

FIRST STUDY Japanese Language School Osaka Izumiotsu Campus – Official Regulations

Chapter 1: General Provisions

(Purpose)

Article 1: The purpose of this institution is to educate young individuals through Japanese language education for foreigners, enabling them to actively contribute to the development of their home countries, act as bridges between nations, and ultimately contribute to global society.

(Name)

Article 2: This institution shall be named FIRST STUDY Japanese Language School Osaka Izumiotsu Campus.

(Location)

Article 3: This institution shall be located on the 4th floor of Texpia Osaka, 22-45 Asahi-cho, Izumiotsu City, Osaka Prefecture.

Chapter 2: Japanese Language Courses, Duration, Enrollment Capacity and Holidays

(Japanese Language Courses, Duration and Enrollment Capacity)

Article 4: The Japanese language courses, their durations, enrollment capacities, and number of classes are outlined as follows:

Division	Name of Program	Study Period	Capacity	Number of Classes	Remarks
First Division	2-Year Advancement Program	2 years	60 students	3 classes	April Intake
	1-Year Advancement Program	1 year	20 students	1 class	April Intake
	Subtotal			80 students	4 classes
Second Division	1-Year and 9 Months Advancement Program	1 year 9 months	40 students	2 classes	July Intake
	1-Year and 6 Months Advancement Program	1 year 6 months	40 students	2 classes	October Intake
	Subtotal			80 students	4 classes
	Total			160 students	8 classes

(Start and End Dates)

Article 5: The courses shall begin in April (or July, or October) and ends in March.

2. The academic year shall be divided into the following semesters:

- (1) First Semester: April 1st~ September 30th
- (2) Second Semester: October 1st ~ March 31st

(Holidays)

Article 6: The institution's holidays are as follows:

- (1) Saturdays
 - (2) Sundays
 - (3) National holidays as specified by Japanese law
 - (4) Summer vacation (dates specified annually)
 - (5) Winter vacation (dates specified annually)
 - (6) Spring vacation (dates specified annually)
2. Classes may be held on holidays if deemed necessary by the principal for educational reasons or unavoidable circumstances.
3. Classes may be suspended temporarily due to emergency disaster or other urgent situations as deemed necessary by the principal.

(Class Times)

Article 7: The First Division shall operate from 9:00 A.M. to 12:50 P.M., and the Second Division from 1:10 P.M. to 5:00 P.M.

Chapter 3: Curriculum, Class Hours, Evaluation, and Faculty Structure **(Curriculum)**

Article 8: The educational curriculum and class hours for each course offered by the school are as follows. However, one unit of class hour shall be 50 minutes and the number of class hours per year shall not be less than 760 unit hours.

- 2-year advancement program: 1,520 credit hours
- 1 year 9 months advancement program: 1,360 credit hours
- 1 year 6 months advancement program: 1,200 credit hours
- 1-year advancement program: 760 credit hours

(Learning Evaluation)

Article 9: Evaluation criteria are as follows:

- (1) At the end of the semester, Japanese language proficiency will be evaluated in seven subjects: Expression, Reading Comprehension, Listening Comprehension (for beginners, Comprehensive Japanese), Characters and Vocabulary, Composition Writing, Conversation, and Speech (for beginners five subjects). The evaluation of Japanese language proficiency will be determined based on written exams (quizzes and periodic exams), evaluation of deliverables, motivation assessment, performance assessment, as well as self-evaluation and peer evaluation.
- (2) Proficiency levels shall be rated on a five-tier scale.

(Faculty Organization)

Article 10: The institution shall include the following staff:

- (1) Principal
 - (2) Chief Instructor
 - (3) Instructors (minimum of 8, including at least 4 full-time instructors)
 - (4) Student Guidance Staff (minimum of 2, including at least 1 full-time staff member)
 - (5) Administrative Staff (minimum of 2, including at least 1 full-time staff member)
2. Additional staff may be appointed as necessary.
 3. The principal oversees school operations and supervises all staff.

Chapter 4: Admissions, Leave of Absence, Withdrawal, Graduation, and Disciplinary Actions **(Admission Requirements)**

Article 11: Applicants must meet the following conditions:

- (1) Completion of 12 years of formal education or equivalent curriculum.
- (2) Valid or prospective permission to enter Japan.
- (3) A reliable guarantor.

(Admission Periods)

Article 12: Admissions occur three times a year, in April, July and October.

(Admission Procedures)

Article 13: Application procedures are as follows:

- (1) Submit the application form and required documents along with the application fee by the designated deadline.
- (2) Applicants will be selected and admitted after evaluation.
- (3) Accepted applicants must complete enrollment procedures by submitting the admission fee and required documents by the specified deadline.

(Leave of Absence and Re-enrollment)

Article 14:

1. When a student wishes to take a leave of absence from school for 30 days or more due to illness or other unavoidable reasons, the student must submit a written application stating the reason and the period of the leave of absence, along with a medical certificate and other necessary documents.
2. A student who has taken a leave of absence and wishes to return to the school may do so by notifying the principal and obtaining permission from the principal.

(Transfer, Withdrawal, and Transfer-In)

Article 15:

1. A student who wishes to transfer or withdraw from the school must state the reason for the transfer or withdrawal and obtain permission from the principal.
2. If a prospective student seeking for admission, the principal and the head teacher shall deliberate on the eligibility and feasibility of the admission.
3. The admission qualifications, admission period and procedures for transfer applicants shall be governed by Articles 11, 12, and 13.

(Completion and Graduation)

Article 16:

1. The principal shall conduct the learning evaluation as stipulated in Article 9 for each class subject specified in the curriculum, and certify the completion of the subject for those who have received a certain level of evaluation.
2. The principal shall award diplomas to those who have completed the prescribed course of study at the Institution.

(Awards)

Article 17: Outstanding students who exemplify excellence may receive awards from the principal.

(Disciplinary Actions)

Article 18:

1. If a student fails to abide by these school regulations or other rules and regulations established by the Institution, or if the student's conduct is not in accordance with the school's principles, the principal may take disciplinary action against the student.
2. There shall be three types of disciplinary actions: admonition, suspension, and expulsion.
3. The expulsion set forth in the preceding paragraph shall be made only for students who fall under any of the following items:
 - (1) Those whose conduct is deemed to be poor and unlikely to improve.
 - (2) Those whose academic performance is deemed so poor that they have no prospects for success.
 - (3) Those whose attendance is extremely poor without justifiable reason.
 - (4) Those who disrupt the orderly conduct of the school or otherwise violate the student's fundamental rights as a student.
 - (5) Those who do not pay school fees by the prescribed date.

Chapter 5: Student Payment Fees

Article 19: The student payment fees for this institution are as follows:

- (1) 2-Year Advancement Program
 - Application Screening Fee: ¥51,000
 - Enrollment Fee: ¥86,000
 - Tuition (2 years): ¥1,368,000
 - Textbook Material Fees: ¥75,000
 - International Student Insurance: ¥20,000
 - Medical Examination Fee: ¥15,000
 - Facility Fee: ¥40,000
- (2) 1 Year 9 Months Advancement Program
 - Application Screening Fee: ¥51,000
 - Enrollment Fee: ¥86,000
 - Tuition: ¥1,197,000
 - Textbook Material Fees: ¥70,500
 - International Student Insurance: ¥17,900
 - Medical Examination Fee: ¥15,000
 - Facility Fee: ¥35,000
- (3) 1 Year 6 Months Advancement Program
 - Application Screening Fee: ¥51,000
 - Enrollment Fee: ¥86,000

Tuition: ¥1,026,000
Textbook Material Fees: ¥62,500
International Student Insurance: ¥15,800
Medical Examination Fee: ¥15,000
Facility Fee: ¥30,000

(4) 1-Year Advancement Program

Application Screening Fee: ¥51,000
Enrollment Fee: ¥86,000
Tuition: ¥684,000
Material Fees: ¥50,500
International Student Insurance: ¥10,000
Medical Examination Fee: ¥7,500
Facility Fee: ¥20,000

(Payment)

Article 20:

1. While a student is enrolled, tuition fees shall be paid by the prescribed date, regardless of whether or not the student attends.
2. When a student takes a leave of absence, the tuition may be exempted from the month following the month in which the leave of absence began, notwithstanding the provisions of the preceding paragraph.

(Arrears)

Article 21: If a student fails to pay tuition for more than one month without a valid reason and without following the prescribed procedure and there is no prospect of payment thereafter, the principal may order the student to withdraw from the school.

(Refund of Student Payments)

Article 22:

1. The refund of student payments already made is as follows:
 - **If the visa application is denied:**
All payments will be refunded except for the screening fee and refund handling fee. However, if false information is found in the applicant's application documents or content, an amount of up to 228,000 yen may be deducted as compensation for damages.
 - **If enrollment is declined after obtaining a visa but before arriving in Japan:**
All payments will be refunded except for the screening fee, enrollment fee, dormitory fee and refund handling fee.
 - **If enrollment is declined after arriving in Japan:**
As a general rule, no payments will be refunded. However, for tuition fees, only the portion exceeding 228,000 yen that has already been paid will be refunded.
 - **If a student withdraws mid-course:**
As a general rule, all payment made are non-refundable. However, for tuition fees only, any tuition already paid for months in which the student is not enrolled as of the first day of the month will be refunded.
2. Refunds will only be processed after the submission of documents and materials requested by the school has been verified by school staff.

3. If the student has incurred costs such as restoration of the dormitory to its original condition, waste disposal or other damages, these costs will be deducted first. Refunds will only apply to any remaining balance.

Chapter 6: Miscellaneous Provisions

(Dormitory)

Article 23: Matters regarding the dormitory shall be stipulated separately by the principal.

(Health Examinations)

Article 24: Health examinations shall be conducted once a year.

Supplementary Provisions

These regulations shall take effect on July 1, 2025.

First Study Japanese Language School Dormitory Regulations

(Purpose)

Article 1: These regulations stipulate the management, operation, and other necessary matters concerning the First Study Japanese Language School Dormitory (hereinafter referred to as "the dormitory").

(Objective)

Article 2: The dormitory aims to provide an environment conducive to student's studies, fostering their autonomy, cooperation, and tolerance through a disciplined communal living experience.

(Management and Operation)

Article 3: The school principal is responsible for the management and operation of the dormitory.

(Eligibility for Admission)

Article 4: International students enrolled at the school are eligible to apply for admission to the dormitory.

(Application and Admission Procedures)

Article 5: Students wishing to reside in the dormitory must submit an application form, a pledge, and any other required documents to the school principal. The school will grant permission for dormitory entry and prepare accommodation upon receipt of the dormitory fees from the applicant.

(Cancellation of Admission)

Article 6: If a student who has been granted admission to dormitory fails to complete the required procedures or move in by the specified date, or if false statements are discovered during the selection process, the school principal may revoke their admission.

(Dormitory Entry date and Period of Residence)

Article 7:

1. Dormitory entry dates are generally in April and October. However, mid-term admission is allowed in cases of vacancies.
2. The standard period of residence is six months, with renewables every six months. If a resident wishes to leave during the period, immediate withdrawal will be permitted upon payment of rent for the remaining months of the contract.

(Dormitory Fees)

Article 8:

1. Dormitory fees are as follows:
 - Admission Fee: ¥60,000
 - Monthly Rent: ¥25,000 (for single-room occupancy ¥50,000 per month)
 - Water: ¥2,200/month (In cases of excessive usage fees, actual costs will be charged)
 - Electricity/Gas: Actual Cost (shared equally among residents sharing a room)

2. Dormitory fees must be paid six months in advance upon enrollment and subsequently by the end of the preceding month.
3. A full month's fee is required even if dormitory entry or departure occurs mid-month.
4. As a general rule, fees already paid are non-refundable.

(Regulation Compliance)

Article 9:

Residents must comply with these regulations and the following rules:

1. Rules for Daily Living:
 - (1) Prohibit the entry of members of the opposite sex into dormitory rooms.
 - (2) Smoking is allowed only in designated areas, and it is strictly prohibited inside the room.
 - (3) Encouraging minors to consume alcohol is strictly prohibited.
 - (4) The use of kerosene heaters or any open flames is prohibited.

2. Prohibition of Disturbing Behavior:
 - (1) Dogs, Cats and other pets.
 - (2) Creating noise, such as shouting, or using televisions, audio devices, or musical instruments at disruptive volumes etc.
 - (3) Acts of violence and gambling.
 - (4) Manufacturing or storing flammable or explosive materials.
 - (5) Joining or allowing access to individuals associated with criminal organizations, soliciting other dormitory residents to join political or religious organizations, hosting gatherings or events related to such activities, conducting sales activities such as pyramid schemes or multi-level marketing and other behavior that disrupt public morals and order.
 - (6) Leaving personal belongings in shared spaces such as staircases and hallway, as well as posting printed materials in unauthorized areas.
 - (7) Any other behavior that the management deems disturbing to other dormitory residents and neighboring residents.

(Preservation of Facilities)

Article 10: Dormitory residents must comply with the following rules to maintain the dormitory rooms, shared facilities and other facilities in proper condition.

1. Residents must not use rooms for purposes other than their intended use as living spaces.
2. Altering dormitory rooms or facilities without permission is prohibited.
3. Shared facilities must be collectively maintained in good condition at all times.
4. If facilities, equipment or furnishings are damaged, contaminated or lost due to intentional actions or negligence, compensation must be provided. However, exceptions may be made such as reductions or waivers in cases of force majeure or other unavoidable circumstances.
5. Follow the school's instructions and cooperate on necessary matters such as fire prevention, disaster preparedness, health and hygiene.

(Access in Emergencies)

Article 11: In cases of emergencies such as fire, theft, or other irregularities, dormitory administrators or committee members may enter a resident's room without prior consent.

(Withdrawal Procedures)

Article 12: Residents wishing to leave the dormitory must submit a dormitory withdrawal form and obtain approval. In cases of mid-term withdrawal, rent for the remaining contract period must be paid.

(Disciplinary Withdrawal)

Article 13: The school principal shall order the resident to leave the dormitory if any of the following conditions apply:

- (1) Loss of student status at the school.
 - (2) Failure to pay dormitory fees or other expenses stipulated in Article 8 for more than three months.
 - (3) When a student is deemed to have committed an act that seriously disrupts public morals and order in the student dormitory.
 - (4) When a student commits any other act that significantly disrupts the management and operation of the student dormitory.
2. The school principal may order a resident to leave the dormitory if any of the following conditions apply:
- (1) When the resident is suspended from school and it is deemed necessary to take dormitory withdrawal measures.
 - (2) When the resident is deemed unsuitable for communal living due to illness or other health reasons.
 - (3) When resident fails to comply with the rules specified in Article 9.
3. A resident who has been ordered to leave the dormitory must vacate within 14 days from the date the order is given.

(Inspection at the time of departure)

Article 14: Upon withdrawal or relocation, residents must undergo an inspection of their room and its facilities, as designated by the school principal.

(Restoration to Original Condition)

Article 15: Any damage or loss caused to dormitory facilities or equipment must be restored to its original state.

(Miscellaneous Provisions)

Article 16: Any matters not covered by these regulations concerning dormitory management will be determined by the school principal.

Supplementary Provisions:

These regulations take effect as of July 1, 2025