

BBI College Japanese Language School

Terms and Condition

1. Agreements

- 1.1. This agreement comprises a binding contract between the student and BBI College Japanese Language School.
- 1.2. The Agreement is made up of these terms.
- 1.3. The student must ensure that they read, understand, and abide by the Agreement.
- 1.4. Students under 18 years of age must have a parent or guardian co-sign the Enrolment form before their application will be approved.
- 1.5. Payment of fee and/or attendance of lessons are considered acceptance of this agreement.
- 1.6. BBI College Japanese Language School offers Japanese language classes over five terms per year. Each term runs for eight weeks (except for JPLT course which runs ten weeks).
- 1.7. All classes will be held at Suite 3.03, Level 3, 39 Liverpool Street Sydney, NSW 2000 Australia.
- 1.8. The office hour of BBI College Japanese Language School is 9:30am-5:30pm Monday to Friday.

2. Enrolment

- 2.1. The student's enrolment begins on the first date of the school's term.
- 2.2. Before the lessons start, the student must provide that:
 - 2.2.1) the student has completed Enrolment Agreement Form and provided their contact details to BBI College Japanese Language School; and
 - 2.2.2) BBI College Japanese Language School has received fees for the student's lessons.
- 2.3. BBI College Japanese Language School will send a confirmation notice of the course to the student via Email 5 days before their first lessons, which is included information whether or not the course reach the minimum number.
- 2.4. If the student re-enrols BBI College Japanese Language School within 1 year time from the last day of the participated term, they do not need to pay the Enrolment fee.

3. Payment

- 3.1. All fees to be paid must be in Australian currency.
- 3.2 This payment can be made in cash, or direct debit into the BBI College Japanese Language School Account. Payment of the balance of fees for the term must be made in full prior to the commencement of the term
- 3.3. BBI College Japanese Language School reserves the right to refuse entry into a lesson if fees are not paid on time.
- 3.4. Fees can not be transferred to another student.
- 3.5. Fees can not be transferred to another term or teaching period.

4. Course fees

4.1. Group Lessons

- 4.1.1. Cancellation of enrolment and/or participation in a group lesson less than one week in advance - \$50 cancellation fee per person.
- 4.1.2. If cancellation of enrolment and/or participation in a group lesson happens on the day of the lesson, full lesson fee is forfeit.
- 4.1.3. The students is not allowed to switch between group classes. If the student needs to change their class time permanently (subject to availability), there will be an administration fee of \$50.00. The student must notice BBI College Japanese Language School as soon as possible.
- 4.1.4. There are no classes on NSW public holidays. Classes will be reorganising on the same day and time on the week after 8th week of the term.
- 4.1.5 All of these rules apply to any student enrolled in group lessons. Once a group lesson is booked, this is considered to be enrolment in the lesson.
- 4.1.6. The textbook fee is not included in the course fee.

4.2. Private lessons

- 4.2.1. If the student wishes to reschedule either/both day or/and time of the lesson, they are required to notice BBI College Japanese Language School at least one week before the lesson starts.
- 4.2.2. There are no classes on NSW public holidays. Rescheduled classes will be discussed between the student, the teacher and the administrator.

4.2.3. All of these rules apply to any student enrolled in private lessons. This includes students who are purchasing their lessons as part of HSC 10 week bundle or catch-up lessons. Once a lesson is booked, this is considered to be enrolment in the lesson.

5. Absence

5.1. Group lessons

- 5.1.1. If the student is not able to attend a lesson, they are required to notify BBI College Japanese Language School by phone 02-9264-8803/02-9267-4002 or Email to info@jt-network.com/info@bbicollege.com as soon as possible.
- 5.1.2. Even if prior notice is given by student, full lesson fee is forfeit by student.
- 5.1.3. If no prior notice is given, full lesson fee is forfeit by student.
- 5.1.4. 1-hour catch-up lesson is available for \$27.50 per hour. Schedule will be discussed between the student and the teacher.

5.2 Private Lessons

- 5.2.1. If the student is not able to attend the lesson and they wish to reschedule their make-up lessons, student must notice BBI College Japanese Language School by 5:30pm on the day before the lesson. Otherwise, full lesson fee is forfeit and no rescheduling is available.
- 5.2.2. Same day cancellations and non-attendance - Full lesson fee is forfeit by student and NO rescheduling is available.

6. Cancellation and refunds policy

- 6.1. Refunds are not given in any circumstances.
- 6.2. Course fees are non-refundable unless the course is canceled by BBI College Japanese Language School due to low enrolment numbers.
- 6.3. If BBI College Japanese Language School cancels a lesson they will arrange a make-up lesson and advise the Student of the new time and date.
- 6.4. BBI College Japanese Language School holds the right to cancel the student's enrolment without any warning or notice for serious inappropriate behaviour that is anti-social, offensive or dangerous.

7. Privacy

- 7.1. During processing the student's Enrolment and throughout their Enrolment period, BBI College Japanese Language School gains personal information about the student.
- 7.2. BBI College Japanese Language School will use, disclose or deal with such information to only the extent specifically required by law or for the purposes of this Agreement and/or the student's Enrolment.

8. Policies

- 8.1. Students agree to comply with lawful directions and policies of BBI College Japanese Language School.
- 8.2. BBI College Japanese Language School holds the right to change the teacher at any given time with or without notice.
- 8.3. Teachers cannot be specified by students for any lessons.
- 8.4. BBI College Japanese Language School may transfer our rights and obligations under this Agreement to a third party without notice.

9. Changes

- 9.1. This agreement may be varied at the discretion of BBI College Japanese Language School.
- 9.2. The student will be notified of any such changes in 30 days before the changes commence.
- 9.3. Such changes may include the increase of fees. Any changes will not be valid unless the student has not been notified.

10. Miscellaneous

If part or all of any provision of this Agreement is deemed void or unenforceable, it may be severed from this Agreement and the provisions that remain will continue in force unconditionally. If the School does not enforce any rights in this agreement for any reason, the School does not waive its right to enforce it later.