

TERMS AND CONDITIONS

2019/04/01 Rev. 1

STUDENT VISA COURSE

1. Application

- 1 Application timeline and deadlines must be strictly adhered to. Late applications will not be entertained.
- 2 All information and documents provided must be accurate and true. Applications with incomplete and/or inaccurate and/or fraudulent information or documents will not be entertained
- 3 One-time issue documents such as bank statements and employment letters will be submitted to the Immigration Bureau of Japan, and will not be returned. Original documents such as birth certificates, diploma certificates will be returned after announcement of results.
- 4 Application is not considered final until all necessary documents are received and in order, and application fee has been paid. Application fee is strictly non-refundable regardless of any circumstances.

2. Visa Conditions and Student Behavior

- 1 Student visas are issued by the Immigration Bureau of Japan, and come with various rules that must be abode by law.
- 2 Student visa holders are also expected to follow all laws of Japan, preceding laws of their own country and the school rules of Matsudo International School.
- 3 Students are expected to conduct themselves well both inside and outside of school, and are expected to follow any reasonable requests given by the school staff.
- 4 Any infringement of school rules may lead to warnings, fines or expulsions. Any harassment, threat or violence against staff, students or any other individuals will be severely dealt with.
- 6 The main purpose of the Student Visa is for studies. Students are expected to prioritize study over work and play.
- 7 Students must always provide updated contact details to Matsudo International School. This includes any changes to residential address, phone number and email address, and any relevant details. Any changes to these must be notified to the school immediately. Failure to do so may result in expulsion and cancellation of visa.

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3. Attendance and Absenteeism

- 1 Attendance of students are reported monthly to the Immigration Bureau of Japan, as required by law.
- 2 Students must maintain at least 90% attendance rate at all times. Students with less than 90% attendance rate may not be allowed to continue their studies. Attendance less than 90% may also affect future visa applications in Japan.
- 3 Students must, to the best of their ability, inform their form teachers of their absentee.
- 4 The Immigration Bureau of Japan will automatically cancel your student visa if your attendance reaches below the minimum of 60% at any point. Therefore, students are advised to be aware of their attendance at all times.
- 5 Absenteeism due to severe illnesses, communicable illnesses or hospitalization will first be assessed by the staff of Matsudo International School. If approved, absenteeism due to such cases will not be counted against the student. Supporting evidence such as a medical certificate or doctor's letter must be provided.
- 6 Compassionate leave of up to 1 week (7 days) may be granted in case of severe illness, severe injury or death of immediate family member. Supporting evidence must be provided.

4. Part Time Work

- 1 Students may work up to 28 hours a week during school terms, and up to 40 hours a week during Spring, Summer and Winter school holiday periods.
- 2 Going over the student visa work hour limit is a serious offence, and may lead to deportation.
- 3 Requests to change class due to part time work timings will not be accepted.
- 4 Students may be asked for their part time work details by the school staff. Students are expected to provide accurate and truthful information about any and all part time jobs they are currently doing at that point in time.

5. Payments and Refunds

- 1 Applicant is to bear all bank transfer charges.
- 2 Application fee is strictly non-refundable
- 3 In event your visa application is denied at the Japanese Embassy or Consulate which you applied in, a refund of tuition fees less application fees and bank transfer fees will be provided upon provision of evidence. If the denial is due to fraudulent documents or personal misdoings, no refunds will be provided.
- 4 In principle, no refunds will be provided after classes have commenced, except in event where Matsudo International School cancels the entire class.
- 5 No refunds will be provided in case of expulsion due to academic, general or criminal misconduct on part of the student.
- 6 In extenuating circumstances such as: natural disasters in your home country; falling severely ill or are hospitalised; becoming pregnant; severe illness or death of immediate family member **BEFORE entering Japan**, Matsudo International School may grant refunds less application fees on compassionate grounds. Approval for such cases is at the sole discretion of Matsudo International School. You must provide Matsudo International School with documented evidence supporting your claim, and comply with all procedures in order to be eligible for the refund.

6. Privacy

Your information may be used to contact you for matters regarding classes and lessons, as well as quality assurance purposes. Protecting your privacy is our utmost priority. Your information will not be disclosed to third parties without your permission.

In special circumstances, personal information may be disclosed if:

- The individual is facing serious and imminent danger to his life, health or safety
- The information is required by an authorized government or enforcement body