

▶ Application made in Japan

Those who have eligibility for more than 3 months stay, with over 2 months of course enrollment, and have enrolled in a course which is more than 50,000 yen (tuition fee) are available to apply for the refund.

[Before the course begins]

Regarding registration fee and tuition fee, ¥15,000 is deducted as the cancellation fee and the remainder shall be refunded. When the already-paid fee is less than the cancellation fee, the outbalance must be paid.

[After the course begins]

Regarding registration fee and tuition fee, the total of registration fee and already-attended tuition fee are deducted from payment and the remainder will be refunded. 20% of the remainder (max. ¥50,000) is also deducted as the cancellation fee. (This is not applied to the students who stays in Japan with a tourist visa for 90 days)

VI. Accommodation

▶ Homestay

If you are interested in the homestay program, please submit the application form which is available in the school and pay the homestay fee. Please note that cancellation is basically unacceptable after an application has been made. As we need time for arranging your homestay, please make an application at least one month before the course starts. When we find no family available, we will refund the fee and book you into a dormitory if you like.

▶ Guest Houses

We will introduce our partner accommodations. There are different types of accommodation and each accommodation has different application process. Some facilities give discounts and promotions for referral from ARC Academy Kyoto School. Please inquire for more details.

- Kyoritsu Maintenance (Osaka, Kyoto) <http://www.gakuseikaikan.com/index.html>
- S-rent <http://www.a-sakura.co.jp/srent/>
- KOWA CO., LTD. <http://kowa.kyoto/en/>
- GCC <http://gcc-kyoto.wixsite.com/english>
- LC BOX <http://www.l-c.co.jp/en/>

VII. Travel Insurance

Please buy traveler's insurance before arriving in Japan as a preparation for emergency during your stay. ARC Academy Kyoto School does not take any responsibility for any loss or damage caused by accidents, diseases, natural calamities or strikes. ARC Academy Kyoto School also does not take any responsibility for accidents occurring during transportation or in accommodation or for any lost, damaged or stolen personal property.

VIII. Exemption from Responsibility

We are not liable to the event that we are unable to offer lessons due to circumstances or conditions beyond our control, such as, but not limited to, earthquake, typhoon, accident or infective disease. Refund will not be made in such circumstances. This policy is applied to Private Lessons and Corporate Client Lesson as well.

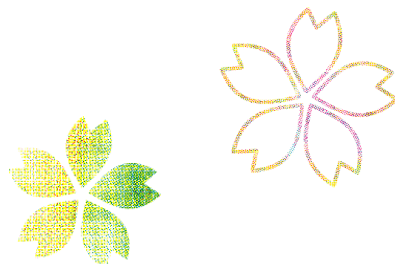
IX. Contact

Homepage Address <http://en.arc-academy.net/>

[Kyoto School]

349 Gokuishi-cho, Karasuma-Nishiiru,
Manjuji-dori, Shimogyo-ku, Kyoto 600-8429
[Tel] +81-75-353-7566
[Fax] +81-75-353-7567
[Email] kyoto@arc-academy.co.jp

[HP] <http://japanese.arc-academy.co.jp/?lang=en>
[Facebook] <http://www.facebook.com/arckyo>



Japanese Course Information

ARC Academy Kyoto School

I. Intensive Course

The course runs on every weekday to acquire practical and useful Japanese. It is recommended for people who live in Japan, or would like to study Japanese during holidays. The minimum study period is 3 months.

【Timetable】 Monday - Friday (5 days/week)

9:15-12:30 / 13:30-16:45 The lesson time will be informed after checking your level.

2019 April Term (Total 48 days/3 months) Start: April 9 Completion Ceremony: June 21

April

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2019 July Term (Total 48 days/3 months) Start: July 8 Completion Ceremony: September 20

July

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2019 October term (Total 48 days/3 months) Start: October 10 Completion Ceremony: December 18

October

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2020 January Term (Total 48 days/3 months) Start: January 9 Completion Ceremony: March 19

January

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Starting Day	Each term starts from one of these days.
Level Check Test	Students have to take Level Check Test before the course start. Please come to school at 10:00 a.m. on April 8 th , July 5 th , October 9 th and January 7 th In order to take Level Check Test on a different day, please contact us, and make an appointment beforehand.
No Class	Classes will not be held.

Test: There are midterm and final exams for each term.

Excursion: There is an excursion once a term. *Please refer to the back page for the optional field trips.

▶Level

Kyoto	Beginner – Advanced
-------	---------------------

▶Tuition

Registration fee	10,000 yen
1 Term (3 months)	180,000 yen

- Textbook fees are not included. (around 5,000 yen to 6,000 yen)
- Each class/level uses different textbooks.

Level needed for enrollment

[Beginner] No experience in studying Japanese or can hold greetings/travel Conversations.

[Elementary] Understanding easy Japanese needed to hold daily conversations and being able to communicate (Shopping, inviting friends, asking directions, asking for permission, explaining past experience, etc.). Hiragana/Katakana and being able to read and write about 50 – 300 kanji.

[Pre-Intermediate] Being able to speak formal or casual Japanese depending on the situation. Can read and write about 300-600 kanji.

[Intermediate] Expressing own opinion or composing an essay. Being able to read and write about 600-1,000 kanji.

[Advanced] Not good enough to speak completely fluently and naturally but have no problems using Japanese in daily life. Being able to read and write about 1,000 kanji.

▶Optional Field Trips

Let's experience Japanese culture outside of school time.

Please kindly note that the following activities might be canceled or changed.

Kyoto school

April term

Visiting Nijo Castle
Experience of Maiko Style

July term

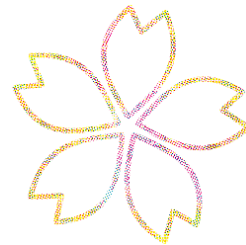
Experience of MANGA writers' assistant
Experience of tea ceremony

October term

Traditional soap making
Shousei Garden (Colored leaves Viewing)

January term

Kitano-Tenmangu Plum-blossom festival
Wagashi making (Japanese sweets making)



II. Private Lessons

An original curriculum can be provided to study at your own pace. Lessons can be taken in the school or on alternative business locations.

【Lesson fee】 Registration fee (10,800 yen) + Tuition

Place	Hours	Tuition
At ARC Academy	1 hour × 10 times	64,800 yen
	1.5 hours × 10 times	97,200 yen
At student's office	1 hour × 10 times	70,200 yen
	1.5 hours × 10 times	105,300 yen

- Teacher's transportation fare will be charged when the lesson takes place outside the school.
- We can offer Lessons for requested number of people (more than 2 students on the same level).

III. Corporate Client lesson

We design the best suited training program to meet specific needs, time frame or budget for your company. Arrangements for any number of students from one person to groups of people are available. Lessons can take place in the school, in company or on other locations.

• Tailor-made Lessons

The course designer will create a curriculum to match your company's needs so that it responds to your study goals, study time frame and budgets.

• Regular Lessons

This is a plan that students attend regular lessons on campus. You can acquire Japanese language skills as you study with students from various nations.

IV. Application and Payment

Payment must be made before the course starts. Please submit ARC Academy Application Form and pay the total of tuition fee and registration fee at the reception or deposit it into the bank account below.

Please be informed that we do not accept credit cards at the reception of each school.

Bank Account

The Bank of Kyoto Ltd.
 • Head Office (No.101)
 • Account number: FUTSU 5140724
 • Account holder: ARC ACADEMY KYOTO
 • SWIFT: BOKFJPJZ

*Please inform your bank that you will pay all bank transfer charges.

If there are any additional bank transfer charges, please pay them at the school when you arrive.

▶Flywire Payment

Flywire allows you to make a credit card payment.

Please see the following URL for more details about Flywire : <https://www.flywire.com/>

V. Cancellation Policy

▶Application made outside of Japan

【Before the course begins】

Cancellation must be notified in writing by e-mail. Please contact us again if you do not hear from us after your notification.

The following regulations shall be applied to the cancellation, for whatever the reason, before the course begins. Registration fee cannot be refunded. All the commission that is necessary for the refund will be charged.

Cancellation	Cancellation charges
More than 30 days prior to course start	No charge
30 - 15 days prior to course start	10% of the tuition fee
14 - 6 days prior to course start	20% of the tuition fee
5 - 1 days prior to course start	50% of the tuition fee
On the day the course starts or no show	100% of the tuition fee

【After the course begins】

It is not acceptable to cancel or change your course.