Shinwa Foreign Language Academy

**Rules & Regulations**

Homepage: www.shinwajpn.com Email: info@shinwajpn.co.jp

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# Procedure After Entering Japan

## Residence Card Information

1. Foreigners staying in Japan for more than one year must register their address at the city office within 14 days of arriving in Japan.

Necessary documents:

* Residence Card
* Passport

1. When there is a change in address or in duration of stay, foreigners must re-register at the city office within 14 days of the date in which the change occurred. A residence certificate, residence card and passport are needed.

**Failure to register an address or change of address at a city office within 14 days will result in a fine.**

1. Foreigners are required to always carry their residence card. They also may need to present it when requested by a police officer or a government official to check their residence status.
2. As there is a possibility of the residence card being lost or stolen, we advise students to write their residence number down on a sheet of paper and keep it separately or keep a picture of the card (front and back) safe.

## National Health Insurance Information

National health insurance is available to all foreigners living in Japan with a valid visa. Insurance can be obtained at your local city office on the day of initial address registration.

Members of the scheme pay 30% of all medical fees and the remaining 70% of the cost is covered by the scheme. (The following are cases that the scheme is not eligible, and the full cost must be paid; "surcharged private rooms" in hospitals, expensive medicines not listed in the scheme, special treatments such as having a gold tooth put in, cosmetic surgery, sexually transmitted infections, baby delivery and abortion, etc.)

## School Registration

After arrival in Japan, new students need the visit the school on the day of the entrance ceremony to take a placement test. Please bring the following documents.

* Residence Card
* Passport
* Admission Verification Certificate
* If applicable, any remaining balance on tuition fees in cash.

When moving house, the school must be notified, and the residence card submitted for us to update our records with immigration.

## Part-Time Work

1. To work part-time, one must get permission from the immigration office. This is authorized by the school when tuition fee has been paid. If the initial payment is less than one year, a work permit will not be authorized.
2. The rules and conditions set by the immigration office cannot be violated.
3. The working hours are up to 28 hours per week.
4. During long holidays, students can work up to 8 hours, 5 days a week.
5. Even within the hourly limit the applicant will not be allowed to work in the adult entertainment service sector such as a bar or a cabaret where customers are served at their seat, love hotels, or in the gambling industry. At these kinds of places, even a cleaning or dishwashing job is not allowed.
6. Interviews or work during class time is not permitted and must be organized to take place before or after classes.
7. Every semester, teachers will give students a part-time job questionnaire to complete. These forms are sent to immigration and must be completed in full.

# School Regulations

## School Rules

All students must:

1. Attend class every day.
2. Inform the school of lateness or absence before class starts.
3. Inform us of any change of address and cell phone number.
4. Be careful about their appearance (not showing face piercings or visible tattoos etc.).
5. Not cause trouble for others.
6. Keep the classrooms and toilets clean.
7. Be responsible for personal property. The school is not responsible for loss of personal possessions.
8. Not write on the walls or desk of the classroom.
9. Not smoke, except in the designated smoking areas (by Takadanobaba Station).
10. Not take mail from the school post box even if it is addressed to them.

## Class Rules

1. Do not eat and drink in class.
2. Mobile phones / smartphones must be put on silent and placed in the designated area, smart watches must be put in bags during class time and tests.
3. Bring a pencil, an eraser, and a notebook. Ballpoint pens cannot be used during examinations.
4. Absent students cannot have the class material distributed on the day.
5. Students cannot move up to the next level class if they have.
   1. Cheated in an examination.
   2. Did not take a re-test.
   3. Did not collect their test results.
6. Students will be warned for inappropriate behaviour or an uncooperative attitude.
7. The school may close for earthquakes, typhoons, blizzards, or other uncontrollable incidents. In the event the school closes, we will notify students via our homepage blog and in our LINE group chat.

## Attendance

In Japan, attendance is the most important part of schooling. A student’s attendance will affect their ability to renew their visa, graduate, and stay in Japan after graduation.

To avoid problems, please follow these guidelines.

1. Make sure to come to school at least 10 minutes before the class begins.
2. Four times of lateness, leaving early or sleeping in class is equal to one day’s absence.
3. It will be counted as absence if students are outside of class or leave the school building without the teacher’s permission.
4. Students cannot take an interview for a part-time job or work during class times.
5. Students who are absent for 3 days in a row or regularly absent due to sickness, MUST visit a hospital, and get a medical certificate (shindan-sho).
6. In the event there is a train delay, students must submit a delay certificate issued by JR, Keisei, Seibu, etc. to their teacher, writing their name, class number and train line used on the back in pencil.
7. An admission ticket to an examination must be shown in case students cannot come to school because of taking an entrance examination to university or vocational school.
8. An attendance and grade report is submitted to immigration the last Friday of every month. When a student’s attendance is below 50% for that month, they will be added to immigration’s watch list, and they will advise us on the course of action to be taken as a warning. If attendance falls below 50% a second time, immigration will ask us to prepare for the student to return to their country and submit the relevant paperwork.
9. If a student wishes to return to their country during the long vacation, a re-entry permit and air ticket must be submitted in advance to their teacher. However, this must be authorized by teachers before we submit it to immigration.

## Dropping Out

If a student decides to quit school before graduation (dropping out), they must notify the school in writing at least 14 days before their last intended class.

1. Once a student has ended their relationship with the school, the student must submit at least one of the following documents within 30 days of their last class.
   1. Acceptance letter to a new school.
   2. Proof of booking a return flight ticket.
   3. Visa application receipt with reference number for a change of status at the Tokyo Regional Immigration Bureau.  
      Visa options for students who have dropped out are as follows.

* Designated Activities (for those searching for employment)
* Temporary Visitor (for those wishing to engage in tourism for up to 90 days)
* Student Visa (for those who have enrolled at another school)
* These documents will be kept at the school for up to five years and submitted at immigration’s request.
* A work visa is no longer supported for drop out students.

1. Once the school has informed immigration of a student dropping out, they are no longer allowed to work part-time, unless they register at a new school, or change their visa.
2. A student is permitted to stay in Japan for up to 3 months after their last attended lesson at the school, or until their visa expires (whichever is earlier). After 3 months their residence status in Japan is no longer valid, regardless of their residence card expiring after this date. (Immigration Control Act, Article 22-4 Section 1-v)
3. In the event a student decides to drop out to get a full-time job, the application will not be supported by the school and supporting documents required for the visa application will not be given. Such documents are only given to graduates.

## School Fees, Cancellations & Refunds

1. If an applicant withdraws before receiving the Certificate of Eligibility, a refund, may be granted, omitting the registration and entrance fees, and providing there is a valid reason.
2. If an applicant withdraws after receiving the Certificate of Eligibility, a partial refund (up to six months) may be granted upon the return of all documents (Certificate of Eligibility, Admission Verification Certificate etc.) to the school.
3. If an applicant withdraws, but has already arrived in Japan, a refund may be granted at the school’s discretion, proving there is a valid reason and the applicant left Japan within 30 days of arrival.
4. School fees must be paid no later than one month before the next semester. Students who do not pay the school fee and/or dormitory fee cannot continue their classes and cannot get any certificates or support from the school.
5. If a student drops out of school or is expelled, no fees will be refunded.
6. If a refund is made via bank transfer, payment of any transfer fees will be the responsibility of the applicant/student.
7. Refunds will generally be processed at the end of a given semester.

## Disciplinary Measures & Expulsion

Disciplinary action will be taken against a student in case they do not follow the school rules, or their attendance worsens.   
There are 2 ways. A student will be reprimanded or expelled from the school.

1. **Being reprimanded by the school is as follows.**
2. Must write a proposed plan of action to improve.
3. Take mandatory classes before or after regular classes to catch up.
4. **Being expelled from school is as follows.**
5. Students whose attendance falls below 80% since the start of their studies with no sign of improvement.
6. Students who do not follow the school rules.
7. Students who behave poorly or are uncooperative and do not improve after being warned.
8. Students who do not pay school fees and/or dormitory fees.
9. Students who are not progressing in their classes.
10. The school is unable to contact the student for more than 14 days.
11. If documents submitted to the school by the applicant are found to contain a falsehood, or a vital omission, including omission of any diagnosed medical conditions.

Treatment of attendance is as follows.

|  |  |
| --- | --- |
| **Attendance Percentage** | **Course of Action** |
| Less than 85% | A teacher will have a consultation with you and contact your parents / sponsors. |
| Less than 80% | The student will be reprimanded by the principal and given mandatory supplementary classes to catch up. Immigration will also be notified, and this will affect the students’ future in Japan. |
| Less than 75% | We will contact immigration, and students’ parents / sponsors to discuss the student’s return to their country if they cannot improve their attendance. |
| Less than 70% | An Immigration representative will contact the school to arrange a meeting with the student and principal to discuss the student’s mandatory departure from Japan.  This often leads to a ban from reentering Japan in the future. |

## COVID-19 Regulations

1. Students must always wear a mask around and inside the school premises.
2. Students must check their temperature and use hand sanitizer at the entrance before going into the building.
3. If a student is suspected as having COVID-19 (Coronavirus), they MUST take a PCR test at either a clinic, hospital, or test centre (home rapid antigen test kits (SARS-CoV-2 Ag) are not reliable, especially when improperly used and will not be counted).
4. Absence due to COVID-19 with proof of a positive PCR test result will not affect attendance.

## Complaints

Please raise all complaints with the staff in the 1st floor office of the main building.

If the complaint is regarding classes, please discuss with the principal on the 5th floor of the main building.

For written complaints, please email complaints@shinwajpn.co.jp

Complaints can only be managed in Japanese or English.

# Visa Renewals (Extension of Period of Stay)

1. A visa extension must be applied before your period of stay expires. Renewal applications will begin at the school 3 months before the date of expiry. Students should submit all documents required to us at least 30 days before expiry to give us enough time to book an appointment with the Tokyo Regional Immigration Bureau.

The documents to be submitted are as follows.

1. Recent 4cm x 3cm photo.
2. Passport.
3. Residence card.
4. Proof of financial support (tuition fees paid by wire transfer to the school’s bank account from the financial supporter’s account will be printed by us).
5. Bankbook (showing part-time salary and other ingoing and outgoing transactions).
6. Handling fee ¥4,500.
7. Expenses report.
8. Students are not allowed to extend their period of stay if they.
9. Do not pay remaining school fees and/or dormitory fees.
10. Do not follow the school rules.
11. Fail to achieve at least 80% attendance rate.
12. Have worked more than 28 hours per week.
13. Have not progressed in their studies.

* Students are not allowed to leave Japan during the application process.

# Student Support Services

In the event a student is struggling in their classes, they can take extra classes after their current class to help them catch up. These classes cannot be missed or cancelled until the teacher feels it is necessary.

If any students who are at the beginner level of Japanese have difficulties understanding their classes, supplementary classes are available in English for free of charge. Please consult with a member of staff in the main office if you wish to take the supplementary classes.

Our staff will also support student’s outside of their classes. We will help with the following when needed.

1. Registering at city hall and getting health insurance
2. Ordering a hanko (seal) \*needed for a bank account.
3. Opening a bank account.
4. Escorting sick students to a hospital, dentist, optician etc. and translating on their behalf.
5. Escorting students to a drug store to get medicine and translating on their behalf.
6. Translating conversations between teachers and students.
7. Resume creation for part-time jobs.
8. Visa renewal.

# Document and Certificate Creation

We can provide various documents for students for the purpose of enrolling in college or university, working overtime, getting a job after graduation etc.

Please see the following for details.

## Part-Time Job Approval Certificate

Some part-time job employers require an official document from the school to show a student is currently enrolled. This document can be issued from the school upon request if attendance exceeds 90% and if the applicant has paid tuition fees.

## Overtime Approval Certificate (for part-time work)

During the long holiday periods, students are permitted to work up to 8 hours per day. A certificate of approval may be given to the employer upon request if attendance is above 90%.

This must be ordered from the secretariat’s office at least one week before it is needed.

## Official Document Request (Attendance & Grade Reports etc.)

Attendance and grade reports are only issued for the purpose of entering college or university and will be arranged by and collected by teachers who are helping with the application.

For the purpose of changing a student visa, these can only be issued after graduation.

## Graduation & Work Visa Application Documents

When graduation approaches, the school can help prepare students visa extension / application. When students want to go to college, university or get a work visa. They will need the following documents from the school for their visa application.

1. Complete Attendance & Grade Record
2. Graduation Certificate
3. Tuition Fee Payment Receipt

* These will only be issued to graduates.

## Letter of Recommendation

It is the principal’s decision whether a student is eligible to get a letter of recommendation from the school.

Requirements:

* 1. More than 95% of attendance.
  2. Good behaviour during class.
  3. Highly motivated during studies.
* These documents can only be issued and officially stamped after graduation and must include a verification number for immigration to check with us.
* In the event a student drops out of school and intends to get a full-time job or change their visa before graduation, no supporting documents will be issued.

# School & Contact Information

In the event of an emergency or you are unable to attend class, you must contact the school immediately.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Address** | **Main Office** | **Teacher’s Office** | **Fax** |
| 1st Building | 2-14-30 Takadanobaba, Shinjuku-ku, Tokyo | 03-6233-8175 | 03-6233-8627 | 03-6233-8176 |
| 2nd Building | 2-13-7 Takadanobaba, Shinjuku-ku, Tokyo |  | 03-6457-3455 |  |
| 3rd Building | 2-10-6 Takadanobaba, Shinjuku-ku, Tokyo |  | 03-6380-3511 |  |

Class times are as follows.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class Times** | **1st Lesson** | **2nd Lesson** | **3rd Lesson** | **4th Lesson** |
| AM Classes | 09:00 - 9:45 | 09:50 - 10:35 | 10:50 - 11:35 | 11:40 - 12:25 |
| PM Classes | 13:00 - 13:45 | 13:50 - 14:35 | 14:50 - 15:35 | 15:40 - 16:25 |

* Students will join a class suitable to their level based on their placement test results.
* No preference is accepted for the class or time for your class placement.

**Person in Charge**

Each student will have a person in charge assigned to them for their wellbeing in Japan.

You can contact them between 09:00 and 17:00, Monday to Friday. Please only contact them outside these hours in an emergency.

**English Language Person in Charge Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Ben Merritt | **Languages** | English & Japanese |
| **Position** | Office Director | **Telephone** | 03-6233-8175 |
| **LINE** | shinwajpn | **Email** | ben@shinwajpn.co.jp |

When calling the following phrases may be useful.

May I speak to (name) please? (name) sensei wa irasshaimasu ka?

I have a cold Kaze o hikimashita.

My stomach hurts Onaka ga itai desu.

I will be absent today Kyou wa yasumi desu.

I’ll call back later Mata ato de o-denwa shimasu.

Could you ask him/her to call me back? O-modori ni nattara, o-denwa itadaki-tai-n desu ga.

# School Agreement

This agreement is between Shinwa Foreign Language Academy and the applicant.

Please check ☑ the boxes.

* I understand the rules and regulations of Shinwa Foreign Language Academy and will actively participate in the classes of the course following the school rules.
* I understand that once tuition fees have been paid, they cannot be refunded as outlined in the rules and regulations.
* I understand in the event I do not pay tuition feed for at least one year, I cannot get a part-time work permit.
* I understand that the study materials used in the course are not to be posted on information media such as the Internet that can be viewed by an unspecified number of people.

**Applicant**

When I participate in the Japanese Language Course at Shinwa Foreign Language Academy, I fully understand the above agreements and will actively participate in classes prescribed by the school in accordance with Japanese laws and regulations.

□　I agree to follow the school rules and regulations outlined in the Rules and Regulations handbook.

　　(If you do not agree, you cannot proceed)

Signed:

Full Name:

Date:

\* If you are under the age of 18, you must obtain the consent from your parent / guardian.

**Parent / Guardian**

□　I agree for the above applicant to attend Shinwa Foreign Language Academy and support his/her application.

　　(If you do not agree, the application cannot proceed)

Parent / Guardian’s signature:

Print Name:

Date :