

Online lessons for English speakers



School info.

[Home/Free Study Materials](#) [Level Check](#) [Procedure](#) [Contact](#) [FAQ](#) [Students](#) [Teachers](#) [Location](#) [coronavirus](#) [Others](#)

Online Courses (by Skype/Zoom)

[Online Regular Private Course](#)

[Home/Free Study Materials](#) > [Online Lesson by Skype/Zoom](#) > [Online Lesson Policy](#)

The **Japanese language school**, Meguro Language Center (in Tokyo) was established in 1990 and since then has been attended by students from all over the world.

Online Lesson Policy

1. Tuition should be paid by bank transfer or PayPal before the lesson starts. It is non-refundable. The tuition fee of this course cannot be transferred to any other courses.

Understood ☐ *

2. Validity

10 lessons: 1/w course for 15 weeks, 2/w course for 7.5 weeks

15 lessons: 1/w course for 22.5 weeks, 2/w course for 11.5 weeks

20 lessons: 1/w course for 30 weeks, 2/w course for 15 weeks

Understood ☐ *

3. If you wish to continue taking classes after your last payment period, please make sure to book again and pay tuition in advance of your last class.

Understood ☐ *

4. Schedule: Your class will be regularly booked as scheduled unless you tell us to cancel. You will have your class unless you tell us to cancel definitely. Please be sure to inform us of your cancellation in case you are unable to attend the class.

Understood ☐ *

5. Cancellation and the change of schedule policy:

Cancellations and the change of schedule should be made by 6:00 pm (**Japan time**) the day before your scheduled class. Otherwise, you will be charged for the lesson. For Monday classes, cancellations will be accepted until 3:00 pm (**Japan time**) on the Saturday before your scheduled lesson.

Cancellations of classes scheduled for the day following school or national holidays should be made by 6:00 pm **in Japan Time** (Mon.-Fri.) or 3:00 pm **in Japan time** (Sat.) on the last working day before the holiday. Please note that frequent cancellations may result in your teacher being assigned to another class and a different teacher being assigned to your lesson.

Cancellation should be made by E-mail. Notifications by Skype instant messaging are not accepted. → cancel@mlcjapanese.co.jp

Understood ☐ *

6. Rescheduling:

We will do our best to ensure that you have the same teacher in each class. However, on occasion, your assigned teacher may not be available. If this occurs, we will arrange for another teacher to take your class on the day and time that you request. Depending on teachers' availability, it might be impossible to arrange a make-up lesson on your requested day and time. If you wish to reschedule, please let us know as early as possible.

Understood ☐ *

7. Your lesson credits are for your personal use only. You cannot transfer the right of attendance towards others.

Understood ☐ *

8. If you are going to take the Japanese Language Proficiency Test, the applications are your own responsibility. MLC cannot act as an application representative.

Understood ☐ *

9. I understand MLC school policies and will abide by them.

Understood ☐ *

Name *

E-mail *

E-mail verification *

Date (year/month/date) ex.2020/12/12 *

* = Required fields

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[Sorry but we do not provide student visas.](#)

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