

International Conversation Academy

Ask Sapporo

Short Term Course Enrollment Guidelines



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《Lesson Times, Levels & Courses》

【Lesson Times】

There are morning and afternoon class sessions.

Students will attend either morning or afternoon sessions, depending on their course and level.

	Morning Classes (M, T, W, Th, F)	Afternoon Classes (M, T, W, Th, F)
1	09:00~09 : 45	13 : 30~14 : 15
2	09:55~10 : 40	14 : 25~15 : 10
3	11:00~11 : 45	15 : 30~16 : 15
4	11:55~12 : 40	16 : 25~17 : 10

【Levels】

Before enrollment, we will conduct an interview test to determine whether or not you can enroll.

In all levels, students will have the opportunity to make balanced improvement in the five primary skills of language: reading, writing, listening, and speaking (production and interaction).

*Classes may be cancelled if fewer than 5 students are enrolled.

*Not all courses are offered in all terms. Please contact us for more information.

【Courses】

Students will join one of the classes described below.

The Japanese level and course contents may vary depending on when you join.

Please contact us for more information.

"Business 2-year Course"

This is a two-year course that teaches you the Japanese you need to live in Japan, find a job, and work in a company.

Course Name	Term Begins	Enrollment Period	Graduation	Initial Japanese Level	Target Graduating Japanese Level
Business 2-year Course	April	2 Years	March	JLPT N5 Pass Level A1	JLPT N2 B2

"Business 1.5-year Course"

This is a 1.5-year course that teaches you the Japanese you need to live in Japan, find a job, and work in a company.

Course Name	Term Begins	Enrollment Period	Graduation	Initial Japanese Level	Target Graduating Japanese Level
Business 1.5-year Course	October	1 Year and 6 Months	March	JLPT N4 Pass Level A2	JLPT N2 B2

Course Name	Course Term	Maximum No. of Students	No. of Classes
Business 2-year Course	2 Years	40	2
Business 1.5-year Course	1.5 Years	40	2
Total		80	4

《Application, Enrollment, Disciplinary Actions, & Certificate》

[Application Requirements]

All applicants must meet the following requirements.

1. All applicants must be at least 18 years old.
2. All applicants must either already hold a visa, or be able to get a visa for themselves.

*If you are under 18 years old, you may still be able to apply. Please contact us for more information.

[Enrollment Periods, Course Terms, Visa Types, Application Periods]

Enrollment	At any time
Course Period	4 weeks or more
Visa Status	Travel, Working Holiday, etc.
Application Period	Apply at least 10 business days before your desired first lesson.

* Applications will not be accepted after classes are full.

* The minimum initial course period is 4 weeks (20 days).

* It is possible to extend course period thereafter on a daily basis.

[Expulsion] The Student will be expelled in the following cases.

- In the event that the Student's attendance record over a one-month period has dropped below 60% without an extraordinary reason.
- In the event that the Student's total attendance record during the full period of enrollment has dropped below 70% without an extraordinary reason.
- If any student is absent without permission and without contacting the School, for 7 consecutive days or longer, or has violated the laws of Japan, that student will be expelled.

[Application Process]

Send the required ORIGINAL documents by post after an official school representative

has confirmed which documents are necessary. Please contact us for more information.
Further, in order to ensure that your class matches your level, we will perform a level check in advance via online video chat.

【Certificate of Completion】

If you attend classes for 20 days or more, you will receive a Certificate of Enrollment. The certificate shows your final class level and the dates of your enrollment and completion.

《Fees, Payment Methods, Course Extension, and Withdrawal》

【Tuition & Fees (Tax included)】

Example: 1 Month Course Initial Costs

	Enrollment Fee	Tuition (1 Month)	Materials & Facilities Fees	Total
Amount (JPY)	¥11,000	¥55,000	¥4,500	¥70,500
Payment Period	Single payment due no later than 5days before first lesson.	Single payment due no later than 5days before first lesson.	Single payment due no later than 5days before first lesson.	

* Other expenses, such as accommodation costs, etc., will be borne by the student.

If you want the School to make arrangements for you, please contact us for more information.

* We recommend purchasing travel insurance. If you want the School to make arrangements for you, please contact us for more information.

(e.g. Sakura-coop insurance costs ¥3,700 per month.)

*Test days, event days, the School Entrance Ceremony (Orientation), and Graduation Ceremonies are counted as class days. We appreciate your understanding.

【Payment Method】

After receiving your admission approval, please transfer the amount shown on the invoice to the designated bank account no later than five business days before the start of your course.

For the second and subsequent payments, regardless of your starting date, tuition will be calculated based on the number of class days from the beginning to the end of each month.

For the final month, tuition will be calculated from the first day of the month to your scheduled completion date.

The daily tuition fee is 2,750 yen, and the daily fee for materials, facilities, and other expenses is 220 yen.

*Students are responsible for all fees and costs associated with international wire transfers.

【Extension and Withdrawal】

*If you wish to extend your study period beyond the originally scheduled end date, please complete the required procedures at the school by the 10th of the month prior to your planned end date (or the previous business day if the 10th falls on a weekend or public holiday).

The additional payment must be made by the 20th of the previous month.

*If you plan to withdraw earlier than scheduled, please complete the withdrawal procedures at the school by the 10th of the month prior to your planned withdrawal date (or the previous business day if the 10th falls on a weekend or public holiday).

For details about refunds, please refer to the “Refund Policy and Disclaimers” page.

《Refund Policy,Exemption from Liability》

This Refund Policy outlines the conditions under which refunds may be granted to a current or prospective student (hereinafter, the “Student”) by Hokkaido AskGate Japanese Language School (hereinafter, the “School”). Please read it carefully.

Refunds may be granted according to the Refund Policy as defined below. When granted, refund payments will be made one month after the Student formally requests a refund.

However, enrollment fees will not be refunded for any reason.

Other policies are described below.

《If visa issuance is denied by an embassy or consulate》

Only if an official Notification of Refusal is submitted to the School, all funds, minus the enrollment fee, will be returned. However, if it is determined that any part of the application was made fraudulently, no refunds will be granted.

《If the Student cancels before enrollment but after making payment》

If the Student notifies the School of the cancellation in writing no later than 5 business days before the enrollment date, the full tuition amount will be refunded.

Enrollment fees will not be refunded.

《If the Student withdraws earlier than originally planned, but after enrollment》

If you wish to withdraw from the school, please submit a written withdrawal request by the 10th of the month prior to your desired withdrawal date (or the previous business day if it falls on a weekend or public holiday).

If you submit the request according to the school’s regulations, tuition fees for the months following your withdrawal will be refunded.

However, the tuition for the first month (20 days) is non-refundable.

Please note that all bank transfer and handling fees related to payments or refunds must be paid by the student.

《In the event that the Student has been expelled due to violation of applicable laws or

«School regulations.»

No refunds will be granted.

«In the event that lessons cannot be offered due to natural disasters or other unavoidable circumstances»

No refunds will be made for unused portions of tuition, nor shall makeup or supplementary lessons be offered.

《Documents Required for Student Visa Application》

Please make your application after preparing the relevant documents listed below.

【Instructions】

- ① Documents submitted will not be returned.
- ② Attach a Japanese or English translation of documents written in languages other than Japanese or English.
- ③ Do not use correction tape or correction fluid on any documents. Any signature must be written by the signer in his or her own hand.
- ④ Documents marked with an asterisk (※) must be prepared using the required form.
- ⑤ The Student may be required to submit additional documents as necessary in some cases.

A		Notes
※ 1	Application for Admission	<ul style="list-style-type: none">○ Complete all fields on the application form.○ Name must be the same name used on passport.
※ 2	CV / Resume	<ul style="list-style-type: none">○ Detail all work and academic history up to the present, without leaving any blank periods. If your work or academic history has been irregular, you must provide appropriate documentation and/or a written explanation.○ Include part-time jobs, military service, etc. in your work history.○ Write the full address of your most recent academic institution (regardless of whether or not you have already graduated).
3	Digital Photograph	<ul style="list-style-type: none">○ Submit six copies of the same photograph measuring 4 cm high X 3 cm wide. Photograph must have been taken in the past three months. JPEG

4	Copy of Passport	<input type="radio"/> If you do not yet have a passport, submit a copy of another form of ID. If you have visited Japan in the past, attach the page(s) bearing the immigration stamps.
※ 5	Written Oath	<input type="radio"/> By affixing your signature, you certify that you have read and understand all of the items stipulated in the Written Oath.



Access

Sapporo City Subway - Tozai Line: 7 minutes on foot from Kikusui Station exit number 4.

Sapporo City Subway - Toho Line: 10 minutes on foot from Gakuen Mae Station exit number 4.

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