

# Toyota Language Center

## 2017 SPRING JAPANESE COURSES

### **JAPANESE LEVEL 1** (for beginning students, meets *once* a week, covers level 1)

The course is designed to introduce elementary Japanese to students with no previous background in the language. Basic vocabulary, grammar and sentence structures will be taught in *romaji* (Japanese written phonetically in the Roman alphabet) so students can carry on a simple conversation. *Hiragana* and some introductory *kanji* will be introduced. **Text:** *Genki I* (Chapters 1, 2 & 3)

**JAPANESE 1-A** Instructor: *Miyashita*  
Mondays, 1/30 – 4/10 (no 2/20), 6:10-8:00 pm (10 lessons)

**JAPANESE 1-B** Instructor: *TBA*  
Fridays, 2/3 – 4/7, 6:10-8:00 pm (10 lessons)

**JAPANESE 1-C** Instructor: *Takeda*  
Fridays, 2/3 – 4/7, 12:00-1:50 pm (10 lessons)

**JAPANESE 1-D** Instructor: *Shio*  
Wednesdays, 2/1 – 4/5, 4:00-5:50 pm (10 lessons)

**SPECIAL BEGINNER CLASS: ANIME** Instructor: *Aizawa*  
Structured for fans of Japanese animation, this course will use various popular anime as a medium to introduce students to basic vocabulary, elementary conversation, and simple sentence structures.  
Thursdays, 2/2 – 4/6, 4:00-5:50 pm (10 lessons)

### **JAPANESE LEVEL 1&2** (for beginning students, meets *twice* a week, covers levels 1 & 2)

The course is designed to introduce elementary Japanese to students with no previous background in the language. Basic vocabulary, grammar and sentence structures will be taught in *romaji* (Japanese written phonetically in the Roman alphabet) so students can carry on a simple conversation. *Hiragana* and some introductory *kanji* will be introduced. Students will continue to actively participate in the process of acquiring beginners' level language skills in basic Japanese. Recognition of *hiragana* is expected. *Katakana* and more *kanji* will be introduced. **Text:** *Genki I* (Chapters 1 – 5)

**JAPANESE 1&2-E** Instructor: *Nakanishi*  
Tuesdays & Thursdays, 1/31 – 4/6, 6:10-8:00 pm (20 lessons)

**JAPANESE 1&2-F** Instructor: *Nakanishi*  
Mondays & Thursdays, 1/30 – 4/10 (no 2/20), 12:00-1:50 pm (20 lessons)

**JAPANESE 1&2-G** Instructor: *Shio*  
Tuesdays & Thursdays, 1/31 – 4/6, 4:00-5:50 pm (20 lessons)

### **JAPANESE LEVEL 2** (Prerequisite: Japanese 1 or equivalent)

Students will continue to actively participate in the process of acquiring beginners' level language skills in basic Japanese. Recognition of *hiragana* is expected. *Katakana* and more *kanji* will be introduced. **Text:** *Genki I* (Chapters 4 & 5).

**JAPANESE 2-A** Instructor: *Nakazawa*  
Mondays, 1/30 – 4/10 (no 2/20), 6:10-8:00 pm (10 lessons)

**JAPANESE 2-B** Instructor: *Takeda*  
Wednesdays, 2/1 – 4/5, 6:10-8:00 pm (10 lessons)

**JAPANESE 2-C** Instructor: *Nakazawa*  
Tuesdays, 1/31 – 4/4, 12:00-1:50 pm (10 lessons)

**JAPANESE 2-D** Instructor: *Shio*  
Fridays, 2/3 – 4/7, 4:00-5:50 pm (10 lessons)

### **JAPANESE LEVEL 3** (Prerequisite: Japanese 2 or equivalent)

Students should be able to read *hiragana* and have some familiarity with *katakana*. This course will focus on the introduction and use of the *te* and *nai* forms of verbs, and students will continue to build upon their conversational skills and vocabulary. **Text:** *Genki I* (Chapters 6 & 7)

**JAPANESE 3-A** Instructor: *Nakamura*  
Mondays, 1/30 – 4/10 (no 2/20), 6:10-8:00 pm (10 lessons)

**JAPANESE 3-B** Instructor: *Kakutani*  
Wednesdays, 2/1 – 4/5, 6:10-8:00 pm (10 lessons)

**JAPANESE 3-C** Instructor: *Nakamura*  
Fridays, 2/3 – 4/7, 6:10-8:00 pm (10 lessons)

**JAPANESE 3-D** Instructor: *Nakanishi*  
Wednesdays, 2/1 – 4/5, 12:00-1:50 pm (10 lessons)

### **JAPANESE LEVEL 3&4** (Prerequisite: Japanese 2 or equivalent)

Students should be able to read *hiragana* and have some familiarity with *katakana*. This course will focus on the introduction and use of the *te* and *nai* forms of verbs, and students will continue to build upon their conversational skills and vocabulary. Students will practice the informal speech style in the present and past tenses, and will learn the *nai* form of verbs. The *ta* form will be introduced, and students will learn to modify nouns with verbs, as well as practice phrases using *to omoimasu* (“I think”) and *to iimasu* (“he/she says”). **Text:** *Genki I* (Chapters 6 – 9)

**JAPANESE 3&4-E** Instructor: *Takeda*  
Tuesdays & Thursdays, 1/31 – 4/6, 6:10-8:00 pm (20 lessons)

**JAPANESE 3&4-F** Instructor: *Nakamura*  
Mondays & Wednesdays, 1/30 – 4/10 (no 2/20), 12:00-1:50 pm (20 lessons)

**JAPANESE 3&4-G** Instructor: *Takeda*  
Tuesdays & Thursdays, 1/31 – 4/6, 4:00-5:50 pm (20 lessons)

### **JAPANESE LEVEL 4** (Prerequisite: Japanese 3 or equivalent)

Students will practice the informal speech style in the present and past tenses, and will learn the *nai* form of verbs. The *ta* form will be introduced, and students will learn to modify nouns with verbs, as well as practice phrases using *to omoimasu* (“I think”) and *to iimasu* (“he/she says”). **Text:** *Genki I* (Chapters 8 & 9)

**JAPANESE 4-A** Instructor: *Kurahara*  
Mondays, 1/30 – 4/10 (no 2/20), 6:10-8:00 pm (10 lessons)

**JAPANESE 4-B** Instructor: *Nakazawa*  
Wednesdays, 2/1 – 4/5, 6:10-8:00 pm (10 lessons)

**JAPANESE 4-C** Instructor: *Kurahara*  
Fridays, 2/3 – 4/7, 4:00-5:50 pm (10 lessons)

### **JAPANESE LEVEL 5** (Prerequisite: Japanese 4 or equivalent)

Students will learn various usages of the *ta* form, and comparative sentence patterns will be introduced. **Text:** *Genki I* (Chapters 10 & 11)

**JAPANESE 5-A** Instructor: *Aizawa*  
Tuesdays, 1/31 – 4/4, 6:10-8:00 pm (10 lessons)

**JAPANESE 5-B** Instructor: *Miyashita*  
Wednesdays, 2/1 – 4/5, 6:10-8:00 pm (10 lessons)

**JAPANESE 5-C** Instructor: *Nakanishi*  
Tuesdays, 1/31 – 4/4, 12:00-1:50 pm (10 lessons)

**JAPANESE 5-D** Instructor: *Miyashita*  
Fridays, 2/3 – 4/7, 4:00-5:50 pm (10 lessons)

## **JAPANESE LEVEL 5&6** (Prerequisite: Japanese 4 or equivalent)

Students will learn various usages of the *ta* form, and comparative sentence patterns will be introduced. Students will learn how to use various modifying clauses to create complex sentences. Recognition of 100 *kanji* is expected. **Text:** *Genki I* (Chapters 10 – 12), *Genki II* (Chapters 13 & 14)

### **JAPANESE 5&6-E**

Instructor: *Miyashita*

Mondays & Wednesdays, 1/30 – 4/10 (no 2/20), 4:00-5:50 pm (20 lessons)

## **JAPANESE LEVEL 6** (Prerequisite: Japanese 5 or equivalent)

Students will learn how to use various modifying clauses to create complex sentences. Recognition of 100 *kanji* is expected. **Text:** *Genki I* (Chapter 12) (purchase of *Genki I* textbook not required), *Genki II* (Chapters 13 & 14)

### **JAPANESE 6-A**

Instructor: *Kurahara*

Thursdays, 2/2 – 4/6, 6:10-8:00 pm (10 lessons)

### **JAPANESE 6-B**

Instructor: *Kakutani*

Mondays, 1/30 – 4/10 (no 2/20), 12:00-1:50 pm (10 lessons)

## **JAPANESE LEVEL 7** (Prerequisite: Japanese 6 or equivalent)

Students will be introduced to the volitional form, and will learn to describe the giving and receiving of services (instead of goods). The structure for reporting hearsay (*sou desu*) will be practiced. The *tara* variation of conditional sentence structures will be taught. **Text:** *Genki II* (Chapters 15, 16 & 17)

### **JAPANESE 7-A**

Instructor: *Nakanishi*

Mondays, 1/30 – 4/10 (no 2/20), 6:10-8:00 pm (10 lessons)

### **JAPANESE 7-B**

Instructor: *Nakazawa*

Tuesdays, 1/31 – 4/4, 6:10-8:00 pm (10 lessons)

### **JAPANESE 7-C**

Instructor: *Nakanishi*

Fridays, 2/3 – 4/7, 6:10-8:00 pm (10 lessons)

## **JAPANESE LEVEL 7&8** (Prerequisite: Japanese 6 or equivalent)

Students will be introduced to the volitional form, and will learn to describe the giving and receiving of services (instead of goods). The structure for reporting hearsay (*sou desu*) will be practiced. The *tara* variation of conditional sentence structures will be taught. Transitive and intransitive verbs will be compared extensively, and honorific verbs will be introduced. *Hazudesu* (supposed to be the case) will be taught. Students will practice “extra-modest expressions” followed by “humble expressions.” Students will also study how to include a question as a part of a longer sentence such as “Do you know when David will go to Japan?” **Text:** *Genki II* (Chapters 15 – 20)

### **JAPANESE 7&8-D**

Instructor: *Kurahara*

Tuesdays & Thursdays, 1/31 – 4/6, \*12:10-2:00 pm\* (20 lessons)

## **JAPANESE LEVEL 8** (Prerequisite: Japanese 7 or equivalent)

Transitive and intransitive verbs will be compared extensively, and honorific verbs will be introduced. *Hazudesu* (supposed to be the case) will be taught. Students will practice “extra-modest expressions” followed by “humble expressions.” Students will also study how to include a question as a part of a longer sentence such as “Do you know when David will go to Japan?” **Text:** *Genki II* (Chapters 18, 19 & 20)

### **JAPANESE 8-A**

Instructor: *Kurahara*

Fridays, 2/3 – 4/7, 6:10-8:00 pm (10 lessons)

## **JAPANESE LEVEL 9** (Prerequisite: Japanese 8 or equivalent)

This is the last level in which students learn essential grammar. Students will learn passive and causative sentence patterns along with other expressions such as *ba*, *noni* and *temo* to achieve more effective communication skills. **Text:** *Genki II* (Chapters 21, 22 & 23)

### **JAPANESE 9-A**

Instructor: *Nakamura*

Tuesdays, 1/31 – 4/4, 6:10-8:00 pm (10 lessons)

### **JAPANESE 9-B**

Instructor: *Nakazawa*

Mondays, 1/30 – 4/10 (no 2/20), 4:00-5:50 pm (10 lessons)

-----PLEASE NOTE: Courses above Level 9 and Kanji/JLPT courses are designed to be taken repeatedly. -----  
Enrollment in kanji courses is recommended for students at these levels.

## JAPANESE LEVEL 10 (Prerequisite: level 9 or above)

### **JAPANESE 10-A: Everyday Japanese**

Instructor: **Kurahara**

Students will be immersed in an intensive speaking environment based on open (non-scripted) conversations on various topics that include pop culture and social issues. Students will be encouraged to practice natural speech patterns, including casual expressions and slang.

Tuesdays, 1/31 – 4/4, 6:10-8:00 pm (10 lessons)

### **JAPANESE 10-B: Conversation**

Instructor: **Nakazawa**

Essential grammar and sentence patterns learned in previous levels will be reviewed and practiced through conversation.

Thursdays, 2/2 – 4/6, 6:10-8:00 pm (10 lessons)

### **JAPANESE 10-C: Speaking + Listening + Reading**

Instructor: **Miyashita**

Students will continue to develop speaking and listening skills, as well as reading skills. (This is the former 10.5 level.)

Fridays, 2/3 – 4/7, 6:10-8:00 pm (10 lessons)

### **JAPANESE 10-D: Speaking + Listening + Reading**

Instructor: **Miyashita**

(See description for 10-C: Speaking + Listening + Reading)

Wednesdays, 2/1 – 4/5, 12:00-1:50 pm (10 lessons)

### **JAPANESE 10-E: Everyday Japanese**

Instructor: **Kurahara**

(See description for 10-A: Everyday Japanese)

Fridays, 2/3 – 4/7, 12:00-1:50 pm (10 lessons)

## JAPANESE LEVEL 11 (Prerequisite: Japanese 10 or equivalent)

### **JAPANESE 11-A: Culture + Current Topics**

Instructor: **Aizawa**

Students will use real-life sources, somewhat modified, to continue to increase their knowledge of current written and spoken Japanese. Vocabulary and common expressions will be emphasized. Students will study and discuss Japanese culture at a deeper level. Recognition of 500 *kanji* is expected.

Wednesdays, 2/1 – 4/5, 6:10-8:00 pm (10 lessons)

### **JAPANESE 11-B: Culture + Current Topics**

Instructor: **Hama**

(See description for 11-A: Culture + Current Topics)

Fridays, 2/3 – 4/7, 12:00-1:50 pm (10 lessons)

## JAPANESE LEVEL 12 (Prerequisite: Japanese 11 or equivalent)

### **JAPANESE 12-A: Breaking News in Japan**

Instructor: **Kurahara**

**!!NEW!!**

Students in this class will learn about the latest events that made news in Japan. They will also discuss social implications and how it compares with other cultures. Each class is heavily discussion-based and accompanied by articles, news clips, and videos.

Wednesdays, 2/1 – 4/5, 6:10-8:00 pm (10 lessons)

## JAPANESE LEVEL 13 (Prerequisite: At least five years Japanese)

### **JAPANESE 13-A: Culture + Current Topics**

Instructor: **Aizawa**

The highest level for conversation and reading. There will be extended discussions about current events from TV programs and articles to increase knowledge of useful advanced vocabulary for oral communication. Movies and dramas will be used to learn current expressions and idioms. Students should recognize at least 1,200 *kanji*.

Thursdays, 2/2 – 4/6, 6:10-8:00 pm (10 lessons)

## KANJI COURSES

### **KANJI N4** (Prerequisite: Japanese 8 or equivalent) Instructor: **Hama**

For students who want to master the essential *kanji* taught in Japan's elementary schools. Students are expected to master approximately 300 *kanji*, with a focus on understanding the basic radical systems. This course covers the *kanji* necessary for taking the JLPT N4 and N5 tests. This course is conducted almost entirely in Japanese. **Text:** 漢字マスターN4

Mondays, 1/30 – 4/10 (no 2/20), 6:10-8:00 pm (10 lessons)

**KANJI N3** (Prerequisite: Japanese 9 or equivalent) Instructor: *Miyashita*

For students who have already learned approximately 300 *kanji* and wish to master 680 total *kanji*. This course is conducted in Japanese, and covers the *kanji* necessary for taking the JLPT N3 test. **Text:** *BASIC KANJI BOOK, Vol. 2*  
Thursdays, 2/2 – 4/6, 6:10-8:00 pm (10 lessons)

**KANJI N2** (Prerequisite: Japanese 11 or equivalent) Instructor: *Aizawa*

Students will study approximately 500 new *kanji* to become familiar with 1,180 *kanji*, which allow Japanese newspapers to be read with some assistance. This course is conducted in Japanese, and covers the *kanji* necessary for taking the JLPT N2 test. **Text:** TBA

Mondays, 1/30 – 4/10 (no 2/20), 6:10-8:00 pm (10 lessons)

**KANJI N1** (Prerequisite: Japanese 12 or equivalent) Instructor: *Kakutani*

**!!TEXT CHANGE!!** Students will study approximately 950 new *kanji* to become familiar with the 2,000 plus *kanji* necessary to comfortably read Japanese newspapers. This course is conducted in Japanese, and covers the *kanji* necessary for taking the JLPT N1 test. **Text:** *日本語総まとめ N1, Kanji*

Fridays, 2/3 – 4/7, 6:10-8:00 pm (10 lessons)

## REGISTRATION

**Important Note: Classes fill up quickly! Please register early to ensure enrollment in your first choice of class.**

- Tuition: Japan Society members: \$260 (10 lessons) \$450 (20 lessons)  
Non-members: \$300 (10 lessons) \$500 (20 lessons)
- Tuition is non-refundable and non-transferable for any reason (including for credit) after 12 pm, the business day before your class starts.** All refunds are subject to a \$20 service charge, including those requested by the deadline date. No partial registration or auditing is permitted. Please note that cancellations are accepted by phone or in person only. Cancellations via e-mail *are not* accepted.
- Japan Society reserves the right to cancel any course if sufficient enrollment is not obtained. In such a case, students already enrolled will receive full refunds.
- New Language Center students with no previous background in Japanese should enroll in a Level 1 course. Students with some background should refer to the course textbooks or Level Guide to determine the most appropriate class. (Level Guide can be found at [www.japansociety.org/language](http://www.japansociety.org/language).) Textbooks are available for review and purchase at the Language Center. There is no placement exam.
- For more information, please call (212) 715-1269. Please see registration form for payment options. Acceptance will be acknowledged by email or letter.
- The following textbooks are available for purchase at Japan Society at discounted prices. (Price includes NY State Sales Tax)

## REQUIRED TEXTBOOKS

GENKI I ( <i>An Integrated Course in Elementary Japanese</i> )	published by The Japan Times	\$45.00
GENKI II ( <i>An Integrated Course in Elementary Japanese</i> )	published by The Japan Times	\$45.00
BASIC KANJI BOOK, Vol. 2	published by Bonjinsha	\$37.00
漢字マスターN4	published by The Arc Academy	not sold at JS
日本語総まとめ N1, Kanji	published by Asuku Shuppan	not sold at JS

## OPTIONAL / SUPPLEMENTARY TEXTBOOKS

BASIC KANJI BOOK, Vol. 1	published by Bonjinsha	\$37.00
INTERMEDIATE KANJI BOOK, Vol. 1, 漢字 1000 Plus	published by Bonjinsha	\$47.00
合格できる日本語能力試験 N3	published by Bonjinsha	\$33.00

## OTHER DISCOUNTED TEXTBOOKS (for sale at JS)

LEARN JAPANESE <i>New College Text</i> , Vol. II	published by University of Hawaii	\$8.00
LEARN JAPANESE <i>New College Text</i> , Vol. III	published by University of Hawaii	\$8.00
LEARN JAPANESE <i>New College Text</i> , Vol. IV	published by University of Hawaii	\$8.00

**Instructors:** *All of Japan Society's instructors are native Japanese.*

**Ms. Yuko Aizawa** has taught at the Sendagaya Japanese Institute in Tokyo, Japan and at the Royal Hawaiian Academy in the United States. She has been an instructor at the Toyota Language Center since 1994.

**Ms. Keiko Hama** has taught Japanese in Germany and the United States for over ten years. She received her master's degree in Japanese Sociology and Linguistics at the University of Heidelberg. Since then, she has been an interpreter, translator and Japanese teacher in the private and public sectors.

**Ms. Yumiko Kakutani** has a bachelor's degree in French Literature from Keio University in Tokyo and is a graduate of Japan Society's Teacher Training Program. She has taught privately in the United States for a number of years (including JLPT and SAT II students).

**Ms. Kazue Kurahara** holds a BA from Hunter College and an MA in Teaching Japanese as a Foreign Language and TESOL from NYU. She holds teaching certificates in both Japanese and ESL. She has taught Japanese at various institutions, including New York University, Hunter College, Pace University, and The New School. She is currently hosting Japan Society's YouTube series "Uki Uki NihonGO! + Culture".

**Ms. Mami Miyashita** earned a Japanese Teaching License in Japan, a certificate of Teaching Japanese as a Foreign Language from The Ohio State University and a master's degree from West Chester University. She has worked in foreign language education for more than twenty years, including at the University of Delaware from 1999 to 2005.

**Ms. Mari Nakamura** has an MA in Linguistics from The Ohio State University and has taught Japanese for 25 years at universities including Harvard, Indiana University, and the University of Maryland. She has also taught at several Fortune 500 Corporations.

**Ms. Mami Nakanishi** has a bachelor's degree in Literature from Sophia University in Tokyo. She is a graduate of Japan Society's Teacher Training Program and has been on Japan Society's teaching staff since the summer of 2010.

**Ms. Kazuko Nakazawa** has a BA in Japanese Literature from Tokyo Woman's Christian University and is a graduate of Japan Society's Teacher Training Program. She has taught Japanese privately and in an after-school program in Japan for three years, and privately in the United States for two years. She has been on Japan Society's teaching staff since the summer of 2010.

**Ms. Atsuko Shio** has a bachelor's degree in Pharmaceutical Sciences from Hoshi University in Tokyo. She is a graduate of Japan Society's Teacher Training Program and has been a teaching assistant since November 2015.

**Mr. Shuichiro Takeda** received a BA in English and American Literature from Nanzan University in Nagoya and a BA in Psychology from Hunter College. He also holds a master's degree in Educational Technology from the University of British Columbia in Canada. He contributed to the establishment of a Japanese program for adults at Centre Japonais de Quebec in Quebec City as their first instructor, and continued to teach there until 2015. He currently teaches at Hunter College.

*This spring, rediscover Japanese language and culture with:*

### **Shodo: Japanese Calligraphy**

*Shodō* is an art form using a brush and charcoal ink on paper, wood plaques, and fabric. It includes Chinese characters (*kanji*) and Japanese *hiragana*. Although it originated in the techniques used for letter writing, with its unique form of expression it has developed into an art genre. **Students at any level from beginner to advanced are welcome to register and Japanese language skills are not required.** Please visit [www.japansociety.org/language](http://www.japansociety.org/language) for more details.

<b>Shodō A:</b>	Mon., 1/30-2/13, 2/21 (Tues), Mon., 3/6-4/10	2:00 - 3:45 pm	<b>Takemori</b>
<b>Shodō B:</b>	Mon., 1/30-2/13, 2/21 (Tues), Mon., 3/6-4/10	4:00 - 5:45 pm	<b>Takemori</b>
<b>Shodō C:</b>	Wed., 2/1 - 4/5	2:00 - 3:45 pm	<b>Asai</b>
<b>Shodō D:</b>	Wed., 2/1 - 4/5	4:00 - 5:45 pm	<b>Asai</b>
<b>!!NEW!! Weekend Shodo:</b>	Sat., 3/18, 3/25, 4/1, 4/8 & 4/15	1:30 - 4:30 pm	<b>Takemori</b>

## 2017 SPRING JAPANESE COURSE REGISTRATION FORM

Please register online at [www.japansociety.org/language](http://www.japansociety.org/language)

or

Please return this registration form with full payment. *Checks should be made payable to Japan Society and sent to Japan Society, 333 East 47th Street, New York, NY 10017, Attn: Toyota Language Center.* If you are paying by credit card or would like more information, please call us at (212) 715-1269.

Name: Mr./Mrs./Ms. \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

(H) Tel: (\_\_\_\_) \_\_\_\_\_

(B) Tel: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

***Please note: Prices on the left indicate the cost of a single 10-lesson course. Prices on the right indicate the cost of either a single 20-lesson course or two 10-lesson courses.***

Membership status: Corporate member (name of firm): \_\_\_\_\_ \$260 / \$450

Individual Membership number\*: \_\_\_\_\_ \$260 / \$450

Non-member: \_\_\_\$300 / \$500

\* If you are registering by mail or phone and wish to become a Japan Society Individual member, please let us know. We can register you for both the membership and the language class at the same time. Membership may also be purchased online separately from your course registration.

I wish to enroll in: Japanese class \_\_\_\_\_(first choice)

Japanese class \_\_\_\_\_(second choice)

Enclosed is my check for \$\_\_\_\_\_.

Please charge \$\_\_\_\_\_ to my \_\_\_VISA \_\_\_MasterCard \_\_\_American Express.

Card Number

Expiration Date

CVV Code

Billing Zip Code

### PLEASE NOTE:

**Tuition is non-refundable and non-transferable for any reason (including for credit) after 12 pm, the business day before your class starts.** All refunds are subject to a \$20 service charge, including those requested by the deadline date. No partial registration or auditing is permitted. Cancellations are accepted by phone or in person only. Cancellations via e-mail *are not* accepted.

**By registering for a course, I accept and agree to the above terms of the cancellation policy.**

\_\_\_\_\_  
Student Signature