

Tokyo Central Japanese Language School Facility Use Regulations

Regardless of which campus you attend, please adhere to the following facility use regulations. For matters not specified in these regulations, refer to the provisions in various brochures, school guides, etc. For any matters not specified in any of the sources listed above, they shall be governed by applicable laws or generally established customs.

Prohibited Actions

- (1) To avoid causing inconvenience to neighboring tenants, please do not enter areas outside the premises of our school. Students are not allowed to go up to the rooftop. Additionally, do not enter the premises of other tenants or areas marked as "staff only."
- (2) Please handle the facilities and equipment of our school, the Toshin Building, the Renga Building, and the Umeda twins building with care. If you intentionally or negligently damage or destroy them, you will be required to compensate for the damages.
- (3) Smoking is not permitted within the school facilities. Please use designated public smoking areas:
Tokyo Campus : The public smoking area to the left of the exit of Shinanomachi Station.
Osaka Campus: The smoking area on the restaurant floor of Hankyu Department Store.
- (4) Do not use the kitchen or lounge spaces that are shared with other tenants.
- (5) Please keep the restrooms clean. Do not flush anything other than the provided toilet paper, as this may cause malfunctions.
- (6) Acts that disrupt public order and good morals, violent behavior, or the buying and selling of goods are prohibited within the facility. Additionally, pets are not allowed in the building.
- (7) Do not chat or converse in a manner that may disturb other tenants outside the school premises. Even within the school premises, be considerate of other students and avoid loud conversations.
- (8) Eating and drinking are prohibited in the hallways and shared spaces with other tenants. Please eat and drink in the classrooms. Do not bring or consume soup or strongly smelling foods.
- (9) Students are not allowed to use the elevator in the Tokyo Renga Building. You may use the elevator in the Toshin Building, but please give priority to the elderly, pregnant women, and those with mobility issues when it is crowded, and consider using the stairs if necessary. If you have an injury or another condition that necessitates elevator use in the Renga Building, please consult with the staff in advance.
- (10) Do not enter the facilities outside of the designated opening hours.

(11) Please make sure to dispose of your garbage in the bins provided by TCJ or take it home with you. Do not leave it on the floor under any circumstances.

When any of the actions listed above or similar conduct occur, it will be considered a breach of the regulations. Your contract may be forcibly terminated, and you may no longer be able to continue attending our school. In such cases, any tuition fees and all other expenses paid will not be refunded. When applying to our school, please ensure that you thoroughly read and understand the regulations above.

School Information

(School name) Tokyo Central Japanese Language School

(President of the school) Takumi Nakazawa

(Address) < Tokyo Shinanomachi Toshin Building Campus >

4F-6F, 34 Shinanomachi, Shinjuku-ku, Tokyo 160-0016, JAPAN

< Tokyo Shinanomachi Renga Building Campus >

2F, 35 Shinanomachi, Shinjuku-ku, Tokyo 160-0016, JAPAN

< Osaka Campus >

21F, Osaka Umeda Twin towers North 8-1 Kakuda-cho,

Kita-ku, Osaka-shi, Osaka 530-0017, JAPAN

(TEL) Tokyo : 03-3354-5001 (Main Number • Studying Abroad course)

03-3354-5051 (ROC)

03-3354-5005 (Teacher training course)

Osaka : 06-6365-3665 (Teacher training course)

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