



# Intensive Course Information

## ▶ Course features

Centering on the development of communication skills, the Intensive Course aims to master Japanese language in the most natural and smooth way for the many usages of daily life and business. Classes are divided per proficiency level, so that students can focus on learning in class that suits the most.

## ▶ Course schedule

2023 April Term	Holidays	Level Check	School
From April 10 <sup>th</sup> (Mon) to June 21 <sup>st</sup> (Wed)	April 29 <sup>th</sup> ~May 7 <sup>th</sup>	April 5 <sup>th</sup> (Wed) 10:00	Tokyo
2023 July Term	Holidays	Level Check	School
From July 10 <sup>th</sup> (Mon) to September 22 <sup>th</sup> (Fri)	July 17 <sup>th</sup> , August 5 <sup>th</sup> ~August 13 <sup>th</sup> September 18 <sup>th</sup>	July 5 <sup>th</sup> (Wed) 10:00	Tokyo
2023 October Term	Holidays	Level Check	School
From October 10 <sup>th</sup> (Tue) to December 15 <sup>th</sup> (Fri)	November 3 <sup>rd</sup>	October 4 <sup>th</sup> (Wed) 10:00	Tokyo
2024 January Term	Holidays	Level Check	School
From January 10 <sup>th</sup> (Wed) to March 19 <sup>th</sup> (Tue)	February 12 <sup>th</sup> February 23 <sup>rd</sup>	January 5 <sup>th</sup> (Fri) 10:00	Tokyo

## ▶ Course overview

- Duration : 3 months (extension of the course available)
- Classes : From Monday to Friday (5 days per week)  
Morning classes from 9:15 to 12:30/Afternoon classes from 13:30 to 16:45  
※Class time depends on level
- Fees : Registration Fee 10,000 JPY, Tuition Fee 180,000 JPY (exclusive of textbooks costs)  
※Textbooks changes from class to class
- Requirements : Applicants must be 16 years old or more
- How to apply : Fill in the relevant application form and submit a photograph
- Level : From Beginner to Advanced  
  - 【Beginner】 Acquire minimum level of proficiency to live in Japan.
  - 【Elementary】 Everyday conversation level. Ability to understand basic grammar and express simple ideas.
  - 【Intermediate】 No troubles in everyday conversation. Growth of personal vocabulary. Proficiency level allows the speaker to attend a Vocational school.
  - 【Advanced】 No troubles in conversation with native speakers. Proficiency allows the speaker to attempt a University entrance exam.
- School events & Exams :
  - Every 3 months of the course there are field trips and/or school events. Also, in the final period of the course, we will hold in school events and presentations of the classwork' s.
  - Students take an achievement test every week, and an end of term test at the end of the course.
- Certificate : With a minimum attendance rate of 80%, students receive a completion certificate at the end of the course.

## ▶ Accommodation

We work in partnership with accommodation facilities such as share houses, dormitories and even homestay, easily accessible from the school (please note that according to room vacancy condition, we might not be able to introduce the exact property).

- Example of Students Share Houses
  - DK House <http://www.e-guesthouse.com/>
  - HIPPO HOUSE <http://www.hippo-house.com/>
  - Borderless House <http://www.borderless-house.jp/>
- Homestay Service
  - Homestay in JAPAN <http://www.homestay-in-japan.com/>  
※Please inquire at least one month before the course starts.

## I. PAYMENT METHODS

Please make the payment of Registration Fee and Tuition Fee using one of the following methods before the start of the course.

### ▶ Payment via Bank Transfer

Please transfer to one of the two designated bank accounts.

Bank transfer to:	
<b>Mizuho Bank</b> <ul style="list-style-type: none"><li>• Shibuya Chuo Branch (No.162)</li><li>• Account number : 1 8 4 9 9 2 2</li><li>• Account holder : ARC GAKUEN</li><li>• SWIFT: MHCBJPJT</li></ul>	<b>MUFG Bank</b> <ul style="list-style-type: none"><li>• Shibuya-Meijidori Branch (470)</li><li>• Account number : 4 1 2 4 7 0 3</li><li>• Account holder : ARC GAKUEN</li><li>• SWIFT : BOTKJPJT</li></ul>

※Please bear any charge for bank transfer.

In case handling fees are deducted from tuition, the school shall request you to pay the difference by cash when you first visit the school.

### ▶ Payment via Flywire

With Flywire you can make the payments with credit card. Moreover, for some geographic areas, money transfer is free of charge. Contact us for more details.

## II. Cancellation policy

### ▶ Applications from abroad

【Cancellation before the course starts】

Any cancellation request must be submitted in written form (email).

The school replies to all messages, therefore kindly double-check in case there is no answer from the school's side.

Once paid, the registration fee cannot be refunded. For cancellations after the course has started, the following cancellation charges apply, regardless of the reason, Bank fees related to tuition refund are at receiver's charge.

Cancellation date	Cancellation charge
31 days before the course starts	No charge
From 30 to 15 days before the course starts	10% of tuition
From 14 to 6 days before the course starts	20% of tuition
From 5 days to 1 days before the course starts	50% of tuition
The day the course starts or no-show	100% of tuition %

【Cancellation after the course has started or course change】

No refund or change is possible after the course has started.

### ▶ Applications within Japan

※Only for people with a residence permit longer than 6 months

【Cancellation before the course starts】

A cancellation charge of 15,000 JPY would be deducted upon refund of registration fee and tuition.

【Cancellation after the course has started】

Registration fee and tuition would be refunded after deducting relevant cancellation charge and tuition fees corresponding to the classes already taken (or school days that have passed since the beginning of the course). Cancellation charge corresponds to 20% of tuition (maximum limit 50,000 JPY)

【About Cooling-off】

New applicants who enroll from within Japan have a period of 8 days in which they are allowed to cancel the application, in written form (cooling-off). In this case, no cancellation charge is deducted and registration fee is fully refunded.

## III. Travel Insurance & tuition exemption

It is recommended to subscribe for a travel insurance before leaving your country, in provision for sickness or accidents during your stay. Our school cannot be held accountable for any kind of natural disaster, accidents, sickness, strikes or any harm generated by stealth, damage or loss of personal belongings. Moreover, tuition cannot be refunded in the event classes are cancelled due to circumstances or conditions beyond the school's control, including, but not limited to, earthquakes, typhoons, accidents or infective disease.

## IV. Contacts & inquiries

ARC Tokyo Japanese Language School 〒112-0004 Tokyo, Bunkyo-ku, Koraku 2-23-10

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Fax: 03-5804-5814

Email: [tokyo@arc.ac.jp](mailto:tokyo@arc.ac.jp)

URL: <https://www.arc.ac.jp/Tokyo/>