

Japanese Language Educational Curriculum Implementation Regulations  
(School Rules)  
at EliteSky Japanese Language School

Chapter 1 General Provisions

Article 1 (Mission and Purpose of the Organization)

[Mission: Nurture human skills that can contribute to the world]

We are fully committed to helping each international student develop into a person who has own dreams and visions, and who can have a positive impact on the world. By focusing not only on improving language skills, but also on developing the ability to directly confront social issues and find solutions, we aim to equip students with the ability to bring about good values to the real society.

**【Purpose】**

Based on our school mission, our objective is to train international students to acquire specific skills and knowledge through Japanese language education aiming for higher education. In addition, we are to nurture a set of skills which prepare each individual for the future to become part of solution to social issues in Japan surrounding nursing care and welfare.

(Name of Institution)

Article 2           Our school shall be called EliteSky Japanese Language School.

(Location of principal office)

Article 3           The main office of our school shall be located at 3-35-4 Hiyoshidai, Tomisato City, Chiba Prefecture.

(Japanese language educational curriculum, duration of study, admission capacity, etc.)

Article 4       Our school offers the 2 years of vocational school preparatory Japanese course and the 1.5 years of vocational school preparatory Japanese course for studying abroad.

The curriculum, duration of study, admission capacity and number of classes at our school shall be as shown in the following table.

| Part 1 & Part 2 | Japanese Educational Curriculum                            | Duration of study | Admission Capacity (number of students) | Number of Classes | Remarks                                    |
|-----------------|------------------------------------------------------------|-------------------|-----------------------------------------|-------------------|--------------------------------------------|
| Part 1          | 2 years of vocational school preparatory Japanese course   | 2 years           | 40                                      | 2 classes         | April students: 40                         |
|                 | Subtotal                                                   |                   | 40                                      | 2 classes         | April students: 40                         |
| Part 2          | 2 years of vocational school preparatory Japanese course   | 2 years           | 20                                      | 1 class           | April students: 20                         |
|                 | 1.5 years of vocational school preparatory Japanese course | 1.5 years         | 20                                      | 1 class           | October students: 20                       |
|                 | Subtotal                                                   |                   | 40                                      | 2 classes         | April students: 20<br>October students: 20 |
| Total           |                                                            |                   | 80                                      | 4 classes         |                                            |

## Chapter 2 Class Period, Number of Class Days, and Holidays

(Implementation period)

Article 5 The period for conducting evaluations of the Japanese language educational curriculum shall be as follows:

2 years of vocational school preparatory Japanese course begins in April and ends in March of the year after the next.

1.5 years of vocational school preparatory Japanese course begins in October and ends in March of the year after the next.

2. The period in the preceding paragraph shall be divided into the following semesters.

(1) 1st Period: April 1 to June 30

(2) 2nd Period: July 1 to September 30

(3) 3rd Period: October 1 to December 31

(4) 4th Period: January 1 to March 31

(Number of Class Days and Holidays)

Article 6 The number of days scheduled for classes at our school yearly shall be the number of days excluding holidays.

2. Closed days shall be as follows:

(1) Saturdays and Sundays

(2) Dates stipulated in the Act on National Holidays (Act No. 178 passed in 1948)

(3) Long holidays

1) Spring vacation (about 3 weeks from late March to early April, the last day of vacation to be decided before each fiscal year)

2) Golden Week (late April to early May)

3) Summer vacation (about 2 weeks from late June to early July, the last day of vacation to be decided before each fiscal year)

4) Summer vacation (about 10 days before and after Obon in August)

5) Autumn vacation (about 2 weeks from late September to early October, the last day of vacation to be decided before each fiscal year)

6) Winter vacation (about 2 weeks from late December to early January, the last day of vacation to be decided before each fiscal year)

3. In addition to the holidays stipulated in 2, if an emergency situation should arise, our principal is authorized to temporarily cancel classes.

(Time for the beginning and end of classes)

Article 7 Time for the beginning and end of classes shall be determined by our principal and shall be conducted as follows:

(1) 1st Part 9:00 a.m. ~ 0:20 p.m.

(2) 2nd Part 1:20 p.m. ~ 4:40 p.m.

### Chapter 3 Japanese Language Educational Curriculum

(Japanese Language Educational Curriculum)

Article 8 Our school adopts Japanese education curriculum listed in the first column of the following table, and the duration of study, Japanese language proficiency goals (Japanese language proficiency indicated on the scale of the "Reference Framework for Japanese language Education" (Japanese Language Subcommittee of

the Cultural Council, October 12, 2021), admission capacity, level, and number of class hours shall be as listed in columns 2 to 6, respectively.

| Japanese Education Curriculum                            | Duration of study | Japanese Proficiency Goals | Admission Capacity | Level (Scale of Reference Frame) | Number of class hours (1 credit hour = 45 minutes) |
|----------------------------------------------------------|-------------------|----------------------------|--------------------|----------------------------------|----------------------------------------------------|
| 2 years of vocational school preparatory Japanese course | 2 years           | B2                         | 60                 | Beginner (A1)                    | 195 credit hours                                   |
|                                                          |                   |                            |                    | Pre-Intermediate I (A2)          | 200 credit hours                                   |
|                                                          |                   |                            |                    | Pre-Intermediate II (A2)         | 197 credit hours                                   |
|                                                          |                   |                            |                    | Intermediate I (B1)              | 198 credit hours                                   |
|                                                          |                   |                            |                    | Intermediate II (B1)             | 195 credit hours                                   |
|                                                          |                   |                            |                    | Intermediate III (B1)            | 200 credit hours                                   |
|                                                          |                   |                            |                    | Advanced I (B2)                  | 197 credit hours                                   |

|                                                            |           |    |    |                          |                  |
|------------------------------------------------------------|-----------|----|----|--------------------------|------------------|
|                                                            |           |    |    | Advanced II (B2)         | 198 credit hours |
| 1.5 years of vocational school preparatory Japanese course | 1.5 years | B2 | 20 | Pre-Intermediate II (A2) | 195 credit hours |
|                                                            |           |    |    | Intermediate I (B1)      | 198 credit hours |
|                                                            |           |    |    | Intermediate II (B1)     | 197 credit hours |
|                                                            |           |    |    | Intermediate III (B1)    | 200 credit hours |
|                                                            |           |    |    | Advanced I (B2)          | 195 credit hours |
|                                                            |           |    |    | Advanced II (B2)         | 198 credit hours |

**\* All required hours of attendance at school per semester, including entrance ceremony, graduation ceremony, and health checkup, are 200 credit hours.**

2. The subjects of the Japanese language educational curriculum consist of comprehensive Japanese and autonomous learning in both courses. The JLPT preparation class shall be scheduled around the actual test.

(Method of Providing Education)

Article 9 In order to serve the needs of students appropriately, it is our fundamental commitment to offer classes included in the Japanese language educational curriculum in which students enroll according to the objectives and goals of

each student. In this case, the student shall take all the classes included in the Japanese language educational curriculum and shall not be prevented from taking the entire Japanese language educational curriculum.

2. The number of students in each course shall be within the admission capacity listed in column 4 of the table in the preceding article.

(Class Organization)

Article 10 Classes shall be divided into groups of 20 or fewer students whose levels are the same during the same time period.

Chapter 4 Assessment of Learning and Recognition of Course Completion

(Assessment and Course Advancement)

Article 11 The evaluation of learning is determined by the test score and the average score for each category of the comprehensive Japanese language [character vocabulary, grammar, listening, speaking (communication), speaking (presentation), reading, writing], and are assessed on a five-point scale of A, B, C, D, and E. 90~100 points are A, 80~89 points are B, 70~79 points are C, 60~69 points are D, and less than 60 points and those who didn't take the exam are E. The JLPT preparation and self-study shall be self-evaluated using tools such as rubrics, but the usage will be limited to study counseling, guidance for higher education, and reference for writing recommendation letters, and will not be assessed on a five-point scale. For course advancement, the evaluation must be D or higher in all items of the comprehensive Japanese language. In the case of receiving D, students must take supplementary lessons. In the case of receiving E, students must take a make-up exam after taking supplementary lessons and pass it. If passed, students shall receive D.

(Course Completion, etc.)

Article 12 Our principal shall evaluate the learning stipulated in Article 11 for each subject specified in the educational curriculum, and certify the completion of the course for those who have an overall attendance rate of 80% or more with all evaluations of D or higher.

2. Our principal shall award diplomas to those who have completed the specified courses of study at our school.

## Chapter 5 Teachers and Staff Organization

(Teachers and Staff Organization)

Article 13 Our school shall have the following teachers and staff.

- (1) Principal
- (2) Head Teacher
- (3) Teachers 4 or more teachers (including 2 or more full-time teachers)
- (4) Staff members in charge of daily life guidance  
2 or more staff (including 2 or more full-time staff members)
- (5) Administrative staff 1 or more

2. In addition to the preceding paragraph, necessary staff shall be appointed.

(Principal)

Article 14 Our principal shall be in charge of operation of the school and shall supervise the teachers and staff members who belong to our school.

(Head Teacher)

Article 15 A head teacher shall be appointed responsible for organizing the educational curriculum and guidance to other teachers.

(Teacher Meeting)

Article 16 Teacher meeting shall be held in order for teachers to perform each duty effectively.

2. Teacher meeting shall be presided over by the principal.

## Chapter 6 Enrollment

(Admission Requirements)

Article 17 Applicants to our school shall meet all the following requirements.

- (1) Have completed at least 12 years of school education or equivalent course.
- (2) Have been allowed or expected to be allowed entry to Japan through due process.
- (3) Have the ability to bear the expenses or a financial guarantor who has the ability to bear the expenses during a period of stay in Japan.

(4) Have an intention to study at our school for a specified period of time.

(5) Have Japanese language proficiency corresponding to each level at the time of enrollment.

•2 years of vocational school preparatory Japanese course: Have studied Japanese for at least 150 hours or have Japanese language proficiency equivalent to N5 of the Japanese Language Proficiency Test, and also have been assessed to have the necessary Japanese language proficiency in our school's Japanese proficiency oral examination to study this course.

•1 year and 6 months of vocational school preparatory Japanese course: Have Japanese language proficiency equivalent to N4 of the Japanese Language Proficiency Test, and also have been assessed to have the necessary Japanese language proficiency in our school's Japanese proficiency oral examination to study this course.

(Enrollment)

Article 18 Those who are eligible to enroll in our school are foreigners who wish to study in Japan aiming for higher education, while meeting the admission requirements stipulated in Article 17 and having been approved by our principal.

(Start of Enrollment)

Article 19 Our school enrollment shall start in April and in October.

(Admission Procedures)

Article 20 The admission procedure for our school shall be as follows:

(1) Those who intend to enroll in our school must fill out necessary items in the admission application form and other documents specified by our school.

All must be submitted by the specified deadline, together with the application fee stipulated in Article 23.

(2) Those who have completed the procedures in the preceding section will be selected and admission shall be determined.

(3) Those who have been notified of the issuance of a Certificate of Eligibility and have been admitted to our school must complete the enrollment procedure of (2) ~ (6) of the first fiscal year of student payment stipulated in Article 23 before the deadline with necessary documents attached.

(Leave of absence/Withdrawal)



Article 21 If the student intends to take a leave of absence for more than 7 days due to illness or other unavoidable reasons, it is required to apply for a leave of absence notification stating the reason and the period of leave of absence, along with a medical certificate and other necessary documents, and obtain permission from our principal.

2. The student who has taken a leave of absence wishes to return to school, notification to our principal of such and permission from our principal to return to school are required.

3. The student who intends to transfer or withdraw from school must write down the reason and obtain permission from our principal.

4. The student who takes a leave of absence or withdraws from school must complete the procedure for obtaining permission from our principal as soon as possible.

(Notification of Change)

Article 22 If for any reason a change to be made on what had been notified to school, such as address, period of stay, status of residence, part-time job, change of notification must be filed as soon as possible. In addition, the change of address must be notified within 14 days before or after the move to the municipal office or government office of the place of residence and also the Commissioner of the Immigration Services Agency.

## Chapter 7 Student Fees

(Fees to be paid by the students)

Article 23 Fees to be paid to our school shall be as follows:

• First fiscal year (common to all courses)

|                                   |             |
|-----------------------------------|-------------|
| (1) Application fee:              | 20,000 yen  |
| (2) Admission fee:                | 50,000 yen  |
| (3) Tuition fee:                  | 600,000 yen |
| (4) Teaching material fee:        | 30,000 yen  |
| (5) Equipment cost:               | 10,000 yen  |
| (6) Extracurricular activity fee: | 10,000 yen  |
| Total                             | 720,000 yen |

Consumption tax will be added to each of the above (1) ~ (6) fees.

• Second fiscal year (2 years vocational school preparatory Japanese course)

|                  |             |
|------------------|-------------|
| (1) Tuition fee: | 600,000 yen |
|------------------|-------------|

|                                   |             |
|-----------------------------------|-------------|
| (2) Teaching material fee:        | 30,000 yen  |
| (3) Equipment cost:               | 10,000 yen  |
| (4) Extracurricular activity fee: | 10,000 yen  |
| Total                             | 650,000 yen |

Consumption tax will be added to each of the above (1) ~ (4) fees.

·Second fiscal year (1 year and 6 months vocational school preparatory Japanese course)

|                                   |             |
|-----------------------------------|-------------|
| (1) Tuition fee:                  | 300,000 yen |
| (2) Teaching material fee:        | 15,000 yen  |
| (3) Equipment cost:               | 5,000 yen   |
| (4) Extracurricular activity fee: | 5,000 yen   |
| Total                             | 325,000 yen |

Consumption tax will be added to each of the above (1) ~ (4) fees.

2. As long as the student enrolls, the tuition fee must be paid by specified date, regardless of attendance.

3. Notwithstanding the provisions of the preceding paragraph, if the student takes a leave of absence, tuition fees may be waived from the month following the month in which the student takes a leave of absent.

4. Notwithstanding the provisions of Paragraph 1, in special circumstances, the student may be exempt from paying the entire or a part of the tuition in accordance with separate provisions.

(Refund of Student Fees)

Article 24 Student fees that have already been paid shall be refunded in accordance with our refund policy.

Chapter 8 Rewards and Punishments

(Rewards and Punishments)

Article 25 Our principal shall present an award to the student who has excellent grades and serves as a role model for others.

2. Rewards and punishments shall be delivered by our principal after deliberation by

the Rewards and Punishments Committee.

(Disciplinary Action)

Article 26 In the event that the student does not comply with the rules or other regulations established by our school, and acts contrary to our principles, our principal may take disciplinary actions against the student.

2. There are two types of disciplinary actions: admonition and expulsion.

3. Expulsion as set forth in the preceding paragraph shall be imposed upon the student who falls under any of the following items:

(1) A person who violates the laws of Japan.

(2) A person who has committed an act that significantly violates the social morality of Japan.

(3) A person who has been punished by the government for violating the Immigration Control and Refugee Recognition Act.

(4) A person who displays delinquent behavior and is not expected to improve.

(5) A person recognized as having no prospect of success due to inferior academic ability.

(6) A person who does not attend classes regularly without a justifiable reason.

The specific content will be determined separately by our principal based on our internal regulations on student management and discipline.

(7) A person who does not follow the rules of our school, disturbs the order of our school, or violates own duty as a student.

The specific content will be determined separately by our principal based on our internal regulations on student management and discipline.

(8) A person who is found to have material falsehoods in the contents of the submitted documents.

(9) If the tuition fee is delinquent for more than 3 months without a justifiable reason nor following the prescribed procedures with no prospect of payment even after that.

Chapter 9

Miscellaneous

(Health checkup)

Article 27 Medical check-up shall be conducted regularly at a medical institution once a year.

(Bylaws)

Article 28 Detailed rules for the enforcement of these school rules shall be separately determined by our principal.

#### Supplementary Provisions

These school rules shall come into effect on April 1 2025.