

# Language Courses at the Japan Foundation, Toronto

## Terms and conditions

### 2017-2018

#### Eligibility

- ❖ These courses are intended for adult learners, so you must be 18 years of age or older as of September 1, 2017.
- ❖ You must possess legal status to be in Canada longer than the duration of the course. (Please refer to <http://www.cic.gc.ca/english/study/study-who.asp>)

#### Course fee and payment

- ❖ The course fee is due by the first class of each term.
- ❖ Payment can be made by cash or cheque made payable to the “Japan Foundation, Toronto.” No post-dated cheques will be accepted. In the event of a cheque not clearing, NSF fees will be applied. We are unable to accept payment by debit or credit card at this time.
- ❖ The following conditions apply if the student wishes to cancel their enrollment:
  - Cancellation must be submitted in writing, preferably with reason for cancellation included.
  - Cancellations received before the second class will receive a refund of the course fee, less a \$50 administration fee. Cancellations received after the second class will be ineligible for a refund of fees.
- ❖ No refunds will be given for individual classes missed.
- ❖ Your position in the course is only confirmed once full payment has been received. If payment is not received by the designated deadline, your enrollment will be cancelled automatically.
- ❖ Materials, such as textbooks and handouts, are included in the course fee.
- ❖ Provided there are still spaces in the course, registration will remain open until the third class. For those who enter the course late, please note that there are no pro-rated course fees or alternate fees for those enrolling for a shorter period of time.

#### Deferring Evaluation

- ❖ The last class of each term is reserved for evaluating students’ progress. If, for any reason, students are unable to attend that class, no deferred/make-up dates are allowed. In these instances, a short placement test may be required to determine if the student is able to continue on to the next term.

## **Class Cancellation**

- ❖ In order for the course to be opened, a minimum number of registrants is required. The Japan Foundation, Toronto reserves the right to make the final decision in regard to opening or closing the course. In the event that a course is cancelled due to low enrollment, any fees that have been collected for that term will be refunded.
- ❖ We may cancel classes because of serious safety concerns, including natural disaster, war, political unrest, recent terror-attacks, outbreak of diseases, etc. In such an event the class missed may be rescheduled.

## **Other**

- ❖ All of your personal information will be kept confidential and will be only used for the course's operation.
- ❖ The Japan Foundation, Toronto will attain permission in writing before using any photos, videos, or audio recordings of students and/or photos, videos, audio recordings, or copies of student works for any reason (including promotional or research purposes).
- ❖ The Japan Foundation, Toronto reserves the right to change date, times, teachers, and classrooms during the term. Participants will be informed of any such changes in advance.
- ❖ The Japan Foundation, Toronto reserves the right to cancel the enrollment of participants who cause obstruction to classes.
- ❖ As part of our mission at the Japan Foundation, Toronto, we offer our classes as "model" classes, and at times stakeholders in Japanese-language education may join in the class as observers.

Questions: [koza@jftor.org](mailto:koza@jftor.org)

As of May 1, 2017