

## Registration and Student Policies 2025-2026

### 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 [info@sjls.ca](mailto:info@sjls.ca). If paying by instalments, please see the following note regarding NSF cheques.

Note: Non-Sufficient Funds (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 submitted 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 submitted after the beginning of the third lesson in the term.

A \$45.00 administrative fee is charged per each withdrawing student. Withdrawal forms are available upon request at the school office or by emailing [info@sjls.ca](mailto:info@sjls.ca).

Once the withdrawal form is submitted, we will do our best to process refunds promptly. However, please note that processing times may extend up to 14 business days, with an additional 4 to 14 days for the funds to be posted to your credit card account.

Note: If you decide to withdraw, please submit your form before **June 15<sup>th</sup>** or after **September 8<sup>th</sup>**. Withdrawal forms that are submitted between June 15<sup>th</sup> and September 8<sup>th</sup> inclusive will NOT be processed until the school term begins in September.

#### 3. Membership

Individuals enrolled in adult classes are granted automatic membership in the Steveston Japanese Language School Society. Members can influence the management of the school by casting their votes at the Annual General Meeting or through an extraordinary general meeting if convened. In cases where membership is registered under the name of two or more individuals, only one of the members is eligible to 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 request that each member volunteer at least once this year as needed, and additional contributions are always welcome and 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 maintains a Code of Conduct that all students, teachers and parents are required to adhere to. Failure to comply with the Code of Conduct may result in the suspension or expulsion of the student from the school.

#### **6. Parking**

Driving into or parking in the lot in front of the school building is not permitted. This area is reserved for seniors. Please use the main community centre parking lot facing Moncton Street instead.

#### **7. Privacy Act**

Personal information collected on the registration form will assist the school authority in making informed decisions 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 or 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**

On occasion, the Steveston Japanese Language School will use photos and work samples of students in the media, on our website and in promotional materials. In principle, the school will not publish the names of our students. 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.