

2018

Summer Holiday Programs



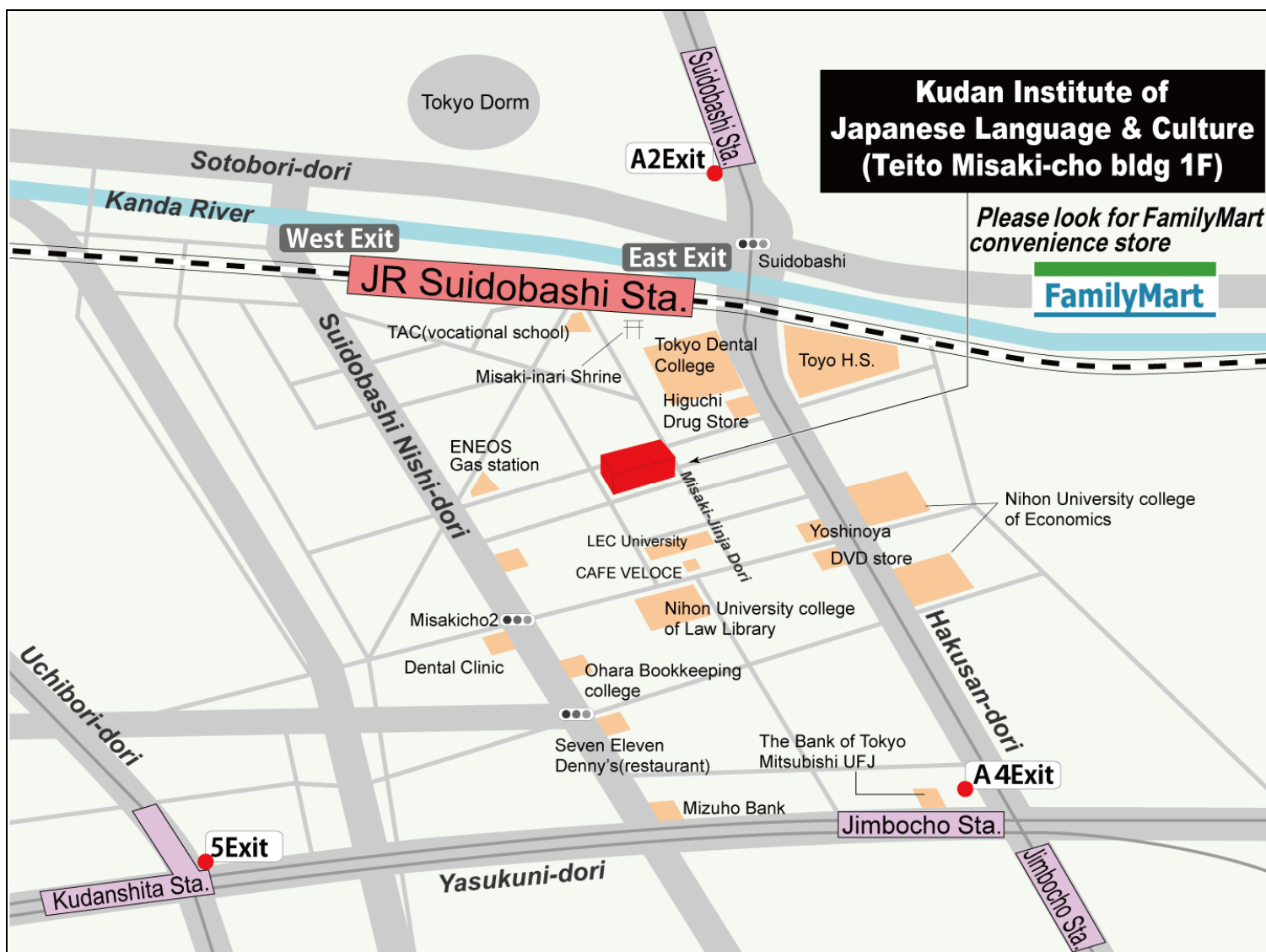
九段日本文化研究所 日本語学院
Kudan Institute of Japanese Language & Culture

Welcome to Kudan!!

Since 1988, we have been providing Japanese language and cultural education in Tokyo.

- ◆ A "Homestay" is the best way to learn Japanese and improve your level quickly!
- ◆ Feel the diversity! Students from more than 45 countries will be at school!
- ◆ The school is located in the easily accessible heart of Tokyo. A 15-minute train ride will take you either in Shibuya, Shinjuku or Ikebukuro. It's convenient to hang around after school!
- ◆ We have English and Korean speaking staff so that we can provide counseling and assistance with both academic and personal matters.

School Map



Address: Teitomisaki Building1F, 2-7-10, Misaki Cho, Chiyoda ku, Tokyo 101-0061, Japan
Tel:81-3-3239-7923 Fax:81-3-3239-7920

By Train

- Toei-Shinjuku-Line/Eidan-Hanzomon-Line Jimbocho Station A4 Exit 8 minute-walk (600 M)
- Toei-Shinjuku-Line/Eidan-Hanzomon-Line/Tozai-Line Kudanshita Station Exit 5 9 minute-walk (700 M)
- Toei-Mita-Line Suidobashi Station Exit A2 5 minute-walk (400 M)
- JR Line Suidobashi Station East Exit 4 minute-walk (300 M)

Summer Course 1,2,3

Present Yukata (Summer Kimono) for all participants!

***This is the most popular course ever! Many students have been studied in this course.**

The purpose of this course is to provide students with many practices of daily conversation for their spoken & listening skills to be brushed up. In the lessons, you will learn a lot of situational conversation that you may come across during your stay in Japan. This is the ideal course for the student like you who would like to learn Japanese in the relatively short period of time. In this course, you will also experience authentic Japanese culture, tradition, and society through the various activities provided. Thus, you can enjoy your language study as well as sightseeing in Japan. For your accommodation, we arrange "Homestay". Living with a Japanese family makes it possible for you to experience "REAL JAPAN", and we believe your Japanese communication skills will improve dramatically.

All our "warm-hearted" host families are carefully selected by our coordinator and they are looking forward to meeting you.

Courses

Course	Date	Term	Level
Summer Course1	July 7 – August 4	4 weeks	For Beginner, Intermediate & Advanced
Summer Course 2	August 4 – August 25	3 weeks	For Beginner, Intermediate & Advanced
Summer Course 3	July 7 – August 25	7 weeks	For Beginner, Intermediate & Advanced

* For over 15 years old (High school student and older)

*Accommodation: Homestay (We can also arrange private dorm or holiday apartment)

* Activities are subject to change

* Inclement weather may affect certain outdoor activities and can be changed on the day of the activity

Fees

Course	1	342,000 YEN	238,600 YEN
Course	2	325,000 YEN	241,200 YEN
Course	3	560,000 YEN	397,800 YEN
Fee Includes		Registration fee, Tuition, Study material fee, Activity fee, Homestay arrangement fee, Homestay fee (including breakfast & dinner for weekdays, 3meals for weekends) , Airport pickup fee (for sending-off fee <u>NOT</u> included)	Without Homestay arrangement fee, Homestay fee, Airport pickup fee
Cost not included		Transportation Expenses (from house to school), Lunch Expenses (during weekdays)	
Note		<u>Application deadline</u> <u>Course 1 and 3: April 20, 2018</u> <u>Course 2: June 20, 2018</u> School staff will meet students who request homestay accommodation <u>at the Narita airport.</u> (Please be sure to arrive on Saturday, before 18:00) Course fees will not be refunded after the program starts due to personal reasons. <u>Please get overseas insurance before you leave your country.</u>	

***4,000 yen bank fee will be charged for overseas remittance**

Summer Course 1



Trip to Kyoto ~ the 17 properties of world heritage site are located in Kyoto ~

*Kyoto was Japan's capital for over a thousand years (794-1868)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						7/7 Arrival	8 Free time with your host family or friends
AM	9 Placement test & Orientation	10 Study Japanese	11 Study Japanese	12 Study Japanese	13 Study Japanese	14 Tokyo Tour	15 Free time with your host family or friends
PM		Try on Yukata		Handcraft			
AM	16 National Holiday	17 Study Japanese	18 Study Japanese	19 Study Japanese	20 Study Japanese	21 Fuji-Q Highland	22 Free time with your host family or friends
PM		Making Sushi		Natiional Museum			
AM	23 Study Japanese	24 Study Japanese	25 Study Japanese	26 Study Japanese	27 Study Japanese	28 • 29 Trip to Kyoto	
PM		Kyoto Orientation			Trip to Kyoto		
AM	30 Study Japanese	31 Study Japanese	8/1 Study Japanese	2 Study Japanese	3 Study Japanese	4 Departure	
PM		Tokyo Skytree		Buffet Lunch	Graduation		

Summer Course 2



Trip to Kamakura and Nikko!!

*Visit the world heritage shrines and temples of Nikko

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						8/4 Arrival	5 Free time with your host family or friends
AM	6 Placement test & Orientation	7 Study Japanese	8 Study Japanese	9 Study Japanese	10 Study Japanese Trip to Kamakura	11 National holiday Trip to Kamakura	12 Free time with your host family or friends
PM		Try on Yukata		Asakusa Rickshaw Ride			
AM	13 Study Japanese	14 Study Japanese	15 Study Japanese	16 Study Japanese	17 Study Japanese	18 Trip to Nikko	19 Free time with your host family or friends
PM		Handcraft		Tea Ceremony	Trip to Nikko		
AM	20 Study Japanese	21 Study Japanese	22 Study Japanese	23 Study Japanese	24 Study Japanese	25 Departure	
PM		Karaoke		Disneyland			

Summer Course 3

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						7/7 Arrival	8 Free time with your host family or friends
AM	9 Placement test & Orientation	10 Study Japanese	11 Study Japanese	12 Study Japanese	13 Study Japanese	14 Tokyo Tour	15 Free time with your host family or friends
PM		Try on Yukata		Handcraft			
AM	16 National Holiday	17 Study Japanese	18 Study Japanese	19 Study Japanese	20 Study Japanese	21 Fuji-Q Highland	22 Free time with your host family or friends
PM		Making Sushi		Natiional Museum			
AM	23 Study Japanese	24 Study Japanese	25 Study Japanese	26 Study Japanese	27 Study Japanese	28 • 29 Trip to Kyoto	
PM		Kyoto Orientation			Trip to Kyoto		
AM	30 Study Japanese	31 Study Japanese	8/1 Study Japanese	2 Study Japanese	3 Study Japanese	4 Free time with your host family or friends	5 Free time with your host family or friends
PM		Tokyo Skytree		Buffet Lunch			
AM	6 Study Japanese	7 Study Japanese	8 Study Japanese	9 Study Japanese	10 Study Japanese	11 National holiday Trip to Kamakura	12 Free time with your host family or friends
PM	Aquarium			Asakusa Rickshaw Ride	Trip to Kamakura		
AM	13 Study Japanese	14 Study Japanese	15 Study Japanese	16 Study Japanese	17 Study Japanese	18 Trip to Nikko	19 Free time with your host family or friends
PM		Handcraft		Tea Ceremony	Trip to Nikko		
AM	20 Study Japanese	21 Study Japanese	22 Study Japanese	23 Study Japanese	24 Study Japanese	25 Departure	
PM		Karaoke		Disneyland			

Accommodation

Homestay



Guest House (Private Dormitory)



HOST FAMILY

This program provides you with a "HOMESTAY". Please understand and accept the following conditions below:

- ① Please understand that every host family will vary in terms of religion, occupation, race, nationality, life-style and financial situation.
- ② We take into consideration student requests as listed on the application form and homestay questionnaire; however it may not be possible to grant all requests. Kudan reserves the right to make any final decisions in regards to student placement.
- ③ There may be a delay in sending the homestay matching report to students due to late receipt of the application, changes in arrangements, or sudden family cancellation etc.
- ④ Host family changes will not be permitted based solely on an individual's request.
- ⑤ It may occur that two students or more stay in one family due to an application delay, last minute host family cancellation or change etc.
- ⑥ It may occur that a student is placed with several different families due to an application delay, last minute host family cancellation or change etc.
- ⑦ Please note that commuting will usually be one hour or more, as the school is not located in a residential area.

HOMESTAY

- ① The lifestyle and customs (toilet, bathroom etc) of each family will vary in each household. Please follow what the other members of the family do.
- ② Please make every effort to clearly communicate your thoughts and feelings. Kudan staffs are available to assist you if required. Please also keep it mind that the Japanese way of thinking, manners may be different from your home country.
- ③ Please ask permission from your family and school before inviting your friends' home or going out. Please make sure to give priority to your host family's schedule. Please also take into consideration their schedules when making requests of them.
- ④ It is not considered acceptable to invite one's boyfriend/girlfriend into one's bedroom.
- ⑤ Please keep all valuables (travelers' checks, cash, watches, cameras etc) in a safe place such as a locked suitcase. Your personal items are your responsibility.
- ⑥ Please always carry your passport with you.
- ⑦ Every family will have different meal times. Please follow your family's schedule.
- ⑧ Please obey Japanese law and the school's regulations in regards to smoking and drinking restrictions.
- ⑨ Driving (car, motorcycle, etc.) is prohibited.
- ⑩ Students are responsible for cleaning their own room and doing their dishes. It is greatly appreciated if students offer to assist with their family's household chores.
- ⑪ If a student has agreed to join a party, a trip and sight seeing which their host family has organized, they will be responsible for paying your own way.
- ⑫ A student will be responsible for paying all of their individual purchases, meals outside of the home, telephone costs etc.
- ⑬ Please attend all of the activities in the program. Fees will NOT be refunded if you do not attend or participate in the planned activities.
- ⑭ A student's homestay will be changed to a hotel/dormitory stay if it is consider that the student is not abiding by the regulations of the program. The student will be responsible for paying any additional fees incurred for accommodation, meals and transportation.

Changes

- ① Please be aware that your host family may be changed in the event of a sudden accident, sickness, natural disaster etc. If this occurs prior to your departure for Japan, you may be placed temporarily in a hotel or dormitory until a new placement can be made.
- ② In the case where a homestay has been cancelled after the student has departed for Japan, students may be placed in a hotel or dormitory until a new arrangement can be made.
- ③ In the above two cases, Kudan will pay for any additional accommodation charges and transportation fees, if these fees exceed your initial payment. Please note that the cost of meals and other individual expenses will not be covered.
- ④ Students will be required to stay in a hotel for the evening in the event that they are unable to reach their homestay due to arriving on a flight after 18:00. Students will be responsible for the cost of the hotel. Kudan reserves the right to make changes in the program schedule (excursions, trips, lessons etc.) and will inform students of these changes as soon as possible.

Application Procedures and Regulations

1. How to apply

Please fill out and sign the application form and send it back to us by email. We'll send you the invoice.

2. Payment deadline

Payment needs to be made within 30 days from invoice date.

3. Cancellation

Notification of intention to cancel course participation will only be accepted in writing.
Cancellation by telephone is unacceptable.

4. Cancellation charge

In the event of course cancellation, applicants will be required to pay a cancellation fee.

5. Refund policy

Cancellation

Before the course starts:

① Applicants may cancel their participation in the course prior to the starting date; however they will be required to pay a cancellation fee (as detailed below). The cancellation fee will be deducted from the total amount paid. In cases where the amount received is not enough to cover the full amount of the cancellation charge, applicants will be asked to make up the difference.

② Full refund will only be given under the following conditions:

- When an applicant's spouse or member of their immediate family passes away.
- Natural disasters, transportation strikes any other uncontrollable event occurs.
- When the course cannot operate regularly or begin as regularly scheduled.

*If the applicants did not meet policy 2 (payment deadline), we will see it has cancelled.

After the course starts: No part of the program fee will be refunded.



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Tel: 81-3-3239-7923 Fax: 81-3-3239-7920 info@kilc.co.jp www.kilc.co.jp

2018 ホリデーコース入学願書 2018 Holiday Course Application Form

氏名 (漢字・カタカナ) 姓		名		写真 Photo 3 cm×4 cm
Name (Alphabet) Last Name		First Name		
現住所 Current Address 〒 -				
Tel: _____		Fax: _____		
本国住所 Permanent Address (緊急連絡先 contact to)				
Tel: _____		Fax: _____		
メール E-mail Address		性別 Sex <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	母国語 Mother Tongue	
国籍 Nationality	生年月日 Date of Birth 年(Y) 月(M) 日(D)		旅券番号 Passport Number	
査証 Visa <input type="checkbox"/> 観光 Tourist <input type="checkbox"/> ワーキングホリデー Working Holiday <input type="checkbox"/> 商用 Business <input type="checkbox"/> 結婚 Spouse <input type="checkbox"/> その他 Other _____			職業 Occupation <input type="checkbox"/> 中学 Junior High School student <input type="checkbox"/> 高校 High School student <input type="checkbox"/> 専門学校 Vocational School student	

滞在手配を当校に依頼されますか? Would you like Kudan to arrange your accommodation?

はい YES いいえ NO

依頼される場合は、以下をチェックしてください。 If yes, please tick the type of accommodation you require.

ホームステイ Homestay

民間寮 Guest House(Private Dormitory) シングルルーム希望 single room シェアールーム希望 shared room

アパート Apartment **

民間寮希望の場合は予算を教えてください If you prefer Guest house, please tell us your budget

1ヶ月(1 Month) 60,000円(YEN) ~80,000円(YEN) 食事なし(No meal)

1ヶ月(1 Month) 80,000円(YEN) ~100,000円(YEN) 食事なし(No meal)

1ヶ月(1 Month) 100,000円(YEN) ~150,000円(YEN) 食事なし(No meal)

* アパート希望の場合は予算を教えてください If you prefer Apartment, please tell us your budget

1ヶ月(1 Month)100,000円(YEN) ~150,000円(YEN) 食事なし(No meal)

1ヶ月(1 Month) 150,000円以上 over 150,000 YEN

あなたはベジタリアンですか?

Are you a vegetarian?

はい YES いいえ NO

食べられないものはありますか?

Are there any foods you can't eat?

If yes, what are they?

利用する飛行機がすでに決まっていますか?

Have you already booked flight ticket?

はい YES いいえ NO

はいの方 If Yes,

航空会社 Airline Company _____

フライトナンバー Flight Number _____

到着日 Arrival Date _____

到着時間 Arrival Time _____

*Homestay 滞在は土曜日入居(特別日曜日)・レッスン修了翌日の土曜日退出となります。

Our homestay accommodation's arrival date is Saturday and departure date is Saturday (next day of your lesson finishing date.)

*土曜日の午後6時前に成田空港に到着して下さい。

Please be sure to arrive at the Narita airport on Saturday before 6:00pm.

*Homestay 希望の方は必ず Homestay Questionnaire と写真を送付してください。

If you want Homestay accommodation, please forward Homestay Questionnaire and your pictures.

*入金の確認が取れ次第、滞在手配を開始いたします。

We will start placement procedure after we receive your full payment.

*滞在先手配につきましては諸事情により、ご希望に添えない場合もございますので、あらかじめご了承ください。

While we make every effort to arrange your accommodation, however, we can not always guarantee that your choice will be available.

*必ず海外旅行傷害保険に加入してください。 Please purchase overseas travel insurance.

私は上記に間違いがないことを認め、約束事項を理解し、申込金とともに貴校へ申込をいたします。 また、学則を順守し、授業および学校行事に参加することを誓います。

I confirm that the information provided on this form is complete and correct. I understand the regulations and apply to your school with enclosed payment. I undertake to attend the scheduled lessons and participate in school activities.

I agree to abide by school rules.

署名 Signature _____ 年(Y) _____ 月(M) _____ 日(D) _____

20歳未満の場合は保護者の方のサイン If your age is under 20 years old,

署名 Guarantor Signature _____ 年(Y) _____ 月(M) _____ 日(D) _____

保護者住所 Guarantor Address _____

保護者電話番号 Guarantor Phone Number _____

保護者ファックス番号 Guarantor Fax Number _____

保護者メールアドレス Guarantor Mail Address _____

* Kudan Institute will keep the filled-in information carefully as personal information.

KUDAN INSTITUTE OF JAPANESE LANGUAGE & CULTURE

ホームステイ申込書 Homestay Application form

(これらの情報を元にホストファミリーをご紹介します。)

We place your family by this application form and also this form goes to your host family directly.

1. アレルギーはありますか? Do you have any allergies? はい Yes いいえ No
「はい」の方は詳細を書いてください If yes, please give us the details.

2. 好きな食べ物は何ですか? What are your favorite foods?

3. 嫌いな食べ物がありますか? 何ですか? Are there any foods you cannot eat? If yes, what are they?

5. ベジタリアンですか? Are you a vegetarian? はい Yes いいえ No

「はい」の方は、下記の項目で食べられないものに×をつけてください

If yes, please tell us what kind of foods you cannot eat? (Make **X** mark on these foods below)

鶏肉 (Chicken) 豚肉 (Pork) 牛肉 (Beef) 羊 (Lamb) 魚 (Fish)

魚介類(Marine products/shellfish etc) 卵 (Egg)

乳製品 (Dairy Products-milk, butter, cheese etc)

その他 (Other) _____

6. 健康状態 State of Health

極めて良好 Very good 良好 good 余りよくない Not very good

要常備薬 Medical Requirements 要食事制限 Dietary Restrictions

7. 犬や猫は大丈夫ですか? Are dogs or cats OK? はい Yes いいえ No

8. 子供は好きですか? Do you like children? はい Yes いいえ No

9. タバコを吸いますか? Do you smoke? はい Yes いいえ No

10. お酒を飲みますか? Do you drink? はい Yes いいえ No

11. 趣味は何ですか? What are your hobbies? _____

12. 到着日、時間、フライトNO. Arrival Date, Time, Flight No

Arrival Date: 2018/ / Arrival Time: Flight No:

13. 自己紹介 Self Introduction

ホームステイをお申し込みされる学生の方へ The Homestay Student:

1. ホームステイは土曜日入居（特別な場合のみ日曜日）・レッスン修了日の翌日土曜日に退出となります
Homestay accommodation starts from Saturday (only special case on Sunday) to Saturday (next day of your lesson finishing date)
2. レッスン修了後、ホームステイのみの延長をすることは出来ません
When you finish your course with Kudan Institute, you must move out of the Kudan host family's home.
3. 申込期間より早めに退出する場合、退出日の1週間前には学校とホストファミリーに報告してください
報告がなく1週間以内に退出する場合、1週間分の滞在費をお支払い頂きます
If you want to move out or change your accommodation for personal reasons during your contract, please inform the school and host family 1 week in advance.
4. 曜日に関わらず門限は21時です。また夕食時間に間に合わない場合は必ず連絡を入れ、夕食がいない場合は15時までにホストファミリーに連絡してください
Please be home by 9:00 pm (everyday). If you are not coming home for dinner, please inform your host family before 3:00pm.
5. 無断外泊をした場合、出席率が80%を下回った場合、門限を破った場合、ホストファミリーとの決まりを守らなかった場合には、ホームステイを退出して頂きます
Please also follow the regulations below, or we will ask you to move out from the host family's home.
* Follow the curfew (by 9:00 pm) * Do not stay outside overnight * Keep your attendance more than 80%
6. 物を壊した場合は、弁償して頂きます
If you break/damage the things in the host family, please be responsible to let the host family know and discuss for further solution.

上記規定に同意しました。

私(または保護者)は、九段日本文化研究所日本語学院およびその役職員またはホストファミリーが保護者となり、また緊急を要する医療(手術を含む)には個人的責任を負うことなく決定しうることをここに承認します。

また、私は私(または子供)が与えた損害について、ホストファミリー、九段日本文化研究所日本語学院に対して補償いたします。

そして、私(または子供)がコース参加中に起こりうるすべての法的処置、いかなる経済的その他の責任、諸問題、要求について、九段日本文化研究所日本語学院その役職員、ならびにホストファミリー全員に対し免責の保証を与えます。

また、私(または子供)がコース諸規則に従うこと、そして違反した場合私(または保護者)の経済的責任のもとに即刻帰国することに異議を申しません。

I agree to the regulations above.

I hereby accept that Kudan Institute of Japanese Language & Culture and its staff, or host family may act as responsible guardians for my self, (son/daughter) and may decide on emergency medical treatment including surgery, without personal liability.

I agree to reimburse the Host Family or Kudan Institute of Japanese Language & Culture for any damage I (my son/daughter) cause.

I hereby remise, by releasing Kudan Institute of Japanese Language & Culture and any of their staff, and any of the host family members, of all manner of actions, and financial or other responsibilities, and of claims and demands which I may have arising out of participation in your courses. I agree that I (my son/daughter) must comply with all of the rules and regulations of your courses, or I (he/she) will be returned home immediately under my financial responsibility.

Signature of Student

Signature of Parent (if student is under 20)

Date

* Kudan Institute will keep the filled-in information carefully as personal information.