



3-49-1, Kurakake, Asakita-ku, Hiroshima 739-1743, Japan
Tel: (082) 843-4111 Fax: (082) 843-6399 [Outside Japan: 81-82-843-4111 Fax: 81-82-843-6399]
E-mail: hisadmin@hiroshima-is.ac.jp Web page: <http://www.hiroshima-is.ac.jp>

HIS JAPANESE LANGUAGE PROGRAM

The Hiroshima International School (HIS) has been providing highly successful Japanese language training to residents of the Hiroshima area for more than ten years. The School's well-trained and dedicated teachers offer proven programs and specialized courses to meet the needs and interests of our students. In addition, HIS has extensive experience in developing customized programs to meet the requirements of individuals and corporations. HIS is unique in that we come to you. Our instructors travel the city, giving lessons at students' homes and offices. This allows for both a comfortable setting in which to study and does away with the hassles and time constraints of having to travel to a classroom.

Program Information

1. Private, Group, and Intensive/Orientation Japanese Language classes are offered. All lessons can be scheduled at times and locations to suit your needs.
2. Private lessons allow students the individualized attention that is often necessary for first-time learners of the Japanese language. They also allow you to progress at a pace that is comfortable for you and in line with your needs and goals in learning the language. Private lessons require a minimum of one one-hour class per week. Supplemental classes may be arranged by mutual agreement of the instructor and student.
3. Group lessons are limited to a maximum of four students per one instructor. If time schedules permit, group lessons can be ideal for couples wishing to learn together and at the same pace. They are also ideal for a group of friends or associates who are all learning Japanese for the first time.
4. Intensive Japanese Language classes are normally scheduled for 30 classroom hours per week, using several instructors.

The School also offers an Intensive Orientation Course for new residents of Hiroshima: This course combines introductory "survival" Japanese with practical experience in "living skills," such as using local public transportation, banking, shopping, post offices, local cultural and recreational facilities, etc. The Intensive Orientation Class can be modified as necessary to meet the needs and interests of participating students. This class normally is scheduled for 30 hours per week for two weeks. Although frequently offered to private students, group sessions can be arranged easily. (HIS recommends, however, that a class be limited to a few participants for maximum benefit to the students).

5. All students are requested to complete an application form when registering for one of our courses. To receive an application form please email Yoko Hiraki at HIS (jlp@hiroshima-is.ac.jp).
6. Classes with flexible class times can be arranged for students with irregular business schedules.



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Program Terms and Conditions

Registration Fee

- Initial Registration Fee: ¥8,000 per student

Tuition

- Private Lessons: ¥4,000 per hour
(early/late; weekend/holiday) (¥4,500 per hour)
- Group Lessons: ¥2,500 per hour per student
(early/late; weekend/holiday) (15% surcharge applies)
- Intensive Language Course: ¥4,500 per hour
- Orientation Course: ¥4,500 per hour
(¥2,500 per hour per student for groups)

(*A 5% consumption tax will be applied to all tuition and registration fees.)

Notes:

*Ford ISEs authorized by Ford HR are allowed a maximum of three hours per week of lesson instruction, or 12 hours per month. Flexibility is allowed in moving hours around within a given month, but unused hours cannot be rolled over into the following month. ISEs may also use part or all of these three hours on **daily living assistance**, in accordance with guidelines that have been set. Please refer to the attachment “Non-Teaching Activity Guidelines” for details.

*The **Registration Fee** is a non-refundable administrative fee charged to new students. Students pay this only once.

***Tuition**: In addition to tuition, students will be billed for the cost of textbooks and other class materials, plus transportation (¥500 per lesson) costs for the instructor. In the case of classes beginning at 7:00 a.m. or earlier or ending after 8:00 p.m., the cost of one-way taxi fare between the classroom and instructor's residence may be charged.

Reasonable expenses incurred for field trips included in the Orientation Course (such as admission fees and local transportation costs for students and the instructor) will be charged at cost.

***Early/Late Class Definition:**

- Early: Class starts before 8:00 a.m.
- Late: Class starts on or after 6:00 p.m.

***Weekend/Holiday Definition:**

- Classes held on Saturdays, Sundays, and national holidays

***Cancellation Policy**: Classes are charged at 100% for same-day cancellations and 75% for one-day cancellations (24 hours before scheduled lesson start time). Same-day and one-day cancellations count towards the three hours/week maximum.

***Billing** will be made centrally through HIS directly to the student or the student's company.

For more information, please contact Yoko Hiraki by telephone (082-840-0260) or email (jlp@hiroshima-is.ac.jp) to begin your Japanese lessons today.