

The Naganuma School

Regulations on Payment and Refund of Tuition and Fees

1. Purpose and Scope

This regulation stipulates the standards for the payment and refund of various fees, including the application fee, enrollment fee, tuition fee, facilities fee, and teaching materials, etc. fee, as well as fees for special sessions, foundation subject classes, graduate school preparation classes, and JLPT preparation classes, as listed on the official website of the Naganuma School.

These standards apply to both prospective students and currently enrolled students.

Regarding the Naganuma Japanese Online Course, please refer to the Naganuma Japanese Online Course Regulations. For private lessons, please refer to the Private Lesson Regulations.

2. Payment of Tuition and Fees

Tuition and other fees must be paid by the due date specified on the invoice.

Tuition and other fees must be paid regardless of class attendance.

No more than one year's worth of payment shall be required at the time of admission.

3. Refund of Tuition and Fees

- ① The application fee will not be refunded if the Certificate of Eligibility (CoE) application is withdrawn before the COE is issued.
- ② If the Certificate of Eligibility (CoE) is not issued, all fees except the application fee will be refunded.
- ③ If the applicant cancels enrollment after the Certificate of Eligibility (CoE) has been issued but before paying any fees other than the application fee, the application fee will not be refunded.
- ④ If the Certificate of Eligibility (CoE) has been issued but the applicant does not apply for a visa and does not come to Japan, all fees except the application fee and admission fee will be refunded. In such cases, the applicant is required to return the Certificate of Eligibility and the Letter of Admission.
- ⑤ If the applicant applies for a visa at a Japanese embassy or consulate but is denied and cannot come to Japan, all fees except the application fee and admission fee will be refunded. In such cases, the applicant must return the Letter of Admission and provide proof that the visa was not issued by the embassy or consulate.
- ⑥ If the applicant obtains a visa but cancels enrollment before arriving in Japan, all fees except the application fee and admission fee will be refunded. In such cases, the applicant is required to return the Letter of Admission.
- ⑦ If the applicant obtains a visa, enters Japan, and cancels enrollment before the official enrollment date, all fees except the application fee and admission fee will be refunded. In such cases, the applicant is required to return the Letter of Admission.

- ⑧ If the applicant obtains a visa, enters Japan, and cancels enrollment after the official enrollment date, it will be considered a mid-term withdrawal. In this case, the application fee, admission fee, tuition fee, facilities fee, and teaching materials, etc. fee, for the current term will not be refunded. However, tuition fee, facilities fee, and teaching materials, etc. fee, for future terms that have not yet started will be refunded.
- ⑨ For students enrolled in a single-term or long-term program who were scheduled to continue into the next term but cancel their enrollment at least two weeks prior to the start of the next term, tuition fee, facilities fee, and teaching materials, etc. fee for that upcoming term will be refunded.
- ⑩ For students accepted into a single-term or long-term program who cancel their enrollment at least two weeks before the start of the term, all fees except the application fee and admission fee will be refunded.
- ⑪ In the event that classes are held online or in an alternative format due to a pandemic or other circumstances beyond the control of the Naganuma School, no fees will be refunded or reduced, regardless of provisions ① to ⑥. In case of withdrawal, the refund will be processed in accordance with Section 4: Refund of Tuition and Fees Due to Withdrawal.
- ⑫ If bank transfer fees are incurred in the process of refunding fees, such fees shall be borne by the payer.

4. Refund of Tuition and Fees Due to Withdrawal

No refunds will be made upon withdrawal. However, tuition fee, facilities fee, and teaching materials, etc. fee for terms that have not yet started at the time of submission of the withdrawal notice may be refunded.

5. Refund of Tuition and Fees in Cases of Expulsion

When a student is expelled for disciplinary violations under the school regulations, all tuition and fees paid shall be non-refundable.

6. These regulations are originally written in Japanese. In the event that reference translations exist in languages other than Japanese, all interpretations shall be based on the original Japanese text.

7. Supplementary Provisions

These regulations are in effect from October 1, 2021.

These regulations are amended on April 23, 2024 (amended section: 5).

These regulations are amended on July 1, 2025 (amended sections: 1, 2, ⑧ ⑨ ⑩ ⑪ ⑫, 3, 4, 5).