

Fuji Tsubasa Japanese Language School

School Regulations

Chapter 1 General Provisions

Article 1 Purpose

The purpose of Fuji Tsubasa Japanese Language School is to cultivate learners who develop the ability to learn independently by objectively assessing their own learning progress and continuously engaging in the cycle of planning, implementation, reflection, and improvement.

The School also aims to foster collaborative skills by enabling learners to communicate with people from diverse backgrounds, build consensus, and work together to solve problems through practical learning experiences in the local community of Numazu City.

Furthermore, the School seeks to equip students with Japanese language proficiency equivalent to **Level B2 of the Japanese Language Education Reference Framework** (Council for Cultural Affairs, Japanese Language Subdivision, October 12, 2021), which is required for admission to higher education institutions in Japan and for future employment in Japanese society. In addition, students will develop logical thinking and practical problem-solving skills applicable to real-world situations.

Article 2 Name of the School

The name of the School shall be **Fuji Tsubasa Japanese Language School**.

Article 3 Location of the Principal Office

The principal office of the School shall be located at:

5-5-22 Otemachi, Numazu City, Shizuoka 410-0801, Japan

Article 4 Japanese Language Programs, Program Duration, and Student Capacity

The School offers the following Japanese language programs:

(1) Academic Japanese 2-Year Course

- Program Duration: Two years
- Student Capacity: 60 students

(2) Academic Japanese 1.5-Year Course

- Program Duration: One year and six months
- Student Capacity: 40 students

Chapter 2 Academic Periods, School Days, and Holidays

Article 5 Academic Periods

1. The academic periods for the Japanese language programs shall be as follows:

(1) **Academic Japanese 2-Year Course**

The program begins in **April** and continues until **March of the second following year**.

(2) **Academic Japanese 1.5-Year Course**

The program begins in **October** and continues until **March of the second following year**.

2. The academic year shall be divided into the following four semesters. As the exact starting and ending dates vary from year to year, the beginning and end of each semester shall be indicated as **early**, **mid**, or **late** in the month.

(1) **Spring Semester:** Mid-April to Late June (approximately three months)

(2) **Summer Semester:** Mid-July to Late September (approximately three months)

(3) **Autumn Semester:** Mid-October to Late December (approximately three months)

(4) **Winter Semester:** Early January to Late March (approximately three months)

Article 6 School Days and Holidays

1. The annual number of instructional days shall consist of one academic year excluding the holidays and long vacation periods specified in Paragraph 2. The School shall provide **at least 40 instructional weeks and a minimum of 800 instructional hours per academic year**.

2. The school holidays shall be as follows:

(1) Saturdays and Sundays

(2) National holidays prescribed by the **Act on National Holidays**

(3) Long vacation periods:

- **Spring Vacation:** Late March to Early April (approximately two to three weeks)
- **Summer Vacation:** Early July to Mid-July (approximately two to three weeks)
- **Autumn Vacation:** Early October to Mid-October (approximately two weeks)
- **Winter Vacation:** Late December to Early January (approximately two weeks)

(4) Other days designated by the Principal due to natural disasters, infectious disease outbreaks, or other circumstances deemed necessary.

3. Notwithstanding the provisions of the preceding paragraph, the Principal may hold classes on school holidays or designate regular school days as holidays when deemed educationally necessary.

Article 7 Class Hours

The class hours shall be determined by the Principal as follows:

Morning Session

9:00 a.m. – 12:50 p.m.

Afternoon Session

1:20 p.m. – 5:10 p.m.

Chapter 3 Japanese Language Programs

Article 8 Japanese Language Programs

1. The School offers the **Academic Japanese 2-Year Course** and the **Academic Japanese 1.5-Year Course**. The program duration, target Japanese language proficiency, student capacity, level designation, corresponding levels of the *Japanese Language Education Reference Framework*, and instructional hours are as follows.

Academic Japanese 2-Year Course

Program	Duration	Target Proficiency	Student Capacity	Level	Reference Framework	Instructional Hours
Academic Japanese 2-Year Course	2 years	B2	60 students	L1 / Elementary	A1	200 hours
				L2 / Pre-Intermediate	A2	200 hours
				L3 / Intermediate I	B1	200 hours
				L4 / Intermediate II	B1	200 hours
				L5 / Upper Intermediate I	B2	200 hours
				L6 / Upper Intermediate II	B2	200 hours
				L7 / Advanced I	B2	200 hours
				L8 / Advanced II	B2	200 hours

Academic Japanese 1.5-Year Course

Program	Duration	Target Proficiency	Student Capacity	Level	Reference Framework	Instructional Hours
Academic Japanese 1.5-Year Course	1.5 years	B2	40 students	L3 / Intermediate I	B1	200 hours
				L4 / Intermediate II	B1	200 hours
				L5 / Upper Intermediate I	B2	200 hours
				L6 / Upper Intermediate II	B2	200 hours
				L7 / Advanced I	B2	200 hours
				L8 / Advanced II	B2	200 hours

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2. Abbreviated course names may be used in these School Regulations and related documents. The abbreviated names, official course titles, and the primary competencies developed through each course are as follows:

Course 1: Foundation Japanese

Develops fundamental Japanese language skills with an emphasis on **listening** and **reading**.

Course 2: Logical Writing in Japanese

Develops logical writing skills through structured writing activities.

Course 3: Community Collaboration Japanese

Develops interpersonal communication and collaborative problem-solving skills through **Project-Based Learning (PBL)** conducted in partnership with the local community of Numazu City, with an emphasis on spoken interaction and presentations.

Course 4: Self-Directed Learning in Japanese

Develops students' ability to integrate the learning outcomes of Courses 1 through 3 and to practice the cycle of self-regulated learning through planning, implementation, reflection, and continuous improvement.

3. The class schedule for each course shall be as prescribed in Article 7.

Course	Schedule
Course 1: Foundation Japanese	Periods 1–2 (Morning and Afternoon Sessions), Monday through Friday, 10 class periods per week
Course 2: Logical Writing in Japanese	Periods 3–4 (Morning and Afternoon Sessions), Monday and Wednesday, 4 class periods per week
Course 3: Community Collaboration Japanese	Periods 3–4 (Morning and Afternoon Sessions), Tuesday and Thursday, 4 class periods per week
Course 4: Self-Directed Learning in Japanese	Periods 3–4 (Morning and Afternoon Sessions), Friday, 2 class periods per week

Chapter 4 Assessment, Promotion, Completion, and Graduation

Article 9 Assessment of Learning

1. Student performance shall be assessed comprehensively based on the following criteria, and a pass or fail decision shall be made for each course.

(1) Foundation Japanese

Achievement in receptive language activities, including information extraction, vocabulary and expression, and comprehension of context and intention, as measured through weekly quizzes and end-of-semester examinations.

(2) Logical Writing in Japanese

Teacher evaluation of the quality of students' written work produced through a step-by-step writing process.

(3) Community Collaboration Japanese

Performance in collaborative interaction and presentations conducted through community-based Project-Based Learning (PBL), as evaluated through teacher observation and peer assessment.

(4) Self-Directed Learning in Japanese

Evaluation of weekly learning logs maintained in the electronic portfolio and end-of-semester presentations.

2. Assessment shall be conducted in accordance with the *Japanese Language Education Reference Framework*. Students' achievement shall be evaluated based on their ability to perform language tasks in the five language activities emphasized in each course: **Listening, Reading, Spoken Interaction, Spoken Production, and Writing**.
3. Grades shall be awarded as follows:
 - **A:** 90–100 (Pass)

- **B:** 70–89 (Pass)
- **C:** 60–69 (Pass)
- **D:** Below 60 (Fail)

Article 10 Promotion

1. The Principal shall approve promotion to the next level for students who satisfy all of the following requirements for the applicable level.

(1) Attendance Requirement

An attendance rate of at least **80%** during the semester for the relevant level.

(2) Academic Requirement

A grade of **C or higher** in all required courses (Courses 1 through 4) as specified in Article 9.

2. Promotion shall be determined at the end of each semester by the Academic Review Meeting chaired by the Principal.
3. Students who receive a grade of **D** shall be provided with additional instruction and learning support. Reassessment shall be conducted through re-examinations, resubmission of assignments, repeat presentations, or alternative learning activities, as appropriate for each course.
4. Reassessment shall, in principle, be based on the same evaluation criteria as the original assessment. Students who achieve a grade equivalent to **C or higher** through reassessment shall receive a final grade of **C** for the course. The reassessment results shall be reported to the Academic Review Meeting and used in determining eligibility for promotion.

Article 11 Program Completion

1. The Principal shall certify completion of the program for students who satisfy all of the following requirements throughout their enrollment at the School.

(1) Attendance Requirement

An overall attendance rate of at least **80%** throughout the entire period of enrollment.

(2) Academic Requirement

A grade of **C or higher** in all required courses as specified in Article 9.

(3) Language Proficiency Requirement

At the end of the final semester (Level 8), students must demonstrate proficiency equivalent to **B2** in all five language activities—**Listening, Reading, Spoken Interaction, Spoken Production, and Writing**—based on the School's proficiency assessment.

2. Program completion shall be determined by the Academic Review Meeting chaired by the Principal at the end of the final semester.

Article 12 Graduation

1. Students who have been certified as having completed the program in accordance with Article 11 shall be recognized as graduates by the Principal.
2. Students who have completed the prescribed period of study but have not satisfied the program completion requirements specified in Article 11 shall not be recognized as graduates. Upon request, the School may issue a **Certificate of Enrollment** or a **Certificate of Course Completion**, as appropriate.

Chapter 5 Faculty and Administrative Organization

Article 13 Faculty and Administrative Organization

1. The School shall employ the following faculty and administrative staff:
 - (1) **Principal**
 - (2) **Chief Instructor**
 - (3) **Administrative Manager** (including personnel serving concurrently in another position)
 - (4) **Instructors:** At least **five (5)**, including **at least three (3) full-time instructors**
 - (5) **Student Support Officers:** At least **three (3)** (including personnel serving concurrently in another position)
 - (6) **Administrative Staff:** At least **two (2)** (including personnel serving concurrently in another position)
2. In addition to the personnel specified in the preceding paragraph, the School may appoint such other staff members as necessary.

Article 14 Principal

The Principal shall administer the affairs of the School and shall supervise all faculty and administrative staff.

Article 15 Chief Instructor

The School shall appoint a **Chief Instructor**, who shall be responsible for the development of the curriculum and the supervision and guidance of the other instructors.

Article 16 Faculty and Staff Meeting

1. The School shall establish a **Faculty and Staff Meeting** to facilitate the smooth administration of its operations.
2. The Faculty and Staff Meeting shall be chaired by the Principal.
3. The Faculty and Staff Meeting shall, in principle, be held **once each month**.

4. The Principal may convene additional meetings whenever deemed necessary.

Chapter 6 Enrollment and Student Status

Article 17 Admission Requirements

1. Applicants for admission to the School must satisfy all of the following requirements.

2. **Educational Background**

Applicants must have completed at least **twelve (12) years of formal education** in their home country and be qualified for admission to an institution of higher education.

3. **Japanese Language Proficiency**

Applicants must possess the following level of Japanese language proficiency according to the program for which they apply.

- (1) **Academic Japanese 2-Year Course**

Applicants must demonstrate Japanese language proficiency equivalent to **Level A1 or higher** of the *Japanese Language Education Reference Framework*.

- (2) **Academic Japanese 1.5-Year Course**

Applicants must demonstrate Japanese language proficiency equivalent to **Level A2 or higher** of the *Japanese Language Education Reference Framework*.

- (3) The required Japanese language proficiency specified in Items (1) and (2) shall be confirmed by the following methods:

- (a) Achievement of the required score on the written examination administered by the School.

- (b) Verification of Japanese language proficiency through an admission interview conducted by the School, including online interviews where applicable.

4. **Financial Capacity**

Applicants must demonstrate the ability to continuously cover tuition, living expenses, and other educational costs, and the source and formation of such funds must be verifiable through official documentation.

Article 18 Admission Procedures

1. Applicants who have passed the School's entrance examination and wish to enroll shall complete the following procedures by the designated deadline:

- (1) Submission of the School's prescribed **Written Pledge**, together with any other required documents.

- (2) Payment of the admission fee, tuition, and all other required student fees.

2. The Principal shall issue a **Letter of Admission** to applicants who have completed

the procedures specified in the preceding paragraph and shall grant admission to the School.

3. Applicants who fail to complete the procedures specified in Paragraph 1 by the designated deadline without a valid reason shall be deemed to have withdrawn their application for admission.

Article 19 Transfer, Leave of Absence, and Withdrawal

1. A student who intends to take a leave of absence for **seven (7) days or longer** due to illness or other unavoidable circumstances shall submit a **Leave of Absence Application** stating the reason and the proposed period of leave, together with a medical certificate or other supporting documents as required, and obtain the approval of the Principal.
2. A student wishing to resume studies after a leave of absence shall submit an **Application for Reinstatement** to the Principal and may resume studies upon receiving the Principal's approval.
3. A student wishing to transfer to another educational institution shall notify the Principal in advance.
4. A student wishing to withdraw from the School shall notify the Principal in advance.

Article 20 Notification of Changes

Students shall promptly notify the Administrative Manager of any changes to important personal information previously reported to the School, including, but not limited to, their residential address, period of stay, residence status, or place of part-time employment authorized under the permission for activities outside the status of residence.

In addition, any change of residential address shall be reported to the municipal office and the Immigration Services Agency within **fourteen (14) days**, in accordance with applicable laws and regulations.

Article 21 Management of Activities Outside the Status of Residence

1. In accordance with the Ministerial Ordinance prescribing the criteria under Article 7, Paragraph 1, Item (2) of the *Immigration Control and Refugee Recognition Act*, the School shall appropriately monitor students' compliance with the conditions governing permission to engage in activities outside the status of residence.
2. Once every **three (3) months**, the School shall confirm the following information from each international student:
 - (1) Whether the student has obtained permission to engage in activities outside the status of

residence.

- (2) The name of each organization or employer in Japan where such activities are conducted.
 - (3) The specific nature of the activities performed.
 - (4) The number of hours engaged in such activities each day.
 3. If, during the confirmation process, the School identifies any violation of the conditions attached to the permission for activities outside the status of residence, it shall provide appropriate guidance, require the student to correct the situation without delay, and subsequently confirm that the violation has been remedied.
 4. The School shall appropriately maintain records of the confirmations conducted under Paragraphs 2 and 3 and of any guidance provided.
 5. If there is reasonable suspicion of unauthorized employment, or if a student fails to correct a violation despite the guidance provided under Paragraph 3, the School shall promptly report the relevant information to the competent regional Immigration Services Bureau.
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Article 22 Measures to Ensure Continuation of Studies in the Event of a Disaster

If the Principal determines that it has become difficult for the School to continue providing education due to a disaster or other emergency, the School shall, in accordance with its predetermined student support procedures, assist students who wish to continue their studies in Japan by introducing them to partner educational institutions available for transfer or by providing other appropriate support.

Chapter 7 Tuition and Other Student Fees

Article 23 Tuition and Other Student Fees

1. The tuition and other student fees of the School shall be as follows.

First Academic Year

(Currency: Japanese Yen (JPY), tax included)

Item	Amount (JPY)
Application Fee	20,000
Admission Fee	50,000
Tuition	660,000
Course Materials Fee (including tablet device)	40,000
Facilities and Equipment Fee	70,000
Extracurricular Activities Fee	20,000
Health Management and Insurance Fee	20,000
Total	880,000

Subsequent Academic Year(s)

Program	Tuition	Course Materials Fee (including tablet device)	Facilities and Equipment Fee	Extracurricular Activities Fee	Health Management and Insurance Fee	Total
Academic Japanese 2-Year Course	660,000	40,000	70,000	20,000	20,000	810,000
Academic Japanese 1.5-Year Course	330,000	20,000	35,000	10,000	20,000	415,000

Note: All bank transfer fees, both inside and outside Japan, shall be borne by the student.

2. Students shall pay tuition by the prescribed due date throughout their period of enrollment, regardless of attendance.
3. Student fees shall be paid as follows:

- (1) The **Application Fee** shall be paid at the time the application for admission is submitted.
 - (2) The **Admission Fee**, tuition, and all other student fees shall be paid before the **Certificate of Eligibility (COE)** is issued to the student.
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Article 24 Refund of Student Fees

Student fees that have already been paid shall be refunded in accordance with the following

provisions.

1. Before Entry into Japan

- (1) The **Application Fee** is non-refundable.
 - (2) If the **Certificate of Eligibility (COE)** has been issued and delivered but the applicant does not apply for a visa and does not enter Japan, the **Admission Fee** shall not be refunded regardless of the reason. Tuition and all other fees shall be refunded in full, less the bank transfer fee, upon return of the **Certificate of Eligibility (COE)** and the **Letter of Admission**.
 - (3) If a visa application is denied by a Japanese diplomatic mission abroad, the **Admission Fee** shall not be refunded. Tuition and all other fees shall be refunded in full, less the bank transfer fee, after the School has confirmed the visa refusal with the Japanese diplomatic mission and upon return of the **Letter of Admission**.
 - (4) If enrollment is cancelled after a visa has been issued, the **Admission Fee** shall not be refunded regardless of the reason. Tuition and all other fees shall be refunded, less the bank transfer fee and an administrative charge of up to **JPY 15,000**, after the School has confirmed that the visa has expired without being used and upon return of the **Letter of Admission**.
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2. After Entry into Japan

- (1) If enrollment is cancelled after entering Japan but before classes begin, the **Admission Fee** shall not be refunded regardless of the reason. After the School has confirmed that the student has departed Japan, that the **Student** residence status has expired, and has received written notification from the student, tuition and all other fees shall be refunded, less the bank transfer fee and an administrative charge of up to **JPY 30,000**.
 - (2) If a student withdraws from the School, the **Admission Fee** shall not be refunded regardless of the reason. After the School has confirmed that the student has departed Japan, that the **Student** residence status has expired, and has received written notification of withdrawal, the School shall refund the portion of tuition and other fees corresponding to the semester(s) following the effective date of withdrawal, after deducting the lower of:
 - **JPY 50,000**, or
 - **20% of the refundable amount**,together with the applicable bank transfer fee.
 - (3) If a student is dismissed from the School, the **Admission Fee**, tuition, and all other fees shall **not** be refunded under any circumstances.
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3. Disclaimer

If classes are cancelled due to unavoidable circumstances, including but not limited to

natural disasters, accidents, infectious diseases, transportation strikes, or severe weather conditions that may disrupt public transportation, the School shall not be liable for such cancellations, and no refund of tuition or other student fees shall be made.

Chapter 8 Awards and Disciplinary Actions

Article 25 Awards and Disciplinary Actions

1. The Principal may commend students who have demonstrated outstanding academic achievement or who serve as exemplary role models for other students.
 2. Disciplinary actions shall be imposed by the Principal following deliberation by the **Disciplinary Committee**.
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Article 26 Disciplinary Measures

1. If a student violates these School Regulations or any other rules established by the School, or engages in conduct inconsistent with the responsibilities of a student, the Principal shall determine the appropriate disciplinary measure following deliberation by the Disciplinary Committee.
2. The types of disciplinary measures shall be limited to the following:
 - (1) **Official Warning**
 - (2) **Dismissal**
3. An **Official Warning** may be imposed when a student's conduct violates the School's rules or is inconsistent with the responsibilities expected of a student, but is not sufficiently serious to warrant dismissal. Such action shall be determined by the Principal following deliberation by the Disciplinary Committee.
4. A student who receives an Official Warning shall, in principle, submit a written statement of explanation.
5. The issuance of an Official Warning shall be recorded in the student's official records.
6. If a student who has previously received an Official Warning commits another violation resulting in an additional Official Warning, the Disciplinary Committee may consider imposing a more severe disciplinary measure.
7. **Dismissal** may be imposed on a student who falls under any of the following categories and who fails to demonstrate improvement despite receiving appropriate guidance. However, if the misconduct is of such a serious nature that it cannot reasonably be overlooked from an educational or immigration management perspective, dismissal may be imposed without prior corrective guidance.
 - (1) The student has committed a serious violation of the laws of Japan.

- (2) The student repeatedly engages in conduct unbecoming of a student and shows no reasonable prospect of improvement.
 - (3) The student has violated the *Immigration Control and Refugee Recognition Act* and has been subject to administrative sanctions.
 - (4) The student's academic performance is significantly inadequate, and continued study is deemed impracticable despite academic support and guidance.
 - (5) The student's attendance rate is significantly low and does not improve despite repeated guidance.
 - (6) The student refuses to comply with the School's rules, disrupts the order of the School, or otherwise acts contrary to the responsibilities of a student.
 - (7) It is discovered that the student submitted documents containing material false statements.
 - (8) The student fails to pay tuition or other required fees without justifiable reason, remains in default despite repeated reminders from the School, and there is no reasonable prospect that payment will be made.
8. Before deciding on dismissal, the Principal shall convene the Disciplinary Committee to review the student's conduct, the guidance previously provided, and any other relevant circumstances.
 9. The Disciplinary Committee shall consist of the following members:
 - Principal
 - Chief Instructor
 - Administrative Manager
 10. Before any disciplinary measure is imposed, the student shall be given an opportunity to explain his or her actions.
 11. When dismissal is imposed, the School shall notify the student in writing of the reasons for the decision and shall, with due consideration for the possible impact on the student's residence status, provide any necessary information and appropriate support.

Chapter 9 Miscellaneous Provisions

Article 27 Student Dormitory

The School shall provide student dormitory accommodations to students who wish to reside in them. Matters relating to the operation and management of the student dormitories shall be prescribed separately by the Principal.

Article 28 Health Examination

Students shall undergo a health examination at a medical institution as soon as practicable after enrollment and, in principle, **once each academic year** thereafter.

Article 29 Self-Inspection and Evaluation

1. In order to maintain and enhance the quality of education, the School shall conduct periodic self-inspections and evaluations of its Japanese language programs and overall school operations in accordance with the **Accreditation Standards for Certified Japanese Language Education Institutions**.
 2. The results of the self-inspections and evaluations specified in the preceding paragraph shall be made public.
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Article 30 Legal Compliance and Student Consultation System

1. The School shall establish a consultation system for students to ensure compliance with applicable laws and regulations and to prevent harassment. The Representative Director of the School's establishing organization shall serve as the person with overall responsibility for this system.
 2. The Principal shall provide faculty and administrative staff with regular training on applicable laws and regulations and on the prevention of harassment.
 3. All consultations shall be handled appropriately. When necessary, the School shall conduct fact-finding investigations and implement appropriate corrective measures.
 4. Where appropriate, the School shall cooperate with external organizations in order to respond properly to matters requiring assistance.
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Supplementary Provision

These School Regulations shall come into effect on **April 1, 2027**.