

Tokyo World Japanese Language School Refund Policy

(Purpose)

Article 1 This policy establishes the details for handling refunds of student fees as stipulated in Article 24 of the Tokyo World Japanese Language School Regulations.

(Definitions)

Article 2 Student fees refer to the registration fee, admission fee, tuition fee, and facility fee.

(Applicable Persons)

Article 3 These regulations apply to students currently enrolled at the school and students scheduled for admission.

(Refunds)

Article 4 If a student who has received a Certificate of Eligibility does not enroll, tuition and facility fee shall be refunded after the original Certificate of Eligibility and the Certificate of Admission have been confirmed as returned.

2. Once a student enrolls, six months' worth of student fees shall not be refunded for any reason.
3. If a student who have paid the full annual tuition fee and withdraw during the academic year will receive a refund equivalent to six months' tuition if their enrollment period is six months or less. No refund will be given if the enrollment period exceeds six months.

4. Tuition fees paid after enrollment for continued attendance shall be refunded only if the student withdraws before the start date of the following semester.

(Withdrawal)

Article 5 Students wishing to withdraw must submit a withdrawal notice (prescribed form) stating the reason and obtain the principal's approval. However, if the submission and acceptance of the withdrawal notice occur more than six months after enrollment, no refund shall be given.

Furthermore, no refund shall be given in cases of expulsion due to student violations of school rules, poor attendance, etc.

(Refund Procedures)

Article 6 Refund procedures shall be conducted after confirming the reason for withdrawal.

(1) When a student returns to their home country: Refunds shall be processed after confirming the residence card has expired and been surrendered.

(2) When a student finds employment: Refunds shall be processed after confirming the change in residence status.

(3) When a student advances to another educational institution: Refunds shall be processed after confirming enrollment.

(4) When withdrawing mid-term for other reasons, the procedure shall be conducted after confirming the expiration of the residence status held prior to withdrawal.

(Payment)

Article 7 Refunds shall be transferred to the student's designated bank account.

2 Any remittance fees associated with the refund shall be borne by the student.

(Others)

Article 8 Matters not stipulated in these policies shall be resolved through consultation on a case-by-case basis.

Supplementary Provisions: These policies shall take effect on October 1, 2025.