

Chuo Cultural & International Exchange Association (CCIEA) Japanese Classes

★Registration period and how to extend the enrollment period★

- The enrollment period of each term is 6 months. Learners who wish to extend the period of enrollment for another 6 months must submit the application form by the deadline for the next period of enrollment.
- We only accept the limited number of students each term and we will always give priority to the new applicants. If the class is still available after the new applicants are all considered, the learners who wish to extend the enrollment period for another 6 months will be accepted. However, if the class that the learners want to extend is full, we will decide the learners who can extend the class continuously for another 6 months by a lottery.
- In such case, the losers are automatically placed on the waiting list for another term which will start 3 months from then.

★Rules for students★

1. Regular attendance is necessary; it is very important to maintain a regular schedule to master a foreign language.
2. Be sure to inform your volunteer teacher of your absence in advance if you have a plan to be absent from a class. If for some reason you are unable to attend a class on the very day of the lesson, call or send an e-mail to the Chuo Cultural and International Exchange Association office (TEL: 03-3297-0251/Email: bunkoku@chuo-ci.jp) to inform them of the absence. If you have been absent without notice for 3 consecutive lesson days, we may put off your name from the enrollment list.
3. Please understand that there will NOT be a specific volunteer teacher assigned to each student; there will be different volunteer teachers work with you. The Japanese language volunteer teacher is not your personal teacher.
4. Our volunteer coordinator will assign volunteer teachers to students; this will depend upon the number of the students who attend on the day.
5. The number of students for each study group will vary according to the number of students who attend on the day.
6. Be sure to bring your textbook(s), notebooks, pencils and erasers with you.
7. In the classroom, political, religious and commercial activities are prohibited.