

## **Registration and Student Policies Adult Classes**

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

### **1. Payment**

Payment is required in full by credit card at time of registration. Consideration for payment by instalments with post-dated cheques are at the discretion of the Steveston Japanese Language School. If you wish to be considered for payment by instalments, contact the school by email at [ngakko@telus.net](mailto:ngakko@telus.net). If paying by instalments, please see the following note regarding NSF cheques.

#### **Note: NSF Cheques**

In the event of an NSF cheque, a fee including a \$45 NSF charge, the amount of the NSF cheque, plus any outstanding tuition must be paid immediately by e-transfer upon notification from the school. Until such outstanding amount is paid in full by e-transfer, attendance to school may be suspended or may result in termination.

### **2. 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 upon request at the school office or by emailing [ngakko@telus.net](mailto:ngakko@telus.net).

Once the withdrawal form is submitted, we will do our best to process the refund as quickly as possible, however it may take up to 14 business days to be processed and another 4 – 14 days to be posted to your credit card account.

**Note:** If you decide to withdraw, please submit your form before June 21 or after September 6. Withdrawal forms that are submitted between June 21 and September 6 inclusive will NOT be processed until the school term begins in September.

### **3. Membership**

Individuals enrolled in adult classes are granted automatic membership. 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.

#### **4. Volunteering**

The Steveston Japanese Language School is a non-profit charitable society run by parents, guardians, and members who volunteer to be on the Board of Directors. To keep the tuition fees reasonable, to operate the school soundly and to build community, volunteering is essential. We may be asking every member to commit to volunteering at least once this year as needed and more is always appreciated. The school is an active part of the Steveston community, and as such we participate in many of the local events, including the Canada Day Steveston Salmon Festival, Doors Open and the Cherry Blossom Festival. As a historically important, dedicated and prominent organization in our community, we need members to volunteer for these and other events. Your volunteerism benefits our school and our students.

#### **5. 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.

#### **6. 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 seniors. Please use the general parking lot for the community centre facing Moncton Street

#### **7. 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.

#### **8. 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.

#### **9. School Closures**

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