JET Programme TEFL/TESOL Grant Guidelines

Council of Local Authorities for International Relations

(Objective)

Article 1 The Council of Local Authorities for International Relations (hereinafter 'CLAIR') administers this grant to help cover part of the cost of JET Programme participants' course fees to obtain a *Teaching English as a Foreign Language* / *Teaching English to Speakers of Other Languages* (hereinafter 'TEFL/TESOL') certification. This initiative aims to address contracting organisations' needs for an improved English teaching ability in JET Programme participants and support those participants with a desire to further develop their English teaching skills.

(Eligibility)

Article 2 To qualify for the grant, applicants must:

（**1**）Commence, complete, and pay for an eligible course within the current fiscal year

（**2**）Submit their application by the deadline specified by CLAIR

（**3**）Be a JET Programme participant at the time of commencing, completing, and paying for their chosen TEFL/TESOL course

（**4**）Have paid for the course themselves

（**5**）Have a bank account in Japan to receive payment of the grant

(Eligible courses)

Article 3 To qualify for the grant, a course must:

（**1**）Be a TEFL/TESOL course, offered entirely online (no in-person sessions)

（**2**）Offer a certification of 100 hours or more

（**3**）Be started, completed and paid for between the start of the fiscal year and CLAIR's deadline

3.2 CLAIR determines whether courses meet the criteria of eligibility outlined above.

(Amount)

Article 4 The grant amount matches the cost of the course, up to 15,000 Japanese yen.

(Application)

Article 5 The applicant must complete and submit the grant application form to CLAIR along with the following documents by the specified deadline:

（**1**）A copy of their TEFL/TESOL certificate of completion

（**2**）An official receipt for the course (must specify name, amount paid, and date of payment)

（**3**）A copy of a document from their bank (e.g. a bank passbook) which specifies all the following:

i. Bank name

ii. Branch number

iii. Account number

iv. Holder's full name

(Evaluation)

Article 6 CLAIR decides whether to award the grant and its amount based on the content of the application and the availability of its budget and subsequently notifies the applicant of this decision.

6.2 In cases where the course is paid for in a foreign currency and the amount of the grant must be converted into Japanese yen, CLAIR will calculate that amount based on the currency exchange rate set by the Ministry of Finance for the current fiscal year.

6.3 In cases where converting the grant amount to Japanese yen yields a fraction of a yen, that fraction is rounded down.

(Transfer of the Grant)

Article 7 CLAIR will credit the bank account designated by the applicant.

(Auxiliary Provision)

Article 8 CLAIR determines any additional necessary items not specified in these guidelines.

(Addendum)

These guidelines shall become effective as of 29 June 2011.

(Addendum)

These guidelines shall become effective as of 1 April 2013.

(Addendum)

These guidelines shall become effective as of 22 December 2015.

(Addendum)

These guidelines shall become effective as of 1 April 2018.

(Addendum)

These guidelines shall become effective as of 13 April 2021.

(Addendum)

These guidelines shall become effective as of 1 April 2022.

(Addendum)

These guidelines shall become effective as of 1 April 2023.

(Addendum)

These guidelines shall become effective as of 1 April 2024.

(Addendum)

These guidelines shall become effective as of 1 April 2025.

(Addendum)

These guidelines shall become effective as of 1 April 2026.