

# Sophia University Off-Campus Study Program

## Terms of Agreement for Program Participation

When applying for the Off-Campus Study Program in January Session, please submit your application only after agreeing to the program outline and participation conditions below.

### Program Outline

1. Duration

January 29, 2026 – February 4, 2026

2. Schedule (details will be notified separately to participants)

Day 1: Orientation

Day 2: Departure from Tokyo to Hiroshima

Day 3: Hiroshima fieldwork (Peace Memorial Museum, Miyajima, etc.: TBA)

Day 4: Hiroshima to Tokyo

Day 5: Day off

Day 6: Half-day Japanese cultural experience in Tokyo (Meiji Shrine Visit: TBA)

Day 7: Half a day of Japanese cultural experience in Tokyo (Wind Chime Workshop: TBA)

3. Minimum number of participants

8 students \* If the minimum number of participants is not met, the program will be canceled.

If the program is cancelled, we will notify you by December 23. In such case, as stated in the “Participation Conditions,” the participation fee will be fully refunded; however, expenses for other self-arranged accommodations, transportation, flight change fees, etc., will not be covered. Please plan your trip in a way that allows flexibility in adjusting your accommodation and flight arrangements in the event of a cancellation.

4. Maximum number of participants

20 people \* If applications exceed the maximum number, a selection process will be conducted.

5. Chaperone

One faculty member

6. Others

No credits awarded, certificate of completion only issued.

7. Participation fee

140,000 yen \*The participation fee includes the following costs.

a) Accommodation costs during the period in regions outside Tokyo\*

\*Only accommodation costs during regional sightseeing tours are included. Accommodation in Tokyo (for cultural experience day and the night before the regional tour) is not included in the participation fee and must be arranged separately.

b) Transportation costs for all scheduled activities (excluding half-day events in Tokyo)

c) Admission fees for scheduled tourist spots

d) Some meals (details will be notified separately)

e) Lecture (one related lecture will be given by the professor in charge before the visit)

f) English guide at the destination

g) Health insurance during the program period (please check separately regarding the scope of health insurance coverage)

[Examples of items not included in the participation fee]

Personal expenses, optional activities, meals not listed in the itinerary, communication expenses, related taxes, service charges, and purchases of souvenirs are not included.

Accommodation for the cultural experience day in Tokyo and the night before the regional tour must be arranged individually and is not included in the participation fee.

8. Regarding cancellation fees

If you cancel your participation in this program, the following fees will apply:

- **If you notify us of your cancellation by up to 5 business days before the session start date\*1** (excluding Saturdays, Sundays, public holidays, and university closure days\*2): We will refund the amount paid minus the registration fee and handling charge (20,000 JPY).
- **If you notify us of your cancellation within 4 business days before the session start date\*1 on wards** (excluding Saturdays, Sundays, public holidays, and university closure days\*2): NO refund will be issued.

*\*1 The cancellation policy is calculated from the start date of the January Session, not from the*

*start date of the Off-Campus Study Program.*

*\*2 Due to the Christmas and New Year holidays, the University's closure dates in late December vary from year to year. Please check the program website for the specific cancellation deadline eligible for a refund.*

## 9. Regarding the handling of personal information

Please refer to the Privacy Policy below for information on the handling of personal data.

<https://piloti.sophia.ac.jp/assets/uploads/2025/09/Sophia-School-Corporation-Privacy-Policy-for-Short-term-Inbound-International-Students.pdf>

## Participation Conditions

### 1. Application

1-1. Those who wish to apply for this program must complete the application procedures specified by Sophia University. At the time of application, participation is not yet confirmed; applicants must pay the participation fee to Sophia University within the period specified after receiving notification of acceptance of participation.

1-2. If special considerations are required for participation, please inform us at the time of application. At that time, Sophia University will respond to these requests to the extent possible. Costs required for special measures taken by Sophia University based on this request will be borne by the individual.

1-3. Sophia University may decline an application in any of the following cases:

- a. When the applicant does not meet the participation requirements specified by Sophia University in advance.
- b. When the number of applicants has reached the maximum capacity.
- c. When the applicant may cause inconvenience to other participants or may hinder the smooth conduct of group activities.
- d. When the applicant has not completed the prescribed application procedures by the application deadline.
- e. When there are other operational reasons at Sophia University's discretion.

### 2. Payment of Participation Fees

2-1. Applicants whose participation has been accepted by Sophia University (hereinafter referred to as "Participants") must pay the full program fee by the deadline specified by Sophia University.

2-2. If the program fee is not paid by the deadline specified by Sophia University, the acceptance of participation may be cancelled, treating the applicant as having no intention to participate.

### 3. Itinerary Confirmation Notice

3-1. Details such as confirmed travel schedules, the names of transportation or accommodation providers, and other relevant information will be provided in the program itinerary, which will be issued by late December.

3-2. If Participants wish to confirm their arrangements and make inquiries, Sophia University will respond promptly and appropriately even before the confirmed program schedule is issued.

### 4. Changes to Program Content

4-1. If natural disasters, wars, riots, suspension of travel services such as transportation and accommodation facilities, orders from government authorities, provision of transportation services deviating from the original operation plan, or other circumstances beyond our control occur, Sophia University may, in order to ensure the safe and smooth implementation of the trip, explain promptly in advance to the Participants the reasons these circumstances are beyond our control and their causal relationship, and change the schedule, content of travel services, and other details as necessary. However, in emergencies and when unavoidable, an explanation will be given after the change.

4-2. In the event that a Participant cancels their participation due to changes in the program content, the handling shall be as provided in Section 6-1.

### 5. Program Cancellation

5-1. Sophia University may cancel the program implementation before the start of the trip by explaining the reasons to the Participants in the following cases.

- a. When the number of participants does not reach the minimum number required for the event, as separately stated.
- b. In the event of natural disasters, armed conflict, civil unrest, suspension of travel services such as transportation or accommodation, orders from government authorities, provision of transportation services that deviate from the original schedule, or any other circumstances beyond the university's control, making it impossible or highly likely to be impossible to safely and smoothly conduct the program according to the predetermined schedule.

5-2. In the event that Sophia University cancels the program, the full participation fee will be

refunded. However, any other costs arising from the cancellation, including self-arranged accommodation fees, transportation expenses, and flight change fees, shall be borne by the Participant. Furthermore, if it becomes necessary to cancel the program after its commencement due to the circumstances described in 5-1(b), no refund of the program fee will be issued. Participants are required to obtain their own overseas travel insurance to cover such cases, and are responsible for confirming the terms and conditions of their coverage.

5-3. Sophia University will promptly notify Participants in the event of program cancellation. If the program is canceled for reasons listed in Section 5-1(a), Participants will be notified by December 23.

## 6. Cancellation of Participation

6-1. Participants may cancel their participation by paying the cancellation fee specified in Section 8 of the Program Outline.

6-2. Sophia University may, in any of the following cases, cancel a Participant's enrollment before or after the start of the program, providing an explanation of the reasons:

- a. When it is found that the Participant does not meet the participation requirements previously specified by Sophia University.
- b. When the Participant is deemed unable to participate due to illness, the absence of necessary support personnel, or other reasons.
- c. When the Participant is deemed likely to cause inconvenience to other participants or hinder the smooth conduct of group travel.
- d. When the Participant makes demands beyond a reasonable scope with respect to the contractual terms.

6-3. Even if participation is canceled pursuant to Section 6-2, Sophia University shall not refund any portion of the program fee.

## 7. Refund of the participation fee

7-1. In accordance with Section 8, "Regarding Cancellation Fees," if any refund is due to a participant, Sophia University shall refund such amount promptly upon the determination of either the program's cancellation or the participant's withdrawal.

7-2. Any expenses incurred other than the program participation fee, such as self-arranged accommodation costs, transportation expenses, or flight change fees, resulting from the cancellation of the program or withdrawal from participation, shall be borne by the Participant.