

Online Teacher-Supported Self-Study Courses September 2022 – July 2023 Terms and Conditions

As of June 17, 2022

Eligibility

- ❖ These courses are intended for adult learners, so you must be 18 years of age or older as of September 1, 2022.
- ❖ 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

- ❖ There are no placement tests for our Teacher-Supported Self-Study courses. Students are required to check on their own at <http://www.minato-jf.jp> that the course is appropriate for them. Our self-checker can also help students decide: <https://forms.gle/SCzbyf4KTiNxYn9e8>
- ❖ Registration is on a first-come, first-served basis.

Course fee and payment

- ❖ Once your registration is confirmed you will be sent a Square invoice, which 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 5 business days after payment is made will receive a refund of the term fee, less a \$50 administration fee.
- ❖ No refunds will be given after the first meeting, or 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.

Evaluation

- ❖ If, for any reason, students are unable to attend the specific date set aside for evaluating students' progress, no deferred/make-up dates are allowed.

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.

- ❖ As classes are conducted online, if for any reason the instructor's internet fails, etc. during class and they are unable to connect for a specified amount of time, that week's class will be considered cancelled. Depending on the timing, the class missed may be rescheduled.
- ❖ 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. From time to time (up to a few times a year), we may organize Japanese language course events that are open to our alumni. On such occasions, we may contact our former students (alumni) by email to invite them. Alumni can opt out anytime.
- ❖ The Japan Foundation, Toronto records all of our classes primarily for teachers' professional development. By agreeing to these terms and conditions students are agreeing that videos of their classes may be used during teachers' training/workshops which are limited to registered participants, and that this use may be known or unknown to students. Recordings are kept for a year and then destroyed.
- ❖ 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 beyond the teachers' workshops detailed above.
- ❖ 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