

## Japanese in Kamakura

### Short-term Intensive Group Course Terms and Conditions

#### 1 Enrollment

##### 1.1 【Application】

- 1.1.1 The Short-term Study Abroad Course is for any students who already have a valid visa (tourist visa, student visa, working holiday, family stay, spouse of Japanese national, etc.). The school cannot provide any student visas.
- 1.1.2 Upon application for enrollment, students are required to complete the prescribed enrollment procedures and pay the initial fee upon approval by the school.
- 1.1.3 A deposit of at least 20% of the enrollment fee and course fees must be paid at the time of application, with the balance due by the date specified by the school (see 3.3).
- 1.1.4 The final deadline for registration is 45 days before the course start date if no accommodation arrangements are necessary, or 60 days before the course start date if accommodation arrangements are required.
- 1.1.5 A copy of one of the following documents is required:
  - For students living outside of Japan
    - Passport
  - For students living in Japan
    - Passport
    - Resident card
    - Driver's license
    - "My number" number
    - Student card (with photo)
    - Certificate issued by a government or municipal office that includes the student's name, address, and date of birth with a photo attached
- 1.1.6 If the student is a minor, a written guardian's consent is required.
- 1.1.7 The enrollment fee is non-refundable.

##### 1.2 【Course】

- 1.2.1 The type of course must be decided by the time on the application.
- 1.2.2 For group lesson courses, the school will determine the student's class depending on the result of a level check that the school will send upon enrollment.
- 1.2.3 For private lesson courses, the student will choose the number of lessons and the school will arrange the scheduling.

#### 2 Attending lessons

##### 2.1 【Group Lesson (General Course)】

— Lesson time and teacher in charge —

- 2.1.1 One lesson is 50 minutes, there are 4 lessons x 5 days per week, for a total of 20 lessons per week.
- 2.1.2 The course duration is from 1 to 12 weeks. The duration will be decided at the time of application.
- 2.1.3 The lesson schedule (see 2.3) and materials used will be decided in advance depending on the class.
- 2.1.4 The course will be taught by several teachers, who will share the same records in order to ensure the efficiency of the lessons.

— Number of students —

- 2.1.5 The maximum number of students per class is 6.

2.1.6 If the minimum number of students in a group is not met and the class size is reduced to one student, the number of lessons will be reduced to 2 private 50 minutes lessons per day x 5 days, for a total of 10 lessons per week.

— Absences, Late Arrivals and Make-ups —

2.1.7 In the case of an absence or a late arrival to a lesson, please notify the school by e-mail.

2.1.8 If no contact is made even after half of the total lesson time has passed from the scheduled start time, the lesson cannot be attended.

2.1.9 Lessons cannot be postponed or rescheduled. However, the school reserves the right to do so due to emergencies such as a teacher illness or transportation problems.

— Additional Private Lesson —

2.1.10 Additional private lessons for test preparations or other specific requests can be booked (additional fee applies).

2.1.11 Please refer to the “Private Lesson Ticket Terms and Conditions” for details about private lessons.

## 2.2 【Lesson time】

2.2.1 Lesson hours and holidays of Japanese in Kamakura Language School are as follows:

Lesson	Mon.	Tues.	Wed.	Thu.	Fri.	Sat.	Sun.
GROUP LESSON General Japanese <b>Morning session</b>	9:00 to 12:50					<b>Closed</b>	
GROUP LESSON General Japanese <b>Afternoon session</b>							
	13:00 to 16:50						

The school will be closed on national holidays

2.2.2 The school is closed during the New Year holidays, winter holidays, “Golden Week” vacations, “Bon” vacations, and summer holidays.

2.2.3 The school will inform the student of any changes in business hours due to events, construction work, etc. on our website and in the school.

## 3 Fees

### 3.1 【Enrollment Fee】

3.1.1 An enrollment fee of 16,500 yen is required upon application and is non-refundable.

### 3.2 【Tuition Fees】

— Course Fees —

3.2.1 Please refer to the tuition fees on the school website. → <http://japaneseinkamakura.com/>

— Material Fees —

3.2.2 For the General Japanese Language Course, a material fee of 5,500 yen will be charged for textbooks, copies and other materials required for the lessons.

3.2.3 Textbooks of a different level will be purchased separately if the student changes levels in the middle of a course.

3.2.4 Specific textbooks for a customized Japanese course shall be purchased separately.

### 3.3 【Payment Methods】

3.3.1 Upon receipt of the online application form, the school will confirm the details of the student’s application, and will send the student an invoice by e-mail within one week.

3.3.2 The enrollment fee and a deposit of at least 20% of the enrollment fee and course fees (tuition, materials, and equipment) must be paid within 14 days after the invoice is issued. The remaining balance must be paid 30 days prior to the course start date at the latest.

Time	Payment
Within 14 days after the invoice is issued	<ul style="list-style-type: none"> <li>Enrollment fee 16,500円</li> <li>20% of the tuition, material and facility fees (deposit)</li> </ul>
30 days before the first day of the course	Remaining fees

3.3.3 Payment can be made by bank transfer or credit card (PayPal). Bank transfer charges are the responsibility of the student.

3.3.4 If payment is not confirmed by the due date, the application will be canceled.

## 4 Cancellation charges / Course postponement

### 4.1 【Cancellation charges】

4.1.1 Cancellation charges prior to the start of the course are as follows:

	If the student's written notice of withdrawal is received:	% of [the amount of the Course Fees and Miscellaneous Fees paid]
Enrollment fee	Non-refundable	100%
Tuition / material fees	More than 30 days before the first day of the course	20%
	29 to 7 days before the first day of the course	60%
	Less than 7 days before the first day of the course	100%

4.1.2 Any fees necessary for refunds (bank transfer fees, overseas remittance fees, etc.) shall be borne by the student.

### 4.2 【Course Postponement】

4.2.1 Postponement of the course is possible up to 12 months after the course start date.

4.2.2 The deadline for applying for a course postponement is 45 days prior to the first course start date at the latest.

4.2.3 Course postponement can only be requested once. For a second postponement request, cancellation charges will be applied.

## 5 Reception and business hours

### 5.1 【Procedures】

5.1.1 All procedures (lesson cancellations /reservation changes, etc.) and any other inquiries or questions regarding lessons should be directed to the school receptionist.

### 5.2 【Reception Hours】

5.2.1 The hours of operation for telephone and e-mail reception are as follows:

■ Mail and Phone

- Monday-Saturday 9:30-19:30
- Sunday 9:30-17:30

\*Closed on national holidays

■ School reception (reservations required 1 day in advance at the latest)

- Monday-Saturday 10:00-19:00

\*Closed on national holidays

5.2.2 If you need to make a procedure, make a payment, or have a consultation at the school reception, please be sure to make an appointment to come to the school at least one day in advance by e-mail or other means.

## 6 Prohibition, termination of contract and disclaimers

### 6.1 【Manners】

6.1.1 Please be aware of class manners and use of facilities so that everyone can have a pleasant time.

### 6.2 【Prohibited Matters】

6.2.1 Students are strictly prohibited from committing any of the acts listed in 6.2.2 through 6.2.6.

6.2.2 Selling goods, advertising, marketing, or soliciting without the permission of the school.

6.2.3 Slander, sexual harassment, stalking, violence, abusive language, offensive public order and morals, or other disruptive behavior toward the school or other students.

6.2.4 Recruitment of teachers to other schools or private lessons, or solicitation of other students.

6.2.5 Direct requests to our teachers or employees for translation/interpretation services, study abroad support, or other services provided by our school.

6.2.6 Any other actions that obstruct our business, whether inside or outside of our school.

### 6.3 【Termination of contract】

6.3.1 The school reserves the right to terminate the contract with the person in question upon discovery of any of the following 6.3.2 - 6.3.4, and will consider legal action for damages in the event of any of the following 6.3.2 - 6.3.3.

6.3.2 When a prohibited act (see 6.2.2 to 6.2.6) is performed.

6.3.3 If the student is connected with an illegal organization or its related party.

6.3.4 In the event of death, disappearance, or loss of contact for more than one month.

### 6.4 【Disclaimer】

6.4.1 The school cannot guarantee the results or effectiveness of the course, as the effectiveness of learning varies from person to person.

6.4.2 The school cannot be held responsible for any problems between students.

6.4.3 The school will not be held responsible for any problems due to private interactions between the school's employees and the student.

## 7 Personal Information

### 7.1 【Handling of Personal Information】

7.1.1 The school will comply with the Personal Information Protection Law and other relevant laws and regulations, and will take necessary and appropriate measures for the safe management of personal information obtained by the school.

7.1.2 The school provides necessary and appropriate guidance to our teachers and other employees to ensure the safe management of the personal information they handle.

7.1.3 In order to improve our services, the school may share a part or all of the handling of personal information, in which case the school will properly manage and supervise the outsourced third party by means of a contract or other appropriate measures to ensure the proper management of personal information.

### 7.2 【Personal Information data】

7.2.1 Data on application forms and enrollment documents (name, gender, date of birth, address, telephone number, e-mail address, emergency contact information, passport information, etc.).

7.2.2 Information provided through questionnaires, etc.

### 7.3 【Purpose of use】

7.3.1 Student management for the operation of the school.

7.3.2 Web reservation system services.

7.3.3 Sending brochures and other materials in response to requests for information and sending greeting cards such as New Year's cards.

7.3.4 Providing information on courses, events, and other services offered by the Company.

7.3.5 Responding appropriately to lesson reservations, inquiries, consultations, etc.

7.3.6 Collection of statistical data as internal reference material to improve our services.

#### 7.4 【Disclosure of personal information】

7.4.1 The school will not disclose personal information obtained from customers to third parties without the consent of the customer.

7.4.2 We may disclose your personal information when officially requested to do so by a public institution in accordance with the law.

#### 7.5 【Change or Cancellation of Registered Information】

7.5.1 In the event of a change of the student's address, name, telephone number, e-mail address, etc., please notify the school as soon as possible.

7.5.2 If the personal information managed by the school is not valid, or if there is a request for correction or deletion, the school will respond appropriately upon request.

## 8 Terms and Conditions

### 8.1 【Terms and Conditions】

8.1.1 These Terms and Conditions are subject to change without prior notice if deemed necessary by the school.

8.1.2 These Terms and Conditions shall be governed by and construed in accordance with the laws of Japan.

8.1.3 The Yokohama District Court or Kamakura Summary Court shall have exclusive jurisdiction over any and all disputes related to these Terms and Conditions.



#### Japanese in Kamakura

248-0006 Shima Mori Bld. 2F 1-9-3 Komachi Kamakura

TEL : 050-8885-6393 (Japanese only)

[contact@japaneseinkamakura.com](mailto:contact@japaneseinkamakura.com) (Japanese, English or French)

[www.japaneseinkamakura.com](http://www.japaneseinkamakura.com)