

## List of Travel Agency Service Fees

### International Travel

In accordance with the Travel Agency Act, the following charges will apply:

#### Handling Fees

Fee Categories	Details		Applicability	Amount
Travel Arrangement	Arrangement of both Transportation and Accommodation	Groups of 10 passengers or more	Full Travel Fee of Arrangement	20% of Travel Expenses
		Groups of less than 10 passengers	Per Arrangement	JPY3,300
	Arrangement of Transportation	Domestic flights (within Japan) on LCCs such as Jetstar, Peach, Vanilla Air, and SpringJapan	Per Per Passenger and Per Route	JPY3,300
		Flights departing outside Japan	Per Per Passenger and Per Route	JPY3,300
		All others not stipulated above	Per Per Passenger and Per Route	JPY3,300
	Arrangement of Accommodation		Per Person	JPY3,300
	Arrangement of Language Schools, Accommodations, Insurances and Other Study Abroad Related Services		Per Person	JPY11,000
Arrangement of Emergency Services during Study Abroad Program	Arrangements made less than 30 days prior to travel	Per Person	JPY15,950	
System Use	Transportation Booking and Arrangement	On LCCs such as Jetstar, Peach, Vanilla Air, and SpringJapan	Per Per Passenger and Per Route	6% of Nominal Fare (See Notes 5)
Tour Guide Fee (Excluding Accommodation and Transportation Expenses)			Per Tour Guide Per Day	JPY66,000
Rectification(s)/Change(s)	Changes to both Transportation and Accommodation Arrangements	Groups of 10 passengers or more	Travel Fee before Change of Part Arranged	20% of Travel Fee
		Groups of less than 10 passengers	Per Change	JPY8,800
	Change to Transportation		Per Passenger	JPY16,500
	Change to Accommodation		Per Person	JPY2,200
Cancellation(s)	Cancellation of both Transportation and Accommodation Arrangements	Groups of 10 passengers or more	Fees Incurred for Cancellations	20% of Travel Fee
		Groups of less than 10 passengers	Per Cancellation	JPY16,500
	Cancellation of Air Ticket(s)		Per Per Passenger and Per Route	JPY16,500
	Cancellation of Unused Air Ticket(s)		Nominal Fare Per Cancellation	15% of Nominal Fare
Cancellation of Accommodation		Per Cancellation	JPY2,200	
Communication(s)	Urgent Local Communication(s) on behalf of Client(s) for Arrangements		Per Communication (Excludes Telephone Call(s) and Telegraph/Telegram Fees)	JPY4,400
Others	Issuance of Electronic Miscellaneous Documents (EMDs)* * EMD is an official IATA standard for electronically documenting optional/ancillary revenue/services		Per Passenger	JPY7,700

Note:

- "Groups" refer to individuals traveling together in a same party with an appointed leader.
- The handling fees herein will apply and be added to the cancellation fees of the travel service provider for all changes and cancellations requested by customers.
- Accommodation at one hotel/place for consecutive nights shall be considered as ONE arrangement.
- All fees stipulated herein are inclusive of the Goods and Services Tax (GST).
- Nominal fare charges stipulated herein are based on exchange rates at time of processing.

#### Travel Agency Fees

Fee Categories	Details		Applicability	Amount
Passport	(1) Passport Application Process (Application Form-Filling)		Per Person	JPY33,000
	(2) Physically accompanying applicant to the respective Bureau for Application and/or Collection in addition to the Passport Application Process (1)		Per Person	Fee of (1) plus JPY5,500 (Travel Expenses not included)
	(3) Submission or collection on behalf of the applicant (if legally permissible) in addition to the Passport Application Process (1)		Per Person	Fee of (1) plus JPY5,500 (Travel Expenses not included)
	(4) Handle all Emergency Travel Procedures on behalf of the applicant in addition to the Passport Application Process (1)			Price Specified at Time of Contract
Travel Records Provision - Immigration Cards (Departure/Arrival)	(1) Travel Records		Per Person Per Country	JPY5,500
Visa	(1) Tourist Visa Application - Form-Filling and/or Form-Filling including submission and collection by agent		Per Person Per Country	JPY33,000
	(2) Application for Commercial or Working Visa - Form-Filling and/or Form-Filling including submission and collection by agent		Per Person Per Country	JPY44,000
	(3) Special Travel Visa such as Immigrant, Service, Long Term Visit etc.		Per Person Per Country	JPY55,000
	(4) Visa Application by Agent (Procedure Proxy Expenses not included)		Per Person	JPY11,000
	(5) Expedited Visa Application		Stipulated to (1)	Additional JPY11,000
	(6) Procedure for Visa Exemption		JPY10,800 (Per Country)	JPY11,000 (Per Country)
	(7) Procedure for Tourist Visa Application for Study Abroad or Preparation and Application/Receiving Agent of Visa on Behalf of Applicant		Eligible Countries: United States, Canada	Per Person Per Country JPY6,050 (Agent Expenses not included)
	(8) Procedure for Student Visa Application for Study Abroad or Preparation and Application/Receiving Agent of Visa on Behalf of Applicant		Eligible Countries: United States, Canada, Australia, United Kingdom	Per Person Per Country JPY25,300~35,000 (Agent Expenses not included)
	(9) Procedure for Working Holiday or Other Visa Application for Study Abroad or Preparation and Application/Receiving Agent of Visa on Behalf of Applicant		Canada, United Kingdom, Australia: Working Holiday Visa Australia: Visitor Visa	Per Person Per Country JPY15,000~30,000 (Agent Expenses not included) JPY35,000~40,000 (Agent Expenses not included)
Quarantine	Physically accompanying applicant to Quarantine Stations, Public Health Centers/Clinics, etc., or being the acting-agent for acquiring the quarantine seal approval		JPY108,000 (Treatment, Travel Expenses not included)	JPY110,000 (Treatment, Travel Expenses not included)
Certificates	Physically accompanying applicant or Agent Application for Certificate of Criminal Record, Military Certificate, Health Certificate, Graduation Certificate, etc.		Per Certificate	JPY110,000 (Travel Expenses not included)
Re-entry Permit	Application for Re-entry Permit		Per Permit	JPY22,000
Others	Services not stipulated above		Per Service	Actual Cost of Service

Note:

- All fees stipulated herein shall be charged per 1 person or per 1 case.
- Each applicable fee shall be added up and charged in one sum price.
- All fees stipulated herein are inclusive of the Goods and Services Tax (GST).

**Consultation Fee**

Fee Categories	Details	Applicability	Amount
Sightseeing Tour(s)	(1) Consultation of Customer Travel Plans and Budgets	Basic Fee (Up to 30 Minutes)	JPY7,700
		Every 30 Minutes Thereafter	JPY4,400
	(2) Planning of Travel/Tour Itineraries	Per Additional Tour Day	JPY6,600
	(3) Estimation of Mandatory Expenses (Arrangement of Transportation and Accommodation are together)	Basic Fee	JPY6,600
		Per Additional Tour Day	JPY1,100
	(4) Estimation/Quotation of Transportation Agencies Rate(s)	Per Estimate/Quote	JPY5,500
	(5) Information on Activities, Transportation, Accommodation, etc.	Per Printed A4 Page	JPY2,200
Business Trip Consultation(s)	Additional JPY5,500 + Fees Stipulated from (1) to (5) Above		

\* Fees stipulated herein are inclusive of the Goods and Services Tax (GST)

Notwithstanding change(s) and/or cancellation(s) due to customer, transportation and/or airline circumstances, the above Handling and Consultation Fees are not subject to refund(s).

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