

1. About application

- Each course sets “application deadline”. Please note that although the start date is set as the same, the application deadline might be different.
- The course closes application when it reaches the maximum number.
- Neither taking a leave of absence nor changing the course are accepted.
- Please note that the course fees might be changed without any notification.

2. About payment

The payment is accepted by bank transfer and credit card which issued in Japan. Please incur the remittance fee when bank transferring.

3. About materials

Materials can be downloaded from the website or bought from a book store depending on the course.

4. Notes on taking the course

Please check our [system requirements](#) before taking courses at “Japan Live College”. It is necessary for you to prepare a PC and communication devices in advance.

- ◆ Please keep your member’s ID and password of Japan Live College. (The password can be changed as your preferences.)
- ◆ Teachers and the course schedule can be changed due to unavoidable circumstances.

5. Special contract for the refund (Cooling Off System)

Rescission of taking a course (Cooling Off System and termination) applies to the case of more than 2 months of the course period, and more than JPY 50,000 of the total amount of the course. Within 8 days from the day you sent the application form, you can rescission of taking the course in writing unconditionally.

If you have already done the payment, the full amount shall be refunded immediately.

Compensation for loss and penalty will not be charged for the cooling off. The fees for the lessons you have taken will not be charged.

6. Mid-term cancellation

Rescission of taking a course in the middle of the course applies to the case of more than 2 months of the course period, and more than JPY 50,000 of the total amount of the course.

Before the course starts:

JPY 5,000 will be deducted as a contract fee, and the rest of the amount will be refunded.

After the course starts:

20% of the contract balance, but not more than JPY 50,000, will be deducted, and the rest of the amount will be refunded.

The contract balance is the total amount of the course fees minus the amount you have taken the lessons.

*In the event the course period is less than 2 months or the total amount of the course fee is less than JPY 50,000 shall not be applied to the cooling-off system and the mid-term cancellation. Please note that the amount you have paid shall not be refunded.

7. Refund for the payment by a credit card

Depending on the credit card company, it would take time until you get the refund.

Following actions are possibly taken by the credit card company;

- ◆ Withdraw the amount after deducting the refund fee from the charged fee.
- ◆ Charge the fees once, and refund them in the next month.

8. Exemption of liability

No responsibility is accepted for any troubles on taking courses due to the problems with your devices, the system requirements error and other troubles.

- ◆ Please log into Japan Live College before the lesson starts.

No responsibility is accepted in case you can't take the course due to tardiness, leaving early, absence and any other problems.

9. Notation based on the Specified Commercial Transaction Act

- ① Service name: Japan Live College
- ② Business operator: Intercultural Institute of Japan
- ③ Representative: Sanae Kato
- ④ Address: 2-20-9 Taito, Taito, Tokyo 110-0016
TEL: 0120-205-331
FAX: 03-5816-4862
Homepage: <http://incul.livecollege.jp>
Email: livecollege@incul.com

Business content:

Online Japanese education

Provision of lessons:

The lesson schedule are fixed and held with using communications software.

Payment:

Bank transfer, Credit card

The required fees other than taking a course:

Remittance fee on bank transferring, material fees, and other required fees

The time for payment:

The full amount should be paid, in principal, one week prior before the course starts.