

Cebu American English Academy Application Terms and Conditions

1. Admission application and contract conclusion period

① To apply for admission, please use our school's "Application Form". When applying, please contact our school. Please check the application terms and school rules before applying.

② Timing of contract conclusion The application fee of 30,000 yen or The contract will be concluded when our school receives the study abroad fee (admission fee + study abroad fee). Please note the transfer fee

will be the responsibility of the student applying for study abroad. The receipt is a transfer certificate issued by a financial institution.

I will say that.

Once you have made the transfer, please be sure to send us an email to that effect. We will confirm the payment.

If your study abroad period is up to 6 weeks, please pay the application fee or study abroad fee at least 45 days before your check-in date for 7 weeks.

If you are staying for more than 30 days, please pay the application fee or study abroad fee at least 60 days before your check-in date. Study abroad

Regardless of the period, the study abroad fee must be paid in full at least 30 days before the check-in date to do.

In addition, if the above deadline has passed at the time of application for study abroad, the bank will notify you within 3 business days from that date. You will be required to pay the full amount of the study abroad fee.

To ensure smooth accommodation for study abroad applicants, we ask for your cooperation in following the above rules. Also, above

If you are unable to comply with the above rules or do not comply with our school's requests, please do not apply. However, regardless of the study abroad fee paid, you will be able to stay in a room during your study abroad or at the beginning of your study abroad.

There is a possibility that you may be forced to change your room to a room in another category more than once. Please understand that there is.

2. Reasons for refusal

Our school may decline an applicant's application if it falls under the following conditions.

① If you are under 18 years old at the time you start studying abroad and do not have written consent from your guardian.

- ② If our school determines that there is no possibility of the student being able to travel by the deadline.
- ③ If there are other reasons why our school deems the student unacceptable.

3. What is included in the study abroad fee?

What is specified in each study abroad program?

Please note that applicants apply for this contract on the premise that they will travel at their own risk and that

Our school is not responsible for any troubles, accidents, etc.

4. Things not included in the study abroad fee

Items other than those listed in Section 3 above are not included. The following cases are not included.

- All expenses related to travel such as air tickets and airport usage fees
- Medical bills
- Other items other than those incidental to the study abroad program

5. Change or cancellation of study abroad course/study abroad period

The application date for this change or cancellation is during business hours from Monday to Friday morning. Saturday, Sunday

Applications will not be accepted on Sundays or Philippine public holidays.

If you wish to change, postpone, or cancel your application, date of enrollment, date of arrival, etc. after applying, please contact our school. Students must comply with the school regulations and school regulations. Applications for changes and cancellations will only be accepted during our school business hours. Masu. If a refund is required, the refund will be made directly or within 31 days from the date of the request. The amount will be transferred to the recipient's account. Any additional costs incurred will be the responsibility of the student.

① Change of study abroad course or application details

[Changes before studying abroad] If you wish to change your course before studying abroad, please make sure that the change application date is your check-in date. Free of charge up to 2 weeks before check-in date. If the change application date is within 2 weeks of the check-in date, no refund will be given to the applicant. If the changes result in additional charges, a change fee of 20,000 yen will be required. Check the change application date. Even if two weeks have passed since the start date, if the change requires

the applicant to pay the difference to our school, the change will not be accepted. No fee is required.

[Changes after studying abroad] Changes to courses or changes to application details after starting study abroad. This is only possible for those who have at least two weeks left to study abroad. "Course change" and "Change of application details". Changes will be made from the Monday of the second week following the week in which the change request is made. Please note that the refund fee. A 50% change fee will be charged.

② Change of study abroad period and room

Regarding [Changes before studying abroad] If you wish to change the study abroad period or room before the start of your study, please check the date of the change application. Free of charge until 31 days before the check-in date. If the change application date is more than 31 days from the check-in date, If the change results in a refund to the subscriber, 50% of the refund fee will be charged as a change fee. However, even if the change application date is less than 31 days before the check-in date, the period of study abroad and the room will be changed. If a difference is paid, no change fee will be charged for the difference.

[Changes after studying abroad] Shortening the study abroad period and downgrading the room after the start of study abroad will be changed. Renewal is only possible for those who have at least 4 weeks left of their study abroad period, and 3 weeks of that period will be refunded. It will not be. Please note that 50% of the refund fee will be charged as a change fee. Postponed after the start of study abroad. If you would like to upgrade your child or room, please contact our school first. And that If this is possible, please pay the difference.

[Change of enrollment date] Changes to enrollment date can be made up to 90 days after the originally scheduled enrollment date.

shall be permitted only once. Applications for changes must be submitted at least 16 days before the originally scheduled enrollment date.

If you deposit it, it will be free of charge.

- If you cancel after changing your enrollment date, 40% of the study abroad fee (excluding admission fee) will be charged as a cancellation fee. I will accept your request.
- For study abroad applications for which the enrollment date has been changed, changes will not be allowed again and will be canceled. It becomes.

For changes made less than 15 days before the originally scheduled enrollment date, the following change fee will be charged. I'll take it.

- If the change application date is between 15 and 7 days before the originally scheduled date, 20% of the study abroad fee excluding the admission fee will be charged. However, if 20% of that amount exceeds 50,000 yen, the upper limit will be 50,000 yen.

- If the change application date is between 6 and 2 days before the originally scheduled date, 30% of the study abroad fee excluding the admission fee will be charged.
- If the change application date is the day before or the day of the originally scheduled date, 50% of the study abroad fee excluding the admission fee will be charged.

③Cancel

If you cancel before studying abroad, the following cancellation fees will apply.

- If the cancellation application date is from the contract conclusion date to 31 days before the check-in date, the fee will be 15,000 yen excluding the admission fee. For repeat customers, the cancellation fee is 30,000 yen if the cancellation application date is 31 days before the contract conclusion date and the check-in date.
- If the cancellation application date is 30 to 7 days before the check-in date, 30% of the study abroad fee excluding the admission fee will be charged. (However, if 30% of the amount is less than 30,000 yen, it will be 30,000 yen.)
- If the cancellation application date is between 6 and 2 days before the check-in date, 60% of the study abroad fee excluding the admission fee will be charged.
- 80% of the study abroad fee excluding entrance fees on the day before and on the day.
- No refund will be given for cancellations made on the day of the reservation without notice.
- Entrance fees or application fees are not refundable. However, if you are studying abroad within one year. This amount can be applied.

6. Regarding cancellation from our school

If the study abroad reservation applicant falls under any of the following items, our school may cancel this contract.

- 1 If the study abroad fee is not paid by the specified date
- 2 If you do not submit the required documents specified by our school by the specified date.
- 3 When the person's whereabouts are unknown or cannot be contacted for more than one month. Please note that due to the above reasons, our school

If you cancel this agreement, we will not refund any fees you have already paid.
yeah.

7. Disclaimer

Our students act on their responsibility and abide by laws, regulations, school regulations, hotel regulations, etc. Responsibility and compensation for damages in the event of violation will be borne by the individual student, and our school will not be responsible.

In addition, our school will not be responsible for any of the following items.

1 In cases where the student's subjectivity does not fit or become incompatible with the conditions, situation, atmosphere, etc. of our school.

If

2 If you are unable to enter the country due to problems with the applicant

3 If our school is unable to operate due to force majeure events in which our school cannot be involved.

4 If the applicant's departure flight is canceled or the schedule is changed due to some external factor,

If

5 All other reasons that objectively cannot be said to be the school's responsibility.

6 Cancellation of class hours due to sudden setting or change of public holidays

7 Since our school is based on one-on-one instruction, the number of students and instructors are almost the same, so we are constantly training.

We are making preparations so that the number of registered instructors exceeds the number of students, but due to unexpected accidents or illness, etc.

I have no choice but to consider that the number of instructors may be less than the number of students, in which case some students may have one-on-one tutoring.

When a situation arises where it is necessary to make up for the current class with a group class, etc.

8. Other disclaimers

Our school reserves the right to change study abroad fees at any time due to exchange rate fluctuations, etc. However, there will be no changes to items that have already been paid.

9. Student Responsibilities

The student's intentional, negligent, act that violates the law or public order and morals, or the student's failure to comply with the school's regulations. If our school suffers any damage as a result of this, our school will seek compensation for the damage from the student concerned.

10. Others

[Note regarding refund of study abroad fee]

In the case of cancellation or refund due to the applicant's convenience, our school will bear the transfer fees, etc. associated with the refund.

I will say that. In addition, although our school will try to resolve any problems in good faith, we are unable to resolve them.

In some cases, it will be subject to the school's decision. Extension after the study abroad program has already started locally; If you wish to make any changes, please contact our

school first. If additional costs are incurred, the student's. It will be a burden. In addition, if refunds are required, they will be made by our school's regulations.