
3. Materials & textbooks

- ① There will be separate charges for textbooks, workbooks or any other materials that will be used for your lessons.
 - ② Please pay your material fees within 15 days of your invoice date. **A late fee of \$25 will be assessed if the payment is late.**
 - ③ School textbooks provided by the Japanese government will be provided for free to students with Japanese nationalities.
For students with no Japanese nationalities, these textbooks can be purchased for either Japanese only or all subjects.
 - ④ **Material fees are non-refundable once paid.**
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4. Withdrawals, Changes, Long-term absence

- ① **Withdrawal:** 30 days notice is required. Notice can be made by email or by submitting the withdrawal form.
(The day of receipt of email or withdrawal form is considered as "day 0")
 - ② **Changes:** Please see below (The day of receipt of email or change request form is considered as "day 0")
 - a: Advance notice is NOT required when changing from private lessons to class, but a change request form (or Email notice) is required.
 - b: Advance notice is not required when changing teachers or lesson schedule, but **email confirmation is required.**
 - ③ **Long-term absence:** Please see below
 - a: There are no forms to submit when you take long-term absence.
 - b: Please notify the school office if you will be absent 4 consecutive lessons. It is possible that your teacher will be replaced to different teachers. You can keep the same schedule with the same teacher by paying a half-rate of your regular lesson fee during your absence if you wish.
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5. Other

- ① **Semi-Private :** If you are in semi private lesson with one or two other students, please remember that your lesson fee will be at a higher rate in case your partner is absent. Please arrange the lesson schedule each time carefully among yourselves, and decide either to change the lesson date or to keep the original schedule.
- ② **Lessons outside of the school :** We offer private lesson outside Sakura Gakuen, such as at student's home or at student's office. There is a charge for travel fee if the lessons are outside Sakura Gakuen. (Please see below)
 - ◇ Up to 7 miles (One-way) : \$10/trip
 - ◇ 7~10 miles (One-way) : \$15/trip