

<Hello! Nihongo> Japanese Language Course 八口-! 日本語

2010 September ~ 2011 February

Applicants	Application Periods	Things needed for application
•JAS Members - Ordinary Members - Associate Members - Family Members • Staff of Corporate Members (*Company Endorsement required; Sponsorship not necessary)	12 July (Mon) to 10 Aug (Tue), 9am-9pm	•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)		•Photocopy of IC/Passport/Official ID •All of the above



* All applicants should be of secondary school age (15 years old) and above.

Classes run: Wed: 01 Sep ~ 19 Jan Thu: 02 Sep ~ 13 Jan Fri: 03 Sep ~ 18 Feb Sat: 04 Sep ~ 29 Jan Sun: 05 Sep ~ 16 Jan Mon: 06 Sep ~ 17 Jan Tue: 07 Sep ~ 18 Jan <20 lessons, total 30 hrs> ❖ Please note that <u>No Lessons are scheduled on Public Holidays</u>
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- 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 **21 July 2010 (Wed), 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
 <p>Conversation Elementary 1 \$32.10</p>
 <p>Advance 1</p>

❖ 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	Wed	8.00pm-9.30pm	Ms. Muta	CR2	12 ~ 20 pax	\$239.65	\$293.15	Inclusive of txtbk (\$32.10) & Wrkbk (\$20.30)			
2	* Elementary 1-B	Thu	6.30pm-8.00pm	Ms. Koseki	CR1							
3	* Elementary 1-C	Sun	10.00am-11.30am	Ms. Sugie	CR1							
4	* Elementary 1-D	Tue	8.00pm-9.30pm	Ms. Sato	CR1							
5	Elementary 2-A	Sat	5.00pm-6.30pm	Mr. Okochi	CR1		\$212.95	\$266.45	Inclusive of Wrkbk (\$25.70)			
6	Elementary 2-B	Mon	6.30pm-8.00pm	Ms. Oya	CR2		\$187.25	\$240.75				
7	Elementary 2-C	Tue	8.00pm-9.30pm	Ms. Oya	CR2							
8	Elementary 3	Wed	6.30pm-8.00pm	Ms Hata	CR1							
9	Elementary 4-A	Thu	8.00pm-9.30pm	Ms Oya	CR2							
10	Elementary 4-B	Fri	6.30pm-8.00pm	Ms. Kuriyama	CR4							
11	Elementary 4-C	Sun	2.00pm-3.30pm	Ms. Oya	CR2		\$222.05	\$275.55	Inclusive of txtbk (\$34.80)			
12	Intermediate 1-A	Thu	8.00pm-9.30pm	Ms. Nagai	CR1	8 ~ 20 pax	\$208.65	\$262.15				
13	Intermediate 1-B	Mon	8.00pm-9.30pm	Ms. Nagai	CR3							
14	Intermediate 2-A	Fri	8.00pm-9.30pm	Ms. Hata	CR1							
15	Intermediate 2-B	Sun	2.00pm-3.30pm	Ms. Lim	CR1		\$250.40	\$303.90	Inclusive of txtbk (\$41.75)			
16	Intermediate 3	Mon	6.30pm-8.00pm	Ms. Nagai	CR3							
17	Intermediate 4	Wed	8.00pm-9.30pm	Ms. Oya	CR3							
18	Pre-Advanced 1	Thu	6.30pm-8.00pm	Ms. Oya	CR3					4 ~ 20 pax	\$230.05	\$283.55
19	Intermediate Grammar Rev. Course 1	Sun	3.30pm-5.00pm	Ms. Lim	CR1	\$292.75	\$346.25	Inclusive of txtbk (\$62.70)				
20	Intermediate Grammar Rev. Course 2	Tue	6.30pm-8.00pm	Ms. Dohi	CR3	\$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	Wed	8.00pm-9.30pm	Ms. Hata	CR1	12 ~ 20 pax	\$219.35	\$272.85	Inclusive of txtbk (\$32.10)
2	* Con/ Elementary 1-B	Thu	6.30pm-8.00pm	Ms. Hata	CR2				
3	Con/ Advance 1	Thu	8.00pm-9.30pm	Ms. Hata	CR3	4 ~ 20 pax	\$230.05	\$283.55	

Conversational Class – For applicants with minimum JLPT2 certification & above or its equivalent. ** Those without JLPT2 certificates may call to register for an interview on 21 July at 2010 at 6pm.						Intake Per Class	Member-side Rates	Non-Members' Rates	Textbook
1	Further Advance	Tue	6.30pm-8.00pm	Ms. Oya	CR2	4 ~ 20 pax	\$230.05	\$283.55	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

Please Note: There will be **NO** classes on the following public holidays:
•10 Sep (Fri) , 05 Nov (Fri) , 17 Nov (Wed) & 25 Dec (Sat) 2010
•01 Jan (Sat) & 04 Feb (Fri) 2011

Apologies for any inconvenience caused.

September

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		

October

SUN	MON	TUE	WED	THU	FRI	SAT
31					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

November

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				

December

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	

January

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					

February

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	← 28 Feb MON 卒業式				

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 students with the highest test score.

*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.



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).

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
- For SDF Application Purposes
- 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.

For SDF Application Purposes Companies who require some outline of course coverage for the above may contact the office **for content-pages of the textbooks used in the course.**

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.

Our 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 2-4 weeks.

(*Please be advised that the last time the JLPT Prep-Courses were offered at JAS was in 2005)

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

Application Form: JAS Japanese Language Course: 2010 Sep ~ 2011 Jan/Feb

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 July 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 Sep ~ 2011 Jan/Feb

I am a: [] Continuing Student with the Hello!Nihongo JL Course; [] New Student to the JAS Hello!Nihongo JL course;	[] Current term ending/ended July 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
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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 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 read and understood the attached Terms & Conditions and **agree to abide by them**.

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
Form filled in; Acknowledgement Signed		Non-Members: Photocopy of IC / FIN / Passport / equiv. Attached	[] 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