

TCJ Japanese Language School for International Student

School Regulations

Chapter 1 General Provisions

(Purpose)

Article 1

The School's fundamental philosophy is to provide people around the world with "opportunities to change their lives" through Japanese language education. Through the practice of Japanese language education, the School aims to support learners (international students) so that they can achieve self-realization and realize their dreams and goals without giving up, and to contribute to the realization of a multicultural inclusive society.

2 These Regulations prescribe matters concerning Japanese language education for international students.

(Name)

Article 2

The School shall be known as TCJ Japanese Language School for International Student.

(Location)

Article 3

The School shall be located on the 4th, 5th, and 6th floors of Toshin Shinanomachi Ekimae Building, 34 Shinanomachi, Shinjuku-ku, Tokyo.

(Inspection and Evaluation)

Article 4

In order to further enhance education and fulfill the School's purpose and social mission, the School shall conduct self-inspection and evaluation of its educational activities and related matters.

2 Necessary matters concerning the implementation of the inspection and evaluation set forth in the preceding paragraph shall be prescribed separately.

Chapter 2 Duration of Study, School Holidays, and Enrollment Capacity for Each Course

(Duration of Study and Enrollment Capacity for Each Course)

Article 5

The courses, duration of study, class capacity, number of classes, and total enrollment capacity of the School shall be as follows.

2 Changes of course during the period of study are not permitted in principle. However, an exception may be granted only when the Principal, the Chief Academic Instructor, and the staff member overseeing administrative operations determine that there is a legitimate reason.

Course	Duration	Class Capacity	No. of Classes	Total Capacity
2-Year Academic Preparation Course	2 years Admission: April	20	26	520
1-Year 9-Month Academic Preparation Course	1 year 9 months Admission: July	20	16	320
1-Year 6-Month Academic Preparation Course	1 year 6 months Admission: October	20	15	300
2-Year Career Preparation Course	2 years Admissions: April, July, October, January	20 per intake *18 for January intake only	9	176

(Start and End Dates)

Article 6

The duration of study for each course shall be as shown below.

Course	January Admission	April Admission	July Admission	October Admission
2-Year Academic Preparation Course	-	April - March two years later	-	-
1-Year 9-Month Academic Preparation Course	-	-	July - March two years later	-
1-Year 6-Month Academic Preparation Course	-	-	-	October - March two years later
2-Year Career Preparation Course	January - December two years later	April - March two years later	July - June two years later	October - September two years later

2 Each course shall operate on a four-term system, with each term defined as follows:

- (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

(School Holidays)

Article 7

The School's holidays shall be as follows.

- (1) Saturdays and Sundays
- (2) Holidays prescribed by the Act on National Holidays
- (3) Breaks between terms and summer vacation (as determined by the Principal in each case)

2 When the Principal determines that there is an educational necessity and unavoidable circumstances, classes may be held on a school holiday notwithstanding the provisions of the preceding paragraph.

3 When the Principal determines that there is a natural disaster or other urgent circumstance, classes may be temporarily suspended.

(Class Start and End Times)

Article 8

Class start and end times shall be as follows.

Morning Class: 9:00 a.m. - 12:20 p.m.

Afternoon Class: 1:20 a.m. - 4:40 p.m.

Each class session consists of four 45-minute periods, totaling three hours of instruction, with a total of 20 minutes of breaks in between. Students may not choose whether to attend the morning or afternoon class. Placement is determined by the placement test and academic performance at the time of enrollment, as well as by the student's desired educational or career pathway.

Chapter 3 Curriculum, Instructional Hours, Learning Assessment, and Faculty/Staff Organization

(Curriculum)

Article 9

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

2-Year Academic Preparation Course

This course is intended for students who wish to advance to a vocational school, university, or graduate school in Japan. It aims to develop the ability to respond flexibly to specialized and practical learning, foster an attitude of proactively engaging in study and work, and build the ability to communicate appropriately in a multicultural environment and collaborate with society.

The duration of study is two years, and admission is in April.

Classes consist of common subjects (Integrated Japanese and Multicultural Coexistence) and elective subjects (Career Development, Exam Preparation, and Japanese for Academic Study).

Instructional hours are as follows:

Integrated Japanese	Multicultural Coexistence	Career Development	Exam Preparation	Japanese for Academic Study
918	70	120	298	130

1-Year 9-Month Academic Preparation Course

This course is intended for students who wish to advance to a vocational school, university, or graduate school in Japan. Even within a limited period of study, it aims to develop the Japanese proficiency needed for learning and practical activities after advancement, while fostering an attitude of pursuing learning intentionally and strategically with a view to the future.

The duration of study is one year and nine months, and admission is in July.

Classes consist of common subjects (Integrated Japanese and Multicultural Coexistence) and elective subjects (Career Development, Exam Preparation, and Japanese for Academic Study).

Instructional hours are as follows:

Integrated Japanese	Multicultural Coexistence	Career Development	Exam Preparation	Japanese for Academic Study
810	50	102	286	96

1-Year 6-Month Academic Preparation Course

This course is intended for students who wish to advance to a vocational school, university, or graduate school in Japan. Within a limited period of study, it aims to efficiently and systematically improve Japanese proficiency, develop expressive ability for basic specialized and academic learning after advancement, and foster a practical attitude of taking proactive action with a view to the future.

The duration of study is one year and six months, and admission is in October.

Instructional hours are as follows:

Integrated Japanese	Multicultural Coexistence	Career Development	Exam Preparation	Japanese for Academic Study
708	40	84	236	84

2-Year Career Preparation Course

This course is intended for students who wish to find employment in Japan. It aims to develop reliable Japanese language proficiency and dialogue skills for use in society, and practical abilities to identify issues and act flexibly and proactively while collaborating with people of diverse values and cultural backgrounds.

The duration of study is two years, and admissions are in April, July, October, and January.

Instructional hours are as follows:

Integrated Japanese	Multicultural Coexistence	Career Development	Exam Preparation	Japanese for Academic Study
918	70	120	298	130

2 Annual instructional hours shall be a maximum of 800 hours (20 hours x a maximum of 40 weeks). However, when the Principal deems it appropriate, the annual instructional hours may be adjusted in advance, provided that there are at least 35 weeks per year and the total does not fall below 760 hours.

(Learning Assessment)

Article 10

Learning assessment shall be determined based on the results of regular examinations conducted each term (written examinations and performance tests), the submission rate of assignments, and other relevant results.

2 The assessment in the preceding paragraph shall use four grades, A through D.

Grade	Score (100-point scale)
A	100-80
B	79-70
C	69-60
D	59-0

(Faculty and Staff Organization)

Article 11

The School shall appoint the following faculty and staff.

- (1) Principal: 1
- (2) Chief Instructor: 1

- (3) Teachers: 66 or more (including at least 33 full-time or equivalent teachers, including the Chief Instructor)
- (4) Student Life Guidance Staff: 10 or more

(Faculty and Staff Meetings)

Article 12

The following meetings shall be held for the operation of the School.

- (1) Study Abroad Business Regular Meeting
- (2) Teachers Regular Meeting
- (3) Sales Regular Meeting
- (4) Administration Regular Meeting
- (5) Instructors Meeting
- (6) Internal Evaluation Committee
- (7) Cross-Business Regular Meeting
- (8) Management Meeting

Chapter 4 Admission, Leave of Absence, Authorized Absence, Transfer, Withdrawal, Graduation, and Awards/Disciplinary Measures

(Admission Eligibility)

Article 13

Eligibility for admission to the School requires that all of the following conditions be met.

- (1) The applicant has completed at least 12 years of school education or an equivalent course of study.
- (2) The applicant is permitted, or is expected to be permitted, to enter Japan through proper procedures.
- (3) The applicant has a reliable financial sponsor.
- (4) The Japanese language proficiency required before arrival in Japan for admission to each course shall be separately prescribed by the Principal.

(Admission Periods)

Article 14

Admission to the School shall take place four times a year, in April, July, October, and January. The duration of study for each course shall be as stated above.

(Admission Procedures)

Article 15

The admission procedures of the School shall be as follows.

- (1) A person seeking admission to the School must complete the application form and other documents prescribed by the School, submit them by the designated deadline, and pay the admission screening fee prescribed in Article 21.
- (2) Applicants who have completed the procedures in the preceding item shall undergo screening, and successful applicants shall be selected.

(3) A person who has been admitted to the School must complete the admission procedures by the designated deadline by paying the admission fee, tuition and other fees prescribed in Article 21 and submitting the required documents.

(Leave of Absence and Authorized Absence)

Article 16

The School does not permit leaves of absence. A learner who will return to their home country for three months or more, or who will be absent for other reasons, must first withdraw from the School and return home. If the learner wishes to re-enroll in the future, the School shall comprehensively consider attendance rate, learning attitude, academic performance, and other factors during the period of enrollment, and shall carry out re-enrollment procedures to the extent that residence status application procedures can be undertaken.

2 If a learner wishes to apply for authorized absence due to a disease suspected of being infectious as prescribed by the School Health Act, or for another unavoidable reason, the learner must submit the reason and the period of leave through the homeroom teacher and obtain the Principal's permission. A medical certificate or other necessary documents must be attached to the application. Grounds for authorized absence shall be separately prescribed by the Principal.

(Transfer and Withdrawal)

Article 17

A person wishing to transfer to another school or withdraw from the School must state the reason and obtain the Principal's permission.

(Certification of Completion and Graduation)

Article 18

The Principal shall conduct the learning assessment prescribed in Article 10 for each subject specified in the curriculum and certify completion of the relevant course for persons who have received the required evaluation.

Pass Criteria for Each Level

A level shall be considered passed when the overall grade reaches C (60% or higher) based on the following grade composition ratios.

Grade Composition Ratio for Each Level

Integrated Japanese: 70%

The five language activities are assessed using rubrics and examinations, and the learner's Step level is also certified.

Multicultural Coexistence: 10%

Evaluation is based on completion of reflection sheets and understanding of the content.

Career Development: 10%

Evaluation is based on implementation of reflection and planning.

Japanese for Work: 10%

Evaluation is based on performance and examinations.

For the two levels Step 2-3 and Step 4-5, assessment is based on the following two items:

Integrated Japanese: 90%

Career Development: 10%

Course Completion Requirements

The average evaluation for each level must be 60% (Grade C) or higher.

Attendance must be 80% or higher of the total instructional hours.

2 The Principal shall award a diploma to persons who have completed the prescribed course of the School.

(Awards)

Article 19

The Principal may grant an award to a person who has excellent academic results and serves as a model for other learners.

(Disciplinary Measures)

Article 20

If a learner fails to comply with these Regulations or other rules prescribed by the School and engages in conduct contrary to the learner's duties, the Principal may take disciplinary action against the learner.

2 Disciplinary measures shall consist of two types: admonition and removal from the school register.

3 Removal from the school register under the preceding paragraph shall be imposed only on learners falling under any of the following items. For cases falling under items (1) through (3), transfer to another school or a change to another status of residence shall not be permitted, and the learner must promptly return to their home country. For a case falling under item (4), transfer or change to another status of residence may be permitted so long as it does not violate the Immigration Control Act or other laws.

(1) A person whose conduct is poor and who is deemed unlikely to improve

(2) A person whose attendance is habitually irregular without a legitimate reason

(3) A person who disrupts the order of the School or otherwise acts contrary to the duties of a learner

(4) A person who is unable to pay tuition within the prescribed period

Chapter 5 Student Fees

(Student Fees)

Article 21

The annual student fees of the School shall be as follows.

Item	Amount	Notes
(1) Admission Screening Fee	JPY 20,000	First year only
(2) Admission Fee	JPY 40,000	First year only
(3) Facility Fee	JPY 16,500	One year
(4) Teaching Materials Fee	JPY 20,000	One year
(5) Tuition	JPY 900,000	One year
(6) Health Management Fee	JPY 3,500	One year; once per year during enrollment
(7) Insurance Premium	JPY 10,000	One year

Consumption tax is not included in the amounts above through item (6). The insurance premium in item (7) is treated as tax-exempt.

(Payment)

Article 22

While enrolled, learners must pay tuition by the prescribed deadline regardless of whether they attend classes.

2 If there are special circumstances, the payment deadline may be adjusted notwithstanding the provisions of paragraph 1.

(Nonpayment)

Article 23

If a learner fails to pay tuition by the prescribed deadline, the Principal may order the learner's removal from the school register or withdrawal from the School.

(Refund of Student Fees)

Article 24

Paid fees shall be refunded in accordance with the Refund Policy to persons who become unable to receive the School's services for reasons other than removal from the school register. Detailed refund rules shall be prescribed separately.

Chapter 6 Miscellaneous Provisions

(Dormitories)

Article 24

The School does not provide dormitories; however, affiliated student dormitories may be introduced as needed.

(Health Examination)

Article 25

A health examination shall be conducted once each year in accordance with separately prescribed provisions.

(Detailed Rules)

Article 27

Detailed rules not stated in these Regulations shall conform to the School Guide.

Supplementary Provisions

These Regulations shall take effect on October 1, 2026 (Reiwa 8).