

Standard Study Abroad Course

Entrance Procedure

School Year

<April 2017 - January 2018>

アークアカデミー

ARC Academy Japanese Language School

URL <http://en.arc-academy.net>

Facebook <https://www.facebook.com/arcacademy.japan>

<u>1. Characteristics of ARC Academy</u>	<u>Page 2</u>
<u>2. Course Outlines</u>	<u>Page 3</u>
<u>3. Admission Procedure</u>	<u>Page 4</u>
<u>4. Standard Study Abroad Course Application Documents</u>	<u>Page 5</u>
<u>5. Course Fees</u>	<u>Page 6</u>
<u>6. Life in Japan</u>	<u>Page 7</u>
<u>7. School Map / Overseas Office</u>	<u>Page 8</u>

1. Characteristics of ARC Academy

1. Communication Skills Trained by Skilled Teachers

Since opening our school in 1986, ARC Academy has provided Japanese language education focusing on communication skills acquisition. We offer a variety of classroom programs designed to teach students smooth practical Japanese. Our school also features a “Japanese Language Teachers’ Training Section.” From the school opening to present, we have produced many skilled Japanese language teachers operating within and outside Japan.

2. Curriculum Designed for Various Purposes

ARC Academy provides the Study Abroad Course, aimed at students who wish to learn Japanese systematically for a long term to pursue higher education or to find a job in Japan, and the Intensive Course, where students can learn useful Japanese in a communicative way in a short term. There are also Optional classes for intermediate level and above in the Study Abroad Course that are designed for each studying purpose and option after graduation. Lastly, we offer 3 special classes for advanced level Study Abroad Course students at Shibuya School, “Business Japanese Class,” “Special Preparation Class for Prestigious Universities,” and “Graduate School Preparation Class.”

3. Academic and Career Support

(1) Guidance for Entering Higher Education Institutes

We will give detailed guidance to students interested in entering graduate schools, universities, vocational schools, etc. We offer “Seminars on entering higher education” periodically, and introduce to you the latest information on how to access higher education. Moreover, we hold individual counseling to help you find the school that best matches your needs, etc. For students with excellent performances, an entrance system based on recommendation is available to enter designated higher educational institutions.

◆ Universities that use recommendation entrance system

Hōsei University, Daitō Bunka University, Tōyō University, Takushoku University, Jōsai University, Musashino University, Kyōrin University, Sanno Institute of Management, Chūōgakuin University, Kyōei University, Tōkyō Keizai University, Tōkyō University of Information Sciences, Tōkyō University of Social Welfare, Meikai University, Ryūtsū Keizai Daigaku, Bunka Gakuin University, Nihon Pharmaceutical University, Shūmei University, Shōin University, Shōbi University, Shōwa Women’s University, Wakō University, Institute of Technologists, Chūkyō University, Taisei Gakuin University, Ōsaka Seikei University, Ōsaka University of Tourism, Higashiōsaka College, Poole Gakuin College, Nagasaki University of Foreign Studies, etc.

◆ Main higher education options

Graduate school of: University of Tōkyō, Tōkyō Metropolitan University, Hitotsubashi University, Tōkyō University of the Arts, Yokohama National University, Hokkaidō University, Tōhoku University, University of Tsukuba, Nagoya University, Kyōto University, Ōsaka University, Kōbe University, Waseda University, Keiō University, Sophia University, Rikkyō University, Hōsei University, Meiji University, Musashino Art University, Kinki University, etc.

Universities: Hitotsubashi University, Tōkyō University of Foreign Studies, Chiba University, Yokohama National University, Tōhoku University, Kyōto University, Ōsaka University of Foreign Studies, Waseda University, Keiō University, Rikkyō University, Meiji University, Hōsei University, Sophia University, Aoyama Gakuin University, Chūō University, Kokugakuin University, Musashino Art University, Tama Art University, Nihon University, Senshū University, Tōkai University, Kanagawa University, Bunka Gakuin University, Kansai University, Kwansei Gakuin University, Dōshisha University, Ritsumeikan University, Ryūkyō University, Tezukayama University, Kyōto Seika University, etc.

Vocational schools: York Global Business Academy, Bunka Fashion College, Tōkyō Designer Gakuin College, Tōhō Gakuen, Hollywood University of Beauty & Fashion, Japan Electronics College, Toyota Technical College Tōkyō, Hiko Mizuno College of Jewelry, Nippon Photography Institute, Tōkyō Animation College, Ecole de Patisserie de Tokio, Tsuji Culinary Institute, Ōsaka Mode Gakuen, Ōsaka School of Music, etc.

(2) Employment Support

ARC Academy has a license for job placement (Authorized Number 13-ユ-301084.) Our Employment Support Section helps students in the search of part-time and full time jobs in Japan. Also, our “Business Japanese Class” prepares students to enter Japanese companies in Japan or abroad. You will deepen the understanding of Japanese society and companies, and acquire the Japanese language and business manners needed to work smoothly.

(3) Exam Preparation Lessons (Additional Fee)

We propose exam preparation lessons where students work on exercise practices for “EJU test” (June, November) and “JLPT test”

(July, December).

◆ EJU: Japanese, Japan and the World

◆ JLPT: N1, N2

4. Scholarships

Scholarships such as “Ministry of Education, Culture, Sports, Science and Technology Scholarships” and “LSH Asia Shougakukai Scholarships,” “Kyoritsu Maintenance Scholarships,” as well as ARC Academy’s own scholarship program (special scholarship for students who have high attendance rates) are available for students after their entrance.

5. Library, Study Room

Students can freely use the library and study room. Internet connection is also available.

6. Multinational Students

ARC Academy receives students from over 50 countries. Through interaction with students from different countries, students are able to learn what it is like to live in a multicultural society.

7. Outdoor Classes, Various Events

Field trips and extra activities including outdoor classes, sports day, speech contests, etc. are available every semester. Optional Japanese Cultural Programs such as experiencing Japanese tea ceremony, Japanese calligraphy, etc. are also offered. We provide a variety of chances to interact with Japanese people. Courses and activities in class will enrich and enhance the students’ study abroad experience.

8. Dormitories and Homestay

We can introduce secure and reliable dormitories and share houses. Homestays can also be arranged upon request. Staying with a Japanese family gives the students a cross-cultural experience that can not be gained in classroom.

9. Kind Staff

Cheerful school staff will support and encourage you with a smile during your stay in Japan. English speaking staff as well as Chinese, Korean and Vietnamese staff are at school. Please feel free to consult them any time.

2. Course Outline

<Standard Study Abroad Course>

Class	Starting Month	Duration	School			
			Iidabashi	Shinjuku	Osaka	Kyoto
Japanese (Beginner to Advanced)	Jan., Apr., Jul., Oct.	6 months – 2 years	○	○	○	○
Special Preparatory Class for Prestigious Universities	Apr.	1 year	○	—	—	—
Graduate School Preparatory Class	Jul.	9 months	○	—	—	—
Business Japanese Class	Jan., Apr., Jul., Oct.	6 months	○	—	—	—
Requirements	<ul style="list-style-type: none"> • High School Diploma or more (with more than 12 years of education) • For Graduate School Preparatory Class, University Degree and JLPT N1 are required. • Special Preparatory Class for Prestigious Universities, High School Degree and JLPT N2 or more. • For Business Japanese Class, University Degree and JLPT N2 or more are required. 					
Visa Status	Student Visa (ARC Academy will make the application for Certificate of Eligibility to Immigration)					

<Intensive Course> Please see the Course Information on a separate sheet for details.

Class	Starting Month	Duration	School			
			Iidabashi	Shinjuku	Osaka	Kyoto
Japanese (Beginner – Advanced)	Jan., Apr., Jul., Oct.	3 months	○	○	○	○
Business Japanese Class			○	—	—	—
Requirements	<ul style="list-style-type: none"> • The student must be minimum 16 years old and shall obtain the visa to stay in Japan on his/her own. • For Business Japanese Class, University Degree and JLPT N2 or more are required. * Please contact us for Graduate School Preparatory Class and Special Preparatory Class for Prestigious Universities 					
Visa Status	Temporary Visitor Visa, Working Holiday Visa, Resident, etc.					

- Shibuya School relocated to Iidabashi in October 2015.

- (1) **Goal:** These courses will allow students to acquire Japanese systematically and accurately, and fulfill each personal studying purpose. Levels are divided into Beginner, Elementary, Intermediate, and Advanced. A comprehensive approach to speaking, listening, reading, and writing allows students to improve these 4 skills together.
- (2) **Requirements for admission:** Healthy in mind and body. Study Abroad Course applicants are required at least to have graduated from high school. Applicants under 16 years old must contact the school before applying to the Intensive Course.
- (3-1) **Standard Study Abroad Course:** The minimum duration of our Standard Study Abroad Course is 6 months, while the maximum is 2 years. Those who wish to go on to higher educational institutes must complete Study Abroad Course in March. The visa (Eligibility status) students are issued with ARC Academy's acceptance certificate is Student visa. Students can extend the duration of their visa, if needed, during their enrollment period.
- (3-2) **Intensive Course:** Students must apply for their short-term visa to the nearest Japanese Consulate. Specific countries are under visa waiver.
- (4) **Courses opening:** 4 times per year. (January, April, July, October)
- (5) **2017 Courses Schedule:** 1 term=3 months ※Schedule might be subject to change.

	Entrance Ceremony	Classes
April Term	April 5 th	April 10 th to June 21 st
July Term	July 5 th	July 10 th to September 22 nd
October Term	October 6 th	October 12 th to December 20 th
January Term	January 5 th	January 11 th to March 20 th

- (6) **Class hours:** Classes are made up of 4 periods a day and each period is 45 minutes long. A placement test will be conducted upon entrance, to determine class division. Grades taken during the term will determine the following homeroom. Class hours differ according to the Japanese level. Class hours are as follows:

	Morning Class (Intermediate, Advanced Level)	Afternoon Class (Beginner, Elementary Level)
1 st Period	9:15 – 10:00	13:30 – 14:15
2 nd Period	10:00 – 10:45	14:15 – 15:00
3 rd Period	11:00 – 11:45	15:15 – 16:00
4 th Period	11:45 – 12:30	16:00 – 16:45

- (7) **Holidays:** Saturdays, Sundays, public/summer/end-of-term holidays, and holidays set by the Headmaster.
- (8) **Part-time job:** Any job performed under a short-term visa is prohibited by law in Japan. A student with a Student visa can take a part-time job only with a specific permission from the Immigration Bureau; maximum working hours is 28 hours per week (school regulation sets at 8 hours per day the maximum working hours during end-of-term holidays). However, even with the permission from the Immigration Bureau, it is prohibited to work in indecent businesses or in the sex related industry. Also, a certain level of fluency in Japanese is required for part-time jobs. Employment Support Section will support students to find a part-time job and will help practice for a job interview.
- (9) **Illegal Acts and Behaviors:** A student who disobeys the law or school rules, or fails to pay tuition fee by the deadline will be ordered to leave Japan by the Headmaster. Those who are absent for a long term from school or disobey the Headmaster's instructions will also be ordered to leave Japan. Students must have over 90% attendance rate while enrolled in school.

3. Admission Procedure

(1) Application Procedure

◆ Standard Study Abroad Course Application

- ① Applicants submit relevant Application form for Admission and requested documents
Transfer application fee (Applicant → ARC Academy)
 ↓ ※Deadline: 5-6 months before entrance
- ② ARC Academy notifies applicants of the school screening results (ARC Academy → Applicant)
 ↓
- ③ Application for “Certificate of Eligibility” (COE) to the Immigration Bureau (ARC Academy → Immigration Bureau)
 ↓ ※4-5 months before entrance
- ④ Results of the application for COE from the Immigration Bureau (Immigration Bureau → ARC Academy)
 ↓ ※1-2 months before entrance
- ⑤ Applicants transfer Registration fee and Tuition fee (Accommodation Reservation) (Applicant → ARC Academy)
 ↓
- ⑥ School’s “Acceptance Certificate” and COE are sent to applicants (ARC Academy → Applicant)
 ↓
- ⑦ Applicants apply for Student visa to the nearest Japanese Consulate or Embassy (Applicant → Japan Consulate)
 ↓
- ⑧ Applicants arrive in Japan and enter ARC Academy

◆ Intensive Course Application

- ① Applicants submit relevant Application form for Admission (Applicant → ARC Academy)
 ↓ ※Deadline: 1 week before entrance (Please contact us for details)
- ② Applicants transfer Registration fee and Tuition fee (Applicant → ARC Academy)
 ↓
- ③ School’s “Acceptance Certificate” is sent to applicants (ARC Academy → Applicant)
 ↓
- ④ Applicants apply for visa to the nearest Japanese Consulate or Embassy (if necessary) (Applicant → Japan Consulate)
 ↓ ※Specific countries are under visa waiver. ⇒ Please check the Foreign Ministry Website.
- ⑤ Applicants arrive in Japan and enter the ARC Academy
 ※Credit Card payment is also available through our website
 ⇒ <http://en.arc-academy.net/course/Intensive/application.html>

(2) Required Documents for a short-term visa

Necessary documents differ depending on the applicant’s nationality. Please consult your closest Japanese Consulate or Embassy.

(3) Payment

The applicant or their proxy are asked to pay the Application, Registration and Tuition fees either directly to the school selected or to the bank accounts specified below. The sender’s name on the bank transfer must be the same as the applicant’s. Students, who wish to arrange their accommodation through ARC Academy, are expected to pay the necessary accommodation fee together with the tuition. Please note that applicants must pay the bank transfer charges. If there appears a difference between requested and received amount due to bank transfer charges, students will be asked to pay the difference upon entrance into ARC Academy.

☆ Bank accounts for remittance

1	Japanese Yen ¥ (for Iidabashi and Shinjuku school)	SUMITOMO MITSUI BANKING CORP. SHIBUYA EKIMAE BRANCH 234-2287149 ARC ACADEMY (SWIFT CODE : SMBCJPJT)
		MIZUHO BANK SHIBUYA CHUO BRANCH 162-4749770 ARC ACADEMY (SWIFT CODE : MHCBJPJT)
		BANK OF TOKYO MITSUBISHI SHIBUYA-MEIJIDORI BRANCH 470-3146336 ARC ACADEMY (SWIFT CODE: BOTKJPJT)
2	Japanese Yen ¥ (for Osaka school)	SUMITOMO MITSUI BANKING CORP. NAMBA BRANCH 111-8099162 ARC ACADEMY OSAKA (SWIFT CODE : SMBCJPJT)
3	Japanese Yen ¥ (for Kyoto school)	THE BANK OF KYOTO LTD. HEAD OFFICE 101-5140724 ARC ACADEMY KYOTO (SWIFT CODE : BOKFJPJZ)
4	Hong Kong HK\$	MIZUHO CORPORATE BANK LTD. HONG-KONG BRANCH H15-768-023568 ARC ACADEMY CO.,LTD.

*When making transfer in Japanese YEN, please make remittance to account 1 for Iidabashi and Shinjuku, account 2 for Osaka and account 3 for Kyoto school.

*Remittance in Hong Kong HK\$ can be transferred to our bank account located in Hong Kong. (Currency rate should be followed by ARC ACADEMY. Please contact us for details.)

*When tuition fee has been transferred, please send by fax or email the proof of payment to the selected school.

4. Study Abroad Course Application Documents

- (1) Fill out ARC Academy original application form from sheet A to C.
- (2) Submitted documents will not be returned. If there are any documents that must be returned, please let us know when making the application.
- (3) Be sure to write your telephone, fax number and e-mail address on Form A, so that the school can contact you any time concerning your application.
- (4) The school may ask you for additional documents other than the ones documents listed below.
- (5) Providing false information will result in cancellation of admission and the student will be ordered to leave Japan.

Necessary Documents

◆Remarks on submission of necessary documents:

- 1) All documents must be original.
- 2) All certifications should be issued within 3 months before submission.
- 3) All non-Japanese documents must be submitted with Japanese translation.

◆Documents concerning applicants:

※①, ②, ③, ⑥, ⑦, ⑧ must be submitted in any case. Other documents are necessary depending on your nationality.

① Application for Admission (form A) (hand written by applicant)

Full Name: Make sure to write your name as written on your passport.
Course Dates: Make sure that the Year/Month are correct. Those who wish to enter higher educational institutions in Japan need to finish the course in March.
School of choice: Choose the school you would like to attend. School location cannot be changed after application.

② Personal Records (form B) (hand written by applicant)

- a. Educational Background: Fill in your educational background from elementary school to the highest educational level achieved. Write the location of each school in detail. For the school classification column, select the letter that corresponds to the same level in the Japanese school system. [Elementary school: S, Junior high school: J, High school: H, Vocational school: V, Junior college: C, University: U, Graduate school (master): M, Graduate school (doctor): D]
- b. Occupational Experience: Write if you have worked full time before, in time order.
*Those who have a blank period of more than 6 months in their educational background or occupational experience (military service, hospitalization, etc.) must indicate why and what they were doing during that period on a separate paper. (A4 size, free format, with date and signature)
- c. Japanese Language Experience: Write if you have studied Japanese before, in time order. Fill out the total hours you have already studied.
- d. Japanese Language Skills: Write if you have taken JLPT, EJU, J-TEST, NAT, etc.
- e. Previous Stay in Japan: If you have been in Japan before, precisely write down the dates in time order.
- f. Reasons for Studying Japanese: Write down the specific reasons why you would like to study Japanese in Japan including your detailed plan after completing the course.
- g. Future Plans after Graduating from ARC Academy: State your plans such as entering higher education, returning to your country, other (working in Japan), etc.
- h. Past Visa (COE) Application Record in Japan: Please declare if you have applied for student visa or any other type of visa (COE) in Japan. (This includes all records of application, withdrawal included.)

③ **Diploma or certificate and transcript from the highest school** If you are currently a student, make sure to submit the certificate of enrollment from the school you are attending. Your diploma will be returned to you after your COE is issued by the Immigration Bureau. Vietnamese applicants need to submit VJEEC authentication certificate.

④ **Certificate of applicant's family** Family registration, Birth certificate, Residence certificate, etc.

⑤ **Certificate of Japanese language proficiency** Certificate of JLPT, J-TEST, NAT, etc., or certificate issued by a Japanese language institution which states your hours of study. If the result of your Japanese proficiency exam has not been issued yet, submit the copy of your examination admission slip.

⑥ **Photocopy of your passport** If you have a passport, provide a photocopy of the page with the passport number and your name. Students with emigration and immigration history to Japan must submit photocopies of pages with emigration and immigration stamps and visa pages.

⑦ **Photos (3cm x 4cm) 4 pieces** Photos must have been taken within 6 months (front, head uncovered) before the application. Glue 1 photo to the upper right hand photo column on application form, sheet A. All photos must be the same and your name must be written on the back.

⑧ **Health Certificate** Include a chest X-ray examination. Medical check-up must be done at a hospital or clinic in your country before arrival. Make sure to submit the Health Certificate upon entrance. (Free format)

◆Documents concerning sponsors who are bearing applicant's study and living expenses:

※①, ② must be submitted. Other documents are necessary depending on your nationality.

① **Guarantee for Bearing Study and Living Expenses (form C) (hand written by sponsor)**

② **Bank Account Balance Certificate** Bank account of the person bearing study and living expenses, issued within 3 months before the application.

③ **Certificate expressing how the funds were gathered** Copy of bankbook, etc.

④ **Certificate of Employment** Document specifying the company, group, etc. where the sponsor is currently employed. If the sponsor is the board member of the company, submit the certificate of company registration, etc.

⑤ **Income/Tax Certificate** Provide past 3 years documentation proving the sponsor's income.

⑥ **Certificate of sponsor's family** Official Family registration, Birth certificate, Residence certificate, etc.,

⑦ **Certificate explaining the relationship between the applicant and the sponsor** Family registration, Birth certificate, Residence certificate, etc., issued officially. When the sponsor is not a close family member, provide a letter explaining the reason why the sponsor will bear all the expenses addressed to Immigration Bureau. (A4 size, free format, with signature)

5. Course Fees

(Tax included / Textbook fees not included)

Class	Intensive Course	Study Abroad Course			
	Japanese	Japanese	Special Preparatory Class for Prestigious Universities	Graduate School Preparatory Class	Business Japanese
Duration	3 months	2 years	1 year	9 months	6 months
Application Fee	/	¥30,000	¥30,000	¥30,000	¥30,000
Registration Fee	¥10,000	¥70,000	¥70,000	¥70,000	¥70,000
1 st Year Tuition	¥180,000	¥720,000	¥720,000	¥570,000	¥360,000
2 nd Year Tuition	-	¥720,000	-	-	-
Total	¥190,000	¥1,540,000	¥820,000	¥670,000	¥460,000

■ Course Fees

- (1) Application fee and Registration fee that have already been paid cannot be refunded.
- (2) If you wish to cancel your enrollment before entering Japan, please notify it the latest 1 day prior to the entrance ceremony, in written form. ARC Academy will refund the tuition fee after the Certificate of Eligibility and Acceptance Certificate have been returned. In case your visa application was denied at the Japanese consulate, in addition you would be asked to submit to ARC Academy the copy of your passport page with the visa denial stamp. If there is no contact by the day before the entrance ceremony, there will be no refund of the tuition fee of the on-going school term. Please note that all remittance charges upon refund will be charged to the recipient.
- (3) Tuition fee for 6-month school term cannot be refunded once you have entered Japan. If you notify ARC Academy your withdrawal after you have entered Japan, ARC Academy will refund tuition fee after deducting a cancellation charge corresponding to 6-month tuition fee, and only after ARC Academy has confirmed your return to your country.
- (4) Regarding withdrawal after entrance (where "entrance" is considered as the first day the student attends classes or takes part to a school event, such as the entrance ceremony), or withdrawal before completing the period you enrolled for, you must submit an official withdrawal notification within the end of the school term (4 times in a school year, in June, September, December and March). ARC Academy will refund the remaining tuition fee corresponding to the school terms you have not attended yet in instalments of 3 months, excepted for the tuition fee corresponding to the first 6 months after your enrollment. Moreover, a 20% cancellation charge will be deducted from the refundable amount. Refund will be bank transferred to you after you have provided to ARC Academy either proof of your return to your home country, the entrance into higher education in Japan or your visa status change in Japan.
- (5) No refunds are made in case students are expelled for violating the law or school regulations.
- (6) If you wish to extend the period of your enrollment, you must submit an official extension request, the latest, one month before the period you enrolled for ends. Tuition fee for Japanese class extension is as follows: ¥180,000 (3 months), ¥360,000 (6 months), ¥540,000 (9 months), ¥720,000 (1 year). Course extension may be rejected, depending on the number of students in a certain class and your attendance record. Please be reminded that you are not allowed to take the Study Abroad Course for more than 2 years.
- (7) Tuition fees must be paid within the deadlines set by the school. Please meet the deadlines for payment, otherwise you will not be allowed to take any class.
- (8) Please see below for the cancellation policy of the Intensive Course. Registration fee cannot be refunded.

Cancellation	Cancellation charges
More than 31 days before the course starts	No charge
30 - 15 days before the course starts	10% of the tuition fee
14 - 6 days before the course starts	20% of the tuition fee
5 - 1 days before the course starts	50% of the tuition fee
On the day the course starts or no show	100% of the tuition fee

- (9) The fees for exam preparatory classes cannot be refunded in any case.
- (10) ARC Academy is not liable in the event classes are cancelled due to circumstances or conditions beyond our control. This includes, but is not limited to, earthquake, typhoon, accident or infective disease, etc. Refund will not be made in such circumstances.
- (11) Cost of teaching materials differs from one class to another. Please purchase them at your school after your class is decided with the level check test. Due to curriculum improvement, teaching materials may change without previous notice.

e.g.) Textbook for beginner and elementary level	Price (incl. tax)	e.g.) Textbook for intermediate and advanced level	Price (incl. tax)
Minna no Nihongo Shokyu I Second Edition	¥2,700	For Intermediate Learners of Japanese Japan through My Eyes	¥2,808
Minna no Nihongo Shokyu II Second Edition	¥2,700	Comprehensive Japanese Practice through Specific Topics - Upper Intermediate (New Edition)	¥1,620
Kana Master	¥1,620	Comprehensive Japanese Practice through Specific Topics - Advanced (New Edition)	¥1,620
Kanji Master N5	¥1,944	Images of Japan	¥2,592
Kanji Master N4	¥1,944	Kanji Master N2	¥1,944
Kanji Master N3	¥1,944	Kanji Master N1	¥2,160

6. Life in Japan

1. Living expenses

Living expenses (food, housing, utilities etc.) range from approximately ¥100,000 to ¥150,000 per month. When you sign a housing contract, you might be requested to pay, besides rent, a deposit and a non-refundable deposit. In addition, you would need to purchase a commuter pass to commute to school every day. We suggest that you bring at least ¥400,000~¥500,000 for living expenses for the first few months. Many students take part-time jobs; remember that the hourly wage in Tokyo area is around ¥1,000.

2. National Health Insurance / JLIC Foreign Student Plan Insurance

Students holding a Student Visa will be issued a Resident Card upon arrival in Japan. Within 14 days since your address has been decided, you must submit the “Moving-In Notification” to the nearest city hall or ward office and apply for National Health Insurance. Students who applied for National Health Insurance can use JLIC Foreign Student Plan Insurance system through ARC Academy. JLIC Insurance covers the medical fees not reimbursed by the National Health Insurance (30%) for any sickness or injury the student suffers during his/her enrollment at ARC Academy. (The deductible is ¥3,000 per case) Students with short-term visa cannot apply for National Health Insurance, but can apply for JLIC Insurance after admission.

3. Housing

ARC Academy can provide information on accommodations with easy access to each school. Please contact the school you applied to for details. (Sales Department for Iidabashi and Shinjuku Schools). Please note that in case the housing facilities quota are reached, we might not be able to meet your request.

Affiliated Student Dormitories

(3 months fees, all charges included)

【Tōkyō】

1) Tachibana Tabata Heights (managed by Sumitomo Forestry Residential Co., Ltd.) Nearest station: 9-minute walk to Tabata station on JR Yamanote line

Description: 2 stories wooden house, with Western-style rooms. Facilities: Internet, furniture, bed, desk, chairs, fridge, AC, microwave, in-room kitchen, toilet in the bathroom. Common coin-operated washing machine. The student must bear his/her own energy costs. Deposit: ¥8000. Cleaning fee upon departure: ¥21,600.

	Admission fee	Facility fee	Deposit	Monthly rent	Futon	GT (3 months)
Double room	¥16,000	¥42,000	¥42,000	¥42,000	¥10,800	¥236,800

2) Tōkyō LIFE STYLE Higashi Jūjō (managed by Human Resources Development Co., Ltd.) Nearest station: 3-minute walk to Higashi Jūjō station on JR Keihin Tōhoku Line.

Description: 6 stories reinforced concrete house, with Western-style rooms. Facilities: Internet, AC, TV, rice cooker, fridge, toilet in the bathroom, mini-kitchen, desk, chairs, bed and bedding.

	Admission fee	Facility fee	Rent	Energy costs	Futon	GT (3 months)
Single room	¥30,000	¥60,000	¥49,000	¥8,000	¥7,000	¥268,000
Double room	¥30,000	¥60,000	¥39,000	¥8,000	¥7,000	¥238,000

3) DK House Shinkoiwa (managed by Daiichi Kōsan Co., Ltd.) Nearest Station: 8-minute walk to Shinkoiwa Station on JR Sōbu line

Description: 4 stories reinforced concrete house, with Western-style rooms. Facilities: Internet, bed, desk, chairs, fridge, AC. Common toilets, shower, kitchen and coin-operated washing machine. Dining room and recreation facilities available. Cleaning fee upon departure: ¥25,000

	Deposit	Rent	Management fee	Bedding rental	Bed pad	GT (3 months)
Single room	¥50,000	¥52,000	¥12,000	¥10,260	¥2,160	¥254,420

【Ōsaka】

Chateau Hanazono (managed by Kamikawa Co., Ltd.) Nearest station: 5-minute walk to Haginochaya station on NankaiLine.

Description: 6 stories reinforced concrete house, with Western-style rooms. Facilities: Internet, furniture, bed, desk, chairs, fridge, washing machine, in-room kitchen, toilet in the bathroom. Water charges included. The student must bear his/her own remaining energy costs.

	Furniture	Rent	Fire insurance	Cleaning fee	Futon	GT (3 months)
Single room	¥20,000	¥38,000	¥500	¥15,000	¥7,000	¥157,500

【Kyōto】

Asahi Plaza Takasegawa (managed by Sakura Co., Ltd.) Nearest station: 10-minute walk to JR Kyōto station.

Description: 11 stories reinforced concrete building. Facilities: Internet, AC, bed, bedding, desk, chairs, lighting equipment, kitchen, fridge, toilet in the bathroom. Common coin-operated washing machine. The student must bear his/her own energy costs.

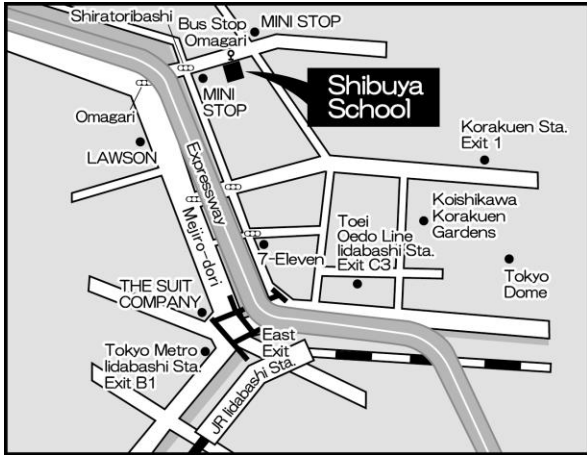
	Contract fee	Rent	Management fee	Water charges	Fire insurance	GT (3 months)
Single room	¥50,000	¥49,000	¥5,000	¥2,000	¥7,000	¥225,000

Regarding photo and video shooting during school

For recording purposes and classroom use, photo or video shooting are organized within the school. Please be informed that they might also be used for promotional purposes. (Website, brochure, poster etc.)

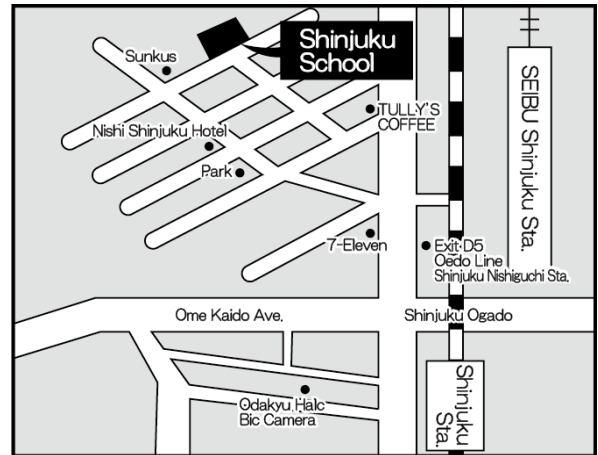
7. School Map / Overseas Office

1. School Map



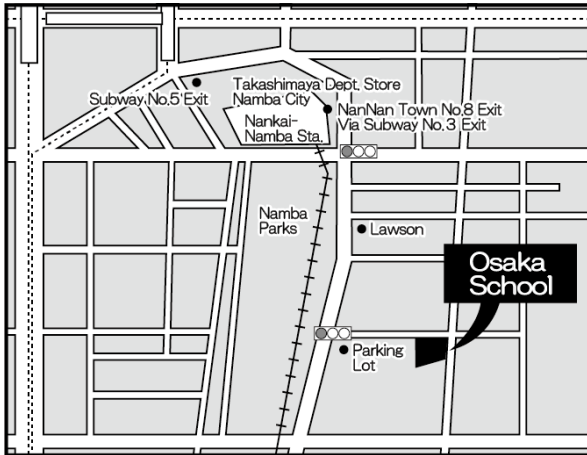
[SHIBUYA SCHOOL (IN IIDABASHI)]

2-23-10 Koraku, Bunkyo-ku,
Tokyo, Japan 112-0004
TEL: +81-(0)3-5804-5811
FAX: +81-(0)3-5804-5814
E-mail: tokyo@arc.ac.jp



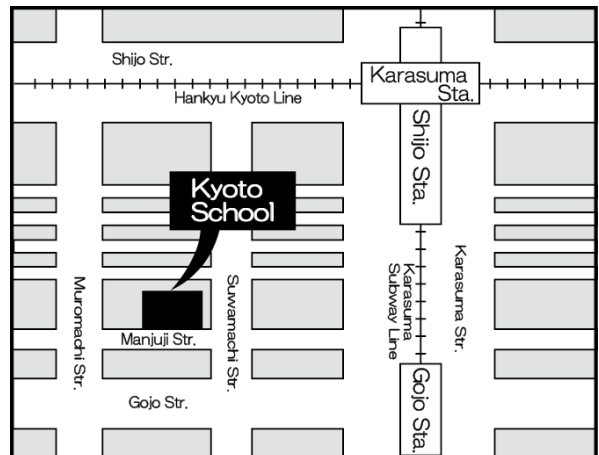
[SHINJUKU SCHOOL]

7-18-16 Nishi-shinjuku, Shinjuku-ku,
Tokyo, Japan 160-0023
TEL: +81-(0)3-5337-0166
FAX: +81-(0)3-5337-0168
E-mail: shinjuku@arc.ac.jp



[OSAKA SCHOOL]

1-2-25 Nippombashi-nishi, Naniwa-ku,
Osaka, Japan 556-0004
TEL: +81-(0)6-6635-1735
FAX: +81-(0)6-6635-1736
E-mail: osaka@arc-academy.co.jp



[KYOTO SCHOOL]

349 Gokuishi-cho, Karasuma-Nishiiru,
Manjuji-dori, Shimogyo-ku, Kyoto,
Japan 600-8429
TEL: +81-(0)75-353-7566
FAX: +81-(0)75-353-7567
E-mail: kyoto@arc-academy.co.jp

2. Overseas Office

(1) China

ARC Japanese Language School Tianjin Office

117 Machang Rd, Hexi, Tianjin, China (Inside Tianjin Foreign Studies University)
Tel: +86-(0)22-2325-2843 Fax: +86-(0)22-2325-2843 QQ: 1779225733

(2) South Korea

Haewei Educational Development Center Ltd.

Doosan B/D 701 #1319-11, Seocho-Dong, Seocho-Gu, Seoul, Korea
Tel: +82-(0)2-552-1010 Fax: +86-(0)2-552-1062 E-mail: arc@hed.co.kr

(3) Thailand

East Bridge

41#1804 Soi Lertpanya, Sri Ayuthaya Rd, Phayathai, Ratchathevee, Bangkok 10400
Tel: +66-(0)2-642-7402 Fax: +66-(0)2-642-7330

(4) Spain

Academia Japonia

Deu i Mata 152, Entlo. 5ª, 08029 Barcelona, Spain
Tel: +34-(0)93-444-4198 Fax: +34-(0)93-444-4198 E-mail: mtsubota@japonia.es