

Guidelines for Acceptance of Students by Japanese Language Institutes

In recent years Japanese language institutes and students have been rapidly increasing in number; in such circumstances the Japanese language institutes, which have become members of the Association for the Promotion of Japanese Language Education (hereinafter referred to as the Institutes), deeply aware of increasing necessity of setting up guidelines for the Institutes voluntarily, established Study Committee for Guidelines in April, 2002 with the Association for the promotion of Japanese Language Education (hereinafter referred to as the Association). The Committee understands that the education of Japanese language should diffuse Japanese traditional culture and current social situation through upbringing competent persons to shoulder the next generation and play a vital role in fostering, maintaining and developing friendly relationship among people of Japan and the world through overcoming differences of nations, states, religion, races, sexes and culture, etc.; this is why the Committee made up the final report on the guidelines after one year of serious and minute deliberation, and the guidelines were adopted and established on June 11, 2003 by the Conference of Members.

We hope that these guidelines will contribute to promoting right understanding of the Institutes and heightening public trust at home and abroad.

1 Purpose

These guidelines aim to show the guiding principles that the Institutes should follow so that they may advance toward performing their social responsibility to make their proper or better form/style as well as making every effort to maintain the level of their education and management stipulated by National Standards for the Operation of Japanese Language Institutes and Regulations for Inspection of the Institutes of the Association (hereinafter referred to as Inspection Standards).

2 Administrators' responsibility

- 1) The administrators of the Institutes must be responsible for continuous direction about sound and stable management of their institutes in compliance with Inspection Standards and the purposes of these guidelines so that students may study in peace and comfortably.
- 2) The administrators must not neglect to make the best efforts toward constant check and improvement of educational contents, maintenance of educational high level and improvement of study environment.
- 3) The administrators must not neglect to make the best efforts at improving the treatment and work environment for the teaching staff and personnel who are indispensable for improving educational contents.

- 4) The administrators should observe the particulars of these guidelines and also direct the teaching staff and personnel to follow the guidelines.
- 5) The administrators must not damage public trust to the Association and the whole Institutes in managing each institute.

3 Improvement of the teaching staff and personnel's ability

The Institutes should provide the teaching staff and personnel with opportunities for necessary study, such as participation in training courses of the Association, etc. so that they will attain the purposes of these guidelines.

4 Acceptance of students

The Institutes should do their best so that they could accept only the students with abilities and wish to study. To do this:

- 1) In the case of collection of students, they should give correct information in compliance with the purposes of these guidelines and should not place false or exaggerated advertisements.
- 2) When they recruit students outside Japan, they should understand cultures, customs and social conditions of the given country(area) and act fairly.
- 3) In the case of collection of students, they should not depend on easy means such as whole dependence on the service of agents; and they should try to foster reliance with agents if they use them and select students strictly on their own responsibility.

5 Management of enrolled students

- 1) The Institutes must give best consideration so that students may achieve their goal of study, keeping themselves sound in mind and body. Above all, they should give students-to-be scrupulous guidance such as detailed explanation about differences between cultures, customs, legal systems, etc. of both Japan and students' homeland immediately after their enrollment, in order that they may lead a school life without hindrance in Japan.
- 2) The Institutes should know that they are screened at the time of inspection of students who apply for the eligibility certificate and should manage students adequately in order to prevent occurrence of long absence, disappearance, illegal work or overstaying and the like.
- 3) The Institutes are to be allowed to keep students' passports with their consent only when it is necessary to do so on students' behalf as an agent and the like in legal proceedings such as the residence procedure.
- 4) The Institutes should deal with problems (existing or likely to occur) with educational consideration and should not take a binding measures like keeping a passport or an alien registration certificate, collecting money and so forth, even if it is necessary to maintain the order on the campus.
- 5) Aside from selection fees, admission fees, tuition fees, the Institute must not ask for a deposit, so-called "Azukarikin" in Japanese, for any purpose, which means the money to collect from students under the commitment of repaying within a given period of time. However, sometimes a security money, "Hoshokin", is also referred to as "Azukarikin", including a premium or

the money which is deposited when students rent apartment or dormitory, "Shikikin". The security money in this meaning is excluded from "Azukarikin" because it has been within the bounds of commonly accepted idea.

- 6) Persons on duty of the Institutes, who handle very private information of students, should give adequate consideration for the protection of their privacy in the procedure of entry/residence such as application for issuance of eligibility certificate, extension of period of stay, change of status, other activity, re-entry, etc.
- 7) The Institutes must not neglect to make the best efforts to maintain reliance with regional immigration bureaus and the authorities concerned.

6 Consideration to study environment, welfare and health of students

- 1) The Institutes should endeavor to maintain/improve study environment where students can study without anxiety, and should give best consideration to the realization of welfare and maintenance/management of health.
- 2) The Institutes must not neglect to give due consideration for carrying out a medical examination, taking out the national health insurance or compensation systems (regardless of public or private) and so on.
- 3) The Institutes need to recognize that the quality of students' dwellings (owned or rented) may influence greatly not only students' health and life but their studying eagerness, and must give adequate consideration for maintenance of housing environment.

7 Part-time jobs

It must be understood that introduction of part-time job and the like by the Institutes is regulated by the law, and the Institutes should give necessary directions such as an instruction to follow regulations of Japan e.g. to obtain permit of other activity if students intend to work part-time.

In addition, they should avoid placing such exaggerated advertisement expressing that the entry of a student guarantees part-time jobs and so on.

8 Money to pay

- 1) The Institutes must write clearly about such money to be paid as selection fees, admission fees, tuition fees, facilities fees, etc. including how to pay and the like in the handbooks for applicants.
- 2) The Institute can ask for the amount of payment necessary for one year, but not ask for more.
- 3) When not enrolling, dropping out and the like occurs to a student after his/her having paid fees, the Institutes should decide whether the money paid is to be repaid or not in accordance with standards deemed not unfair. Therefore they should lay down criteria like the following and show it to students distinctly.
 - (1) When the eligibility certificate has not been issued:
All fees except selection fees should be repaid.
 - (2) When a student has not applied for a visa though he/she received the eligibility certificate:

- All fees except selection fees and admission fees should be repaid on condition that the entrance permit and the certificate are returned.
- (3) When a student's application for a visa has been rejected at Japanese diplomatic establishments abroad:
All fees except selection fees and admission fees should be repaid on condition that the entrance permit is returned along with the confirmation of the visa rejection by the authorities concerned.
- (4) When a student has declined to enroll before arriving in Japan though he/she has obtained a visa:
All fees except selection fees and admission fees should be repaid, only when the fact that his/her unused visa has expired is confirmed and the entrance permit is returned.
- (5) When a student who entered Japan after obtaining a visa and enrolled in the institute has dropped out :
Selection fees and admission fees are not repaid. Tuition fees and facilities fees are not repaid, either; Excepting, the range of fees not to be repaid should comply with the rules of each institute. And the rules above must not be ones to be considered unfair.
In addition, the repayment of fees by reason of not enrolling after arriving in Japan, which is regarded as equivalent to dropping out, should comply with this item.

9 Violation

The Guideline Steering Committee is entitled to ask the Association to announce the names of the Institutes if they violate or ignore the aims of the guidelines noticeably or on purpose.

10 Amendment

- 1) When guidelines are needed to revise, the Guideline Investigation Committee must make a proposition. Amendments can be made if it is supported by the majority of the members present at the conference. If pros and cons are the same number, the chairperson is entitled to have the decisive power. A member who has decided by vote the minutes which are informed in advance by the document, or a member who has entrusted vote to another member as his/her representative is considered as a person present.
- 2) Besides the provision above, the Guideline Investigation Committee is entitled to propose and carry out a vote of the members by the document instead of holding a conference by the members. In this case revisions can also be decided by the majority.

Additional Rules

Guidelines are enforced as of June 11, 2003.

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Amendments of Guidelines are enforced as of February 26, 2005.