

Refunding Policy at Communica Institute

The refunding policy at Communica Institute is as follows, in accordance with the Guidelines for Acceptance of Studenst(<http://www.nisshinkyo.org/j77.pdf>) by Japanese Language Institutes by Conference of Members, Association for the Promotion of Japanese Language Education.

In case of decline for admission

- 1) Application fee : Non-refundable
- 2) Admission fee : We do not refund admission fee in case if you decide not to enter our school after a Certificate of Eligibility is issued.
- 3) Tuition / Facilities / Activities Fees
 - We refund fees for tuition, facilities, and activities fees in case of Japanese Embassy or Japanese consulate does not issue visa after Certificate of Eligibility is issued. Please bring the receipt of the fees you paid and the notice from Japanese embassy/consulate.
 - We refund fees for tuition and facilities, activities fees if you decide not to apply for a visa after Certificate of Eligibility is issued.
 - We can refund only when you bring a receipt and return Certificate of Eligibility.

In case of withdrawal from school

→application fees and admission fees are not refunded. Tuition, facilities and activities fees ("tuition fees, etc." hereafter) are refunded under the following conditions. Tuition fees, etc. are refunded on a term basis, and the tuition fees, etc. already paid are refunded of all the remaining terms after the formal acceptance of the notice of withdrawal. Tuition fees, etc. of the ongoing term which is attended even partially are not refunded. The notice of withdrawal should be submitted by the end of the previous term.

*Lessons at Communica Institute in one year are divided into four terms, each of which contains 180 lesson hours. One term consists of 45 lesson days. Refer to the orientation brochure for academic calendar for each year.

Conditions for accepting a notice of withdrawal

- In case of withdrawal to go to a university or a graduate school
 - ①Inform the educational manager about the intention of the withdrawal at least 3 months ahead.
 - ②Formal acceptance of the withdrawal comprises the following conditions: submission of a copy of "Letter of Admission" issued from the university or graduate school you are accepted (the original should also be presented) and Withdrawal Form; and return of the Student Card.

***"Research student" and "auditor" are not included here. Prior consultation is necessary in case of going to a vocational college.**

- In case of withdrawal for change of status of residence to one other than "Student"
 - Formal acceptance of the withdrawal comprises the following conditions: prior notice to school concerning the change of status; submission of a copy of the document sufficient to change the status (Certificate of Employment with the date of employment, or "Resident Card" with the date of marriage, etc.) (the original should be presented); a copy of "acceptance stamp" of "application for change of status of residence" (the original should be presented); submission of "Withdrawal Form"; and return of "Student Card".

- In case of withdrawal to go back to your own country
 - Formal acceptance of the withdrawal comprises the following conditions: Submission of a copy of the flight ticket to leave Japan (the original should be presented); submission of "Withdrawal Form"; and return of "Student Card".

The term, condition and method of refunding

- In case of withdrawal to go to a university or a graduate school
 - Condition: The "Certificate of Enrollment" from the university or graduate school should have been already issued.
Term: Bank transfer at the end of the next month after the "Certificate of Enrollment" is confirmed at school.

- In case of withdrawal for change of status of residence to one other than "Student"
 - Condition: The change of status of residence should have been officially completed.
Term: Bank transfer at the end of the next month after the change of status of residence is confirmed at school.

- In case of withdrawal to go back to your own country
 - Condition: The departure stamp on your passport should have been confirmed.
Term: Bank transfer at the end of the next month after the departure stamp on your passport is confirmed at school.

The expense of the handling charge for overseas remittance will be deducted from the amount to be refunded.