

# ENROLMENT FORM

2020

## PERSONAL DETAILS

Family Name

Given Name

Date of Birth

 /  /   
D M Y

Gender

Male  Female

Nationality

Passport Number

E-mail Address

Phone or Mobile

Address

Visa Type

Tourist Visa  
 Working Holiday Visa  
 Other \_\_\_\_\_

How did you hear about us?

## DECLARATION

I hereby confirm that my payment of the fees as invoiced, in conjunction with my signing of this form, constitutes my acceptance of the terms of my agreement with Lexis Japan in relation to my enrolment. I have read and agree to be bound by all of the Conditions of Enrolment as detailed overleaf.

Date

 /  /   
D M Y

Student Name

Signature

Agent Stamp

## ENROLMENT DETAILS

Japanese Courses

Intensive Japanese Full Time  
 Intensive Japanese Part Time  
 1:1 Private Tuition

Junior Programs

Teen Activity Program

Start Dates

Number of weeks

Current language ability level

Can you read hiragana and katakana?  Yes  No

Can you write hiragana and katakana?  Yes  No

## ACCOMMODATION & AIRPORT PICKUP

Do you require Airport-Pickup?

One way  Return  No

Do you want us to book your accommodation?

Homestay Shinzaike Student House  
 Studio Apartment  A Room  
 Mukonoso Student House  B Room  
 Deco (Woman Only)

Starting Date

Finishing Date

Student Emergency Phone number

Do you smoke?  Yes  No

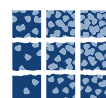
Are you willing to stay with a homestay family that has:

Dogs  Yes  No Children under 2 y/o  Yes  No  
Cats  Yes  No

Are there any foods you do not eat? \_\_\_\_\_

What are your hobbies? \_\_\_\_\_

Special Requests



Lexis Japan

レクシス語学学院

Lexis Japan 9F, Mitsubishi UFJ Shintaku Ginko Building, 36  
Nishimachi, Chuo-Ku, Kobe-Shi, Hyogo-Ken, JAPAN  
E-mail. info@LexisJapan.com

# CONDITIONS OF ENROLMENT

2020

## ALL STUDENTS

1. Send your completed enrolment form to [info@LexisJapan.com](mailto:info@LexisJapan.com)
2. We will acknowledge receipt of your signed application and issue an invoice. This will generally occur on the business day following receipt of your application.
3. It is strongly suggested that all students obtain relevant insurance cover prior to travelling to Japan.
4. When you receive your invoice, send full fees in Japanese Yen, including all optional service fees. Payment may be made by bank transfer.
5. You must pay fees in full no later than 4 weeks before your course commencement date to confirm your place.
6. Notify us immediately of any changes to your proposed course start date by contacting [info@LexisJapan.com](mailto:info@LexisJapan.com).

## HOMESTAY, CARER & AIRPORT PICK-UP SERVICES

1. If you wish to use our Homestay service, you should apply at least 4 weeks before your intended arrival in Japan to allow us adequate time to find the most suitable accommodation for you.
2. If you require us to arrange or approve a carer for a student under 18 years of age, at least 4 weeks' notice is required.
3. Provide us with your flight details (flight number, date & time of arrival) 4 weeks before you arrive.
4. We will aim to confirm your homestay details (and airport pick-up if requested) 2 weeks prior to arrival.
5. If you give us less than 48 hours' notice of any changes to your flight details, we cannot guarantee that we will be able to make the necessary changes to your airport pick-up and /or homestay arrangements and you may incur additional costs.
6. We do not guarantee that homestay accommodation can be arranged at short notice. We reserve the right to temporarily place you in hotel accommodation at your own cost on your arrival in Japan, until such time as we are able to secure a homestay placement.

## CANCELLATION AND REFUND POLICY

1. In the absence of any agreement to the contrary, your place in a course will not be confirmed until fees are received for the initial study period and our bank has confirmed your payment.
2. Cancellations are not effective until they are received in writing.
3. The registration fee is not refundable.
4. If you are not granted a visa, all fees except the registration fee will be refunded within 4 weeks of Lexis Japan receiving written notification.
5. If you cancel your course 28 days or more before your course commencement date, all fees received except the registration fee will be refunded. If you cancel your course less than 28 days before your course commencement date, a cancellation fee of 20% of paid tuition fees will apply. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
6. If you defer the date of commencement of your course, then later cancel your course prior to the new commencement date, the cancellation policy will apply from the original course start date, not the deferred start date.
7. If you cancel your accommodation and/or airport transfer 4 weeks before your commencement date, the Accommodation Placement Fee and/or Airport Transfer Fee are not refundable. You may also be liable for 4 weeks' accommodation fees. Please be aware of no refund if you cancel your DECO House accommodation at any time.
8. If you shorten your homestay booking after you start the accommodation service, a cancellation fee of 5 weeks of homestay accommodation fees will apply.
9. If you wish to cancel your Student House or Apartment accommodation, we require written notice 5 weeks prior to check-out date. Any unused fees after the 5 week notice period are refundable.
10. Should you extend your accommodation in Shinzaike Student House, an Accommodation Placement Fee will apply to your extension of accommodation.
11. Where we do not offer an advertised course, or withdraw the delivery of the course prior to its completion, you will be offered within 2 weeks a refund of the unused portion of course fees paid to date. Alternatively, you may be offered a suitable alternative course at no extra cost. You have the right to choose a refund or the offer of placement in another course. Acceptance of any offer must be confirmed in writing within 30 days of the offer being made.
12. Applications for refunds must be in writing and addressed to the Registrar – Lexis Japan
13. Any refunds payable under this policy (with the exception those payable under Clause 9) will be made within 4 weeks of receiving the written refund application.
14. Refunds will only be paid in the same currency in which fees were collected, and paid to the person who entered into the contract. We require written direction from the student to refund to another party.
15. Lexis Japan may make reasonable variations to the delivery of programs e.g.: course times, timetables, classrooms. Students will be provided with reasonably advanced notice should this occur and will have the opportunity to access the internal complaints and appeals process should they feel disadvantaged by any such variation.
16. In all cases of suspension and/or expulsion due to non-compliance with the Student Code of Conduct, no refund of monies paid to the College will be made unless required by law.
17. These regulations may be waived only in exceptional circumstances by the Executive Management of the college at their absolute discretion.



### LEXIS Japan BANK DETAILS

<b>BANK</b>	SUMITOMO Mitsui Banking Corporation
<b>BRANCH KOBE</b>	Main Office
<b>SWIFT CODE</b>	SMBCJPJT
<b>BRANCH NO</b>	500
<b>BANK ADD</b>	56 Naniwamachi Chuo-Ku Kobe Hyogo Japan
<b>ACC NAME</b>	Lexis Japan Co. LTD
<b>ACCOUNT NO</b>	500 - 9708239
<b>COMPANY ADD</b>	36 Banchi Nishi-Machi Chuo-Ku Kobe Hyogo Japan

# FEES & DATES

2020

## ADULT PROGRAMS

### TEEN ACTIVITY PROGRAM DATES

13 July - 7 August

### All other courses start every Monday

Intensive Japanese	25 hrs	15 hrs
1 - 4 weeks	¥ 33,000 PW	¥ 29,500 PW
5 - 12 weeks	¥ 32,000 PW	¥ 28,500 PW
13 - 24 weeks <sup>1</sup>	¥ 31,000 PW	¥ 27,500 PW
25+ weeks <sup>1</sup>	¥ 29,500 PW	¥ 26,000 PW

### Private Tuition 1:1 Intensive

2 hrs	¥ 10,500	
10 hrs	¥ 45,500	

## JUNIOR PROGRAMS

### Teen Activity Program<sup>2</sup>

1 week	¥ 175,000	
2 weeks	¥ 270,000	
3 weeks	¥ 365,000	
4 weeks	¥ 460,000	

\*All fees are in Japanese Yen

- Working Holiday or 6 month visa waiver holders only
- Inclusive of:  
 Airport Pick Up and Drop Off  
 College Registration Fee  
 Tuition  
 Course Materials  
 Activities  
 Transport of activities  
 Homestay Placement Fee  
 Accommodation (2 meals per day)

## SCHOOL HOLIDAY DATES

1 - 3 January 2020	13 January 2020
11 February 2020	24 February 2020
20 March 2020	29 April 2020
4 - 6 May 2020	10 August 2020
21 - 22 September 2020	3 November 2020
23 November 2020	28 December - 1 January 2021

## ACCOMMODATION AND OTHER FEES

Registration	¥ 20,500
Books and Materials 1 - 8 weeks	¥ 5,500
Books and Materials 9 - 16 weeks	¥ 10,500
Books and Materials 17 - 24 weeks	¥ 15,500

Accommodation Placement Homestay ONLY	¥ 20,000
Homestay (Check-in 9am to 8:30pm) *After 8:30pm Prearranged Only	
Homestay - Single (2 meals) / wk	¥ 36,000

### Student House

Mukonosu Student House (Check-in anytime)	
Accommodation Placement Mukonosu ONLY	¥ 18,500
C Room / month	¥ 57,000
Cleaning Fee	¥ 10,000
Deposit (Fully refundable) <sup>3</sup>	¥ 10,000
Bedding (Compulsory) <sup>4</sup>	¥ 6,500

Shinzaike Student House (Check in 8:30am to 7:30pm) (Check-in unavailable on Friday / Saturday)	
Accommodation Placement Shinzaike Student House	¥ 30,500
A Room / month	¥ 70,500
B Room / month	¥ 82,500
Deposit (Fully refundable) <sup>3</sup>	¥ 20,000
Bedding Rental / month (Compulsory) <sup>4</sup>	¥ 6,500
Late Check In Fee   Between 7:30pm to 9:00pm	¥ 5,000

Deco Student House (Check- in anytime) *Preferable Check -in time 9am to 5:30pm	
Accommodation Placement Student House Deco House	¥ 20,500
D Room / month	¥ 70,000
2 weeks (if it is over 2 weeks, it is 3 week fee)	¥ 50,000
3 weeks (if it is over 3 weeks, it is one month fee)	¥ 60,000
Deposit (Fully refundable) <sup>3</sup>	¥ 10,000
Bedding Rental (Compulsory) <sup>4</sup>	¥ 6,500

Accommodation Placement Apartments ONLY (Check-in anytime)	
Weekly Rent	¥ 23,500
Deposit (Fully refundable) <sup>3</sup>	¥ 20,000
Cleaning Fee	¥ 6,500

Airport Pick Up Flight Arrival Time Between (9am-6pm)	¥ 17,600
Airport Drop Off Flight Arrival Time Between (9am-6pm)	¥ 17,600
Additional Fee *Outside Normal Pick Up and Drop Off Hours	¥ 10,000
UM Service Return	¥ 16,500
Document Postage Fee	¥ 8,500
Bank Fee	¥ 6,700

3. The bond deposit will be fully refunded (additional deductions may occur subject to changes in the condition of the premises at the beginning and ending of the tenancy).

4. Bedding Fee includes: Mattress, Pillow and all Bed Linen.