I PREAMBLE

The Council of Local Authorities for International Relations (CLAIR) provides this grant to JET Programme participants who wish to improve their English teaching skills by obtaining certification for Teaching English as a Foreign Language / Teaching English to Speakers of Other Languages (TEFL/TESOL). CLAIR is now accepting applications for the current fiscal year. Please carefully read the information below before applying.

1. Aim

CLAIR administers this grant to help cover part of the cost of JET Programme participants' course fees to obtain a 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.

2. Eligibility

To qualify for the grant, you 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 your chosen TEFL/TESOL course
(4) Have paid for the course yourself
(5) Have a bank account in Japan to receive payment of the grant

Attention: The grant agreement may be cancelled if the bank account you indicated at the time of application does not exist anymore.

3. Eligible Courses

To qualify for the grant, your chosen 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 1 April 2026 and 15 February 2027 at 17:00

Note: Any courses paid for before the current fiscal year (1 April 2026) or prior to becoming a JET Programme participant will not be eligible for the grant.

4. Amount

The cost of your course (up to a maximum of 15,000 Japanese yen)
Note: If your course costs more than JPY 15,000, the grant amount will be JPY 15,000.

5. Additional Notes

(1) It is your responsibility to ensure that the course you select adheres to the above guidelines. CLAIR reserves the right to refuse grant applications which do not comply.
(2) In principle, all components of your course are to take place outside of working hours. Ensure you consult your supervisor about your course schedule before selecting it.
(3) Obtainment of a TEFL/TESOL certification may be used in your workplace's performance evaluations, so it is worth discussing your study plans with your supervisor and letting them know when you have completed the course.

II APPLICATION PROCEDURE AND SCHEDULE

1. Application Procedure

The application form for the TEFL/TESOL Grant can be found on the JET Programme official website at the following address: https://jetprogramme.org/en/tefl

If you wish to apply for the grant, review the guidelines carefully: it is your responsibility to ensure that your chosen course is eligible for the grant. After commencing your course, you are free to arrange your own study schedule, but keep in mind that the course must have commenced, been paid for, and completed within this fiscal year.

Upon completion of your chosen course, you should promptly complete the electronic Grant Application Form (Form – 1) and submit it along with the other required documents below by the designated deadline.

(1) A copy of your TEFL/TESOL certificate (PDF / Electronic versions are accepted)

(2) An official receipt from your course provider, or a credit card statement which states:

i. First and last name
ii. Amount paid
iii. Date of payment
iv. Course name and provider

(3) A copy of a document from your bank which shows all of the following:

i. Bank's name
ii. Branch number
iii. Account number
iv. Holder's full name – usually in *katakana*

2. Schedule

(1) **Start of the grant; notification to contracting organisations**
From April 2026

(2) **Period of application to the grant**
1 April 2026 – mid-February 2027

(3) **Deadline for applying to the grant**
15 February 2027 at 17:00

(4) **Notification of results, payment of the grant**
Continuously, in principle until the month following the receipt of the application

3. Additional Notes

(1) The bank's 'holder name' (おなまえ) is often written in *katakana*. Make sure that the holder's name in your application form and banking information is *exactly the same.*

(2) You will not be able to access the application form once the deadline has passed. Make sure to allow ample time to receive your certificate of completion in order to submit your application before the deadline.

(3) In principle, applications received via post or email will not be processed.

(4) Please direct questions about this grant to grant@clair.or.jp.

III FREQUENTLY ASKED QUESTIONS

1. Eligibility

(1) What factors should I consider when choosing a course?

There are a wide variety of TEFL/TESOL courses. We encourage you to make your decision based on the factors below:

i. The time taken to issue the certificate
ii. The payment method for the course
iii. Whether the course offers online 1-on-1 tutoring
iv. How long you can access the resources
v. The course's reputation, etc.

In addition to the above, please carefully consider the following before making your choice:

vi. Make sure that you can use the required payment method for the course you intend to enrol in
vii. Be aware that even though most of the online TEFL/TESOL courses allow one year to complete the course, you will need to complete your course early enough to receive your certificate of completion before the application deadline. This can sometimes take several weeks, especially in cases where a certificate needs to be mailed from abroad.

(2) Am I eligible if I choose a course that requires 120 hours?

Yes, you are eligible for any course that requires more than 100 hours. There is no upper limit, granted that the course meets other eligibility criteria and that you complete it and apply by the deadline.

(3) Am I eligible if I paid for my course in several instalments or if it's a subscription?

You are eligible if every instalment was paid between the start of the fiscal year and the application deadline, granted that the course meets other eligibility criteria. You must submit receipts for all instalments. The grant amount is calculated based on the total amount paid from the course start until its conclusion, excluding unrelated fees (late payment fees, handling fees, diploma reissuing fee, etc.).

(4) Am I eligible if I choose a course that has in-person weekend classes?

No, only courses given entirely online are eligible for the grant.

(5) Am I eligible if I paid for / started a course before coming to Japan and complete it after becoming a participant?

No, you must be a JET Programme participant at the time of paying for the course to qualify for the grant.

(6) Am I eligible if I am a CIR?

Yes, this grant is not limited to ALT, and CIRs and SEAs can also apply.

(7) Am I eligible if I already received the grant this fiscal year?

Yes, however, you are not able to apply more than once to take the same course in the same fiscal year. Furthermore, the maximum grant amount for the fiscal year is ¥15,000.

Example: If the grant is awarded for a ¥7,000 course, and a subsequent ¥13,000 course, then, the maximum amount that can be granted is ¥15,000.

2. Application Process

(1) My Japanese bank does not print passbooks. What should I do?

Some Japanese banks do not provide passbooks. However, they ofter offer their clients other ways to see their banking information (e.g. PDF passbooks, information portals, etc.). For more detailed information, please ask your bank or search the internet for "<name of your bank> + 通帳写し (*tsūchō utsushi*)". The document you provide must display all the following information:

i. Bank name
ii. Branch number
iii. Account number
iv. Holder's name (i.e. *kōza-meigi:* the full name used at the time of opening the account)
Important: The bank's 'holder's name' (おなまえ) is almost always registered in *katakana.* Make sure that the holder's name in your application and banking information is *exactly the same*.

(2) Do I need the permission of my supervisor to apply for the grant?

No, it is not mandatory. However, you may wish to inform them that you are applying for or have received the TEFL/TESOL grant, as English teaching ability may be a component of your contracting organisation's workplace evaluation.

(3) Do I need to send anything to CLAIR before starting my course?

No, you are not required to send anything to CLAIR prior to commencing your course. However, be aware that it is your responsibility to ensure that your chosen course follows the grant's guidelines. CLAIR reserves the right to refuse payment for applications which do not meet the guidelines.

3. Payment

(1) Am I eligible if I started paying for a course before the start of the fiscal year?

No, to be eligible, you must pay, commence, and complete your course between the start of the fiscal year and the application deadline.

Note: No exceptions will be granted under any circumstances (including time-limited sales).

(2) The grant amount is specified in yen, but paying in yen is not an option for the course I wish to take. Am I still able to receive the grant if I pay in my home country's currency?

Yes, you can receive the grant, regardless of the currency used for payment of the course. If the amount you paid for the course in your home country's currency exceeds the maximum amount of the grant (¥15,000) when converted in JPY based on the standard currency conversion rate for the current fiscal year, you will be eligible to receive the full amount of the grant. If the amount you paid for the course converted to JPY is, however, lesser than the maximum amount of the grant, then the grant will be equal to this amount in Japanese yen.

(3) Can I pay for the grant through a friend or a family member's credit card?

No, you are ineligible for the grant if you were not the one paying for the course, even if you meet all the other eligibility criteria.

(4) What do I have to submit as proof of payment if I paid for the course by credit card?

You may send a printed copy of your receipt or credit card statement. The receipt must mention the amount of money paid, the date and contents of the transaction, and your name.

Important: Make sure you submit a receipt and not simply an invoice.

(5) Can the grant be paid into a non-Japanese bank account?

No, the grant can only be paid into a Japanese account. Make sure to have an open bank account in Japan at the time of the transfer to receive the grant.