

【Applicants are kindly requested to read the following terms carefully.】

Chuo Cultural & International Exchange Association (CCIEA) Japanese Classes

★Application and Study term★

- Each enrollment is good for 1 study term, meaning 6 months.
- Study terms begin in April, July, October, and January every year.
- If the number of applicants exceeds our capacity, participants will be chosen by lottery.
- In case you would like to continue to study after finishing 1 term, please reapply.
- If you can't enroll in the class you requested, you are eligible to apply for the class in next term.
- The maximum duration of study in CCIEA Class is 4 terms. If you have studied for 4 terms, you are not eligible to apply again.

★Requirement 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 the CCIEA office of your absence in advance if you plan to be absent from a class. If you are unable to attend a class on the very day of the lesson, please inform the CCIEA office (TEL: 03-3297-0251/Email: bunkoku@chuo-ci.jp). If you have been absent without any notice for several consecutive lesson days, your name may be removed 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 to work with you. The Japanese language volunteer teacher is not your personal teacher.
4. The number of students for each teacher will vary according to the number of students who attend on the day.
5. Be sure to bring your name card, textbook(s), notebooks, pencils and erasers with you.
6. In the classroom, political, religious and commercial activities are prohibited.

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