

## Shibuya City Japanese Class – Terms and Conditions

To all applicants:

Please read and agree to the following.

1. The capacity for each level is 15 students.
2. Please purchase the textbook yourself before the first class. (Details regarding the textbook will be explained during the orientation.)
3. Handouts from missed classes will be provided by the teacher the next time you attend. However, please note that there are no personal makeup lessons or tutoring.
4. Classes may be canceled due to unavoidable circumstances. In such cases, we will consider holding makeup classes at a later date. Emergency notifications, such as class cancellations, will be sent via email from the following address. Please configure your email settings to ensure you can receive emails from:  
ML\_shibuya\_nihongo@athuman.com
5. Please refrain from the following activities in the classroom:
  - Attending class with children
  - Selling goods or soliciting
  - Religious or political activities
  - Any other behavior that disrupts the class
6. Do not make secondary use of personal information obtained in this class (such as classmates' email addresses) or photos taken without the explicit permission of the individuals involved.
7. As a general rule, changing levels after your class has been finalized is not permitted.
8. You cannot take two or more levels at the same time.
9. If you are unable to continue your studies for personal reasons, there is no formal withdrawal procedure. You will simply be treated as absent.
10. You may take the same level up to two times. However, priority is given to applicants who have not previously taken that level, so you will be placed on a waiting list during the application period. Only if the capacity has not been reached after the application period ends, will we contact those wishing to retake the level on a first-come, first-served basis. As a general rule, taking the same level for a third time is not permitted.
11. Whether you are advancing to the next level or retaking the same level, you must follow the exact same procedures as a new application. Please check the

necessary details on the Shibuya City website or the city bulletin, "Shibuya City News."

12. There are days with no classes due to public holidays, etc. Please check the schedule carefully.

Shibuya City  
Human Academy Japanese Language School