

## Miyabi Japanese Language School Enrollment Policy

### Miyabi Japanese Language School (annual program)

Learning the Japanese language requires a certain level of commitment. The annual enrollment program is set with the assumption that a student attends all classes in a year. In case of a planned absence (holidays, etc.) I will offer a student 2-3 available openings to reschedule the class. Annual enrollment is subject to an annual tuition fee, divided into 12 months. Please be advised that the student's absence is not justification to reduce the annual fee.

If you are thinking of learning about Japan or the Japanese language but are not sure if you (or your child) are ready for it, please consider the weekly program in Japanese language and/or the culture program.

### Miyabi Japanese Language School (weekly program)

The weekly program is designed for those who are starting their adventure with the Japanese language, and would like to learn about Japan, its culture, and language. This program is for those who have not yet decided if they are ready to commit to in-depth study and enrollment in the annual program.

All weekly programs are offered on a schedule availability basis. Please understand that the times of these lessons may change as students enrolled in the annual program have priority.

### Tutoring Services

I offer Japanese language tutoring services (supplemental teaching to other school/college curricula) at all levels. The sessions are held in my office, where I have all the necessary materials (I do not offer tutoring at a student's house). Tutoring services do not require a commitment to study. You basically let me know when you need to take a class and we agree on a time.

Tutoring services are offered on a schedule availability basis, as the students enrolled in the annual program have priority.

## Class/Assignments

Learning the Japanese language is not easy. With Japanese, in addition to regular aspects related to learning a foreign language - such as grammar, pronunciation, and vocabulary building - the student must also learn kana (hiragana/katakana – c. 100 characters) and kanji (over 2000 characters). An extensive amount of work must be done by the student at home, especially at the beginning when the student learns to read and write. This knowledge and skills cannot be developed by watching youtube videos, anime or just listening to my class while in attendance. Each class is tailored to the needs of each student, as well as the assignments for the student to take back home. The aim of home assignments is to help the student memorize vocabulary/grammar structures faster, and to become proficient in reading and writing.

If the student does not have time to work on assignments at home, please contact me to discuss options such as switching the course to 'Japanese Language and Culture' or 'Introduction to Japanese', or to increase the number of classes a week if you have a set goal to reach (such as an exam, travel, etc.). My website, [www.miyabitranslations.com/courses](http://www.miyabitranslations.com/courses), provides detailed descriptions of all the courses I teach.

## Tardiness

- I understand that life happens, but please be on time for the class, as my schedule does not allow for extending the lesson without impacting other students.
- If you are stuck in traffic or your previous engagement ended late, please send me a text informing me you will be arriving late. Tardiness beyond 15 minutes without contacting me results in a cancellation of the class.
- Student's tardiness is not a justification for lesson fee reduction.

## Tuition Fee

### Annual Enrollment Tuition Fee

Annual tuition fee is based on 50 instructional units (or 100 for 2 classes per week) per year. The payment is divided into 12 monthly installments for the student's convenience.

- The tuition fee is paid monthly by the 5<sup>th</sup> of the current month
- The tuition fee is based on the number of lessons in the month
  - 4 classes per month - \$144 (JP I, annual enrollment, group lesson, \$36/lesson)
  - 5 classes per month - \$180 (JP I, annual enrollment, group lesson, \$36/lesson)
- First time accounts paid after the 5<sup>th</sup> of the month will receive a reminder for the first occurrence. Each subsequent occurrence will be subject to a \$15 late fee.
- Annual tuition will not be reduced due to a student's tardiness or absence
- In case of a planned absence or sickness, students are offered up to 3 available times to reschedule the lesson (within 1 month from the absence)
- In case the class is cancelled by me, the fee will be adjusted in the following month
- Students and guardians are free to cancel the enrollment at any time - annual enrollment is an honor based system, there is no early cancellation fee

### Weekly Programs Tuition Fee

The tuition fee is paid weekly by the 4<sup>th</sup> day after the lesson

### Enrollment Fee

One-time enrollment/re-enrollment fee is \$25 per student. Enrollment fee covers the price of materials and Japanese notebooks students will use during their classes.

Japanese I & II Program Comparison Chart			
	Annual Program (private lessons)	Annual Program (group lessons)	Weekly Program
<b>Tuition</b>	Monthly fee (annual tuition divided into 12 installments)	Monthly fee (annual tuition divided into 12 installments)	Weekly, paid after each attended class
<b>Tuition due</b>	5th of the current month (please check the invoice, some months can offer later date)	5th of the current month (please check the invoice, some months can offer later date)	Within 4 days after the class
<b>Reduced (monthly) fee in case of student's absence</b>	No	No	Yes (student pays weekly after each attended class)
<b>Reduced (monthly) fee in case of teacher's absence</b>	Yes (in case the class is cancelled by me, the fee will be adjusted in the following month)	Yes (in case the class is cancelled by me, the fee will be adjusted in the following month)	Yes
<b>No-show fee (without at least 24 hrs notice)</b>	Yes (equivalent to 1 lesson fee)	Yes (equivalent to 1 lesson fee)	Yes (equivalent to 1 lesson fee)
<b>Secured, consistent weekly time slot for lessons</b>	Yes	Yes	No (the times of lessons may change as the students enrolled in the annual program have priority)
<b>Rescheduling classes</b>	Yes (a student is offered 2-3 available times to reschedule missed class/ planned absence)	Yes (if all students wish to reschedule)	No
<b>Genkōyōshi and Japanese writing grids</b>	Complimentary	Complimentary	Complimentary
<b>Monthly Newsletter</b>	Complimentary	Complimentary	Complimentary
<b>Participation in monthly Miyabi Lottery (18 yrs old and younger)</b>	Complimentary	Complimentary	N/A
<b>Japanese Culture monthly booklets (18 yrs old and younger)</b>	Complimentary	Complimentary	\$10/workbook
<b>Monthly origami club</b>	Complimentary	Complimentary	\$10/session
<b>Monthly cultural session</b>	Complimentary	Complimentary	\$15/session
<b>Access to Google Classroom/database</b>	Complimentary	Complimentary	\$35/month
<b>Program cancellation fee</b>	None (students and guardians are free to cancel the program anytime)	None (students and guardians are free to cancel the program anytime)	None (students and guardians are free to cancel the program anytime)

## Student Enrollment Form

Student's Name	
Preferred Name/Nickname	
Student's DOB	
Student's Email Address	
Student's Home Address	
Can they speak some Japanese?	
Can they speak other languages?	
If yes what language/ what level are they?	
Preferred way of learning (e.g. auditory, visual, etc.)	
Can I offer them a drink or snack during lessons?	
Any allergies?	
Any physical, medical, mental conditions?	
Any academic needs?	
Any behavioral needs?	
Any neurodevelopmental conditions? (ADHD, autism etc.)	
Whom should I contact in case of a medical emergency?	
Name	
Phone	
Address	
Is the student interested in complimentary Japanese culture sessions?	
Is the student interested in taking tests confirming their proficiency?	
Parent's Name (minors only)	
Parent's Email (minors only)	
Parent's Phone Number (minors only)	
Other emergency phone number/name	
Subscribe to the Monthly Newsletter?	
Can I use your home address for a Japanese language exercise? (Making a Japanese holiday card card, etc.)	

Circle the course you are interested in (price per person).

	Miyabi Japanese Language School (annual enrollment private lesson)	Miyabi Japanese Language School (annual enrollment group lesson)	Miyabi Japanese Language School (weekly program)
Japanese I Beginner (1hr)	\$47	\$36	\$57
Japanese II Basic (1hr)	\$52	\$41	\$62
Japanese III Intermediate (1hr)	\$57	\$46	\$67
Japanese IV Upper Intermediate (1hr)	\$67	-	\$77
Japanese V Advanced (1hr)	\$72	-	\$82
JLPT N5 Japanese (1hr)	\$52	\$41	\$62
JLPT N4 Japanese (1hr)	\$57	\$46	\$67
JLPT N3 Japanese (1hr)	\$67	\$56	\$77
AP Japanese (1hr)	\$62	-	\$72
Miyabi Kids (45 mins)	\$46	\$36	\$52
Introduction to Japanese Language and Culture (1hr)	\$46	\$36	\$52
Japanese Language and Culture (1hr)	\$46	\$36	\$52
Japanese Culture and Craft (1hr)	\$46	\$36	\$52
Japanese Culture “à la carte” (1hr)	N/A	N/A	\$52

As of August 2023  
Prices for 2023/24

Tutoring Services	\$55-\$75	
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Student's signature

Parent's signature  
(minors only)

I have read and agree to Miyabi Japanese Language School's enrollment policy (pages 1-5 of this document)