

**True Vine Japanese Language Education Center**  
**Japanese Language Education Curriculum Implementation**  
**Regulations**  
(Academic Regulations)

March 1, 2025

**Chapter 1 General Provisions**

(Purpose of the institution)

Article 1

Through Japanese language education, we foster individuals who can contribute to a multicultural society by promoting a deep understanding of both their home country and Japan, encouraging intercultural exchange, and developing the ability to learn independently and collaboratively.

(Name of institution)

Article 2

The name of our school is "True Vine Japanese Language Education Center". The English name is "True Vine Japanese Language Education Center".

(Location)

Article 3

Our school is located at 3-1-1 Kamishodori, Hyogo-ku, Kobe, Hyogo Prefecture.

(Regular Inspection and Evaluation)

Article 4

To enhance its education and fulfill its objectives and social mission, the institution shall conduct self-inspection and evaluation of its educational activities and other related matters.

1. Implementation Period: Every March
2. Person in Charge: Principal Katsu Hiroyuki
3. Publication Platform: Website (<https://budonoki.co.jp/>)
4. Publication Timing: Every June
5. Self-Inspection Items:
  1. Achievement of Objectives and Goals
  2. Organization and Management of Faculty and Staff

3. Facilities and Equipment
4. Organization and Implementation of the Japanese Language Education Curriculum
5. Learning Outcomes and Graduation Certification
6. Student Support
  - Support for Daily Life
  - Career Guidance and Support
  - Guidance and Support for Immigration and Residency
7. System for Continuous Improvement of Educational Activities
8. Finance
9. Student Recruitment and Selection
10. Compliance with Laws
11. Community and Social Contribution

## Chapter 2 Course Arrangements

(Courses, Semesters, Enrollment Numbers, Number of Classes)

### Article 5

Please refer to the table below for the courses, semesters, enrollment numbers, and number of classes offered by our school.

	Course Name	Duration	Accommodation capacity	number of classes	remarks
morning	2 years course	2 years	40 people 20 people	2 classes 1 class	Recruitment will be conducted according to the capacity limit.
	subtotal		60 people	3 classes	

afternoon	1 year and 6 months course	1 year 6 months	20 people 20 people	1 class 1 class	April students...20 people  October students...20 people
	subtotal		40 people	2 classes	
total			100 people	5 classes	

(starting period/end period)

#### Article 6

- 1 Each course at our school begins in April and October and ends in March.
2. The period set forth in the preceding paragraph shall be divided into the following semester.

#### (1) 2 year course

1st spring semester	From April 1st to June 30th
1st summer semester	From July 1st to September 30th
1st fall semester	From October 1st to December 31st
1st winter semester	From January 1st to March 31st
2nd spring semester	From April 1st to June 30th
2nd summer semester	From July 1st to September 30th
2nd fall semester	From October 1st to December 31st
2nd winter semester	From January 1st to March 31st

#### (2) 1 year and 6 months course

1st fall semester	From October 1st to December 31st
1st winter semester	From January 1st to March 31st

2nd spring semester	From April 1st to June 30th
2nd summer semester	From July 1st to September 30th
2nd fall semester	From October 1st to December 31st
2nd winter semester	From January 1st to March 31st

(Implementation period)

#### Article 7

The period for conducting Japanese language education curriculum and courses, as well as their evaluation, etc., is basically one cycle from April 1st to March 31st of the following year.

(Number of class days and closed days)

#### Article 8

1. The number of days that the school can hold classes is the number of days in a year excluding holidays.
2. The school will be closed on the following days:
  - (1) Saturday
  - (2) Sunday
  - (3) Holidays stipulated by the Act on National Holidays
  - (4) Obon vacation (approximately 1 week around August 14th)
  - (5) Closed during the semester
    - ① Spring vacation ( 3 weeks from late March to early April, the start and end dates are determined in advance of each year.)
    - ② Summer vacation (2 weeks from late June to early July, starting and ending dates to be determined in advance of each year)
    - ③ Autumn vacation (2 weeks from late September to early October, the start and end dates are determined in advance of each year.)
    - ④ Winter vacation (2 weeks from late December to early January, the start and end dates are determined in advance of each year.)
3. When the principal deems that it is necessary for education and there are unavoidable circumstances, the preceding paragraph shall apply. Regardless of regulations, classes may be held on non-business days.
4. If the principal deems that there is an emergency disaster or other urgent circumstances, classes may not be held temporarily.

(Class start and end time)

#### Article 9

The school's starting and closing times are as follows.

(1) Part 1 Start time: 8:50 am End time: 12:10 pm

(2) Part 2 Start time: 13:00 End time: 16:20

### **Chapter 3 Japanese language education curriculum, number of class hours**

(curriculum)

#### Article 10

The curriculum and class hours for each course at our school are as follows. However, one class period referred to herein shall be 45 minutes.

Course Name	Duration	Weeks	Total Class Hours
2 years course	2 years	80 weeks	1600 hours
1 year and 6 months course	1 year 6 months	61 weeks	1220 hours

### **Chapter 4 Evaluation of learning, certification of course completion**

(Evaluation of learning)

#### Article 11

1. The academic evaluation at our institution is determined each semester based on a comprehensive assessment of various exams, reports, presentations, projects, class attitude, etc., and is graded on a five-level scale as shown in the following table.

rating	Achievement rate	pass/fail
A	90 and above	Passed
B	80% or more but less than 90%	Passed
C	70% or more but less than 80%	Passed
D	60% or more but less than 70%	Passed
E	Less than 60%	failure

2. A retake exam is permitted for students who were unable to take the regular or end-of-term exam due to special circumstances (such as illness or injury). In such cases, the grade will be calculated at 90%.
3. If a student fails, they must take a re-exam or complete additional assignments. If they pass, they will receive a grade of D.

(Certification of completion/graduation)

Article 12

1. The principal shall evaluate learning based on each subject prescribed in the curriculum as stipulated in Article 11, and shall certify the completion of the relevant subject for those who have earned a grade of D or higher in all classes and have an overall attendance rate of 80% or more.
2. The principal shall certify graduation and confer a diploma upon those who have completed the course of study at the school.

## **Chapter 5 Faculty and staff organizations**

(Faculty and staff organizations)

Article 13

1. The following faculty members will be appointed at our school.
  - (1) 1 principal
  - (2) 1 vice principal
  - (3) 1 lead teacher
  - (4) 6 or more faculty members (including the chief faculty member, of whom 3 or more are full-time)
  - (5) 1 general administration
  - (6) 2 or more administrative staff
2. In addition to the preceding paragraph, necessary staff may be appointed.
3. The principal shall administer school affairs and supervise the faculty and staff.

(Faculty meeting)

Article 14

1. A faculty council will be established to contribute to the smooth execution of duties.
2. The faculty meeting shall be presided over by the academic affairs director.

## **Chapter 6 Enrollment etc.**

(Admission qualifications)

Article 15

To be eligible for admission to our school, applicants must meet all of the following conditions.

- (1) Those who have completed 12 years or more of school education or an equivalent course<sup>2</sup>
- (2) Persons aged 18 years or older
- (3) Those who have been permitted or are expected to be permitted to enter Japan through legitimate procedures.
- (4) A person who has a reliable guarantor
  - ① A sponsor must have sufficient ability to pay the expenses.
  - ② Must have documentation that proves ability to pay expenses.
- (5) Persons with no history of illegal stay in Japan or criminal history in Japan or their own country
- (6) Those who clearly intend to study abroad

(Admission period)

Article 16

Admission to this school is held twice a year, in April and October.

(Admission procedure)

Article 17

The admission procedure to this school is as follows.

- (1) Those who wish to enroll in this school must complete the application form and other requirements specified by the school. Please prepare all documents and submit the entrance examination fee stipulated in Article 21 by the specified date.
- (2) The school will screen those who have completed the procedures set forth in the preceding paragraph and will decide who will enroll.
- (3) Those who are admitted to the school must pay the admission fee and necessary fees stipulated in Article 21 by the designated date. You must complete the admission procedure along with the appropriate documents.
- (4) If a person who has been admitted delays admission due to legitimate reasons, please contact the school immediately.

(Leave of absence/return to school)

Article 18

1. If a student attempts to take a leave of absence for 30 days or more due to illness or other legitimate reasons, the a leave of absence notification stating the reason and period of leave of absence, along with a doctor's certificate and other necessary documents. You must apply and receive permission from the principal.
2. If a student who has taken a leave of absence wishes to return to school, he/she must notify the principal and obtain permission from the principal before returning.

(transfer)

#### Article 19

Those who wish to transfer should submit a transfer request stating the reason and obtain permission from the principal.

(withdrawal)

#### Article 20

A person who wishes to withdraw from the school must submit a request for withdrawal stating the reason and obtain permission from the principal.

### Chapter 7 Student Fees

(Student fee)

#### Article 21

1. Student fees at this school are as follows.

1	Entrance examination fee	30,000 (common to all courses)
2	enrollment fee	60,000 (common to all courses)
3	Tuition fee	1,200,000(2 years course) 900,000 (1 year and 6 months course)
4	Facility and equipment fee	60,000 (2 years course) 45,000 (1 year and 6 months course)
5	Teaching material Fee	80,000 (2 years course) 60,000 (1 year and 6 months course)
6	Extracurricular activity expenses	40,000 (2 years course) 30,000 (1 year and 6 months course)
7	Insurance fee	20,000 (2 years course) 15,000 (1 year and 6 months course)
8	Health checkup fee	10,000 (2 years course) 10,000 (1 year and 6 months course)
9	Others (External examination fee)	20,000 (2 years course) 20,000 (1 year and 6 months course)

#### 2. Fees

The fee for each issued certificate, etc., shall be as follows. The names of the certificates subject to fees are as listed below:



1. Certificate of Enrollment: 200 yen
2. Certificate of Attendance and Academic Performance: 200 yen
3. Certificate of Expected Graduation: 200 yen
4. Certificate of Graduation: 200 yen
5. Letter of Recommendation: 300 yen
6. Reissuance of Student ID (Second and Subsequent Reissue): 500 yen
7. Other documents similar to those listed above

(Payment of fees)

Article 22

1. While a student is enrolled, the tuition and fees (items 3 to 9 in the table above) must be paid by the specified date regardless of attendance.
2. If a student takes a leave of absence from school, regardless of the provisions of the preceding paragraph, tuition fees may be waived starting from the month following the month in which the leave of absence falls.
3. Tuition payments shall be made as follows:
  1. Payment Schedule  
Tuition must be paid in half-year installments as follows.
    - First Semester
      - April Enrollment: By March 31
      - October Enrollment: By September 30
    - Second Semester
      - April Enrollment: By September 30
  2. Notwithstanding the provisions of the preceding paragraph, students may choose to pay the second semester's tuition at the same time as the first semester's tuition.
  3. The principal may grant permission for installment payments or deferred payments upon request if a student faces special circumstances that make it difficult to pay tuition by the designated deadline.
  4. The principal may review applications and grant full or partial tuition exemptions or defer payments for students who demonstrate financial hardship while maintaining academic excellence or for those with other unavoidable circumstances.

(Delinquency of payment)

Article 23

If a student, without justifiable reason and without following the prescribed procedures, fails to pay the tuition stipulated in Article 21 for

two months or more, and there is no prospect of payment thereafter, the principal may order the student to withdraw from the school.

(Return of payment)

Article 24

Refunds of admission fees, tuition, and material fees for those who have paid the prescribed amounts in accordance with Articles 21 and 22 but later decline admission or withdraw from the school shall be handled as specified in the following items.

(1) If the Certificate of Eligibility is not issued

All payments except entrance examination fees and refund bank charges will be refunded.

(2) If you have been issued a Certificate of Eligibility but do not apply for a visa and do not come to Japan.

If a visa application at a Japanese diplomatic mission abroad is not approved and the applicant is unable to enter Japan, all fees paid will be refunded except for the entrance examination fee, admission fee, and handling fee. However, this applies only to those who return the Certificate of Admission and the Certificate of Eligibility, and submit documentation proving that the visa was not issued by the diplomatic mission.

(3) If you obtained a visa but declined admission before coming to Japan

If it is confirmed that the visa is unused and expired, all payments will be refunded except for the entrance examination fee, admission fee, one month's tuition and refund bank fees will be refunded. However, limited to those who have returned their admission letter and submitted a copy of all pages of their passport.

(4) If you drop out of school after enrolling

The entrance examination fee and admission fee will not be refunded. Tuition, teaching material fees, and facility fees will be refunded for the next half-year term, assuming the academic year is divided into two terms.

## **Chapter 8 Rewards and Punishments**

(reward)

Article 26

The principal may give rewards to students who have excellent grades and serve as role models for other students.

(disciplinary action)

#### Article 27

1. A student violates his or her duty by not following these school regulations and other rules established by the school. such cases, the principal may take disciplinary action against the student.
2. There are three types of disciplinary action: reprimand, suspension, and expulsion.
3. Withdrawal from the school in the preceding paragraph shall only be made to students who fall under any of the following items.
  - (1) Persons who are found to have poor sexual behavior and no hope of improvement.
  - (2) Persons who are deemed to have poor academic ability and no prospect of success.
  - (3) Persons who do not regularly attend without justifiable reason
  - (4) Persons who disrupt school order or otherwise violate their duties as students.
  - (5) Those who have failed to pay their student fees for more than 3 months
4. The principal may issue a reprimand to a student who engages in the acts referred to in the preceding article, and in the case of a third violation, may order the student to expel the student.

### **Chapter 9 Miscellaneous Rules**

#### Article 28 (Dormitory)

Matters related to the dormitory shall be determined separately.

#### Article 29 (Health Checkups)

Health checkups for students and faculty members shall be conducted once a year as determined separately.

#### Article 30 (Books)

The school shall maintain the following books.

- (1) School history
- (2) Graduation certificate ledger
- (3) Staff resume writing
- (4) School diary
- (5) Staff attendance record
- (6) Equipment ledger
- (7) Student guidance record
- (8) Attendance record
- (9) Medical certificate form

- (10) Admission ledger
- (11) Staff meeting minutes
- (12) Other necessary books stipulated by education-related laws and regulations, etc.

Article 31 (detailed regulations)

The principal will separately determine the necessary detailed regulations for the enforcement of these school regulations.

Supplementary provisions

These school regulations will come into effect from April 1, 2025.