

# JLI Part-time Class Policy

## 1. Using the Facilities

### 1) Using the classrooms

Keep your valuables with you at all times and do not leave them in the classrooms. The school will not be responsible for stolen or lost articles. You may not use the classrooms before or after your lesson.

### 2) Manners outside of the classrooms

There may be other classes in session even though yours is in a recess or is over. Please keep noise to a minimum when outside of the classroom.

### 3) Smoking

Smoking is prohibited in the Global Study Square. Smoking is also prohibited on the street in Shinjuku City, and our neighbors may be inconvenienced if you enter a neighboring property to smoke. We sincerely appreciate your understanding and co-operation.

### 4) Parking bicycle

There is a paid bicycle parking area in the basement (2 hours for free, thereafter 100 yen for 8 hours). Do not park in front of the school or in a nearby alley.

## 2. Online Course

### 1) Classes by Zoom

All of the online classes will be held on Zoom. Zoom meeting information will be announced in advance by the JLI office staff via email.

### 2) Recording

All of the online classes will be recorded. Students' faces and backgrounds will be also recorded.

Recorded classes will be automatically deleted one week later.

### 3) Providing a recording link

In case you miss a class, you can request a recording link of the class. Please contact the JLI office to receive the link.

\* Links will only be provided to students enrolled in the class.

\* Links will not be used for any purpose other than 3).

### 4) Prohibited Activities

① The Zoom meeting information and the recording link must not be given to any third party. It is also strictly prohibited to upload them to SNS (social networking sites).

② You must not record the class with your smartphone or any other devices.

③ Do not disturb the learning of other students.

\* If you fail to comply with any of these terms, you will be expelled, and we will take legal action. Tuition fees are non-refundable.

### **3. Cancellation of Class**

- 1) Classes may be cancelled due to unavoidable circumstances such as the instructors' illnesses and accidents. If the reason for the cancellation lies with the school, it will set up a make-up class as a matter of principle. The school may contact you by phone in case of sudden cancellation.
- 2) Classes may be cancelled due to unavoidable circumstances such as disruption of the transit system and natural disasters. In such cases where the reason falls outside the school's responsibility, the school will decide whether to set up make-up classes or not. In the case of natural disasters, the school will make every effort to keep you informed through its website.

### **4. Other**

- 1) Do not bring a weapon or any object that is hazardous or hygienically harmful into the school building.
- 2) Take a day off and stay at home when you have cold symptoms such as fever or are worried about your health.
- 3) Carry your valuable items with you at all times.
- 4) You may not drink any alcoholic beverage in the school building.
- 5) Do not engage in acts in the school building that might disturb or endanger others.
- 6) Follow the instructions given by the instructor, and do not disrupt the flow of the class or disturb other students in the classroom.
- 7) Do not engage in political, religious or sales activities in the school building.
- 8) When you enter or exit the classroom during class, be mindful of the teacher and other students.
- 9) Switch off your cell phone or other such devices during class. At other times, use them with discretion so not to disturb other students or classes.

\* If a student has an accident because of a violation of any of the above-listed rules, we do not take any responsibility.