

## Long term course – Return Policy

	Certificate of Eligibility(COE) from the date of issuance to before enrollment	First 6 months after admission Withdrawal due to non-issuance of visa	First 6 months after enrollment Withdrawal for personal reasons (accident, illness)	From the 7th months after enrollment (6-months terms) (The same applies to the 13th months and the 19th months and thereafter)
Selection fee	Non-refundable	Non-refundable	Non-refundable	—
Enrollment fee	Non-refundable	Non-refundable	Non-refundable	—
Pre-entry education	Non-refundable	Non-refundable	Non-refundable	—
Textbook fee	<b>Full Refund</b>	Non-refundable	Non-refundable	Non-refundable
Tuition fee	<b>Full Refund</b>	Half of 6 months tuition will be refunded by ¥181,500 (tax included)  * Tuition after 7 months: <b>Full refund (Only if payment has been made)</b>	First 6 months: <b>No refund</b>  Tuition after 7 months: <b>Full refund (Only if payment has been made)</b>	If the withdrawal is confirmed within the <b>first half of the term (within 3 months)</b> : Half of the tuition for <b>6 months which is ¥181,500 (tax included) will be refunded</b>  If withdrawal is confirmed in the second half of the term (after 4 months) <b>No refund is available</b>
Other expenses	<b>Full Refund</b>	Non-refundable	Non-refundable	Non-refundable
Documents required for refund procedure	* Return Certificate of Eligibility (COE)	· Material to prove the fact of non-issuance of visa (Notice of refusal, passport with refusal stamp, etc.)	* In the case of higher education: Letter of admission or student ID card of the school of higher education  * In case of change of status of residence: Resident card with change of status, written statement of employment conditions or employment contract  * In case of returning to your country: Passport stamp of departure from Japan, expired residence card with a hole in it	* In the case of higher education: Letter of admission or student ID card of the school of higher education  * In case of change of status of residence: Resident card with change of status, written statement of employment conditions or employment contract  * In case of returning to your country: Passport stamp of departure from Japan, expired residence card with a hole in it
Remarks	* Pre-enrollment is defined as up to one business day prior to the start of classes.  * Handling fees for financial institution transfers and overseas remittances for refunds shall be paid entirely by the recipient.	* If you are unable to enter Japan, you may participate from your home country through online  * Handling fees for financial institution transfers and overseas remittances for refunds shall be paid entirely by the recipient	* If you are unable to enter Japan, you may participate from your home country through online  * Handling fees for financial institution transfers and overseas remittances for refunds shall be paid entirely by the recipient	* However, if a request for withdrawal is made at least one business day prior to the first day of the seventh month of classes, all materials, tuition, and fees will be refunded  * Tuition fees must be paid in 6-month terms. (Unless the scheduled dismissal date or expiration of the term is fixed prior to the start of the course)  * Handling fees for financial institution transfers and overseas remittances for refunds shall be paid entirely by the recipient