

School Regulations of ABK COLLEGE

CHAPTER I. GENERAL PRINCIPLES

Article 1. Objectives

1-1 Based on the School Education Law, the objective of this school is to conduct Japanese Language Education intended for foreigners and to cultivate human resources that can contribute to interpersonal exchanges in an international society.

Article 2. Name

2-1 The name of this school is ABK COLLEGE (学校法人 ABK 学館 ABK 学館日本語学校).

Article 3. Location

3-1 This school is located at 2-12-12, Hon-komagome, Bunkyo-ku, Tokyo.

Article 4. Self-Review and Evaluation

4-1 This school shall make every effort to further develop its standard of education and academic achievements, and shall conduct a review and self-evaluation in order to determine whether objectives stated in Article 1 and the social mission of this school have been met.

4-2 In order to perform the evaluation stated in the previous article, matters related to it shall be addressed separately.

CHAPTER II. COURSES, TERM OF STUDY, CAPACITY OF STUDENTS and HOLIDAYS

Article 5. Courses, Term of Study, Capacity of Students and Holidays

5-1 This school's courses, term of study, capacity of students and number of classes are described as follows:

	Name	Duration	Capacity	Total	Number of classes	Day or evening
	Japanese two year course (1 st year: Part 1, 2 nd year Part 2)	2 years	20	40	2	Day
Part 1	Japanese 1 year course	1 years	60	60	3	Day
Part 2	Japanese 1 year course	1 years	60	60	3	Day
			140	160	8	

Article 6. Academic Year

6-1 The academic year for students starts on April 1 and ends on March 31.

6-2 An academic year is divided in to the following two semesters:

- (1) First semester: from April 1 to September 30
- (2) Second semester: from October 1 to March 31 of the following year

Article 7. Holidays

7-1 Days without classes are as follows:

- (1) Saturdays and Sundays
- (2) Holidays regulated under Article 3 of the Law Regarding National Holidays (Section 178, 1948 law)
- (3) Summer Break: Late July to Late August (3 weeks)
- (4) Winter Break: Late December to Early January of the following year (3 weeks)
- (5) Spring Break: Mid-March to Early April (3 weeks)

7-2 The start and the end of holidays in the preceding item (3) to (5) will be set separately by the Principal every year.

7-3 Classes may be conducted on holidays if it is necessary from an educational perspective, and there is an unavoidable situation, regardless of the regulations stated in paragraph 1.

7-4 Classes can be temporarily suspended due to circumstances such as disasters or emergencies.

Article 8. Class times from beginning to end

8-1 Class times (beginning to end) are as follows:

Part	Course Name	Start	End
1	1 year & 2-year course	9:00	12:30
2	1 year & 2-year course	13:30	17:00

8-2 The preceding item (class times) can be changed if the Principal decides it is necessary.

CHAPTER III. Curriculum, Number of Classes, Evaluation of Study and Faculty Body

Article 9. Curriculum

9-1 The curriculum and the number of classes are noted as Appendix 1.

Article 10. Learning Evaluations

10-1 Learning evaluations shall be based on a comprehensive consideration of one’s studies, attendance, and testing results.

10-2 Students are evaluated by the following six levels (highest to lowest):
SA (Excellent), A (Very Good), B (Good), C (Satisfactory), D (Acceptable), F (Fail)

Article 11. Faculty Member Organization

11-1 This school has the following faculty members:

- (1) 1 Principal
- (2) 1 Senior Teaching Staff
- (3) 8 or more Teaching Staff (4 or more full-time)
- (4) 2 Lifestyle Guidance Personnel (2 or more full-time)
- (5) 3 Administrative Staff (2 or more full-time)

11-2 If it is necessary for the management of this school, additional staff can be hired.

11-3 The Principal is responsible for school affairs and to supervise affiliated staff.

11-4 Regulations related to teaching staff shall be addressed separately.

CHAPTER IV. Admission, Leave of Absence, Withdrawal and Graduation

Article 12. Admission Requirements

12-1 Admission requirements are either one of the following qualifications:

- (1) One who has completed twelve-year school education in foreign educational institutions.
- (2) One who has completed secondary education in foreign educational institutions
- (3) One who has recognized to have enough abilities to take courses at this school.

Article 13. Period of Admission

13-1 Period for admission is once a year in April.

Article 14. Application Process and Enrolment

14-1 Any person who wants to apply for admission must submit all the application forms and other required documents before the due date along with the examination fee specified in Article 23.

14-2 Completed applicants are subjected to screening by the school. Successful applicants will be granted admission.

14-3 Any person who was granted admission must pay the registration fees stated in Article 23 before the due date.

14-4 Permission of admission may be cancelled if the admission process stated in the preceding item is not completed by the due date.

Article 15. Guarantor

15-1 Guarantor must be either the students' parents or an adult who is living independently that can be responsible for the students' payment of tuition and overhead

costs.

15-2 If the guarantor moves, changes his/her family name, or if there are other changes, the school must be notified immediately.

15-3 If the guarantor dies or for any other reasons cannot be responsible for the student, a new guarantor must be appointed with the additional relevant documents.

Article 16. Temporary Leave of Absence and Return to the School

16-1 If a student is unable to attend classes for a month or more due to illness or any other imperative reasons, he/she must submit a doctor's statement or a leave of absence notification with the reason/s together with the guarantor's signature.

16-2 The Principal may require a student who appears to be unprepared to attend classes due to illness, to take a temporary leave of absence.

16-3 If the student in the preceding item wishes to return to school, a submission of a doctor's letter is required, then he/she can return to school with the permission of the Principal.

16-4 A student who was granted a temporary leave of absence is not able to take classes or exams during that specified period.

Article 17. Withdrawal

17-1 Students who intend to withdraw must present the reasons thereof along with the guarantor's joint signature in writing and received permission from the Principal.

17-2 Students who intend to withdraw must have completed the payment of tuition etc. for the enrolled semester.

17-3 The Principal may require a student's withdrawal for the following reasons:

- (1) A student who has difficulty in attending classes for health reasons.
- (2) A student who has difficulty in attending classes more than the granted period of temporary leave of absence.
- (3) A student who has passed away or is missing for a long period of time.

Article 18. Completion and Graduation Certification

18-1 The Principal will perform Learning Evaluations established in Article 10 Paragraph 2 with respect to each core subject as established in the academic curriculum, and will certify students who have received certain evaluations as having completed the course of study in question.

Article 19. Graduation Certification

19-1 The Principal will confer graduation certificates on students who have completed the curriculum of this school.

CHAPTER V. Awards and Disciplinary Action

Article 20. Awards

20-1 The School Master may award a student for excellence and designate him or her as a "model student".

Article 21. Disciplinary Action

21-1 The Principal may take disciplinary action a student who breaks school regulations or a student who has performed unsuitably as a student of this school.

21-2 Types of disciplinary action shall include warning, suspension and dismissal by the Principal.

21-3 Dismissal as stated in the preceding paragraph will be imposed on students for which any of the following items is applicable.

- (1) Students recognized as being of poor character and conduct with no prospects of improvement.
- (2) Students who academically perform poorly.
- (3) Students who fail to attend regularly without just cause.
- (4) Students who disrupts classes and do not behave appropriately.
- (5) Students who were found to enter this school based on false facts.

Article 22. Dismissal

22-1 If a student does not comply with the dismissal, the Principal may remove the student's name from the registry.

CHAPTER VI. Examination, Registration and Tuition Fees

Article 23. Payment

23-1 Examination, registration and tuition fees are noted as Appendix 2.

Article 24. Payment and Special Case of Payment

24-1 While students are enrolled, tuition fees must be paid by the due date irrespective of whether they are in attendance.

24-2 If the student has been granted a temporary leave of absence, he/she can be exempted from the tuition fees subject to school management's approval.

24-3 Tuition fees can be reduced in part or in whole if the reason/s have been approved by the Principal.

Article 25. Delinquency

25-1 If without just cause or performing the necessary procedures a student has fallen

behind in payment of the tuition fees and there is no prospect of any payment later, the Principal can expel the student in question.

Article 26. Handling of paid Examination, Registration and Tuition fees

26-1 In principle, funds already paid (examination, registration and tuition fees etc.) cannot be refunded.

26-2 Tuition fees (excluding the examination and registration fees) may be returned to those who have completed the application process stated in Article 14 Paragraph 3, but decline to enrol by the due date.

Article 27. Medical Check-up

27-1 Medical check-up is held once a year. Prior notice will be given.

CHAPTER VII. Miscellaneous Provisions

Article 28. Detailed Enforcement Regulations

28-1 The Principal shall decide on all matters related to the implementation of the institutional principles and regulations separately.

Addendum

1. These policies and regulations are revised and become effective on April 1, 2014.

Appendix 1 (Related to Article 9)

Curriculum and Number of Classes

(1) Japanese 1 Year Language Course

(1 class = 45mins)

Class Name	Content	1 st Year		2 nd Year		Total Class Time (hrs)
		Total Class Time (1 year)	Total Class Time/week	Total Class Time (1 year)	Total Class Time/week	
Liberal Studies	Knowledge on Japan	86 hrs	2 hrs (43 weeks)	—	—	86
Japanese Language	Acquiring Japanese Language Skill	774 hrs	18 hrs (43 weeks)	—	—	774
Total	—	860	20 (43 weeks)	—	—	860

(2) Japanese 2-Year Language Course

(1 class = 45mins)

Class Name	Content	1 st Year		2 nd Year		Total Class Time (hrs)
		Total Class Time (1 year)	Total Class Time/week	Total Class Time (1 year)	Total Class Time/week	
Liberal Studies	Knowledge on Japan	86 hrs	2 hrs (43 weeks)	86 hrs	2 hrs (43 weeks)	172
Japanese Language	Acquiring Japanese Language Skill	774 hrs	18 hrs (43 weeks)	774 hrs	18 hrs (43 weeks)	1548
Total (hrs)	—	860	20 (43 weeks)	860	20 hrs (43 weeks)	1720

Appendix 2 (Related to Article 23)

Examination, Registration and Tuition Fees

	1 Year Course	2-Year Course
Examination Fee	¥ 20,000	¥ 20,000
Registration Fee	¥ 80,000	¥ 80,000
Tuition Fee	¥ 580,000	¥ 1,160,000
Facilities Fee	¥ 40,000	¥ 80,000