

## How to take lessons

Pro class

### Lesson schedule

You can start your lesson anytime after payment is completed. You are free to schedule with your teacher.

- **Payment for 5 hours per month:**

Take 5 hours of lessons per month. If your schedule doesn't work out, the lesson hours can be carried over to the next month.

- **Lump sum payment for 6 months or more:**

Purchase number of hours, within the usage period you are free to plan lessons as often as is convenient for you.

### Length of one lesson

You are free to decide the length of one lesson in 15-minute increments. For example, 60 minutes, 75 minutes, 90 minutes, 120 minutes, etc.

### Sign-in sheet

The tutor will use the sign-in sheet to record the date and time of the lesson. Your tutor will take them to each lesson for your signature. You must sign the sheet that the tutor brings with them after each lesson. If you are online, your tutor will check it for you.

### 24 Hour Cancellation Policy

If you cancel a lesson with less than 24 hours' notice, you will lose the scheduled lesson time. Your tutor will ask you to write "Late Cancellation" instead of your signature on the sign-in sheet. Please understand.

If you do not show up for the lesson at the scheduled time, the teacher will write "No show" and your lesson time will be lost.

### Prohibited Matters

- Do not ask your tutor to do any work other than Japanese lessons.
- Do not negotiate the fee directly with the tutor.
- Do not ask the tutor to teach other classes or introduce other students to the tutor without permission from the classroom.
- Do not divulge the instructor's personal information to outside parties.