Tokyo YMCA Japanese Language Institute School Regulations

Chapter 1　General Provisions

Article 1 (Purpose)

The purpose of the Institute is to provide Japanese language education to foreign nationals based on the Christian spirit, to promote their understanding of Japanese culture and society and mutual understanding, and to foster individuals who contribute to a multicultural society in which people live together.

Article 2 (Name)

The Institute shall be called Tokyo YMCA Japanese Language Institute.

Article 3 (Location)

The Institute shall be located at 2-2-15 Toyo, Koto-ku, Tokyo (within Tokyo YMCA College of Physical Education and Early Childhood Education).

Chapter 2　Courses, Periods of Study, Enrollment Capacity and School Holidays

Article 4 (Courses, Periods of Study and Enrollment Capacity)

The courses, periods of study, enrollment capacities and numbers of classes of the Institute shall be as shown in the following table.

Division	Course	Period	Capacity	Classes	Remarks
Division 1	General Japanese, 2-year	2 years	59	3	April intake: 59
Division 1	General Japanese, 1-year 6-month A	1 year 6 months	19	1	October intake: 19

Division 1	Subtotal		78	4	
Division 2	General Japanese, 2-year	2 years	59	3	April intake: 59
Division 2	General Japanese, 1-year 6-month B	1 year 6 months	19	1	October intake: 19
Division 2	Subtotal		78	4	
Total			156	8	

Article 5 (Commencement and Completion Dates)

1. The courses of the Institute shall be scheduled as follows:

The General Japanese 2-year Course begins in April and ends in March.

The General Japanese 1-year 6-month A and B Courses begin in October and end in March.

2. The periods referred to in the preceding paragraph shall be divided into the following terms:

(1) First term: April 1 to June 30

(2) Second term: July 1 to September 30

(3) Third term: October 1 to December 31

(4) Fourth term: January 1 to March 31

Article 6 (School Holidays)

1. The Institute shall observe the following school holidays:

(1) Saturdays

(2) Sundays

(3) Holidays prescribed by the Act on National Holidays

(4) Summer break: approximately 10 days from early to mid-August

(5) Autumn break: approximately 10 days from late September to early October

(6) Winter break: approximately 10 days from late December to early January

(7) Spring break: approximately 14 days from late March to early April

2. Notwithstanding the preceding paragraph, the Principal may hold classes on school holidays when deemed necessary for educational purposes and unavoidable circumstances exist.

3. The Principal may temporarily suspend classes in the event of a disaster or other urgent circumstances.

Article 7 (Class Hours)

The starting and ending times of classes shall be determined by the Principal.

Chapter 3　Curriculum, Instructional Hours, Learning Assessment and Staffing

Article 8 (Curriculum)

The curriculum and instructional hours for each course shall be as follows. One instructional period referred to herein shall be 45 minutes.

Course	Content	Instructional hours
General Japanese 2-year Course	Aims to develop advanced Japanese proficiency through comprehensive study that balances the four skills of speaking, listening, writing and reading, beginning with the fundamentals.	20 hours per week (80 weeks)
General Japanese 1-year 6-month A Course	Aims to develop proficiency from the intermediate level upward through comprehensive	20 hours per week (60 weeks)

	Japanese study balancing the four skills of speaking, listening, writing and reading.	
General Japanese 1-year 6-month B Course	Aims to develop Japanese proficiency up to the upper-intermediate level through comprehensive study balancing the four skills of speaking, listening, writing and reading, beginning with the fundamentals.	20 hours per week (60 weeks)

Article 9 (Learning Assessment)

Learning shall be assessed comprehensively on the basis of examination results, attitudes toward class participation, attendance and other relevant factors, using a four-level grading system for each subject.

Article 10 (Staffing)

1. The Institute shall have the following staff:

(1) Principal

(2) Head Teacher

(3) At least seven teachers (including at least two full-time teachers)

(4) At least one student life guidance officer (including at least one full-time officer)

(5) At least one administrative staff member (including at least one full-time staff member)

2. Additional staff may be appointed as necessary.

3. The Principal shall administer the affairs of the Institute and supervise its staff.

Chapter 4　Admission, Leave of Absence, Withdrawal, Graduation, Rewards and Disciplinary Measures

Article 11 (Admission Eligibility)

Admission eligibility shall be granted to persons who satisfy all of the following conditions:

(1) Persons who have completed at least 12 years of school education or an equivalent course of study, or who are deemed by the Principal to possess equivalent academic ability.

(2) Persons who have been, or are expected to be, permitted to enter Japan through lawful procedures.

(3) Persons deemed suitable for admission to the Institute through an interview or document screening.

Article 12 (Admission Periods)

Admissions shall take place twice a year, in April and October.

Article 13 (Admission Procedures)

Admission procedures shall be as follows:

(1) Applicants shall complete the Institute-designated application form and other required documents, pay the application screening fee specified in Article 19, and submit their applications by the prescribed deadline.

(2) Applicants who have completed the preceding procedures shall undergo screening. For successful applicants, the Institute shall initiate the application process for a Certificate of Eligibility.

(3) Persons admitted to the Institute shall obtain a Certificate of Eligibility and complete enrollment procedures by the prescribed deadline, submitting the enrollment fees specified in Article 19 and the required documents.

Article 14 (Leave of Absence and Return to Study)

1. A student wishing to take a leave of absence of 30 days or more due to illness or other unavoidable circumstances shall apply for the Principal's approval by submitting a notice stating the reason and duration of the leave, together with a medical certificate or other required documents.

2. A student wishing to return to study after a leave of absence shall notify the Principal in advance and obtain approval.

Article 15 (Withdrawal)

A student wishing to withdraw from the Institute shall state the reason and obtain the Principal's approval.

Article 16 (Recognition of Course Completion and Graduation)

1. The Principal shall assess learning in each subject prescribed by the curriculum in accordance with Article 9 and recognize completion of the subject for students who attain the prescribed level of assessment.

2. The Principal shall award a graduation certificate to students who have completed the prescribed course of study at the Institute.

Article 17 (Awards)

The Principal may grant awards to students who demonstrate outstanding academic performance and serve as role models for other students.

Article 18 (Disciplinary Measures)

1. Where a student violates these School Regulations or other rules established by the Institute, or engages in conduct inconsistent with the duties of a student, the Principal may impose disciplinary measures.

2. Disciplinary measures shall consist of three types: admonition, suspension and expulsion.

3. Expulsion under the preceding paragraph shall be imposed only on students falling under any of the following categories:

(1) Students whose conduct is seriously improper and who are deemed unlikely to improve.

(2) Students whose academic performance is poor and who are deemed unlikely to complete their studies.

(3) Students whose attendance is irregular without justifiable reason.

(4) Students who disturb the order of the Institute or otherwise act contrary to their duties as students.

Chapter 5　Student Fees

Article 19 (Student Fees)

Student fees at the Institute shall be as follows (Japanese yen):

Fee	General Japanese 2-year Course	General Japanese 1-year 6-month Course
Admission fee	50,000	50,000
Tuition	1,480,000	1,110,000
Facility maintenance fee	100,000	75,000
Teaching materials fee	80,000	60,000
Total (JPY)	1,710,000	1,295,000

Application screening fee: JPY 20,000 (all courses).

Article 20 (Payment)

1. While enrolled, students shall pay tuition by the prescribed due dates regardless of whether they attend classes.

2. Notwithstanding the preceding paragraph, where a student takes a leave of absence, tuition may be waived from the month following the month in which the leave begins.

3. Notwithstanding paragraph 1, tuition may be reduced or waived in whole or in part for special reasons, as separately prescribed.

Article 21 (Overdue Payments)

Where a student has failed to pay tuition for three months or longer without justifiable reason and without

following the prescribed procedures, and payment is not expected thereafter, the Principal may remove the student from the enrollment register.

Article 22 (Refund of Student Fees)

As a general rule, student fees already paid shall not be refunded.

Chapter 6　Miscellaneous Provisions

Article 23 (Dormitories)

Matters concerning dormitories shall be prescribed separately by the Principal.

Article 24 (Medical Examinations)

Medical examinations shall be conducted once each year in accordance with separately established provisions.

Article 25 (Detailed Rules)

Detailed rules for the implementation of these School Regulations shall be prescribed separately by the Principal.

Supplementary Provisions

These School Regulations shall take effect on October 1, 2011.

April 1, 2015: The enrollment capacity under Article 4 and student fees under Article 19 are amended and take effect.

October 1, 2016: The enrollment capacity under Article 4 is amended and takes effect.

April 1, 2022: Student fees under Article 19 are amended and take effect.

February 1, 2025: Admission eligibility under Article 11 is amended and takes effect.

April 1, 2025: Student fees under Article 19 are amended and take effect.