

Japanese Language and Culture Division Guideline **聴講生**

1. Those who wish to apply for audit courses must apply to the International Exchange Student Center.
2. Accepted audit students as a principle will have completed high school or higher education.
3. Those who wish to enroll, as an audit student must be approved by the director of the International Exchange Student Center.
4. Those who have been accepted as an audit student will be counseled and guided by the above office.
5. The course period is listed below. Applications must be completed for each semester.

(1) First Semester	April 1 – September 30
(2) Second Semester	October 1 - March 31

For those whose visa will expire before the end of the semester, you may only attend classes until the expiration date.
6. First, Applicants must submit application fees with the initial application forms. After remitting the application fees, as a rule, refunds will not be made for any reason. Second, Applicants must submit course fees along with the Audit Course Application Form. If you are not accepted after submitting the application or if you cancel prior to the start of the course, the full amount of course fees will be refunded. However, as a rule, refunds will not be made after the first day of class. In the event that an applicant cancels, this right to attend the course may not be transferred to another party.

(1) Application Fee	10,000 Yen
(2) Course Fee	8,000 Yen per credit
(3) Fees separate for textbooks, tests, excursions, etc.	
(4) After finishing one semester and you wish to continue in the next semester, application fee for the next semester can be waived.	
7. Instructors (part-time instructors not included), guest instructors, university and college students and high school students of institutions belonging to Fukuhara Gakuen University Consortium may have the application fee and course fees waived.
(Article 20-2-2 of Kyushu Women's University Charter)
8. Application deadlines

(1) For first semester	End of March
(2) For second semester	End of September

*In cases when the deadline date falls on a Sunday or a National holiday, the following day is acceptable.

*Note that if there are many applicants, there is a possibility that your application may be refused before the deadline date.

9. Schedule

date		
1 st semester	2 nd semester	
Beginning of March	Beginning of September	Applications may be submitted Submission of application documents*1 and Submission of application fees*2
End of March	End of September	Deadline for application
Beginning of April	Beginning of September	Placement test, Notification of levels (new audit students) Submission of “Audit Student Form” and tuition fees
Beginning of April	Beginning of October	Given permission not accepted→be refunded the course fees.
Beginning of April	End of September	Course orientation, Buy textbooks
Beginning of April	Beginning of October	Class begin

*1 Refer to the “Audit Student Processing”

The new applicants do not submit “Audit Student Form” nor “Course Registration Form” at this moment. For Continuous Registration; “Audit Student Form” and “Course Registration Form” and course fees are required to be submitted.

*2 New applicants are required to deposit ¥10,000 to the bank account below for processing fee.

【For Inquiry】

International Exchange Center
Japanese Language and Culture Division
TEL・FAX 093-691-6400