

Incorporated School of Meisen Gakuen

Felicia College of Childhood Education

2023 Application Guideline

Department of Global Childhood Education and Care

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1 Department of Global Childhood Education and Care and Care

Eligibility

Those who are eligible to enter the Department of Global Childhood Education and Care at this college must fall under any of the following criteria.

- (1) Those who have graduated from high school or secondary school, or those who are expected to graduate by March 2023
- (2) Those who have completed 12 years or more of formal school education in Japan, and those who are expected to graduate by March 2023
- (3) Those who have been awarded an IB diploma, or those who are expected to hold IB diploma by March 2023
- (4) Those who have completed 12 years or more of formal school education in a foreign country, or those who are expected to complete by March 2023
- (5) A person designated by the Minister of Education, Culture, Sports, Science and Technology
- (6) Those who have passed the High School Graduation Qualification Examination conducted by the Minister of Education, Culture, Sports, Science and Technology (including prospective applicants)
- (7) The relevant section of an overseas educational institution certified by the Minister of Education, Culture, Sports, Science and Technology as having a course equivalent to that of a high school who have completed the course.

Global Childhood Education and Care Course

This is a course aiming to acquire a Kindergarten Teacher Type 2 License, and a nursery teacher qualification in two to three years of the Department of Global Childhood Education and Care.

In an increasingly globalized society, we train specialists who ensure the growth of children not only in Japan but also worldwide. In addition to improving your language skills, you will acquire a broad perspective through practical childcare learning, including global experiences in Japan and overseas. In addition, there are subjects to learn about Japanese culture, and aim to become a specialist in early childhood education who understands multiple cultures and a flexible mind, while having the identity of your own culture. Candidates must have Japanese proficiency of at least N3.

Admission Policy

Based on the founding spirit of "education with love" and the social mission of a nursery teacher training school, our college provides education as set forth in the diploma policy and curriculum policy. As a condition for receiving such education, we accept those who have the following qualities, abilities, and motivation. In addition, the relationship with the three elements of academic ability is as follows.

Admission Policy	Three Elements of Academic Ability		
	Knowledge / Technology	Abilities of: Thinking /Judgment/Expression	Attitude to take initiative and learn together with diverse people
1 [Knowledge/Understanding] Those who have the basic academic skills necessary for learning after entering our college through their studies up to high school, and who have established basic lifestyle habits.	○		
2 [Thinking/Judgment] Those who have the basic skills (Abilities of: Thinking /Judgment/Expression) necessary to discover and solve problems on their own.		○	
3 [Technology/Expression] Those who have the ability to express one's thoughts appropriately.		○	
4 [Interest/Motivation] Those who have the will to become a childcare provider and who actively engages with and understands children. Those who are interested in the situation surrounding children and childcare not only in Japan but also overseas.			○
5 [Humanity/Sociality] Those who understands the college's founding spirit of "education with love," and who seeks to support the healthy growth of children with rich sensibility and deep affection. Those who have a willingness to actively communicate with a diverse range of people and work together to learn.			○

2 Application / Admission Fees

① Screening fee	Amount	30,000 yen	
② Admission fee	Amount	300,000 yen	(30,000 yen exemption for family scholarships for classmates/students)
	Payment method	Bank transfer	
	Deadline for payment	within 10 days after receiving the acceptance letter	(Excluding holidays of financial institutions)
③ Documents to be submitted	a) Written pledge b) Written guarantee c) Written consent d) Graduation certificate *		
	(Forms a to c will be mailed from the college along with the admission permit)		
	Submission deadline will be notified separately.		

*Please submit a certificate of graduation only if you are taking the screening exam and expected to graduate in March 2023.

NOTES

Withdrawing after application/examination

If you wish to withdraw your acceptance or decline admission after receiving a letter of acceptance, please contact the Admission Office by phone and promptly submit a notice of refusal.

For notice of refusal, please write down your examinee number, name, address, and phone number on a government-issued postcard, and clearly state that you will withdraw your acceptance or decline admission.

3 Screening Schedule3 Screening Schedule

Global Selection/Special Selection for Mature Students (Shakaijin)

	Application Period	Examination Period	Shipping date for Notification Letter of acceptance
Term 1	9/1 (Thu) - 9/16 (Fri)	9/27 (Tue) - 9/30 (Fri)	11/1 (Tue)
Term 2	9/17 (Sat) - 10/14 (Fri)	10/25 (Tue) - 10/29 (Sat)	11/8 (Tue)
Term 3	10/15 (Sat) - 11/4 (Fri)	11/15 (Tue) - 11/19 (Sat)	11/29 (Tue)
Term 4	11/5 (Sat.) - 12/2 (Fri.)	Any time according to the application date	Within 5 days after the interview
Term 5	12/3 (Sat) - 1/6 (Fri)	Any time according to the application date	Within 5 days after the interview
Term 6	1/7 (Sat) - 2/3 (Fri)	Any time according to the application date	Within 5 days after the interview
Term 7	2/4 (Sat) - 3/3 (Fri)	Any time according to the application date	Within 5 days after the interview
Term 8	3/4 (Sat) - 3/24 (Fri)	Any time according to the application date	Within 5 days after the interview

<Common to All Screening Examination Categories>

- Required documents must be postmarked within the period.
- ※We do not accept incomplete applications or late applications in any circumstances.
- The examination venue will take place at the college campus.
- Delivery of notifications may be delayed during Summer holidays (August 7th to August 14th) and winter holidays (December 27th to January 5th).
- Depending on the spread of infectious diseases such as the Covid-19, changes may occur for each period.

Result Notification

Results will be sent by mail.

Successful applicants will receive instructions on how to transfer the admission fee.

Admission Procedures

Please transfer the admission fee within 10 days after receiving the acceptance letter.

Tuition Fee Deadline

Please complete payment by **Friday, March 24, 2023**

4 Global Selection (Exclusive application) 10 students

Eligibility

Those who fall under all the following ① to ⑥

- ① Those who fall under any of the application qualifications listed on page 1
- ② Those who understand the educational philosophy of the college and comply with the admission policy
- ③ Those who have deepened their understanding of the college by participating in events such as open campuses and school tours (including online formats)
- ④ Those who have Japanese proficiency of N3 level or higher
- ⑤ Those who have English proficiency of CEFR B2 or higher
- ⑥ Those who have valid residential status in Japan

STEP 1 Document Preparation/Application

Please transfer the application fee, enclose the application documents in a gray envelope, and send it by registered mail at the post office window.

Application documents

- ① Application form (downloadable from the website)
- ② Statement essay of motive (downloadable from the website)
- ③ Official Transcript

An official transcript showing all grades of the courses taken in high school, date of graduation (or expected graduation date) must be submitted. The documents must be certified by a school official and be officially sealed in a school envelope before being issued to students.
- ④ If you meet the eligibility requirements (4) to (7) listed on page 1, a document that proves your eligibility.
- ⑤ One self-addressed envelope (fill in your name and address on a blue envelope, and attach 344 yen worth stamps)
- ⑥ A copy of the certificate for the qualification scholarship. (applicable person only)
 - ⑦ Documents that proves your Japanese and English proficiency.
 - ⑧ A document that proves your visa status.

STEP 2 Screening

After the deadline of the application period, the examination date will be notified on the admission ticket.

Evaluation method	Time	Contents
Interview	20 minutes	Individual interview with two faculty members (Japanese)
Japanese fluency assessment test	30 minutes	Writing and reading test to assess Japanese fluency

STEP 3 Result Notification

Results will be sent by mail.

Successful applicants will receive instructions on how to transfer the admission fee.

STEP 4 Admission Procedures

Please transfer the admission fee within 10 days after receiving the acceptance letter.

STEP 5 Notification of Acceptance

After confirming the payment of the admission fee, we will send you a notice of acceptance.

Instructions for tuition and other expenses are enclosed, so please make the payment by

Friday, March 24, 2023.

- Students who are eligible for tuition exemption will be required to submit proof of income required for procedures after admission.

5 Special Selection for Mature Students (Shakaijin) (Exclusive application) 15 students

Eligibility

Those who fall under all the following ① to ⑤

- ① Those who fall under any of the application qualifications listed on page 1
- ② Those who have more than one year of work experience, excluding the period of high school attendance, as of April 2023.
- ③ Those who have Japanese proficiency of N3 level or higher
- ④ Those who have English proficiency of CEFR B2 or higher
- ⑤ Those who have valid residential status in Japan

*Definition of Mature students include the following i to iii.

- i Those who have work experience (including part-time), volunteer experience, or experience studying abroad
- ii Those who are currently raising children, or have experience doing housework
- iii Those who wish to change course after entering another university, junior college, vocational school, etc.

STEP 1 Document Preparation/Application

Please transfer the application fee, enclose the application documents in a gray envelope, and send it by registered mail at the post office window.

Application documents (Documents to be submitted differ depending on the applicable conditions. Please see below for details.)

■ Common

- ① Application form (downloadable from the website)
- ② Statement essay of motive (downloadable from the website)
- ③ Documents that proves your Japanese and English proficiency.
- ④ A document that proves your visa status.
- ⑤ One self-addressed envelope (fill in your name and address on a blue envelope and put 344 yen worth stamps on it)

■ Currently not enrolled in an educational institution after graduating from high school

- ⑥ High school graduation certificate
- ⑦ School transcript

■ Was enrolled in an educational institution, after graduating from high school. (not currently)

- ⑥ Graduation certificate or document that proves the period of enrollment
- ⑦ Document that shows the grades during the period of enrollment

■ Currently enrolled in an educational institution after graduating from high school

⑥ Documents that prove that you are currently enrolled, such as an official transcript.

(After passing the screening exam, you will need to submit a document that proves you are not double enrolled, such as a certificate of graduation or a certificate of the period of enrollment, before entering FCCE.)

*Please contact us if you are unable to obtain a certificate of graduation or documents certifying your grades due to the school being closed, disaster damage, or other reasons.

*If the name on the certificate and the name on the application for admission are different, please attach the original copy of the official document proving alteration of name. (Certificate of Individual/family Records, etc.)

STEP 2 Screening

After the deadline of the application period, the examination date will be notified on the admission ticket

Evaluation method	Time	Contents
Basics of Modern Japanese	15 minutes	Short exam on reading and writing kanji, meaning of phrases, short essays, etc.
Interview	30 minutes	Individual interview with two faculty members (Japanese)

STEP 3 Result Notification

Results will be sent by mail.

Successful applicants will receive instructions on how to transfer the admission fee.

STEP 4 Admission Procedures

Please transfer the admission fee within 10 days after receiving the acceptance letter.

STEP 5 Notification of Acceptance

After confirming the payment of the admission fee, we will send you a notice of acceptance.

Instructions for tuition and other expenses are enclosed, so please make the payment by

Friday, March 24, 2023.

- We will stop accepting applications for the Special Selection for Mature Students (Shakaijin) when the number of successful applicants reaches 15.
- 100,000 yen will be exempted from the tuition fee for the fall semester of the first year, on a first-come, first-served basis (in order of acceptance).
- Students who are eligible for tuition exemption will be required to submit proof of income required for procedures after admission.

6 Scholarship /Financial Aid System

Scholarship Related to Screening

➤ **Special Scholarship for Mature Students (Shakaijin) (5 students)**

In addition to work experience and academics, we will select and financially support individuals who have social experience such as volunteering and childcare. On a first-come, first-served basis (in order of acceptance), 100,000 yen will be exempted from the fall semester tuition of the first year.

Scholarship while Attending

➤ **Felicia College of Childhood Education Scholarship (a few)**

We support students who are financially disadvantaged despite their excellent character and high motivation to learn. Part of the tuition fee will be exempted depending on the selection process. (This applies to the tuition fees for the fall semester of the first year and the second year.)

Off-Campus Scholarships and Educational Loans

➤ **Japan Student Services Organization Scholarship (JASSO)** <http://www.jasso.go.jp/>

[Loan-type scholarships]

There are two types: "interest-free type 1" and "interest-bearing type 2". Recipients can also apply for a "special increased loan at the time of admission".

Reservation before admission: There is a "reservation recruitment system" for applying in the third year of high school and an application system after admission.

Selection method: Selection will be based on family circumstances such as the income of the household supporter, grades during high school, interviews, etc.

Refund method: Determined at the time of graduation. The monthly repayment amount and repayment period differ depending on the loan amount.

[Grant-type scholarship]

Scholarships started in April 2020 as a new study support system for higher education so that if you have a solid awareness of your career path and are willing to go on to higher education, you can secure the chance to go on to university, college, etc., regardless of your family's financial situation. Our college is certified as a support target school.

There is also a "Reservation Recruitment System" to apply for in the third year of high school, so please contact the high school you are enrolled in.

➤ **Childcare Teacher Study Fund Loan System**

If you work as a nursery teacher for 5 years or more at a designated type of facility in Tokyo within 1 year after graduating, you may be fully exempt from your loan up to 1.2 million yen.

Please contact each municipality for more information.

7 Tuition fees (scheduled for 2023)

First year

	Spring semester	Fall semester	Total
Admission fee	300,000	—	300,000
Tuition fee	470,000	470,000	940,000
Facility fee	140,000	140,000	280,000
Experiment · Training fee	10,000	10,000	20,000
Total	920,000	620,000	1,540,000

(yen)

Second year (for 3 years course)

	Spring semester	Fall semester	Total
Tuition fee	470,000	470,000	940,000
Facility fee	140,000	140,000	280,000
Experiment · Training fee	35,000	35,000	70,000
Total	645,000	645,000	1,319,000

(yen)

Third year (for 3 years course)

Second year (for 2 years course)

	Spring semester	Fall semester	Total
Tuition fee	470,000	470,000	940,000
Facility fee	140,000	140,000	280,000
Experiment · Training fee	35,000	35,000	70,000
Graduation preparation fee	—	30,000	30,000
Total	645,000	675,000	1,320,000

(yen)

* In case of leave of absence, you will be charged an admission fee of 60,000 yen (30,000 yen for a half term).

- Tuition fees, excluding the admission fee, can be paid twice a year, or in 10 installments.
- If you decide to withdraw from admission due to various reasons after payment of school fees, we will handle it as follows.
 - ① Admission fee : Non-refundable.
 - ② Tuition, etc. : Please complete the procedures at the General Affairs Office of the college by March 31, 2023 (Friday). Please be sure to bring your personal seal as we will confirm your intention based on the Personal Information Protection Law. We will refund you by bank transfer later.
- Payment for various certificate issuance fees after admission, supplementary examinations, re-examination fees, etc. will be accepted by electronic payment (paypay) or bank transfer.

8 Pre-Study Support for Entrants (scheduled for 2023)

In order to spend the time until the admission beneficially and to prepare for classes after admission, we conduct pre-admission homework and piano prior learning for .

▶ Pre- admission tasks

Japanese and English assignments

Music exercises

▶ Piano prior learning

Private lessons will be held for free before admission.

Document Submission , and Contacting Regarding Screening Examination

Mailing Address :

フェリシアこども短期大学 入試広報室
〒195-0054 東京都町田市三輪町 1135

1135 Miwa-machi. Machida-shi, Tokyo 195-0054
Felicia College of Childhood Education
Admission office

TEL : 044-988-1128 e-mail: kouhou@felicia.ac.jp

Office hours: Weekdays 9:00-17:00 (closed on Saturdays, Sundays and public holidays)

*We are unable to respond to phone inquiries regarding acceptance.

*Please be careful not to dial the wrong number.

Notice based on the Personal Information Protection Law when filling out the application form, etc.

The information provided in the application form, etc. will be used for the following purposes of (1) to (5).

- (1) Contacting the applicant if there are any deficiencies in the application form, etc.
- (2) Notifying applicants on the results of their acceptance.
- (3) Sending and contacting successful applicants with admission procedure documents and information.
- (4) Sending and contacting about the entrance ceremony and various information after admission.
- (5) For class organization after admission and for creating class lists.

Other submitted documents will not be used for any purpose other than the selection of applicants.

Dealing with Applicants Who Need Reasonable Accommodations

Applicants who need reasonable accommodation should consult with individual consultations such as open campus about necessary support during the screening examination and after admission. In addition, meetings will be held as necessary to confirm the necessary support for study after passing the exam.

Response to COVID-19

We will conduct screening exam process based on the "Guidelines for Examinations in Response to the Novel Coronavirus Infectious Diseases Related to University Admission Selection" (Ministry of Education, Culture, Sports, Science and Technology).

Applicants must adhere to the following rules before taking the exam.

- If you have subjective symptoms such as fever or cough for about two weeks before the date of screening exam, please consult a medical institution in advance.
- Be sure to wear a mask on the day of the screening exam.
- Please take your temperature before departure on the day of screening exam. If you have a fever of 37.5 degrees or higher, or if you become positive to COVID-19 or close contact person, please contact the admission office. You will be able to re-schedule your screening examination on another date.
- Please wash hands, disinfect, and measure temperature at the screening venue.
- Please contact the admissions office if you are infected by COVID-19 and are hospitalized, recuperating at home, or accommodation on the day of the screening exam, or became close contact person.
- Windows will be opened regularly to prevent the spread of infection at the examination venue. Please prepare a jacket etc. to adjust to the room temperature.