

This agreement applies to all participants of the program provided by GAFA.

By enrolling, you are deemed to have agreed to these terms and conditions.

### Part 1 | Application Form

1. Surname
2. Other Name
3. Sex
4. Nationality
5. Date of Birth / Age
6. Address
7. Location
8. Occupation
9. Ghana Card Number or Passport Number
  - Ghana Card Number
  - Passport Number
10. Gmail Address
11. Phone Number

12. Emergency Contact

13. Hometown

14. Purpose of Studying Japanese

15. Payment Method

- Credit Card
- Bank Transfer
- Mobile Money
- Short Code
- Other (Specify)

16. Entry Date: DD / MM / YYYY

17. How did you learn about this program?

## Page 2

### Enrollment Agreement & Terms of Use

This Japanese Language Education Program is a six-month course aimed at passing the Japanese-Language Proficiency Test (JLPT) N4.

The JLPT is an international test measuring Japanese language proficiency for non-native speakers.

N4 indicates a level at which a learner can understand basic Japanese used in daily life, which is beneficial for employment or study in Japan.

#### 1. Application and Payment

- Complete the application with accurate information.
- Tuition is monthly-based and must be paid by the specified deadline.
- All paid fees are non-refundable under any circumstances.
- Travel, accommodation, and visa expenses are the responsibility of the student, although partial support may be offered by a Japanese employer in some cases.

## 2. Policy on Continuous Enrollment

- Once you begin, enrollment for six (6) months is mandatory.
- To withdraw, contact the Call Center (9:00–17:00) and complete the required procedure.
- Re-enrollment is generally not available. If you wish to join again, you must apply for the next term.
- Temporary suspension is only permitted if GAFA accepts the reason, such as unavoidable circumstances.

## 3. Class Participation, Access & Usage

- A Gmail account is required to access Google Classroom.
- Students must arrange their own devices and internet access.
- Only registered participants may attend classes; sharing materials with others is prohibited.
- Face recognition may be conducted for online class access when necessary.
- No make-up classes are provided, but recorded archives are available for self-study.
- Report any network or system issues promptly to the Call Center.

## 4. Attendance & Conduct

- Participate actively and politely.
- Any disruptive or inappropriate behavior may result in immediate dismissal without refund.
- Attendance is mandatory; no make-up classes.

### **Classroom Rules:**

- No phone or mobile use during class (violators will be removed from the session).
- Exceptions apply only for emergencies (family calls) or teacher permission.

- Greet and raise your hand energetically when called upon by the teacher.
- No private conversations or sleeping during class. (3 warnings in 6 months = dismissal)
- If homework is late, inform the teacher of the reason.
  - Late submission without notice = “Unauthorized Delay”
  - Missed submission = “Unsubmitted”
  - 3 combined instances of Unauthorized Delay/Unsubmitted = dismissal
- No drinking or smoking during class (minimum 8 hours alcohol-free before class).
- Bullying, violence, or involvement in harassment = immediate dismissal.
- Cheating in tests = immediate dismissal.
- If you have any issues or questions, consult your teacher first.  
If unresolved, call the Call Center (9:00–17:00).

## **5. Age Requirement & Parental Consent**

- Minimum age: completion of compulsory education (approx. 10+).
- Students under 18 must submit parental consent in the designated format.
- Without consent, enrollment is not permitted.

## **6. Intellectual Property Rights**

- All class materials (videos, slides, etc.) are copyrighted by GAFA.
- Personal study use only; redistribution or public posting is prohibited.
- Unauthorized recording, copying, or sharing of classes is strictly forbidden.

## **7. Privacy and Personal Data**

- Participant data is managed under GAFA’s Privacy Policy.

- Use of Google Classroom / Zoom implies consent to their respective terms.

## **8. Termination of Contract**

- GAFA reserves the right to suspend or revoke enrollment for any violation of rules.
- Continuous enrollment for 6 months is mandatory.
- No refunds for voluntary withdrawal.
- In case of illness or accident, partial exemption may be considered only with valid documentation.

## **9. Emergency Response & Complaints**

- Contact the Call Center (9:00–17:00) immediately in case of emergency.
- Complaints will be addressed within 72 hours.

## **10. Revision of Terms**

- GAFA may revise these terms as necessary.
- Continued participation constitutes agreement to the updated terms.

## **11. Governing Law**

- This agreement is governed by the laws of the Republic of Ghana.
- Any disputes will be under the jurisdiction of GAFA's local court.

## **12. Disclaimer on Translation Tools**

- Using Google Translate or similar tools may hinder Japanese learning.
- GAFA is not responsible for any learning deficiencies caused by translation use.
- Classes are conducted in Japanese, so minimize reliance on translation.

## **13. Language Policy**

- All class communication is primarily in Japanese.

- Excessive use of English or local languages is discouraged.

#### **14. Chat Etiquette**

- Use polite and respectful language in Google Meet and Classroom chats.
- Harassment or abusive language is strictly prohibited.

#### **15. Advancement Policy (JLPT Course)**

After completing six months:

- Students meeting the following may advance to the JLPT N4 course at no extra cost:
  1. Attendance rate
  2. Regular test performance
  3. Final exam score

A GAFA evaluation score of 60% or higher is required for advancement.

#### **16. Academic Integrity**

- Cheating, impersonation, or submitting others' work results in:
  - Score invalidation or dismissal
  - No refund of tuition fees

#### **17. Communication Policy**

- Questions must be submitted via Google Classroom or Call Center.

Personal SNS or unofficial messages will not be addressed.