

II. ADMISSION FEE, TUITION & OTHER FEES

1. Fee Schedule

- (1) The applicants must pay the following fees. Elimination fee must be paid at the time of application.
- (2) Admission fee, tuition and the other fees must be paid for 12 months.
- (3) Other fees must be paid in full one month in advance of the beginning of each semester.
- (4) Admission fee is available for two years.
Other fees will be changed without any notice.

1) The first semester (including consumer-tax) (unit:Yen)

Course	College Prep
Term	12 months
Elimination	22,000
Admission	50,000
Tuition	660,000
Texts	64,000
Accident Insurance	22,000
Total	818,000

2) The following semester (not including consumer-tax) (unit: Yen)

Course	April-enter Student	July-enter Student	October-enter Student	January-enter Student
Term	12 months	9 months	6 months	3 months
Tuition	660,000	515,000	350,000	176,000
Other fee	64,000	49,000	35,000	18,000
Accident Insurance	22,000	21,000	13,000	7,400
Total	746,000	585,000	398,000	201,400

2. Payment Instruction

Make all the payments into either of the following bank accounts. Applicable bank fees must be paid by the applicants.

Mizuho Bank Shinjuku Branch Ordinary A/C 3191787
Sumitomo Mitsui Bank Shinjuku Dori Branch Ordinary A/C 3201616
Both A/C Holder Name is "Shinjuku Gyoen Gakuin".

3. Medical and other Insurance's

In case SGG becomes the guarantor, SGG will require the students to buy Foreign Student Insurance for a premium of approximately ¥12,000/year. All the students are required to join the Japanese National Medical Insurance Program for an approximate monthly cost of ¥1,200.

4. Refund policy

In principle, all the fees are non-refundable.

- (1) Elimination fees are not to be refunded regardless of the Tokyo Immigration Bureau.
- (2) When the applicants decide, due to unexpected circumstances, not to come to Japan after the Tokyo Immigration Bureau's approval is obtained, tuition will be refunded. In case the notice of such cancellation is received after the first semester's commencement, tuition for the period elapsed on a monthly prorated basis will be deducted from the refundable amount. In order to receive the refund, the applicant must submit a statement of cancellation, receipt and the unused Resident Alien Status Approval Certificate.
- (3) Once the applicants enter Japan, all the fees will render non-refundable without exception.

5. Other Expenses

Other expenses that SGG finds necessary as well as fees associated with handling of money orders for payments/refunds or foreign exchange transaction will be charged to the applicants/students on actual amount basis.

III DOCUMENTS FOR APPLICATION

1. Documents for Application

The following documents are valid for 6 months.

All documents should be submitted with Japanese translation. If need translation from school, ¥33,000 is required as a charge.

(School designated form can print from homepage and use type, but the sign place have to sign in person)

(1) Applicants

- 1) Application Form (SGG designated Form No.101)
- 2) Personal Record(Including intention reason for study abroad) (SGG designated Form No.102)
- 3) 4 Photos(3 cm×4 cm, showing full front face and upper half of the body, with no hat; taken with in the least 3 months and written full name on the back of each
- 4) Passport copy or certificate of emigration(only the passport holder)
- 5) The original diploma or equivalent certificate from the last academic institution. The enrolled student, certificate of student status is need. (The original will be returned after the immigration screening)
- 6) The original official transcript from the institution above from last school.
- 7) Certificate or record of Japanese study.
- 8) Certificate of any Japanese language tests. (like JLPT, J-TEST, NAT-TEST, TOPJ and GNK TEST...of Level N5)
- 9) Original copy of birth certificate and family register which is issued by the government.
- 10) If you have work experience, submit proof of employment. (proof of all companies and places worked at until present time)

(2) Financial Supporters

A. In case applicant is supported by a supporter lives in abroad or self-pay burden:

- 1) Financial supporter form. (SGG designated Form No.202)
- 2) Relationship certificate(proof of the relationship between the applicant and the supporter, like a kinship notarized document, family register, birth certificate and others)
- 3) Bank certificate of deposit balance.
(The currency of the country concerned is possible, about ¥2,000,000 equivalence.)
- 4) Financial supporter's deposit passbook copy. (copy of the past 3 years records)
- 5) The documents that can show process of fund formation clearly. (detailed description of funds)
- 6) Work certificate(a. proof of employment b. business permit or corporation register certificate for the self-employment)
- 7) Income certificate(show past 3 years that issued by government)
- 8) Tax payment certificate(show past 3 years that issued by government)

B. In case applicant is supported by a supporter lives in Japan:

- 1) Financial supporter form. (SGG designated Form No.202)
- 2) Relationship certificate(proof of the relationship between the applicant and the supporter, like a kinship notarized document, family register, birth certificate and others)
- 3) Sponsor's Certificate of residence(住民票), it must have whole family members included.
- 4) Bank certificate of deposit balance. (about ¥2,000,000 equivalence.)
- 5) Financial supporter's deposit passbook copy. (copy of the past 3 years records)
- 6) The documents that can show process of fund formation clearly. (detailed description of funds)
- 7) Work certificate(a. proof of employment b. business permit or corporation register certificate for the self-employment c. final return form(確定申告書) for a owner of personal business)
- 8) Income certificate(tax declaration certificate(課税証明書) issued by ward or city office (showing sponsor's annual income).