

Confirmation Form

This confirmation is for the provision of a short term program by Kanto Gakuin University ("KGU") to interested students of partner universities.

Program	
Program Title	2024 JLCP@KGU Short Term Japanese Language & Culture Program
Length of Program	16 days
Arrival Date	Wednesday, February 7, 2024
Departure Date	Thursday, February 22, 2024
Number of Student Places	Minimum 10 and maximum 20 in total of the program
Program fees per student	<u>JPY 170,000.-</u> Application fee (Non-refundable) : JPY 30,000 Participation fee: JPY 140,000 [Things to be included in the Program Fees] <ul style="list-style-type: none">• Tuition fees• Accommodation fees• Excursions and activities fees• Transport fees between Haneda Airport and Yokohama [Things not to be included in the Program Fees] <ul style="list-style-type: none">• Airfares• Transport costs for excursion and activities• Daily expenses (food, clothes, etc.)• Travel insurance (Participants are obliged to take out travel insurance their own covering them for accident, illness and financial loss while abroad.)

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Cancellation	<p>[The date of cancellation notice]</p> <ul style="list-style-type: none"> • Before December 20, 2023: 100% Participation fee is refunded • From December 21, 2023 to January 14, 2024 50% Participation fee is refunded • After January 15, 2024 Non-refundable <p>*NOTES</p> <ol style="list-style-type: none"> 1. Any bank handling fees will be deducted from the refunded fees. 2. If the program (2024 JLCP@KGU) is cancelled by Kanto Gakuin University, 100% of fees (including application fees) will be refunded to the participant, and KGU will also bear all bank handling fees.
Included in Program Fees	
Accommodation	KGU International Residence
Meals	None at KGU International Residence.
Special Events	<p>Welcome Party</p> <p>Closing Party</p>
Excursions and Activities	Tokyo tour, Kamakura tour, Japanese cooking, tea ceremony, calligraphy, etc.
Airport Transfer	<p>Arrival and departure transfer for students.</p> <p>Please arrive in / depart Japan as follows;</p> <ul style="list-style-type: none"> ● Arrival Time Haneda International Airport: Arrive in Japan no later than 3:00 PM. ● Departure Time Haneda International Airport: Depart Japan after 2:00 PM.

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Application Process	
July 2023	KGU sends confirmation form and student application forms.
October 20, 2023	Please sign and return the confirmation form with the application forms by email to: intlcent@kanto-gakuin.ac.jp
November 2023	KGU sends the invoice for the full fee to be paid by December 15, 2023.
<p>Payment details</p> <p>Please quote partner university name and details when making payment.</p> <p>Bank charges must be paid by the partner university.</p> <p>Please note that the partner university may pay fees in full, if preferable.</p>	<p>By bank transfer.</p> <p>The KGU address for payment:</p> <p>Payee: Gakkouhoujin Kanto Gakuin</p> <p>Bank: Yokohama Bank</p> <p>Branch: Oppama</p> <p>Bank code: 0138</p> <p>Branch code: 542</p> <p>Account: 228515</p> <p>Swift code: HAMAJPT</p> <p>KGU address: 1-50-1 Mutsuura-higashi Kanazawa-ku, Yokohama 236-8501 JAPAN</p> <p>Bank address: 1-1 Oppamahon-cho Yokosuka 237-0068 JAPAN</p>
Please confirm who will be paying the program fee.	<i>(E.g. Your university, students individually)</i>



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<p>Please confirm the contact person from your university.</p>	<p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Tel:</p> <p>Email:</p>
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Signature _____ Date _____

Print name: _____