

1. STANDARD COURSE

ONE SEMESTER

JPY335,880

(Incl. 8% tax)

- 1 One semester consists of **19 LESSON WEEKS**.
- 2 Course fees includes teaching materials, facilities fees and activity fees. Fees for externals tests (i.e. JLPT) are not included.
- 3 School holiday weeks and interview weeks do not incur any course fees.
- 4 If you join an ongoing class, your course fees for that semester will be pro-rated according to the remaining number of weeks for the semester, at JPY 17,712 per week (incl. 8% tax).
- 5 Class placement is determined by level check test. If you are joining an ongoing class, you may also be requested to sit for a level check test.
- 6 Matsudo International School's Standard Course operates on a **SEMESTER** basis (i.e universities, high school). In general, no replacement lessons are provided, even in cases such as the following: absenteeism of student, cancellation of classes due to natural disasters, transport strikes or government mandated procedures or the like.

2. INTRODUCTORY COURSE

4 WEEKS

JPY54,000

(Incl. 8% tax)

- 1 The Introductory Course consists of **4 LESSON WEEKS**.
- 2 Course fees includes teaching materials and facility fees.

3. PRIVATE LESSONS

10 HOURS

JPY27,000

(Incl. 8% tax)

- 1 Private lessons must be purchased in lots of 10 hours.
- 2 Each 10 hour pack has a validity of 3 months from its initial usage.
- 3 Textbooks and teaching materials must be purchased separately.
- 4 Cancellations or changes of booked lessons must be made 24 hours beforehand.

4. GENERAL TERMS AND CONDITIONS

- 1 For first time students, a registration fee of **JPY 5,000** is required. The registration fee is valid for 1 year after the student completes or discontinues the courses/lessons. This fee is **STRICTLY NON-REFUNDABLE**.
- 2 The above fees includes 8% consumption tax, and is subjected to change whenever there is a change in consumption tax.
- 3 Refunds are only available within the cooling off period of **8 days** from the point of completion of registration (application form and payment completed). Refunds will be prorated according to the number of weeks attended (Standard Course, Introductory Course) or number of hours consumed (Private Lessons).
- 4 **No refunds will be provided beyond the above stated cooling off period.** In extenuating circumstance such as severe illness or injury, evidence must be provided in order for refunds to be considered. Each request is judged on a case-by-case basis, and is subject to approval at Matsudo International School's discretion.

5. CLASS AND LESSONS

- 1 Lesson schedule, curriculum, teachers, classrooms, class placement and fees may change at Matsudo International School's discretion.
- 2 Classes may be merged or split depending on the number of students in the class.
- 3 Students are expected to behave, and conduct themselves well. Harassment, discrimination, threats and/or violence against another student or staff will result in immediate expulsion. Such individuals are not be eligible for any refunds.
- 4 If a student displays criminal behavior (i.e destruction of property, grievous harm against another individual), the police will be immediately contacted.
- 5 Students who do not put in any effort in their studies OR show no interest in their studies OR are unable to catch up with their studies OR have less than 50% attendance throughout the semester may not be allowed to continue on to the subsequent semesters.
- 6 Applications are not finalised until required documents with accurate information are submitted, and payment for the course is complete.
- 7 Class vacancies are on a first-come-first-serve basis. Vacancies cannot be held or reserved, except when specifically stated.
- 8 No make-up lessons or refunds are provided for lessons missed by student.

6. PRIVACY

Your information may be used to contact you for matters regarding classes and lessons, as well as quality assurance purposes. Protecting your privacy is our utmost priority. Your information will not be disclosed to third parties without your permission.

In special circumstances, personal information may be disclosed if:

- The individual is facing serious and imminent danger to his life, health or safety
- The information is required by an authorized government or enforcement body