

1. STANDARD COURSE

2019/04/01 Rev. 1

ONE SEMESTER

JPY335,880

(Incl. 8% tax)

- 1 One semester consists of **19 LESSON WEEKS** over 6 months. Semester 1 - APR to SEP / Semester 2 OCT to MAR.
- 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, and are not part of lesson weeks.
- 4 Lesson weeks may contain public holidays.
- 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 and/or ongoing progress of student. 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.
- 7 No partial refunds are provided in case student already possesses teaching materials prior to commencement of study.
- 8 Class activities are included in the course fees, and are part of the learning experience. Attendance is not compulsory for non-student visa holders, but refunds are not provided in case of non-participation or absence.

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 For the Introductory Course **ONLY**, if you join an ongoing class, your course fees will be prorated according to the number of days remaining in the course.
- 4 Standard Course terms and conditions apply.

3. PRIVATE LESSONS

10 HOURS

JPY37,800

(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 Tutors are allocated by the school.
- 4 Textbooks and teaching materials must be purchased separately.
- 5 Cancellations or changes of booked lessons must be made at least 24 hours beforehand.

4. 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, follow school rules, 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 finalized 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.

5. 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 Matsudo International School reserves the right to make amendments to prices without prior notice.
- 4 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).
- 5 **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.
- 6 Fees are to be made in one single payment. Split payments are not allowed unless otherwise approved.

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