



◀Hello! Nihongo▶ Japanese Language Course 八口ー！ 日本語 2010March~2010July

Applicants	Application Period	Things needed for application
<ul style="list-style-type: none"> ▪ JAS Members - Ordinary Members - Associate Members - Family Members ▪ Staff of Corporate Members (*Company Endorsement required; Sponsorship not necessary) 	11 Jan (Mon) to 8 Feb (Mon), 9am- 9pm	<ul style="list-style-type: none"> • Application form, Filled in where applicable • 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.) • 1 Photograph (for JAS Premises' Admission Pass. JAS Membership Card holders exempted.)
Non-Members (General Public)		<ul style="list-style-type: none"> • Photocopy of IC/Passport/Official ID • All of the above
<p>* All applicants should be of secondary school age (15 years old) and above, unless accompanied by (also paying) parent/ older sibling.</p>		

Classes run:
 Mon: 01 Mar ~ 12 Jul
 Tue: 02 Mar ~ 13 Jul
 Wed: 03 Mar ~ 14 Jul
 Thu: 04 Mar ~ 15 Jul
 Fri: 05 Mar ~ 30 Jul
 Sat: 06 Mar ~ 24 Jul
 Sun: 07 Mar ~ 18 Jul

<20 lessons, total 30 hrs>

❖ Please note that No Lessons are scheduled on Public Holidays

- 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 **25 Jan 2010 (Mon), 6pm** at **JAS PC room (3F)**. Please contact Evelyn during office hours at 6468- 0066 to register, or for alternative time slot arrangements if necessary.
- Classes may combine if intake is insufficient, & 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 \$32.10	Elementary 1 \$20.30	Elementary 2~3 \$25.70
Elementary 4~ Intermediate 2 \$34.80	Intermediate 3 ~ Pre-adv 1 \$41.75	Intermediate Grammar Revision Course \$62.70

Conversational Course

	Conversation Elementary 1 \$32.10
	Pre Advance 2

Business Conversational Course

	Business Japanese A \$47.50 (without CD)		Business Japanese A \$62.70 (with CD)
	Business Japanese B \$47.50		

❖ **Note: There will be no refund unless course is cancelled due to insufficient applicants**



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	Mon	6.30pm-8.00pm	Ms. Oya	CR2				
2	* Elementary 1-B	Tue	6.30pm-8.00pm	Ms. Hattori	CR1				
3	* Elementary 1-C	Tue	8.00pm-9.30pm	Ms. Hattori	CR1				
4	* Elementary 1-D	Sat	5.00pm-6.30pm	Mr. Okouchi	CR1				
5	Elementary 2-A	Mon	8.00pm-9.30pm	Ms. Hata	CR3	\$212.95	\$266.45	Inclusive of Wrkbk (\$25.70)	
6	Elementary 2-B	Wed	6.30pm-8.00pm	Ms. Hata	CR2	\$187.25	\$240.75		
7	Elementary 3-A	Thu	8.00pm-9.30pm	Ms. Oya	CR2				
8	Elementary 3-B	Fri	6.30pm-8.00pm	Ms. Kuriyama	CR2				
9	Elementary 3-C	Sun	2.00pm-3.30pm	Ms. Oya	CR2				
10	Elementary 4-A	Mon	8.00pm-9.30pm	Ms. Nagai	CR1	\$222.05	\$275.55	Inclusive of txtbk (\$34.80)	
11	Elementary 4-B	Thu	8.00pm-9.30pm	Ms. Nagai	CR1	8 ~ 20 pax	\$208.65	\$262.15	
12	Intermediate 1-A	Fri	8.00pm-9.30pm	Ms. Hata	CR1				
13	Intermediate 1-B	Sun	2.00pm-3.30pm	Ms. Teraishi	CR1				
14	Intermediate 2	Mon	6.30pm-8.00pm	Ms. Nagai	CR1				
15	Intermediate 3	Wed	8.00pm-9.30pm	Ms. Oya	CR2	\$250.40	\$303.90	Inclusive of txtbk (\$41.75)	
16	Intermediate 4	Thu	6.30pm-8.00pm	Ms. Oya	CR2	\$208.65	\$262.15		
17	Pre-Advanced 1	Sun	3.30pm-5.00pm	Ms. Teraishi	CR1	4 ~ 20 pax	\$230.05	\$283.55	
18	Intermediate Grammar Rev. Course 1	Tue	6.30pm-8.00pm	Ms. Dohi	CR3		\$292.75	\$346.25	Inclusive of txtbk (\$62.70)
19	Intermediate Grammar Rev. Course 2	Wed	6.30pm-8.00pm	Ms. Oya	CR2		\$230.05	\$283.55	

Conversational Course: Conversational-focused Course with Textbooks in Romanized Japanese

Conversational 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
1	* Con/ Elementary 1-A	Mon	6.30pm-8.00pm	Ms. Hata	HR				
2	* Con/ Elementary 1-B	Thu	6.30pm-8.00pm	Ms. Hata	CR1				
3	Con/ Pre-Advance 2	Thu	8.00pm-9.30pm	Ms. Hata	CR3	4 ~ 20 pax	\$230.05	\$283.55	

Business Conversational Class: Office environment familiarization/assimilation course for experienced JL speakers

						Intake Per Class	Member-side Rates	Non-Members Rates	Textbook
1	Business Conversational A	Mon	8.00pm-9.30pm	Ms Oya	CR2				
						\$292.75	\$346.25	Inclusive of txtbk <u>with</u> CD (\$62.70)	
2	Business Conversational B	Tue	6.30pm-8.00pm	Ms. Oya	CR2	\$277.55	\$331.05	Inclusive of txtbk(\$47.50)	



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

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

- 2 April, Fri
- 1 May, Sat
- 28 May, Fri
- 9 August, Mon

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
						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					

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
				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

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 Sharon Tew. \$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 all students who have successfully achieved a full 100% attendance throughout the course. (make up lessons)

*Please note that attendance for the Graduation Ceremony is **COMPULSORY**.

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 of damaged tapes: \$10.00+GST per item.**

○ レッスンスタート Lesson Starts
● レッスン終了 Lesson Ends

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. 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.

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), unless the student attends with an also paying older sibling or parent; subject to approval on a case-by-case basis.

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

Application Form: JAS Japanese Language Course: 2010 Mar ~ 2010 Jul

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.

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

Current term ending/ended Jan/Feb 2010
 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.
 Business Conversational Course _____ on _____ day from _____ ~ _____ pm.

Student's Particulars

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: Member ship 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

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

<< NON-MEMBER APPLICATION >>

Application Form: JAS Japanese Language Course: 2010 Mar ~ 2010 Jul

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/ended Jan/Feb 2010 <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
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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.

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.
 Business Conversational Course _____ on _____ day from _____~_____pm.

*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 13 years-old (Secondary 1), 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 . Name: _____ NRIC/Passport No.: _____ Signature: _____ Date: _____	<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: _____
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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
	Form filled in; Acknowledgement Signed	Non-Members: Photocopy of IC / FIN / Passport / equiv. Attached	<input type="checkbox"/> Cheque payment of SGD _____ with _____ Bank, cheque No. _____
	Photograph Attached		
	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