

Student Apartment

CANCELLATION AND REFUND POLICY

1. In the absence of any agreement to the contrary, your place in accommodation will not be confirmed until fees are received for the initial study period and our bank has confirmed your payment.
2. Cancellations are not effective until they are received in writing.
3. The contract fee is not refundable.
4. If you cancel your accommodation, the refund policies are as follow:

	Cancellation received in wiring			
Length of your stay	60 days	30 days	15 days	7 days
Less than a month	Full payment	Full payment	Full payment	Full payment
More than a month	30,000-yen charge	30% charge	50% charge	Full payment

**Please note there is not expectation for this accommodation (not granted a visa etc.)*

5. Any unused fees after the notice period are refundable.
6. Should you extend your accommodation; a Contract Fee will apply once again and there is no guarantee the same room will be available.
7. Applications for refunds must be in writing and addressed to the info@lexisjapan.com email
8. Any refunds payable under this policy will be made within 4 weeks of receiving the written refund application.
9. Refunds will only be paid in the same currency in which fees were collected, and paid to the person who entered the contract. We require written direction from the student to refund to another party.
10. In all cases of suspension and/or expulsion due to non-compliance with the Student Code of Conduct, no refund of monies paid to the College will be made unless required by law.
11. These regulations may be waived only in exceptional circumstances by the Executive Management of the college at their absolute discretion.