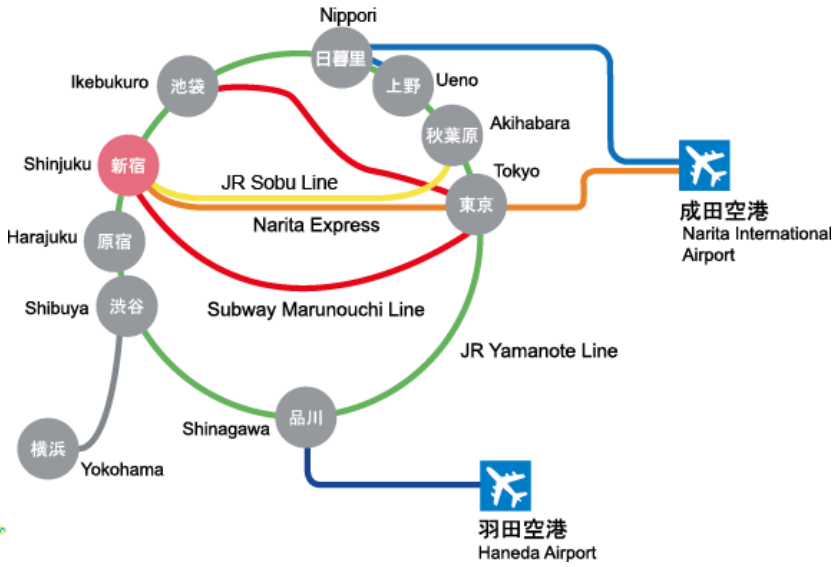
Contact

Website http://japanese.arc-academy.net/en/

ARC Academy

[Shinjuku School]

3F Toshin-nishishinjuku Bldg.
7-18-16 Nishi-shinjuku, Shinjuku-ku, Tokyo 160-0023 Japan
[Tel.] +81-3-5337-0166
[Fax.] +81-3-5337-0168
[Email] shinjuku@arc-academy.net



We also offer lessons below according to your request. Please contact Training Department for further information.

Off-site Private Lessons

Tailor made curriculum is provided to study at your own pace. Lessons can be taken in alternative business locations. We also offer corporate language training lessons and group lessons for the requested number of people.

【Location】 Student's Office
【Lesson fee】 Registration fee ￥10,800 + Tuition (incl. tax) ＊Teacher's transportation fee will be charged.

Corporate Client Lesson

We design the best suited training program to meet the specific needs, period or budget of your company. Arrangements for any number of students from one person to groups of people are available. Lessons can take place in company or 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 goal, planned study period and budgets.
We can offer study plans for class arrangement with one person or more.

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

[Training Department]

2F Hirata Bldg, 7-11-3 Nishi-shinjuku, Shinjuku-ku, Tokyo 160-0023 Japan
[Tel.] +81-3-5348-7671
[Fax.] +81-3-5348-7674
[Email] kenshu@arc-academy.net

Japanese Course Information

Intensive Course

The course runs every weekday to acquire practical and useful Japanese. It is suitable for people who live in Japan, who need Japanese for work or who wish to study Japanese during a holiday.

【Timetable】 Monday to Friday (5 days/week)
9:15-12:30 / 13:30-16:45
*The lesson time will be informed after checking your level.

【Tuition】 Registration fee￥10,000 + Tuition (incl. tax)
*Textbook cost is not included in the tuition. Textbooks vary depending on the class.

【Level】 Beginner – Advanced

Course Schedule

Term	Schedule	Holiday(s)	Tuition (incl. tax)	Level Check	School
April 2021	April 12 – June 25 3 months: 48 days of classes	Apr. 29 - May 9	￥180,000	April 7 9:00	Shinjuku
July 2021	July 12 – September 24 3 months: 48 days of classes	Jul. 22 Jul. 23 Aug. 7 - 15		July 7 9:00	
October 2021	October 11 – December 17 3 months: 48 days of classes	Nov. 3 Nov. 23		October 6 9:00	
January 2022	January 10 – March 18 3 months: 48 days of classes	Feb. 11 Feb. 23		January 5 9:00	

Approximate Level

【Beginner】 No experience in studying Japanese or can hold greetings/travel conversations.

【Elementary】 Understands easy Japanese needed to hold daily conversations and being able to communicate. Hiragana/Katakana, and can read and write about 50 to 300 kanji.

【Pre-Intermediate】 Able to speak formal or casual Japanese depending on the situation.
Can read and write about 300-600 kanji.

【Intermediate】 Express own opinion or compose an essay. Can read and write about 600-1,000 kanji.

【Advanced】 Cannot say that speaking is completely fluent and natural, but have no problem in daily life.
Can read and write about 1,000 kanji.

Textbook Examples

Textbook cost is not included in the tuition. Textbooks vary for each class.
Please buy them at the school when your class has been decided after the level-check test.

"Minna no Nihongo Ⅰ・Ⅱ" ￥2,750 each (incl. tax)
"Kana Master" ￥1,650 (incl. tax)

Test/School Events

There is an excursion once every term (3 months).
There will be an End-of-the-term test and school events such as presentation of learning achievement on the last month of each school term.
Please contact each school for further details.

Certificate

A completion certificate will be issued at the end of the course to students who have attended more than 80%

Application and Payment

Payment must be made before the course starts.

Application by cash or bank transfer

Please submit ARC Academy Application Form and pay the total of tuition fee and registration fee at the reception or pay it into the bank account below.
Please be informed that we do not accept credit cards at the reception.

Bank Account	
Sumitomo Mitsui Banking Corporation ・Shibuya-Ekimae Branch (No.234) ・Account number: 2287149 ・Account holder: ARC ACADEMY ・SWIFT: SMBCJPJT	**Mizuho Bank** ・Shibuya-chuo Branch (No.162) ・Account number: 4749770 ・Account holder: ARC ACADEMY ・SWIFT: MHCBJPJT

*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.

Payment through Flywire

Credit card payment is possible through Flywire. Please ask for more details upon application.

Cancellation Policy

Application made outside Japan

【Before the course begins】
Cancellations 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 cancellations, for whatever 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 31 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 after the course begins.

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 50,000yen (tuition fee).

【Before the course begins】
Regarding registration fee and tuition fee, 15,000yen is deducted as a cancellation fee and the remainder shall be refunded. When the already-paid fee is less than the cancellation fee, the balance 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 shall be refunded. 20% of the remainder (max.50,000yen) is also deducted as a cancellation fee.

Accommodation

Homestay

If you are interested in homestay program, please submit the application form, which is available at 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. Please inquire for more details.

- DK House http://www.e-guesthouse.com/eng/
- Raise House http://www.raisehouse.com/english/
- Sakura House http://www.sakura-house.com/
- Interwhao http://www.interwhao.com/english/

Travel Insurance

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

Exemption from Responsibility

We are not liable in 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.