

ICLC School Rules (Student Visa)

These Regulations set forth the rules that must be observed by all students enrolling in the ICLC.

By understanding and complying with these Regulations, each student is expected to contribute to a smooth and comfortable school life.

Chapter 1: Pre-Admission Procedures and Revocation of Admission

1. Applicants wishing to enroll in the School shall submit the application form and all other required documents designated by the School by the deadline set by the School.

If such procedures are not completed by such deadline, the admission approval may be revoked.

2. If, in preparing the application documents or communicating with the School, an applicant fails to respond within a reasonable period without justifiable reason, or if any deficiencies or issues are found in the submitted documents and are not corrected within the deadline set by the School in accordance with its instructions, the School may determine that the admission procedures cannot be completed smoothly and may revoke the admission approval or acceptance.

Chapter 2: Classes, Study, and Attendance

1. Students shall make every effort to maintain a high attendance rate.

If a student's attendance is deemed unsatisfactory, the School may conduct interviews, provide guidance, and issue warnings.

2. If no improvement is observed after the guidance referred to in the preceding paragraph, the School may report the matter to the student's financial sponsor and take necessary measures, including further guidance or expulsion from the School.

3. Students may not choose their class schedule (morning or afternoon classes).

Class placement and scheduling shall be determined by the School.

4. Students must take the promotion test conducted by the school each term.

Based on the results of the promotion test, class changes may be made according to the student's level of achievement, including changes from a morning class to an afternoon class.

5. If the number of students enrolled in a level does not meet the minimum number required by the school, the school may decide not to offer that level.

In such cases, the school shall notify students no later than three months prior to the scheduled start date.

6. Recording, video recording, photographing, or posting such data on social media or similar platforms without prior permission is prohibited with respect to classes and other school activities.

7. The school is an educational institution that does not guarantee learning outcomes solely through class attendance and operates on the premise that students engage proactively in study outside of class hours.

8. Students shall understand the School's educational policy and conduct the necessary independent study to enhance comprehension and academic achievement.

9. Classes at the School are conducted primarily in Japanese, and during class, students shall make reasonable efforts to use Japanese unless otherwise instructed by the teacher.

Chapter 3: Tuition Payment and Delinquency

1. Tuition fees following the initial payment made prior to admission shall be paid in advance. Six months' tuition fees must be paid by the 20th day of the month preceding the start of the next semester.

Period	Due Date
Tuition for 4/1~9/30	3/20
Tuition for 7/1~12/31	6/20
Tuition for 10/1~3/31	9/20
Tuition for 1/1~6/30	12/20

2. If tuition is unpaid, students may not attend classes. If tuition remains unpaid for one month or more and payment is deemed unlikely, the School may report the matter to the student's financial sponsor and may expel the student. Any bank transfer fees shall be borne by the payer.

Chapter 4: Completion and Graduation

1. Based on the prescribed curriculum, the school shall comprehensively evaluate examination results, attendance status, class attitude, and other factors, and shall certify completion or graduation for students who meet the established standards.
2. The principal shall award a certificate of completion or a diploma to those certified under the preceding paragraph.
3. If there are any outstanding unpaid fees, including tuition or dormitory fees, at the time of completion or graduation, the certificate of completion or diploma shall not be awarded.

Chapter 5: Withdrawal and Administrative Withdrawal

1. Students wishing to withdraw from the School must submit a withdrawal notice in advance. Failure to submit a Notice of Withdrawal shall result in administrative withdrawal.
2. If a student fails to comply with an expulsion decision, the school may remove the student from enrollment at the discretion of the principal.
3. Students must report their post-withdrawal or post-graduation plans, including residence status, to the school in accordance with applicable laws and regulations.

Chapter 6: Expulsion

Students must, within a reasonable scope, act with mutual respect toward faculty, staff, and other students, and cooperate with school operations in order to ensure the smooth conduct of classes.

If a student fails to improve despite receiving warnings or guidance, the school may continue guidance, limit the School's responses to the student, or take other measures equivalent to disciplinary action.

The school may impose expulsion on a student whom it reasonably determines falls under any of the following categories:

1. A student who has made false declarations regarding important matters, including submitted documents, at the time of admission or thereafter.
2. A student who engages in conduct that seriously disrupts the order and educational environment of the School, and who shows no prospect of improvement despite receiving warnings or guidance.

3. A student who is deemed unable to continue studies or complete the program based on objective factors such as attendance and academic performance.
4. A student who repeatedly misses classes or arrives late without justifiable reason and is deemed to have an unsatisfactory attendance record.
5. A student who fails to pay tuition or other fees and shows no prospect of improvement despite receiving a demand specifying a reasonable period.
6. A student who violates Japanese laws and whose conduct is deemed to cause serious disruption to the school's educational activities or operations.
7. A student who is deemed unable to continue studies due to health reasons despite reasonable accommodations.
8. A student who insults or engages in discriminatory speech or behavior toward other students or staff based on ethnicity, nationality, race, beliefs, religion, gender, sexual orientation, appearance, or other attributes.
9. A student who makes demands contrary to school rules or explanations, or who repeatedly makes the same or substantially similar claims or requests without justifiable reason even after reasonable explanations or responses, thereby placing excessive burden on staff through socially unacceptable frequency or methods, causing disruption to school operations, and showing no improvement despite warnings or requests for correction.

Chapter 7: Miscellaneous

All notifications and applications designated by the School are necessary for student safety management, proper management of residence status, and the smooth operation of the School.

Students must not neglect these without justifiable reason and must submit them in accordance with the methods and deadlines specified by the school.

1. Students must undergo a health checkup once each year.
2. Under Japanese law, students must enroll in National Health Insurance and pay the required premiums.
3. Students who regularly use a motorcycle or automobile, including for commuting, must be covered by both mandatory automobile liability insurance and optional automobile insurance. Permission to use a motorcycle or automobile shall not be granted unless both types of insurance are maintained. Unauthorized use shall be regarded as a failure to comply with the School's regulations and may result in expulsion.
4. All school facilities, including school buildings and dormitories, are strictly non-smoking.
If a student is found smoking within School facilities, the school shall provide guidance to the student.
Smoking is permitted only in designated smoking areas outside school facilities.
5. During enrollment, students must secure the communication methods designated by the school (LINE and a telephone number usable in Japan) for school operations and emergency contact.
These must, in principle, be obtained within two months of entry into Japan.
If the school is unable to contact the student due to failure to obtain or maintain such communication methods without justifiable reason, the student shall bear responsibility for any resulting disadvantages.
6. Students shall not park any vehicle on School premises, including dormitory grounds, without prior permission from the School. In the event of a violation of this provision or failure to comply with the School's instructions, the School may take necessary measures, including disciplinary guidance or expulsion.

7. The school may, only in unavoidable circumstances such as accident response or medical treatment, provide free interpretation or translation assistance within the scope incidental to educational activities. Such assistance is supplementary in nature, and the school shall not be liable for the results thereof unless caused by the school's willful misconduct or gross negligence.

Chapter 8: Pledge

I hereby pledge that, in enrolling in this school, I have understood the application guidelines and school regulations and will strictly comply with them.

If I violate these Regulations, I will accept the school's guidance or disciplinary action in good faith and respect the school's decisions made in accordance with its established appropriate procedures.

Chapter 9: Consent for Use of Images

I grant permission to ICLC to use pictures or videos of myself on the school website, social media, and publications for the purpose of school promotion.

- ☐ Agree
☐ I Do Not Agree

Date	(Year/Month/Day)
Name in Full	
Signature	