

# Language Center



## 2017 FALL 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: *Kurahara*

Fridays, 9/29 – 12/8 (no class 11/24), 6:10-8:00 pm (10 lessons)

#### **JAPANESE 1-B**

Instructor: *Kurahara*

Tuesdays, 9/26 – 12/5 (no class 11/21), \*12:10-2:00 pm\* (10 lessons)

#### **JAPANESE 1-C**

Instructor: *Kaku*

Wednesdays, 9/27 – 12/6 (no class 11/22), 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, 9/28 – 12/7 (no class 11/23), 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*, *katakana* and introductory *kanji* will be introduced. By the end of the course, recognition of *hiragana* is expected. **Text:** *Genki I* (Chapters 1 – 5)

#### **JAPANESE 1&2-D**

Instructor: *Takeda*

Tuesdays & Thursdays, 9/26 – 12/7 (no class 11/21, 11/23), 6:10-8:00 pm (20 lessons)

#### **JAPANESE 1&2-E**

Instructor: *Nakazawa*

Mondays & Wednesdays, 9/25 – 12/6 (no class 10/9, 11/22), 12:00-1:50 pm (20 lessons)

#### **JAPANESE 1&2-F**

Instructor: *Takeda*

Tuesdays & Thursdays, 9/26 – 12/7 (no class 11/21, 11/23), 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: *Nakamura*

Tuesdays, 9/26 – 12/5 (no class 11/21), 6:10-8:00 pm (10 lessons)

#### **JAPANESE 2-B**

Instructor: *Nakazawa*

Thursdays, 9/28 – 12/7 (no class 11/23), 6:10-8:00 pm (10 lessons)

#### **JAPANESE 2-C**

Instructor: *Kurahara*

Thursdays, 9/28 – 12/7 (no class 11/23), \*12:10-2:00 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* form of verbs, and students will continue to build upon their conversational skills and vocabulary. **Text:** *Genki I* (Chapters 6 & 7)

#### **JAPANESE 3-A**

Instructor: *Miyashita*

Mondays, 9/25 – 12/4 (no class 10/9), 6:10-8:00 pm (10 lessons)

**JAPANESE 3-B** Instructor: *TBA*  
Thursdays, 9/28 – 12/7 (no class 11/23), 6:10-8:00 pm (10 lessons)

**JAPANESE 3-C** Instructor: *Aizawa*  
Fridays, 9/29 – 12/8 (no class 11/24), 6:10-8:00 pm (10 lessons)

**JAPANESE 3-D** Instructor: *Takeda*  
Fridays, 9/29 – 12/8 (no class 11/24), 12:00-1:50 pm (10 lessons)

**JAPANESE 3-E** Instructor: *Shio*  
Wednesdays, 9/27 – 12/6 (no class 11/22), 4:00-5:50 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. 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-F** Instructor: *Nakanishi*  
Mondays & Wednesdays, 9/25 – 12/6 (no class 10/9, 11/22), 6:10-8:00 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: *Nakazawa*  
Mondays, 9/25 – 12/4 (no class 10/9), 6:10-8:00 pm (10 lessons)

**JAPANESE 4-B** Instructor: *Kaku*  
Wednesdays, 9/27 – 12/6 (no class 11/22), 6:10-8:00 pm (10 lessons)

**JAPANESE 4-C** Instructor: *Nakazawa*  
Tuesdays, 9/26 – 12/5 (no class 11/21), 12:00-1:50 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: *Nakamura*  
Mondays, 9/25 – 12/4 (no class 10/9), 6:10-8:00 pm (10 lessons)

**JAPANESE 5-B** Instructor: *Nakamura*  
Fridays, 9/29 – 12/8 (no class 11/24), 6:10-8:00 pm (10 lessons)

**JAPANESE 5-C** Instructor: *Nakanishi*  
Wednesdays, 9/27 – 12/6 (no class 11/22), 12:00-1:50 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-D** Instructor: *Nakanishi*  
Tuesdays & Thursdays, 9/26 – 12/7 (no class 11/21, 11/23), 6:10-8:00 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*  
Mondays, 9/25 – 12/4 (no class 10/9), 6:10-8:00 pm (10 lessons)

**JAPANESE 6-B** Instructor: *Nakazawa*  
Wednesdays, 9/27 – 12/6 (no class 11/22), 6:10-8:00 pm (10 lessons)

**JAPANESE 6-C** Instructor: *Nakanishi*  
Tuesdays, 9/26 – 12/5 (no class 11/21), 12:00-1:50 pm (10 lessons)

**JAPANESE 6-D** Instructor: *Kurahara*  
Fridays, 9/29 – 12/8 (no class 11/24), 4:00-5:50 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: *Aizawa*  
Mondays, 9/25 – 12/4 (no class 10/9), 6:10-8:00 pm (10 lessons)

**JAPANESE 7-B** Instructor: *Miyashita*  
Wednesdays, 9/27 – 12/6 (no class 11/22), 6:10-8:00 pm (10 lessons)

**JAPANESE 7-C** Instructor: *Miyashita*  
Fridays, 9/29 – 12/8 (no class 11/24), 4:00-5:50 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: *Nakamura*  
Tuesdays & Thursdays, 9/26 – 12/7 (no class 11/21, 11/23), 4:00-5:50 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*  
Thursdays, 9/28 – 12/7 (no class 11/23), 6:10-8:00 pm (10 lessons)

**JAPANESE 8-B** Instructor: *Kakutani*  
Mondays, 9/25 – 12/4 (no class 10/9), \*11:00 am-12:50 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: *Nakazawa*  
Tuesdays, 9/26 – 12/5 (no class 11/21), 6:10-8:00 pm (10 lessons)

**JAPANESE 9-B** Instructor: *Nakanishi*  
Fridays, 9/29 – 12/8 (no class 11/24), 6:10-8:00 pm (10 lessons)

**JAPANESE 9-C** Instructor: *Miyashita*  
Mondays, 9/25 – 12/4 (no class 10/9), 4:00-5:50 pm (10 lessons)

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

## GRAND REVIEW (Prerequisite: Japanese 9 or equivalent)

### **GRAND REVIEW-A**

Instructor: *Miyashita*

Students will continue to develop their speaking, listening and reading skills by reviewing levels 4 – 9 content over several semesters in preparation for level 10. This course was formerly known as 10: Speaking + Listening + Reading.

Fridays, 9/29 – 12/8 (no class 11/24), 6:10-8:00 pm (10 lessons)

### **GRAND REVIEW-B**

Instructor: *Miyashita*

(See description for Grand Review-A)

Wednesdays, 9/27 – 12/6 (no class 11/22), 12:00-1:50 pm (10 lessons)

### **GRAND REVIEW-C: Conversation**

Instructor: *Nakazawa*

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

Mondays, 9/25 – 12/4 (no class 10/9), 4:00-5:50 pm (10 lessons)

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

This class follows level 9 in the progression from the *Genki II* textbook, continuing a formal study of Japanese grammar. More advanced grammar, vocabulary and kanji will be introduced over several semesters (part 1 - 4: **can be taken in any order**). A particular emphasis will be placed on speaking practice. This course is designed to provide students with the necessary tools to move up to Level 11. **Text:** *An Integrated Approach to Intermediate Japanese (Revised Edition)*, **Optional Text:** *An Integrated Approach to Intermediate Japanese Workbook (Revised Edition)*

### **JAPANESE 10-A (Part 2)**

Instructor: *Kurahara*

Tuesdays, 9/26 – 12/5 (no class 11/21), 6:10-8:00 pm (10 lessons)

### **JAPANESE 10-B (Part 2)**

Instructor: *Nakamura*

Thursdays, 9/28 – 12/7 (no class 11/23), 6:10-8:00 pm (10 lessons)

### **JAPANESE 10-C (Part 2)**

Instructor: *Kurahara*

Fridays, 9/29 – 12/8 (no class 11/24), 12:00-1:50 pm (10 lessons)

## JAPANESE LEVEL 11 (Prerequisite: minimum of three semesters of 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, 9/27 – 12/6 (no class 11/22), 6:10-8:00 pm (10 lessons)

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

Instructor: *Hama*

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

Fridays, 9/29 – 12/8 (no class 11/24), 12:00-1:50 pm (10 lessons)

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

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

Instructor: *Kurahara*

Students in this class will learn about the latest events that have made news in Japan, and consider both their social implications and how those compare with other cultures. Each class is heavily discussion-based and accompanied by articles, news clips, and videos.

Wednesdays, 9/27 – 12/6 (no class 11/22), 6:10-8:00 pm (10 lessons)

## JAPANESE LEVEL 13 (Prerequisite: at least five years of 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, 9/28 – 12/7 (no class 11/23), 6:10-8:00 pm (10 lessons)

## JLPT COURSES

### **JLPT N4 (Prerequisite: Japanese 8 or equivalent)**

Instructor: *Hama*

This course is intended to prepare students for JLPT N4. While the focus is to master approximately 300 JLPT N4 *kanji* and radical systems, the course will also include other relevant N4 content such as reading and grammar. This course is conducted mostly in Japanese. **Text:** パターン別徹底ドリル 日本語能力試験 N4

Mondays, 9/25 – 12/4 (no class 10/9), 6:10-8:00 pm (10 lessons)

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

This course is intended to prepare students for JLPT N3. While the focus is to master approximately 380 new *kanji* (680 in total) and radical systems, the course will also include other relevant N3 content such as reading and grammar. This course is conducted in Japanese.

Tuesdays, 9/26 – 12/5 (no class 11/21), 6:10-8:00 pm (10 lessons)

**JLPT N2** (Prerequisite: Japanese 11 or equivalent) Instructor: **Kaku**

This course is intended to prepare students for JLPT N2. While the focus is to master approximately 500 new *kanji* (1,180 in total), the course will also include other relevant N2 content such as reading and grammar. This course is conducted in Japanese. **Text:** 合格できる日本語能力試験 N2

Tuesdays, 9/26 – 12/5 (no class 11/21), 6:10-8:00 pm (10 lessons)

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

This course is intended to prepare students for JLPT N1. While the focus is to master approximately 950 new *kanji* (2,000 in total), the course will also include other relevant N1 content such as reading and grammar. This course is conducted in Japanese.

Fridays, 9/29 – 12/8 (no class 11/24), 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. You may also make an appointment with Director Kamimura-sensei for a level assessment by calling (212) 715-1269.
- For more information, please call (212) 715-1269. Acceptance will be acknowledged by email or letter.
- Most required textbooks are available for purchase at Japan Society at discounted prices. (Price includes NY State Sales Tax)

## REQUIRED TEXTBOOKS

<i>GENKI I (An Integrated Course in Elementary Japanese)</i>	published by The Japan Times	\$45.00
<i>GENKI II (An Integrated Course in Elementary Japanese)</i>	published by The Japan Times	\$45.00
<i>An Integrated Approach to Intermediate Japanese (Revised Edition)</i>	published by The Japan Times	\$45.00
パターン別徹底ドリル 日本語能力試験 N4	published by Bonjinsha	not sold at JS
合格できる日本語能力試験 N2	published by ALC Press Inc.	not sold at JS

## OPTIONAL TEXTBOOKS

<i>An Integrated Approach to Intermediate Japanese Workbook (Revised Edition)</i>	published by The Japan Times	not sold at JS
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## OTHER TEXTBOOKS (for sale at JS)

<i>INTERMEDIATE KANJI BOOK, Vol. 1, 漢字 1000 Plus</i>	published by Bonjinsha	\$47.00
合格できる日本語能力試験 N3	published by Bonjinsha	\$33.00
<i>LEARN JAPANESE New College Text, Vol. III</i>	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 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. Shiyo Kaku** has an MA in Japanese Pedagogy from Columbia University and has taught Japanese at various universities in New York and Philadelphia including The City College of New York, The New School, and University of Pennsylvania. She currently teaches at Hunter College and FIT. She is also currently conducting a "Business Communication in Japanese" workshop series at Quick USA, Inc. New York Office.

**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. Yumi Mori** has a bachelor's degree in Law from Sophia University in Tokyo. She is a graduate of Japan Society's Teacher Training Program and has been a teaching assistant since May 2016. She has taught privately in the United States for a number of years.

**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 currently teaches at Hunter College.

# 2017 FALL 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: 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