

Tuition and Fee Refund Policy

The Naganuma School

Article 1 (Purpose)

The purpose of this policy is to establish standards for the handling and refund of fees paid by students to Naganuma School Tokyo School of Japanese Language (hereinafter referred to as “the School”) in accordance with the school regulations, and to ensure transparency and fairness as a Japanese language educational institution.

Article 2 (Scope of Application)

1. These regulations apply to students wishing to enroll in or currently enrolled in the Japanese Language Education Program accredited by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) offered by this school.
2. Online courses and private lessons, as well as other programs not subject to certification by the Ministry of Education, Culture, Sports, Science and Technology, shall be governed by separately established terms and conditions.

Article 3 (Types of Fees)

The fees to be paid by students shall be as follows.

- (1) Enrollment Fee
- (2) Application Fee
- (3) Tuition Fee
- (4) Facility Fee
- (5) Teaching materials Fee, etc.
- (6) Other fees as separately specified by the school

Article 4 (Principles of Payment)

1. Tuition and other fees must be paid by the due date specified on the invoice issued by the school.
2. Fees must be paid regardless of class attendance.
3. No more than one year’s worth of fees shall be required at the time of enrollment by the school.

Article 5 (Refund in Case of Cancellation Before Enrollment)

1. If enrollment is canceled after submission of the application and prior to the commencement of the first semester, the availability and scope of any refund of paid fees shall be governed by the "Appendix to Fee Refund Regulations," which forms an integral part of these Regulations.

Article 6 (Refunds for Withdrawal After Enrollment)

1. If a student withdraws for personal reasons on or after the date of enrollment, Tuition Fee, Facility Fee, and Teaching materials Fee, etc. for the semester that has already commenced at the time of withdrawal shall not be refunded.
2. At the time the notice of withdrawal is accepted, the existence and extent of any refund of Tuition Fee, Facility Fee, and Teaching materials Fee, etc. relating to semesters not yet commenced shall be determined in accordance with the "Appendix to Fee Refund Regulations," which constitutes part of these Regulations.

Article 7 (Procedures in Cases of Expulsion Due to Disciplinary Action)

1. In Cases of Expulsion pursuant to the School Regulations, no Tuition Fee, Facility Fee, and Teaching materials Fee, etc. relating to the semester already in progress at the time of such expulsion shall be refunded.
2. The availability and scope of any refund of tuition, Tuition Fee, Facility Fee, and Teaching materials Fee, etc. relating to semesters not yet commenced at the time of such expulsion shall be governed by the "Appendix to Fee Refund Regulations," which forms an integral part of these Regulations.

Article 8 (Procedures in the Event of Force Majeure)

1. In the event that classes are conducted online or by other alternative means due to the spread of infectious diseases, natural disasters, or other causes not attributable to the School, no refund or reduction of any fees shall be granted.
2. In the circumstances described in the preceding paragraph, the handling of fees in the event of a student's withdrawal shall be in accordance with Article 6.

Article 9 (Method of Refund and Charges)

1. Students requesting a refund of fees who meet the conditions specified in Article 5 or Article 6 of these regulations shall submit a refund request through the procedures established by the school.
2. As a general rule, refunds of fees shall be made by remittance to the bank account designated by the payer.

3. All costs incurred in connection with the refund set forth in the preceding paragraph, including bank transfer fees, overseas remittance charges, foreign exchange fees, intermediary bank fee, and any other expenses required for the refund, shall be borne by the payer.

Article 10 (Language of the regulations)

These Regulations shall be executed in the Japanese language as the official text, and even if translations in languages other than Japanese are prepared, all interpretations shall be governed by the Japanese original.

Supplementary Provisions

These regulations shall replace the “The Naganuma School Regulations on the Payment and Refund of Tuition and Fees” (revised July 1, 2025) and shall take effect on March 1, 2026.