



STEVESTON JAPANESE LANGUAGE SCHOOL SOCIETY

スティーブストン日本語学校

日本語を はなそう。Let's speak Japanese.

Adult course information 2018-2019

- [Place] **Level 1, 2, 3, and 4**
Steveston Japanese Canadian Cultural Centre
- [Time] **7:00pm~8:50pm (all classes)**
- [Date] **Level 1 (Beginner): Tuesday nights**
Sep 11th ~ end of May (30 lessons)
- Level 2 (Beginner to Intermediate): Tuesday nights**
Sep 11th ~ end of May (30 lessons) *Join anytime
- Level 3 (Intermediate): Thursday nights**
Sep 13th ~ end of May (30 lessons) *Join anytime
- Level 4 (Intermediate to Advanced): Thursday nights**
Sep 13th ~ end of May (30 lessons) *Join anytime

[Number of students] A full class size will have at least 7 students, but if we have less than a full class, we may merge similar level classes together.

[Tuition and Fees]

1. Choose one of the following methods of payment for tuition:
 - a) Payment by 3 post-dated cheques:
\$420 total tuition (dates on cheques: 1 Sep 2018, 1 Dec 2018, and 1 March 2019)
 - b) Lump sum payment for the year (\$13 discount):
\$407 (cash or cheque)
2. Other fees: \$35 (cash or cheque)
\$30 Registration fee and \$5 Community Center User Fee (due at the time of Registration)

Total tuition & fees: \$455 for option a), \$442 for option b)

If you have any questions, send Email to ngakko@telus.net or call (604)274-4374.

Thank you for registering at the Steveston Japanese Language School.
Please read the following IMPORTANT information on our general policies.

1. Privacy Act

The personal information in the registration form will assist the school authority in making an informed decision as to your suitability, appropriate placement and safety in the school. Steveston Japanese Language School does not share personal information with any other organizations, contractors and services for purposes other than those stated above. In addition, teachers, staff and the Board are required to respect and protect the confidentiality of all student information.

2. Parking

Please refrain from parking at and driving into the parking lot in front of the school building. It is a parking lot reserved for the senior. Please use the general parking lot for the community centre facing Moncton Street.

3. Code of Conduct

The school has a Code of Conduct, by which all students, teachers and parents must abide. If a student does not follow the Code of Conduct, they may be suspended or expelled from the school.

Please read the Code of Conduct (attached), and initial to show that you agree with the terms

4. Refund Procedure

If a student wishes to withdraw from a term, a withdrawal form must be given to the school prior to the beginning of the third lesson in the term to receive a pro-rated tuition refund. No refunds will be issued if the withdrawal form is given after the beginning of the third lesson in the term.

A \$30.00 administrative fee is charged for each withdrawal form submitted. Withdrawal forms are available at the school office.

5. NSF Cheques

The amount of NSF cheques, bank fee on NSF cheques and any outstanding tuition must be paid immediately by cash upon notification from the school. Until such outstanding amount is paid in full by cash, attendance to school may be suspended, or may result in termination.

6. Photographs

Steveston Japanese Language School on occasion will use photos and work samples of students in the media, on our website and promotional materials. In principle, the school will not use names of our students on such venues. If names are to be shown, the school will obtain approval from you in advance.

7. Membership

Adults enrolled in the school are granted automatic membership, but only one membership shall be permitted per family. Members have a say in the running of the school through their vote at the Annual General Meeting or through an extraordinary general meeting if convened. Where membership is registered in the name of two or more persons, only one of the members may vote. Please indicate which member will vote by checking the box on the next page.

8. School Closures

Unplanned closures of the school may occur on days when weather, facility or other conditions make attendance hazardous for staff and students. In these circumstances, parents will be notified of the closure as soon as possible by email. Please note there will be no refund or makeup classes.



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ADULT COURSE REGISTRATION FORM

Name (First name) _____ (Last name) _____

Course name Level _____ Returning student (Yes/No) _____

New students only: Where did you hear about our school?

Newspaper _____ Internet _____ Friend _____ Other (Please specify) _____

How much Japanese do you know? Please describe:

Address _____ City _____

Postal code _____ Email address _____

Phone number (H) _____ (C) _____

(Emergency) _____

Payment method:

() Lump sum payment of \$407 tuition + \$35 fees* = **\$442** (cash or cheque)

() Payment by 3 post-dated cheques (\$140 per term: Sep 1, Dec 1, 2018 and Mar 1, **2019**) + \$35 fees* = **\$455**

***\$35 (Registration fee \$30 and Community Centre fee \$5) is due at the time of registration and is non-refundable.**

Membership: Check here if you will be the voting member for your family ()

Please indicate in all brackets that apply:

As per above section 6. **Photographs**, I **CONSENT** to having photographs and work samples of me used by Steveston Japanese Language School in the:

- media (yes / no)
- the school's website (yes / no)
- other promotional materials (yes / no)

I certify that all statements on this registration form are true and complete.

I have read the general policies and am registering with full understanding of: 1. Privacy Act; 2. Parking; 3. Code of Conduct; 4. Refund Procedure; 5. NSF Cheques; 6. Photographs; 7. Membership; 8. School Closures

Date: _____ Name: _____
(Please print) (Signature)

FOR OFFICE USE ONLY	
Registration Fee _____	Payment Date _____
SCC User Fee (\$5/student) _____	Tuition Fee _____
	Deposit Date _____

Code of Conduct

The Steveston Japanese Language School (SJLS) is obligated to provide a safe, positive and productive learning environment for all of our students, staff and members of our school community.

To this end, the code of conduct applies to everyone in our school and at school functions.

As we learn and work together, we will

- Be respectful of teachers, students and other members of our school community.
- Behave in a safe, considerate and courteous manner.
- Not threaten, harass, intimidate or assault, in any way, any person within our school community, through physical violence, offensive language, verbal abuse, print or electronic media.
- Not be in possession of weapons, dangerous articles, alcohol or illegal drugs while in school or work.
- Show respect and pride in the Steveston Japanese Canadian Cultural Centre building and school equipment through care and appropriate use of school property.
- Respect the non-smoking environment of our school.

Any violation of the code of conduct will warrant intervention and/or disciplinary action.

Expectation of Students:

As described in the Code of Conduct, students are expected to behave in a respectful and non-disruptive behavior towards teachers, other students, parents and guests of our school community. Name calling, swearing, hitting, pushing, and offensive facial expressions are not tolerated.

If such behavior occurs, the student will be asked withdraw.

Please initial here to indicate you have read and agree to the Code of Conduct:
