# 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 | JPY4,800 |
| | Arrangement of Transportation | Domestic flights (within Japan) on LCCs such as Jetstar, Peach, Vanilla Air, and SpringJapan | Per Per Passenger and Per Route | JPY4,300 |
| | | Flights departing outside Japan | Per Per Passenger and Per Route | JPY4,300 |
| | | All others not stipulated above | Per Per Passenger and Per Route | JPY4,300 |
| | Seat selection, baggage reservation, and other optional arrangements | | Per optional item | 10%–20% of the optional item fee |
| | Arrangement of Accommodation | | Per Person | JPY4,300 |
| | Arrangement of Language Schools, Accommodations, and Other Study Abroad Related Services | | Per Minor Unaccompanied by a Parent or Guardian | JPY16,500 |
| | | | Per Person, Excluding the Above | JPY11,000 |
| | Arrangement of Emergency Services during Study Abroad Program | Arrangements made less than 45 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 passsengers | Per Change | JPY8,800 |
| | Change to Transportation | | Per Passenger | JPY16,500 |
| | Change to Accommodation | | Per Person | JPY2,200 |
| | Change to Language Schools, Accommodations, and Other Study Abroad Related Services | | Per Change | JPY5,500 |
| 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 |
| | Cancellation of Language Schools, Accommodations, and Other Study Abroad Related Services | | Per Person | JPY5,500 |
| 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)*<br>* EMD is an official IATA standard for electronically documenting optional/ancillary revenue/services | | Per Passenger | JPY7,700 |

Note:

1. "Groups" refer to individuals traveling together in a same party with an appointed leader.
2. 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.
3. Accommodation at one hotel/place for consecutive nights shall be considered as ONE arrangement.
4. All fees stipulated herein are inclusive of the Goods and Services Tax (GST).
5. 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, United Kingdom, Schengen Area | 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, South Korea: Working Holiday Visa | Per Person Per Country | JPY15,000~30,000 (Agent Expenses not included) |
| | | Australia: Visitor Visa | Per Person Per Country | 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 |

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|---|---|---|---|
| Others | Services not stipulated above | Per Service | Actual Cost of Service |

Note:

1. All fees stipulated herein shall be charged per 1 person or per 1 case.
2. Each applicable fee shall be added up and charged in one sum price.
3. 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<br>(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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