

# JFT Online MARUGOTO Japanese Language Courses September 2020 – July 2021 Terms and Conditions

## Eligibility

- ❖ These courses are intended for adult learners, so you must be 18 years of age or older as of September 1, 2020.
- ❖ Our courses are only open to residents of Canada. 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>)
- ❖ As these courses are all conducted online, you are required to have a suitable device (preferably a computer) with a video camera and microphone to participate.

## Registration

- ❖ New students registering for Elementary (A2-1), Late-Elementary (A2-2), Pre-Intermediate (A2/B1), or Intermediate (B1) courses will be asked to take a placement test. Students registering for the Starter (A1) course may be asked to take a placement test if you have previous Japanese study experience.
- ❖ Registration is on a first-come, first-served basis. Pending availability, we will try to hold space in adjacent-level courses until a placement test confirms your level.

## Course fee and payment

- ❖ Once your registration is confirmed you will be sent a PayPal invoice. During early-bird registration, payment is due by August 31, 2020 to claim the early-bird discount. After August 31, 2020, invoices must be paid within 3 business days unless directed otherwise.
- ❖ The following conditions apply if the student wishes to cancel their enrollment:
  - Cancellation must be submitted in writing, with reason for cancellation included.
  - Cancellations received before the second class will receive a refund of the term 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 may be cancelled to make room for students on a waiting list.
- ❖ Registration will remain open provided there are still spaces in the course. 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.

- ❖ Textbooks are not included in the fees and students are expected to buy their own copies.

## **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. If it is the third term, a placement test may be required to determine if the student is able to continue on to the next level.
- ❖ If a student does not achieve a passing score (as per the course syllabus) at the end of Term 3, a placement test may be required to determine if the student is able to continue on to the next level of our Japanese language courses.

## **Class Cancellation**

- ❖ 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 the date, times, and teachers 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.
- ❖ In general, students are only allowed to enroll in one level of our courses at a time.
- ❖ As part of our mission at the Japan Foundation, Toronto, at times outside individuals including stakeholders in Japanese-language education may join in the class as observers.

Questions: [koza@jftor.org](mailto:koza@jftor.org)  
As of June 30, 2020