



<Hello! Nihongo> Japanese Language Course ハロ-! 日本語 2012 March ~ 2012 July

Applicants	Application Periods	Things needed for application	Classes run:
<p>• JAS Members - Ordinary Members - Associate Members - Family Members</p> <p>• Staff of Corporate Members (*Company Endorsement required; Sponsorship not necessary)</p>	<p>General & Conversational Class: 09 January (Mon) ~ 10 February (Fri), 9am-9pm</p> <p>JLPT Preparation Class: 09 January (Mon) ~ 06 April (Fri), 9am-9pm</p>	<p>• Application form, Filled in where applicable</p> <p>• Full payment by Cheque Only, crossed in favor of "The Japanese Association, Singapore". (JAS Members may charge to their Monthly Statement of Accounts. Kindly indicate preference in application.)</p> <p>• 1 Photograph (for JAS Premises' Admission Pass. JAS Membership Card holders exempted.)</p>	<p>Thu: 01 Mar ~ 12 July Fri: 02 Mar ~ 20 July Sat: 03 Mar ~ 21 July Sun: 04 Mar ~ 15 July Mon: 05 Mar ~ 16 July Tue: 06 Mar ~ 24 July Wed: 07 Mar ~ 18 July <20 lessons, total 30 hrs></p> <p>JLPT N5: (Thu) 19 Apr ~ 21 June JLPT N4: (Wed) 25 Apr ~ 27 June JLPT N3: (Fri) 20 Apr ~ 22 June <10 lessons, total 30 hrs></p>
Non-Members (General Public)		<p>• Photocopy of IC/Passport/Official ID</p> <p>• All of the above</p>	<p>❖ Please note that <u>No Lessons are scheduled on Public Holidays</u></p>
<p>* All applicants should be of secondary school age (15 years old) and above, unless accompanied by (also paying) parent/ older sibling.</p>			

- Applications process on first-come-first-served basis with priority given to JAS Members and Staff of Corporate Members. Non-Member places are also limited; do apply early to avoid disappointment.
- If you have studied the Japanese Language before, please register with us for a Placement Test to verify your entry level. One such test will be held on **02 Feb 2012 (Thu), 5pm ~ 8pm at JAS PC ROOM (3F)**. Please contact **Michi/ Jing Wen** during office hours at 6468 0066 to register, or for alternative time slots arrangement if necessary.
- Classes may combine if intake is insufficient, and will close when the class is full.
- All applicants will be acknowledged at least one week before classes start. Confirmation letter, class schedule and Student Pass will be sent by mail.
- Submit Your Application: Either by post (Attn: JL Course Application), or in person at the JAS; 2F General Office during office hours / 1F Front Office; 9am ~ 9pm.
- Faxed/Emailed/Late/Incomplete applications will **NOT** be Accepted / Processed

Books used in the various courses

General Course

Elementary 1-3 \$44.00	Elementary 1 \$19.10	Elementary 2-3 \$18.60
Elementary 4-Intermediate 2 \$49.20	Intermediate 3 ~ Pre-adv 1 \$53.80	Intermediate Grammar Revision Course 1-3 \$62.70

Conversational Course

	Conversation Elementary 1 \$54.90
	Intermediate Grammar Revision Course 4 \$60.40

- ❖ Note: There will be no refund unless course is cancelled due to insufficient applicants
- ❖ Deferment of attendance is not allowed and approval if granted would be based strictly at the discretion of the committee
- ❖ Course fees and time slots subject to change without prior notification

Course Schedule & Price Listing

- All prices include material fees & 7 % GST
- Prices stated are for E-1 Applicants & Continuing Students Only. Note: Placement Test Students are To Be Advised.

General Course: - All Rounder Course with Reading, Writing & Speaking of the Japanese Language.

General Elementary 1 *Highly recommended for applicants who have had no prior experience with the Japanese Language						Intake Per Class	Member Side Rates	Non-Members Rates	Textbook/ Workbook
1	*Elementary 1-A	Thu	6:30pm~8:00pm	Ms. Koseki	CR1	Min. 10 Pax	\$282.45	\$335.95	Inclusive of Txbk (\$44.00) & Wrkbk (\$19.10)
2	*Elementary 1-B	Sat	6:00pm~7:30pm	Mr. Okochi	CR1				
3	*Elementary 1-C	Mon	8:00pm~9:30pm	Ms. Matsuyama	CR1				
4	Elementary 2-A	Sun	3:30pm~5:00pm	Ms. Lim	CR1				
5	Elementary 2-B	Tue	6:30pm~8:00pm	Ms. Koseki	CR3				
6	Elementary 3-A	Sun	3:30pm~5:00pm	Ms. Matsuyama	CR4				
7	Elementary 3-B	Tue	8:00pm~9:30pm	Ms. Matsuyama	CR2				
8	Elementary 4	Tue	8:00pm~9:30pm	Ms. Sato	CR1		\$237.95	\$291.45	Inclusive of Wrkbk (\$18.60)
9	Intermediate 1-A	Sat	4:00pm~5:30pm	Mr. Okochi	CR1	Min. 7 pax	\$240.75	\$294.25	
10	Intermediate 1-B	Mon	6:30pm~8:00pm	Ms. Oya	CR2				
11	Intermediate 2	Wed	6:30pm~8:00pm	Ms. Hata	CR1				
12	Intermediate 3-A	Thu	8:00pm~9:30pm	Ms. Oya	CR2				
13	Intermediate 3-B	Fri	6:30pm~8:00pm	Ms. Kuriyama	CR4				
14	Intermediate 3-C	Sun	2:00pm~3:30pm	Ms. Oya	CR2				
15	Intermediate 4	Mon	8:00pm~9:30pm	Ms. Oya	CR3		\$219.35	\$272.85	
16	Pre Advance	Sun	2:00pm~3:30pm	Ms. Lim	CR1	Min. 4 pax	\$268.55	\$322.05	Inclusive of Txbk(\$49.20)
17	中級文法復習コース2	Wed	8:00pm~9:30pm	Ms. Oya	CR3				
18	中級文法復習コース3	Thu	6:30pm~8:00pm	Ms Oya	CR2				
19	中級文法復習コース5	Tue	6:30pm~8:00pm	Ms. Oya	CR1				

JLPT Course

JLPT Preparation Class -- For applicants who wish to take JLPT level N3, N4 and N5. * Total 10 lessons, 30 hours (3 hours per lesson)						Intake Per Class	Member side Rates	Non-Members Rates	Textbook/ Workbook
1	Level N3	Fri	6:30pm~9:30pm	Ms. Hata	CR2	Min. 4 pax	\$262.15	\$315.65	
2	Level N4	Wed	6:30pm~9:30pm	Ms. Matsuyama	CR2				
3	Level N5	Thu	6:30pm~9:30pm	Ms. Hata	CR3				

Conversational Course						Intake Per Class	Member Side Rates	Non-Members Rates	Textbook/ Workbook
1	Con/Advance-4	Wed	8:00pm~9:30pm	Ms. Hata	CR1	Min. 4 pax	\$262.15	\$315.65	No Textbook; Handouts will be given in class

Detailed Schedule of Classes: Terms & conditions of the JAS Japanese Language course

- レッスンスタート Lesson Starts
- レッスン終了 Lesson Ends
- ▲ JLPT レッスンスタート JLPT Lesson Starts
- ▲ JLPT レッスン終了 JLPT Lesson Ends

Please Note: There will be **NO** classes on the following public holidays:

• 6th April (Fri), 1st May (Tue), 5th May (Sat)

Apologies for any inconvenience caused.

March						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
April						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
May						
SUN	MON	TUE	WED	THU	FRI	SAT
			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
June						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
July						
SUN	MON	TUE	WED	THU	FRI	SAT
				5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

STUDENT PASSES, SECURITY & CLUBHOUSE PERMISSIONS
VALID STUDENT PASSES ARE TO BE SHOWN FOR EACH ENTRY INTO THE JAS PREMISES. Students who are not Individual Members of the Association will be issued a Student Pass on/before their first lesson. Do not obscure the photograph on the card when showing it for entry. **Attempting to enter Association premises using expired or invalid cards is Strictly Prohibited and will be seen as a Serious Security Violation.**

Any loss of Student Card is to be reported **IMMEDIATELY** to Ms Michi Zhao. \$5.00+GST will be charged as a penalty fee and one photograph will be required for the replacement card.

Students are to park their cars at Basement 2 ONLY. Basement 1 parking space is exclusively for the use of JAS Individual Members Only. Please note that. Students will be banned from the use of JAS Car Park if they violate these terms and conditions more than once.

JAS clubhouse facilities are only open to Individual Members of the Association & their Guests. 'Facilities' include the following: Akane Restaurant, Jackpot room, Mahjong Rooms, Karaoke Rooms, The Lounge, PC Room, Main Library, Kids' Library, & Kids' Corner, Comics Room, Donguri Restaurant; etc. Kindly note that 'Individual Members' does not include 'Staff of Corporate Members' who are not Corporate Nominees.

Non-member JLC Students are Not Permitted to enter or utilize facilities in the clubhouse apart from their Classrooms, Restrooms, Club Shop & Waiting Areas, unless accompanied by a JAS Member as a Guest of the Association.

Only JLC Students are permitted entry into JAS premises. Family members and significant others are **Not Allowed** to accompany students into/wait for them in the Clubhouse of premises. Any drop-off or pick-up by vehicle must be done promptly. Strictly no waiting of vehicles is allowed at the porch.

NO SMOKING in the clubhouse. Smoking is only allowed at the designated area beside the porch.

EXAMINATION AND ATTENDANCE

Students who pass their examinations and have achieved satisfactory attendance will be awarded the level's Graduation Certificate. Those who do not score as well from their tests but have at least **75%** attendance (15 out of 20 lessons) will be awarded the Certificate of Attendance. Reasons for absence will be taken into consideration for the assessment of students' overall performance in class, but only if students submit their proof of absence (e.g. a medical certificate) whenever they are unable to attend any lesson. Special Awards will be given out during the Graduation ceremony to students with the highest test score.

CLASSROOM ETIQUETTE

No eating or drinking inside the classrooms, please.
 Please be punctual for lessons - latecomers disrupt lesson progression.

LOAN OF LANGUAGE TAPES

(Audio cassettes only; videos not available for loan)

A limited number of language cassettes are available for loan from the respective teachers. Students are to observe the following when borrowing these tapes:
 • Only **ONE** tape may be borrowed at a time, for a maximum period of one week, after which a penalty fee of \$0.30/day (from the due date) will be charged.
 • Students can borrow the tape personally during their or after class and are required to sign on the given form upon borrowing and returning.
 • Penalty fees for lost or damaged tapes: \$10.00+GST per item.

Reminder: Our JAS Shuttle Bus Operates Mon - Sat until 6.50pm & 7.50pm on Sun and Public Holidays!

Now our non-driving students can have cheap, convenient passage to and from centralized passage to and from centralized stops at Orchard Road (Thai Embassy bus-stop) & Newton MRT at only \$1 per trip, or Liang Court at only \$2 per trip. You can get a copy of the bus schedule at the Clubshop. Please purchase your ticket before boarding.

Tickets are available only at the JAS Club-Shop (closes at 7pm) or at the Customer Service Counter @Isetan Scotts (4F). Not Available at Newton MRT. Also, do actively flag the buses down at the bus-stops if you wish to board.
 ✦ Please have your student pass ready for inspection when the bus arrives at the JAS Guardhouse.

For more Information about shuttle bus tickets and schedules, please visit our website <http://www.jas.org.sg>

Thank you!

By signing the Acknowledgement on the Application Form, the applicant (or parent/guardian of, for applicants under the age of 18 years old) indicates that they have read, understood and agreed to all of the above Terms & Conditions.

✦ Kindly note that the JLC has a minimum age of 15 years-old (Secondary 3).

Other Frequently Asked Questions (FAQ)

REGARDING CLASS TIMINGS, SCHEDULES & SYLLABUS

• **Why only 1.5 hours a week, not something more intensive?**

• **You don't seem to offer any Full-Time JL courses?**

Timings and session lengths of our JLC originate from when they were open only to the Staff of our Corporate Members (all working adults). Many have their own families, often with young children; there are others doing further tertiary/post-graduate studies part-time elsewhere or who already have their plates quite full fielding for the large workloads at their respective companies.

In setting up courses for these people, day-to-day time constraints (i.e. lack of time for intensive study) were taken into consideration as an important factor and is still kept in mind although our JLC courses are now open to non-members as well.

• **May I ask about the course syllabus..?**

• **General enquiries: textbooks**

• **With regard to the JLPT**

Textbooks used in our Elementary through Pre-Advanced levels are from the hugely popular Japanese for Busy People series, newly revamped to include a free CD for listening practice. Elementary 1 to 3 for both the General & Conversational courses cover exactly the same material, with & without written language focus respectively. Also, textbooks from AOTS are used in the Pre-Advanced and Advanced classes.

With regard to the JLPT (Japanese Language Proficiency Test): About the JLPT

This Internationally-recognized certification exam is organized annually by the [Japan Foundation](#) and the Japan [Educational Exchange and Services](#), coordinated by the [Japanese Cultural Society](#) for candidates in Singapore.

Usually held on the first Sunday of December, application opens from early August (subject to changes) for about one month.

JAS will disseminate information on the registration period to our students when it is received from JCSS, but our students are not obligated to take the paper if they do not wish to. They may consult their teachers for advice and recommendations on whether they should apply and try for it or not, if they so wish. They may also attend our JLPT preparation courses.

Please also note that our General/ Conversational courses do **not** cater Directly to the JLPT's (in regards to Paper Format/Syllabus, etc.), focusing mostly on instruction in the practical usage and applications of the Japanese Language in general.

LOAN OF LANGUAGE TAPES

• **The Terms & Conditions mention loan of audiocassette tapes; is it also possible to borrow the video we watched in class?**

We regret to inform you that instructional videotapes cannot be loaned out.

EXAMINATION & ATTENDANCE - Absenteeism, Make-Up Lessons, etc.

▪ **I will not be able to make it for class this/next week from ~ to ~ as I will be (out-stationed/involved in Company Event/in Reservists' training/having an operation/giving birth/taking exams/other valid reason)**

• **I've just been given OT and won't be able to make it for class later..**

• **I was unexpectedly unable to make it for class because I was on MC/ other valid reason**

What should I do, and is there any 'make-up' for missed lesson(s)?

Kindly inform your respective teachers in advance if you have notice of any upcoming absenteeism. In case of same-day notice, students may contact the JAS office to leave a message for the teacher. (Available only while the offices are open, i.e. before 9pm. Messages left during or after the class' timeslot cannot be guaranteed to reach the teacher.)

Classes may be 'made up' ONLY if there is another class/other classes of the same level, and should be made up within the same lesson-week. **Notice MUST be given to for arrangement.**

Please take note that proper documentation for absenteeism submitted (photocopy of MC, letter of notice from Company, etc) will be taken into consideration regarding attendance records.

STUDENT PASS, SECURITY & CLUBHOUSE PERMISSIONS

▪ **I've forgotten to bring my Student Pass and I have class later!**

Students who have accidentally forgotten their Student Passes for the day may call the office; security clearance will be arranged for. The student's IC or other identification may be requested at the guard post for verification.

• **I've misplaced my Student Pass..**

Loss of Student Card: As stated in the Terms & Conditions, any Loss of Student card is to be reported IMMEDIATELY; another photograph will be required for the re-issue of a replacement card and \$5.00+GST will be charged as a penalty fee.

• **"The JAS facilities are only opened to Individual Members of the Association." so where in the building can I wait, if I should come early for class or my lift home isn't here yet?**

Before classes, the 3rd Floor Seating & Waiting Area is most ideal, being near both the classrooms and the washrooms. The Club Shop at Level 1 may also be patronized before 7pm. After classes, waiting for one's lift home or beaconed/booked taxi at 1F's Front Lobby is recommended.

OTHER JAPANESE LANGUAGE COURSES...?

• **Do you offer one-on-one tuition/private lessons?**

• **Do you have ongoing Japanese Language classes for children?**

Unfortunately, at the moment we lack the resources required to offer these classes. (Age limit for our JLC is Sec 3, 15 yrs old unless accompanied)

• **Will you hold short-term children's classes, for school holidays?**

We have not received much feedback regarding a demand for school-holiday JL programs for young children, but it is a possibility that could materialize if there is a demand that our resources can meet.

• **I don't see JLPT-Preparatory Courses listed; do you offer those?**

If resources allow and there is sufficient demand per JLPT level, JLPT Prep-Courses are sometimes offered. Since the JLPT are only held in December, if offered the courses will be advertised with the second semester of the year (the September ~ January) term. JLPT Prep-Courses are usually crash-course revisions designed to familiarize students with the rest format and syllabus as well as to cover important points to note/mistakes to avoid, etc.; and are typically held over 4-8 weeks.

《MEMBER-SIDE APPLICATION: JAS MEMBER; STAFF OF CORPORATE MEMBERS》

Application Form: JAS Japanese Language Course: 2012 March ~ 2012 July

I am a: Continuing Student with the Hello!Nihongo JL Course;
 New Student to the JAS Hello!Nihongo JL course;

Current term ending (Sept 2011 ~ Feb 2012)
 Returning after a hiatus (break) of terms
 and a Complete Beginner in the Japanese Language
 but I'm not that new to the Japanese Language

Placement Test: date: _____

 Other Date/Time

I am registering for the General Course, Level/Class: _____ on _____ day from _____ ~ _____ pm.
 Conversational Course, Level/Class: _____ on _____ day from _____ ~ _____ pm.
 JLPT Preparation, Level/ Class: _____ on _____ day from _____ ~ _____ pm.

Student's Particulars

Non-Member Applicants:
 Please attach an IC-sized photograph here for the issuing of student pass
(Compulsory & non-returnable)
No cutouts of previous Student Passes Please.

*Kindly note that Photos submitted in softcopy/ printed on plain paper will be rejected.
 Please print your photos only on photo paper

Name: (Dr/Mr/Mrs/Mdm/Ms) _____
 Address: _____
 Contact No.: _____ Email: _____

ACKNOWLEDGEMENT

I have read and understood the attached Terms & Conditions and **agree to abide by them.**

Name: _____ Signature: _____
 NRIC/Passport No.: _____ Date: _____
Member Type JAS Membership (Ordinary/Associate) Number: _____
 Staff of Corporate Member

Application Checklist! (*Incomplete Applications will NOT be processed!)		Payment Details
Form filled in; Acknowledgement Signed	Ordinary/Associate Members: Membership no. Filled in	<input type="checkbox"/> Cheque payment of SGD _____ with _____ Bank, Cheque No. _____ JAS Members only: <input type="checkbox"/> Kindly charge to my Account
Photograph Attached	Staff of Corporate Members: Company Endorsement <u>Complete</u>	
Cheque Payment Attached; Crossed, Addressed Correctly	[Admin Dept.] Cheque Payment Sum Verification, etc.	

Company's Approval (The following section is compulsory for staff of Corporate Members only)

Name of Company: _____
 Corporate Membership No.: Z _____ Tel No.: _____ Fax No.: _____
 Address: _____

The company approves the application of the above staff to attend the Japanese Language Course organized by the Japanese Association, Singapore.

Approved by: (Name) _____ (Designation) _____

Signature: _____ Company Stamp: _____

***Company Contact Person for Liaising Purposes (if different from above):**

Name: _____ Designation: _____
 Contact No.: _____ Email: _____

For Office Use

Application Received		Payment Processing		Student Administration		Books Control
Date Chop & Time Received		Amount Paid (& Breakdown if necessary)		Applied Class Open?	Yes / No Withdraw/Changed to:	Book(s) Paid For:
Staff		Chit No.		Acceptance letter		Prepared
Member Type FM/AM/S.CM		Date Issued; Staff		Student Pass		Issued

<< NON-MEMBER APPLICATION >>

Application Form: JAS Japanese Language Course: 2012 March ~ 2012 July

I am a: <input type="checkbox"/> Continuing Student with the Hello!Nihongo JL Course; <input type="checkbox"/> New Student to the JAS Hello!Nihongo JL course;	<input type="checkbox"/> Current term ending (Sept 2011 ~ Feb 2012) <input type="checkbox"/> Returning after a hiatus (break) of terms <input type="checkbox"/> and a Complete Beginner in the Japanese Language <input type="checkbox"/> but I'm not that new to the Japanese Language
Placement Test: date: _____ <input type="checkbox"/> _____ <input type="checkbox"/> Other Date/Time	
I am registering for the <input type="checkbox"/> General Course, Level/Class: _____ on _____ day from _____ ~ _____ pm. <input type="checkbox"/> Conversational Course, Level/Class: _____ on _____ day from _____ ~ _____ pm. <input type="checkbox"/> JLPT Preparation, Level/ Class: _____ on _____ day from _____ ~ _____ pm.	

Non-Member Applicants:
 Please attach an IC-sized photograph here for the issuing of student pass
(Compulsory & non-returnable)
 No cutouts of previous Student Passes Please.

*Kindly note that Photos submitted in softcopy/ printed on plain paper will be rejected.
 Please print your photos only on photo paper

Student's Particulars

Name : (Dr/Mr/Mrs/Mdm/Ms) _____

Address: _____

Contact No. : _____ Email: _____

➤ **By signing the following Acknowledgement, the applicant (or parent/guardian of, in case of applicants under the age of 18years old) indicates that they have read, understood and agreed to all of the above.**

❖ **Kindly note that the JL Course has a minimum age of 15 years-old (Secondary 3), unless the student attends with an (also paying) older sibling or parent; subject to approval on a case-by-case basis.**

ACKNOWLEDGEMENT I have <u>read and understood</u> the attached Terms & Conditions and agree to abide by them.	<input type="checkbox"/> I am below 18 years of age, and my parent / guardian is signing on my behalf. Relationship of signing party to Applicant: _____
Name: _____ NRIC/Passport No.: _____ Signature: _____ Date: _____	

Member Type: Non-Member; General Public.
 I (the applicant) am paying Non-Member Rates, and have attached a copy of my official Personal Identification document (IC/FIN/Passport /equivalent)

Application Checklist! (*Incomplete Applications will NOT be processed!)			Payment Details
<input type="checkbox"/> Form filled in; Acknowledgement <u>Signed</u>		<input type="checkbox"/> Non-Members: Photocopy of IC / FIN / Passport / equiv. Attached	<input type="checkbox"/> Cheque payment of SGD _____ with _____ Bank, cheque No. _____
<input type="checkbox"/> Photograph Attached			
<input type="checkbox"/> Cheque Payment Attached; Crossed, Addressed Correctly			[Admin Dept.] Cheque Payment Sum Verification, etc.

For Office Use

Application Received		Payment Processing		Student Administration		Books Control
Date Chop & Time Received		Amount Paid (& Breakdown if necessary)		Applied Class Open?	Yes / No Withdraw / Changed to:	Book(s) Paid For:
Staff		Chit No.		Acceptance letter		Prepared:
Member Type	Non-Member; General Public	Date Issued; Staff		Student Pass		Issued