

Shinjuku Gyoen Gakuin Refund Policy

This policy sets forth the conditions and procedures for tuition refunds for individuals who have been granted admission to Shinjuku Gyoen Gakuin and have applied for a Certificate of Eligibility for residency status. The original version of this policy is written in Japanese and shall be considered the official text.

(Principles)

1. Tuition refunds shall be made to the student or through the student's financial sponsor.
2. Any bank transfer fees incurred during the refund process shall be borne by the recipient.
3. In the event of withdrawal after the tuition has been paid, an administrative fee of 33,000 yen (tax included) will be deducted from the refund amount. This fee covers the preparation of documents and communication costs related to reporting to the Immigration Services Agency of Japan, personnel costs associated with such procedures, communication fees for confirming the student's return, and personnel costs related to class organization and teacher assignments.
4. Once approval has been granted through internal review, the refund process shall be carried out in accordance with the following refund conditions:

① Withdrawal Before or After Application Submission

Once the screening fee is paid, no refund will be given for any reason, regardless of whether you withdraw from admission before or after applying for a Certificate of Eligibility.

② Withdrawal Before Arrival in Japan

In the event that a student cancels their study plans due to unavoidable circumstances after tuition payment but prior to arrival in Japan, a refund will be granted only upon submission of a written statement explaining the reason, along with the return of both the Certificate of Eligibility and the Letter of Admission.

However, the screening fee is considered compensation for the entrance screening and visa application process, and the enrollment fee is considered compensation for securing the student's enrollment and preparing for their acceptance. Therefore, neither the screening fee nor the admission fee is refundable.

③ Withdrawal After Enrollment

If a student withdraws from the course after enrollment due to unavoidable circumstances, a refund will be issued upon submission of a formal written request. If the student has been enrolled for more than six months, any tuition fees for the months that have not yet started as of the submission date will be refunded. However, if the student has been enrolled for less than six months, no tuition will be refunded for the first six months.

Note: The screening fee, admission fee, textbook fees, and student insurance fees are non-refundable.

④ Expelled from school

If a student is expelled from school during their study period due to violation of laws or school regulations, no tuition fees will be refunded.

Shinjuku Gyoen Japanese Language School Refund Policy					
Cancellation date	① Cancellation before and after visa application	② After paying the tuition fee and cancelling before coming to Japan	③ Cancellation after admission (Enrollment period less than 6 months)	④ Cancellation after admission (Enrollment period of 6 months or more)	⑤ Expelled from school
Screening fee	No refund	No refund	No refund	No refund	No refund
Enrollment fee	-	No refund	No refund	No refund	
Tuition fee	-	Full refund	Refund (six months)	Refund (Months not attended)	
Teaching material fee	-	Full refund	No refund	No refund	
Insurance for international students	-	Full refund	No refund	No refund	
Administrative fee	-	33,000yen	33,000yen	33,000yen	
Checklist	-	<ul style="list-style-type: none"> · Statement of Withdrawal Reasons · Certificate of Withdrawal · Return of Certificate of Eligibility and Admission Certificate 	<ul style="list-style-type: none"> · Confirmation of return to home country · Confirmation of residence card expiration 	<ul style="list-style-type: none"> · Confirmation of return to home country · Confirmation of residence card expiration 	