

# Yamada Juku School Enrollment Form 入塾書



Enrollment Date (入塾年月日) ____/____/20____ Date (日) Month (月) Year (年)		Referred to us by (紹介者);	
		School (学校名)	Grade (学年)
生徒氏名		Student Name in English (First Name, Last Name) *Please PRINT*(大文字でご記入ください。)(名前、苗字の順番で)	
D.O.B (生年月日) ____/____/____ Date (日) Month (月) Year (年)	Gender (性別) M・F 男・女	Subject : English・Math・Japanese・Eikaiwa 受講科目 : 英語・数学・国語・英会話	
Home Address (住所)		Name of Guardian (保護者氏名)	
Phone Number (電話番号) Father (父) : <input type="checkbox"/> Mother (母) : <input type="checkbox"/>	Primary Contact Number(第一連絡先)	Emergency Contact Number (緊急連絡先)	Relationship with the Student (続柄)
E-mail Address [Please indicate the desired email addresses for each purpose below.] For the <b>Class Booking System</b> (You will receive a class confirmation email at this address) (塾バス・クラス予約システム用アドレス*バス、クラスの予約確認メールが以下のアドレスへ送られます。) _____ @			
For the <b>Invoice</b> (You will receive the payment invoice at this address) (ご請求書送付先アドレス*ご請求書は授業料お支払い月初旬にこちらのアドレスへ送られます。) _____ @			
For the <b>general communication with our school</b> (You will receive important notifications at this address) (塾とご家庭とのご連絡のためのアドレス) _____ @			
*領収書に記載する宛名、科目は原則として受講者さまのお名前および科目を記載させていただきます。特別な記載事項が必要な方は、以下にご記入ください。 *The student's name and the subject which she/he takes will be printed in the payment invoice/receipt. Please specify below if any special notes is to be given. Name to be written on the receipt/invoice (領収書に記載する宛名 (英語で)) _____ Subject to be written on the receipt/invoice (領収書に記載する科目 (英語で)) _____ GST Number (GST番号) _____			

## Agreement

I, \_\_\_\_\_ do hereby agree that I will not sue or otherwise make any claim against Yamada Juku Educational Services Limited., or any of its employees, agents, officers, directors for any issues, loss, injury or damage resulting from the enrollment of Yamada Juku School.

I HAVE CAREFULLY READ AND FULLY UNDERSTOOD THIS AGREEMENT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS, INCLUDING RIGHT TO SUE. I SIGN THIS AGREEMENT OF MY OWN FREE WILL.

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_  
Signature of Parent/Guardian Date: Date / Month / Year

## 誓約書

上記の者\_\_\_\_\_, YJSに入塾するにあたり、送迎上の問題、路上での問題、その他もろもろの原因で問題が発生しても、いかなる状況を問わず、山田塾、その関係者および関係団体には一切の責任を追究しないことを誓います。

20\_\_年\_\_月\_\_日 サイン\_\_\_\_\_

## Yamada Juku School Policy

### Admissions (Before the first class)

- All the students are required to fill in the Enrollment Form, understand and sign Yamada Juku School Policy on their enrollment.
- Please note that the fees are to be paid before the first class. Classes will be on hold until the payment is confirmed by the accounting department.

### Mode of Payment

Bank transfer or check is accepted as a mode of payment. Our bank account and other details are written in the invoice, which will be sent to you from an accounting company on the 1st of every month. (In case the check bounces for any reason, an additional sum of Rs. 500 will be payable as inconvenience charge.)

Please be sure to make a payment by the due date for us to carry out classes smoothly. A late fee of Rs. 1,000 will be charged if tuition is not received within 5 days after the invoice has been sent. (Invoices are scheduled to be sent either on the 1st or the on the 17th of the month, depending on the student's enrollment date.)

### YJS Class Rules & Hours

Please be punctual for your classes. Please inform the center/teacher in charge by the midnight (one day before) of the day before if you need to cancel your class.

Please understand that we will NOT have make up classes for;

- being late for the class
- not showing up for the class
- cancelling the class on the same day
- students enrolled for the Japanese Basic Course (JBC).

### Office Hours

- Weekdays: 11:30 am to 8:00 pm (except for Thursdays )
- Saturdays: 10:00 am to 7:00 pm
- Sundays: 10:00 am to 2:30 pm

### Private class Hours (for those applicable only)

- Class slots will be decided depending on the teacher's availability from the group class hours above.

### Center is closed on;

- Thursdays
- Sundays after 2:30pm
- Other National Holidays as decided by the government
- Classes in the 5th week of every month

### Parent-Teacher Meeting (PTM) (for those applicable only)

We conduct PTMs regularly upon request with regard to the progress/methodology of the class, or any concerns raised by teachers or parents.

### Validity Date of The Classes (for those applicable only)

Students are requested to complete their classes within the validity date. It is the student's responsibility to complete all the classes by the validity date. Please note that no class will be taken once the validity is expired.

### Refund Policy

Please note that there is NO REFUND for students who cannot continue to study at YJS and wish to withdraw due to any reasons.

### Measures taken to conduct classes in the event of unavoidable circumstances such as the outbreak of COVID-19.

The safeguarding of our students and staff is of the utmost importance, so please note that the center and offline classes may have to be closed following government advice/regulatory measures. All the offline classes will be shifted to online classes in case such event happens.

### Withdrawal Policy

Students are not requested to submit any document for withdrawal when the validity is expired. They can choose to leave, or continue the course for the next batch.

**- The management reserves the right to change any or all of the terms of the policy at any time without notice. In case of dispute, the management's decision will be final.**

I hereby accept that I have read, understood, and agreed to the above policy.

\_\_\_\_\_  
Parent/Student Signature

\_\_\_\_\_  
Date

(Staff-use)

① Class Structure

Group Lesson  Private Lesson  Semi Private Lesson

② Course

Preschool ~ G12  G12+ beginner's language

G12+ Business language  JBC Course

③ Fee

Rs. \_\_\_\_\_ x 1.18 = Rs. \_\_\_\_\_

④ Validity Date

\_\_\_ / \_\_\_ / \_\_\_ ~ \_\_\_ / \_\_\_ / \_\_\_

Invoice will be issued on

the 1st of \_\_\_\_\_  the 17th of \_\_\_\_\_