

Tokyo Central Japanese Language School (TCJ)

Terms and Conditions for VIP Private Lessons for International Students

Please be sure to read the following information and each document to be delivered with your application carefully.

For matters not specified in these Terms and Conditions, the provisions of various brochures, websites, etc., shall apply.

1. Name and Location of the School

(Name) Tokyo Central Japanese Language School (Principal) Takumi Nakazawa
(Address) Toshin Shinanomachi Ekimae Bldg. 4F, 34 Shinanomachi, Shinjuku-ku, Tokyo 160-0016, Japan
03-3354-5001 (Phone) 03-3354-5002 (Fax)

2. Handling of Personal Information

The school will appropriately handle your personal information in accordance with the Act on the Protection of Personal Information and other related laws and regulations, as well as the school's privacy policy [<https://tcj-education.com/privacy-policy/>].

3. Course Fees and Payment Period

- (1) For details on course fees, contract periods, and other specifics, please refer to the document "VIP Private Lesson for International Students Price List" provided separately by the school.
- (2) The fees for the course specified in the previous section must be paid in a lump sum, including consumption tax, through bank transfer or credit card before the commencement of the course.

Cash payments at the school counter are generally not accepted.

If you choose to make payment through bank transfer, please note that the transfer fees are at the customer's expense.

4. Course Content and Duration

- (1) Please refer to the separate document "VIP Private Lessons for International Students" provided by the school for detailed information on each course.
- (2) The course duration (hours) will be determined based on the application. Within the contracted period, the school will allocate teachers and facilities, and students are obligated to attend the lessons.
- (3) Courses can be taken either in-person or online. However, depending on societal conditions and other factors, the school may specify the mode of attendance.
- (4) Please be aware that not providing an email address or lacking an internet connection may hinder your learning and receiving information from the school.
- (5) The duration of private lessons shall be as follows. Any unused portion of the tuition fees for lessons not taken within the specified period shall be non-refundable.
 - ① Advance Application (before enrollment): One year from the start date of the student's regular study program.
 - ② Standard Application (after enrollment): One year from the start date of the private lessons.

5. Cancellation of Application (Cooling-off)

In accordance with the following regulations, prospective students may cancel their application and terminate the contract for the purchase of educational materials (limited to related products as defined in the Act on Specified Commercial Transactions, hereinafter referred to as "Products") acquired from the school ("Cancellation of Contract").

- (1) Cooling-off is applicable only to those taking courses within Japan; individuals taking courses outside Japan are ineligible.
- (2) Customers may cancel the contract (cooling-off) within 8 days from the date of receiving the statutory contract document containing the right of cooling-off and other prescribed matters from the school. To proceed with the cancellation, please provide a written notification within the period (postmarked within 8 days). Acceptable methods include mail, email, or other electromagnetic recording methods. Cancellation of applications in forms other than written will not be accepted.

(3) If a prospective student is misled or intimidated due to the school's misrepresentation regarding the contract cancellation, resulting in failure to cancel the contract, the individual may cancel the contract in writing within 8 days from the date of receiving a document stating the right of cooling-off and other prescribed matters, provided an explanation has been received.

(4) Cancellation of the contract takes effect upon the issuance of the document, and the school will not seek compensation for damages or penalty payments for contract cancellation.

(5) The school will not demand payment for tuition, other fees for services, or product costs under the course contract, even after the course has commenced.

(6) The school will promptly refund the full amount of tuition and other expenses, such as the price of goods (if goods need to be returned, the full amount will be refunded after the goods are returned, including return shipping costs). Refunds will be primarily processed through bank transfer, with bank transfer fees deducted from the refunded amount.

(7) Consumables for personal use and reference books purchased at the applicant's discretion are not eligible for refunds.

6. Cancellation of Application (Prior to Lesson Commencement)

In the event of cancellation due to various reasons within 8 days of receiving the statutory contract document stating the right of cooling-off and other prescribed matters from the school and before the commencement of the first class, the cancellation will be processed according to the following provisions:

(1) For students residing in Japan, if the cancellation is requested after 8 days from the date of receiving the statutory contract document and before the commencement of the first class, the school will refund the amount, excluding the administrative fee of ¥15,000 (tax included).

Refunds will be primarily processed by bank transfer, with the transfer fee deducted from the repayment amount.

(2) An administrative fee of ¥15,000 (including tax) will be charged for lesson arrangement and consultation with the teacher for VIP private lessons for international students. This fee is non-refundable once arrangements have been made. However, if the school is at fault and fails to provide the service after application, a full refund, including the administrative fee, will be issued.

7. Leave of Absence

In the event that a student wishes to take a leave of absence from the school for various reasons, the following provisions shall apply.

(1) Requests for a leave of absence will be accepted for a period of one month or longer. Please contact us at least one month before the desired start date of the leave of absence, either by phone or in person.

(2) The maximum period for a leave of absence is 6 months. If there is no contact after 6 months, we may apply a withdrawal fee for the unused portion of the initial contract, in accordance with the provisions of [8. Withdrawal from a Course].

(3) Please be aware that in the case of a leave of absence, there is a possibility of a change in the assigned teacher.

8. Withdrawal from a Course

After the cooling-off period has elapsed, students may withdraw from the course or cancel the purchase contract by paying a cancellation fee, even in the middle of the course period. In such cases, the following provisions shall apply.

(1) Students who have already started a course may withdraw from the course by submitting a withdrawal request to the school. In this case, the student is required to submit a withdrawal form as specified by the school.

(2) In the case of a withdrawal request before the completion of the course, the school will refund the total amount of tuition (per hour) and the purchase price of products for the unused portion of the course, minus the cancellation fee. Refunds will primarily be made by bank transfer, and transfer fees will be deducted from the refunded amount.

(3) The cancellation fee shall be either ¥50,000 or an amount equivalent to 20% of the contract balance, whichever is lower, in accordance with the Act on Specified Commercial Transactions.

(4) Tuition for completed portions of the course and the purchase price of products will not be refunded.

9. Cancellation

In the event of a breach of these Terms, the "World Class Education TCJ Japanese Language Course" pamphlet distributed by the school, various terms and conditions posted on the school's website, or any violation of laws or regulations, or if a student engages in acts severely disrupting the school's order through assault, verbal abuse, or any behavior significantly deviating from socially accepted rules, the school reserves the right to immediately terminate the course contract with the customer without prior notice, reject all future transactions with the customer, and prohibit access to the school premises.

Please note that the refund amount following the cancellation will be determined in accordance with [8. Withdrawal from a Course] (3).

10. Copyright

(1) Copyrights and other intellectual property rights regarding the course materials (textbooks, summaries, video or audio recordings of lectures, reproductions, and all other copyrighted works, collectively referred to as "TCJ Materials") provided to students by this school are owned by this school or the respective right holders.

(2) Selling (including auctioning), gifting, or lending (regardless of compensation) TCJ Materials or their reproductions to third parties is strictly prohibited, regardless of the method or reason. Unauthorized use of TCJ Materials for training or other purposes is also prohibited. Violations of these terms will result in immediate injunctions and the pursuit of civil and criminal actions.

(3) Recording (videotaping, audio recording, etc.) of lecture content within the classroom or at the school premises is not allowed.

11. Miscellaneous

(1) In the event of disasters such as earthquakes, fires, power outages, or if there are disruptions in transportation, sudden illness of the lecturer, or other unavoidable circumstances, lectures may be canceled, and changes to the lecture schedule, assigned lecturer, or delays in the delivery of course materials may occur.

(2) While no special measures are taken to safeguard your advance payment, the full amount is securely held in our Mitsubishi UFJ bank account without any fund transfers or disbursements.

(3) Changes to assigned teachers or additional/modified lecture content may occur without prior notice, even during the course.

(4) In the event that it becomes impractical to continue lessons due to the closure or relocation of a school building, closure of a class for school reasons, and if transitioning to another class is not feasible, we will refund the unattended portion of the tuition.

(5) The governing law for all matters concerning these terms and conditions is the laws of Japan. In case of any disputes between students and the school, the Tokyo District Court shall have exclusive jurisdiction as the court of the first instance.

12. Changes to these Terms and Conditions

(1) In accordance with Article 548-4 of the Civil Code (Law No. 89 of 1896), the school reserves the right to change these Terms and Conditions under the following circumstances:

- When the amendment of these Terms and Conditions is in the general interest of the customer.
- When the modification of these Terms and Conditions is not contrary to the purpose for which the agreement was made and is reasonable in light of the necessity of the modification, the reasonableness of the content after the modification, and other circumstances pertaining to the modification.

(2) In the event that the school intends to change the Terms and Conditions, the school shall notify the customer at least one month prior to the effective date of the change. This notification will include the intention to change the Terms and Conditions, the content of the changed Terms and Conditions, and the effective date of the change. The school will carry out this notification by posting the relevant information on the school's website or using any other method that the school deems appropriate.

[April 10, 2026]