

Hattori Foundation (est.1919)-The Yamasa Institute
Aichi Center for Japanese Studies

Student Affairs Orientation

1. Class period time table

Morning/Seminar Classes:	Period 1	09:00-09:50
	Period 2	10:00-10:50
	Period 3	11:00-11:50
Lunch		11:50-12:40
Afternoon Classes	Period 4	12:40-13:30
	Period 5	13:40-14:30

2. Fee Payments

All Yamasa students need to pay their tuition fees, residential fees and homestay fees in advance as required.

A student whose fees remain unpaid after the due date will not be able to receive essential documents, graduate certificates, and student network database/email access or attend classes.

※ **Refunds and Refund policy.** (The refund policy is explained in full at <http://www.yamasa.org/acjs/english/programs/refunds.html>)

3. Notices

All students of the Yamasa Institute need to give notice when they will be absent, late or leave early from classes. You will also need to explain absences by completing the forms available from Student Services. If you don't then the absence is recorded on your transcript.

4. Attendance

Students who hold a student visa will find it difficult to extend the visa with a low attendance rate. It is required that you maintain a 95% attendance rate of total class hours and class days.

For example:

There are 4 class hours daily. If a student misses classes for 2 hours, he or she records 100% of attendance rate for that day but only 50% of total class hours. (The Yamasa Institute also presents awards to students who achieve a 100% attendance rate. This is limited to students who study for one and a half years or more.) The attendance rate is

published in the middle of each month.

Students who have an attendance of less than 80% or withdraw from studies in the middle of a quarter/module cannot be issued with a graduation certificate (修了証書). A completion certificate can be issued (終了証明書) to students who request it.

5. Documentation and Certificates

Student Services can issue certification of enrollment, reports and attendance rate etc as required. These documents are required for re-entering the country, renewing visa status and obtaining permission for part-time work etc.

To obtain the documentation, please complete “The Certificate Application Form” available from Student Services. Write the date, purpose, name of “person whom it may concern” when you complete the form. It costs 525 yen per certificate and can require up to 1 week of preparation to be issued (these are legal documents) so please give at least 1-weeks notice. Note that if you have outstanding fee payments you will not receive these certificates.

6. Withdrawing from studies

If students need to withdraw from studies and leave Yamasa, please complete the notice of withdrawal at the Student Services office.

7. Use of Library and Computer labs

Official Opening hours

Monday-Friday 9:00-17:00

Saturday 9:00-16:00

Sunday and Public Holidays Closed

Students are not allowed to take books or materials out from the library. Also please ensure that when listening to videos, tapes or audio files that you use headphone sets (not ear pieces). Headphones are available from the faculty office (2F). DO NOT EAT OR DRINK in the library and the computer labs.

8. Designated Smoking Areas

Students are only allowed to smoke in the courtyard of Aoi Hall. All other areas are non-smoking areas.

9. Notice Board and Mail Box

Notice boards are located in the TV room of Aoi Hall. Please note that it is your responsibility to check the notice boards daily. Due to the number of students, we are not able to contact each individual.

When there is postal mail or other notices for you, these are also posted on the notice boards, please pick up mail at the Student Services office (Yamasa II, 1F).

10. Separation of Trash/Rubbish

Please place trash in the cans provided on the 2nd floor of Aoi Hall (TV Room). Please empty all cans and bottles before placing them in the trashcans.

Trash must be separated as follows:

Burnable trash (food scraps, paper, wrapping)

Non-burnable trash (plastic containers, etc.)

Cans and Glass bottles

Plastic bottles (PET)

11. “Kitsutuki”

A coffee shop called “Kitsutuki” (Woodpecker) is open from 8am to 8pm from Mondays to Saturdays. There is a discount available for Yamasa students if you show your student ID card.

12. Absences

- All students must report to Yamasa when absent from classes due to official reasons such as entrance exams.
- When you are absent due to illness please report with medical certificates.
- If students are late 3 times, it will be automatically treated as one absence.
- If you are late once by 15 minutes or more, it will be treated as absence.
- When extending or changing visas, Yamasa will not be able to provide support letters on the certificates of attendance if there is no documented record of the absence.
- All students **MUST** inform Student Services when returning to their own country or leaving Japan temporarily at least one week in advance.

13. Part-time Work

IMPORTANT:

It is illegal for students who have tourist visa to have a part-time job.