

ENROLMENT FORM

2022

PERSONAL DETAILS

Family Name

Given Name

Date of Birth

 / /
D M Y

Gender

Male Female

Nationality

Passport Number

E-mail Address

Phone or Mobile

Address

Visa Type

Tourist Visa

Working Holiday Visa

Other _____

How did you hear about us?

DECLARATION

I hereby confirm that my payment of the fees as invoiced, in conjunction with my signing of this form, constitutes my acceptance of the terms of my agreement with Lexis Japan in relation to my enrolment. I have read and agree to be bound by all of the Conditions of Enrolment as detailed overleaf.

Date

 / /
D M Y

Student Name

Signature

Agent Stamp

ENROLMENT DETAILS

Japanese Courses

Intensive Japanese Full Time

Intensive Japanese Part Time

1:1 Private Tuition

Junior Programs

Teen Activity Program

Start Dates

Number of weeks

Current language ability level

Can you read hiragana and katakana? Yes No

Can you write hiragana and katakana? Yes No

ACCOMMODATION & AIRPORT PICKUP

Do you require Airport-Pickup?

One way Return No

Do you want us to book your accommodation?

Homestay

Mukonoso Student House

Deco (Woman Only)

Shinzaike Student House

A Room

B Room

Starting Date

Finishing Date

Student Emergency Phone number

Do you smoke? Yes No

Are you willing to stay with a homestay family that has:

Dogs Yes No

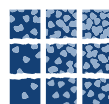
Children under 2 y/o Yes No

Cats Yes No

Are there any foods you do not eat? _____

What are your hobbies? _____

Special Requests



Lexis Japan

レクシス語学学院

Lexis Japan

9F, Mitsubishi UFJ Shintaku Ginko Building, 36
Nishimachi, Chuo-Ku, Kobe-Shi, Hyogo-Ken, JAPAN
E-mail. info@LexisJapan.com

CONDITIONS OF ENROLMENT

2022

ALL STUDENTS

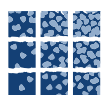
1. Send your completed enrolment form to info@LexisJapan.com
2. We will acknowledge receipt of your signed application and issue an invoice. This will generally occur on the business day following receipt of your application.
3. It is strongly suggested that all students obtain relevant insurance cover prior to travelling to Japan.
4. When you receive your invoice, send full fees in Japanese Yen, including all optional service fees. Payment may be made by bank transfer.
5. You must pay fees in full no later than 4 weeks before your course commencement date to confirm your place.
6. Notify us immediately of any changes to your proposed course start date by contacting info@LexisJapan.com.

HOMESTAY, CARER & AIRPORT PICK-UP SERVICES

1. If you wish to use our Homestay service, you should apply at least 4 weeks before your intended arrival in Japan to allow us adequate time to find the most suitable accommodation for you.
2. If you require us to arrange or approve a carer for a student under 18 years of age, at least 4 weeks' notice is required.
3. Provide us with your flight details (flight number, date & time of arrival) 4 weeks before you arrive.
4. We will aim to confirm your homestay details (and airport pick-up if requested) 2 weeks prior to arrival.
5. If you give us less than 48 hours' notice of any changes to your flight details, we cannot guarantee that we will be able to make the necessary changes to your airport pick-up and /or homestay arrangements and you may incur additional costs.
6. We do not guarantee that homestay accommodation can be arranged at short notice. We reserve the right to temporarily place you in hotel accommodation at your own cost on your arrival in Japan, until such time as we are able to secure a homestay placement.

CANCELLATION AND REFUND POLICY

1. In the absence of any agreement to the contrary, your place in a course will not be confirmed until fees are received for the initial study period and our bank has confirmed your payment.
2. Cancellations are not effective until they are received in writing.
3. The registration fee is not refundable.
4. If you are not granted a visa, all fees except the registration fee will be refunded within 4 weeks of Lexis Japan receiving written notification.
5. If you cancel your course 28 days or more before your course commencement date, all fees received except the registration fee will be refunded. If you cancel your course less than 28 days before your course commencement date, a cancellation fee of 20% of paid tuition fees will apply. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
6. If you defer the date of commencement of your course, then later cancel your course prior to the new commencement date, the cancellation policy will apply from the original course start date, not the deferred start date.
7. If you cancel your accommodation and/or airport transfer 4 weeks before your commencement date, the Accommodation Placement Fee and/or Airport Transfer Fee are not refundable. You may also be liable for 4 weeks' accommodation fees. Please be aware of no refund if you cancel your DECO House accommodation at any time.
8. If you shorten your homestay booking after you start the accommodation service, a cancellation fee of 5 weeks of homestay accommodation fees will apply.
9. If you wish to cancel your Student House or Apartment accommodation, we require written notice 5 weeks prior to check-out date. Any unused fees after the 5 week notice period are refundable.
10. Should you extend your accommodation in Shinzaike Student House, an Accommodation Placement Fee will apply to your extension of accommodation.
11. Where we do not offer an advertised course, or withdraw the delivery of the course prior to its completion, you will be offered within 2 weeks a refund of the unused portion of course fees paid to date. Alternatively, you may be offered a suitable alternative course at no extra cost. You have the right to choose a refund or the offer of placement in another course. Acceptance of any offer must be confirmed in writing within 30 days of the offer being made.
12. Applications for refunds must be in writing and addressed to the Registrar – Lexis Japan
13. Any refunds payable under this policy (with the exception those payable under Clause 9) will be made within 4 weeks of receiving the written refund application.
14. Refunds will only be paid in the same currency in which fees were collected, and paid to the person who entered into the contract. We require written direction from the student to refund to another party.
15. Lexis Japan may make reasonable variations to the delivery of programs e.g.: course times, timetables, classrooms. Students will be provided with reasonably advanced notice should this occur and will have the opportunity to access the internal complaints and appeals process should they feel disadvantaged by any such variation.
16. In all cases of suspension and/or expulsion due to non-compliance with the Student Code of Conduct, no refund of monies paid to the College will be made unless required by law.
17. These regulations may be waived only in exceptional circumstances by the Executive Management of the college at their absolute discretion.



Lexis Japan BANK DETAILS
レクシス語学学院

BANK SUMITOMO Mitsui Banking Corporation
BRANCH Kobe Main Office
SWIFT CODE SMBCJPJT
BRANCH NO 500

BANK ADD 56 Naniwamachi Chuo-Ku Kobe Hyogo Japan
ACC NAME Lexis Japan Co. LTD
ACCOUNT NO 500 - 9708239
COMPANY ADD 36 Banchi Nishi-Machi Chuo-Ku Kobe Hyogo Japan

FEES & DATES

2022

ADULT PROGRAMS

TEEN ACTIVITY PROGRAM DATES

11 July - 5 August

All other courses start every Monday

Intensive Japanese	25 hrs	15 hrs
1 - 4 weeks	USD \$330 PW	USD \$295 PW
5 - 12 weeks	USD \$320 PW	USD \$285 PW
13 - 24 weeks ¹	USD \$310 PW	USD \$275 PW
25+ weeks ¹	USD \$295 PW	USD \$260 PW

Private Tuition 1:1 Intensive

2 hrs	USD \$105	
10 hrs	USD \$455	

JUNIOR PROGRAMS

Teen Activity Program²

1 week	USD \$1,850 PW	
2 weeks	USD \$2,860 PW	
3 weeks	USD \$3,870 PW	
4 weeks	USD \$4,880 PW	

*All fees are in USD

* A 4% Paypal transaction fee will apply or Bank Fee

1. Working Holiday or 6 month visa waiver holders only

2. Inclusive of:

- Airport Pick Up and Drop Off
- College Registration Fee
- Tuition
- Course Materials
- Activities
- Transport of activities
- Homestay Placement Fee
- Accommodation (2 meals per day)

SCHOOL HOLIDAY DATES

3/1/2022	19/9/2022
10/1/2022	23/9/2022
11/2/2022	10/10/2022
23/2/2022	3/11/2022
21/3/2022	23/11/2022
29/4/2022 - 6/5/2022	30/12/2022 - 3/1/2023
11/8/2022	

ACCOMMODATION AND OTHER FEES

Registration	USD \$205
Books and Materials 1 - 8 weeks	USD \$55
Books and Materials 9 - 16 weeks	USD \$105
Books and Materials 17 - 24 weeks	USD \$155

Accommodation Placement Homestay ONLY	USD \$205
Homestay (Check-in 9am to 8:30pm) *After 8:30pm Prearranged Only	
Homestay - Single (2 meals) / wk	USD \$360

Student House

Mukonosu Student House (Check-in anytime)	
Accommodation Placement Mukonosu ONLY	USD \$205
C Room / month	USD \$580
Cleaning Fee	USD \$100
Deposit (Fully refundable) ³	USD \$100
Bedding (Compulsory) ⁴	USD \$65

Shinzaike Student House (Check in 8:30am to 7:30pm) (Check-in unavailable on Friday / Saturday)

Accommodation Placement Shinzaike Student House	USD \$305
A Room / month	USD \$710
B Room / month	USD \$830
Deposit (Fully refundable) ³	USD \$200
Bedding Rental / month (Compulsory) ⁴	USD \$65
Late Check In Fee Between 7:30pm to 9:00pm	USD \$50

Deco Student House (Check- in anytime)

*Preferable Check -in time 9am to 5:30pm

Accommodation Placement Student House Deco House	USD \$205
D Room / month	USD \$700
3 weeks (if it is over 3 weeks, it is one month fee)	USD \$600
2 weeks (if it is over 2 weeks, it is 3 week fee)	USD \$500
Deposit (Fully refundable) ³	USD \$100
Bedding Rental (Compulsory) ⁴	USD \$65

Airport Pick Up Flight Arrival Time Between (9am-6pm)	USD \$176
--	-----------

Airport Drop Off Flight Arrival Time Between (9am-6pm)	USD \$176
---	-----------

Additional Fee *Outside Normal Pick Up and Drop Off Hours	USD \$100
--	-----------

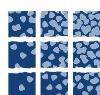
UM Service Return	USD \$165
-------------------	-----------

Document Postage Fee	USD \$85
----------------------	----------

Bank Fee	USD \$67
----------	----------

3. The bond deposit will be fully refunded (additional deductions may occur subject to changes in the condition of the premises at the beginning and ending of the tenancy).

4. Bedding Fee includes: Mattress, Pillow and all Bed Linen.



Lexis Japan BANK DETAILS

レクシス語学学院

BANK SUMITOMO Mitsui Banking Corporation
BRANCH Kobe Main Office
SWIFT CODE SMBCJPJT
BRANCH NO 500

BANK ADD 56 Naniwamachi Chuo-Ku Kobe Hyogo Japan
ACC NAME Lexis Japan Co. LTD
ACCOUNT NO 500 - 9708239
COMPANY ADD 36 Banchi Nishi-Machi Chuo-Ku Kobe Hyogo Japan