Planning》

It costs you 20,000JPY-40,000JPY for electricity, gas, meal, etc. monthly. There are individual differences. It is difficult to afford all the cost for tuition fee, room and board, etc. by only part time job. It will also cost students large amount of expenses, 600,000JPY to 1,200,000JPY, to enter a higher-level school after graduation. Therefore, it is recommended to budget financial plan to afford it beforehand.

《Student Insurance》

All students get student insurance, the insurance premium are included in other expenses which students pay at entrance. This insurance does not cover neither the incident nor the accident.

《Temporary returning home country》

Kurashiki Language Academy will not approve that student return home country except for the wedding of relatives and funeral.

◆ Procedures from admission screening to entry into Japan (**A: admission in April,**

B: admission in October)

	Item	Time line	Content
1	Primary screening	The date designated by KLA	Interviewing, document screening and written examination
2	Creation of application forms	A. 1st September to 15th October B. 1st March to 15th April	Obtain the documents required for application (certificates). Those who have passed the primary screening need to apply for a passport.
3	Submission of application documents (PDF) and secondary screening	April	Submit the <u>scanned application data (PDF)</u> to KLA at kla.appli@kurashikigaigo.jp . At the same time, remit the application fee (22,000 JPY) to the bank account designated by KLA. Please note that the application fee will not be reimbursed even if the result of screening is not successful.
4	Submission of application forms (Send original copies)	A. Late November to early December B. Late May to early June	Send the original copies of the application documents to KLA. The application will not be accepted if the application documents are not complete.
5	"Certificate of Residence Eligibility" Application of granting	A. early to mid December B. early to mid June	KLA will apply for the granting of the "Certificate of Residence Eligibility" for those who passed the screening to the Hiroshima Regional Immigration Bureau.
6	"Certificate of Residence Eligibility" Certification	A. Expected to be in the late February B. Expected to be in the late August (For your reference, this timing of certification may be postponed sometimes)	The Hiroshima Regional Immigration Bureau will send the applicant's "Certificate of Residence Eligibility" to KLA. After the applicant is certified for the residence eligibility, KLA will send scanned data of the "Certificate of Residence Eligibility" to the school or individuals who recommended the applicant in his/her country by e-mail or fax. If the applicant is not certified for the residence eligibility, KLA will also inform the result of this to the school or individuals who recommended the applicant in his/her country by e-mail or fax. At that time, KLA will only send the statement of reasons together with original documents, including the diploma.
7	Payment of academic fees and boarding fees	A. Late February to early March Due date: 15th March B. Late August to early September Due date: 15th September	KLA will send an invoice to the school or individuals who recommended the applicant in his/her country immediately after sending the result of the certification of "Certificate of Residence Eligibility." According to the invoice, remit the academic fee and boarding fees for the first year to the bank account designated by KLA.
8	Delivery of the "Certificate of Residence Eligibility" (original copy) and the "Letter of	After confirmation of receipt of payment	After confirming the receipt of payment of the academic fees and boarding fees, we will send the "Certificate of Residence Eligibility" (original copy) and the "Letter of Acceptance" to the school or individuals who recommended the applicant in his/her country.

	Acceptance"		
9	Visa application	After receiving the "Certificate of Residence Eligibility"	Applicants need to apply for a visa by submitting the required documents (passport, certificate of residence eligibility, letter of acceptance) to the consular department of the Embassy of Japan (Consulate General of Japan). * If a visa has not been granted, contact us immediately.
10	Entry into Japan and admission	A. Mid to late March B. mid to late September	Be sure to enter Japan so as to be ready for the admission schedule of KLA. * Please inform us of the itinerary of entry into Japan.