

# TNG Academy Membership Rules

## 1. General Rules

1. In this agreement, “students” mean all students and prospective students (applicants, trial lesson attendees, and members), and “parents” mean parents of these students.
2. This agreement applies to all use of the school by students (the student or guardian, the person applying for the lessons, and by taking the lessons, it is considered that they have agreed to the terms of this agreement).
3. Students or guardians should read this agreement carefully and fully understand the contents.
4. Students or guardians must comply with these terms and conditions when they become a member of this school.

## 2. Criteria for Membership

1. Children from age 3 can attend the school.
2. This school has a complete reservation system. The first time you apply for membership, you will submit an “application for membership”.

## 3. About Attending the School

1. Lessons may be cancelled. Please be sure to check the schedule on the day of attendance or before attendance.
2. Class instructors may be substituted or changed throughout the semester.
3. The studio will be open and students will be accepted about 10 minutes before the lesson start time. In addition, after the lesson is over, we ask for your cooperation to promptly leave the school for the next class.

## AUTOMATIC BANK WITHDRAWAL SYSTEM

**Bank registration for automatic bank withdrawal will be set up on a paper form with hanko or through an electronic machine** where you can insert your bank card.

All invoices for tuition will be sent at the beginning of the last month of the term.  
**Deadlines for vacation or termination requests will be the 10th of the last month of the previous term.**

Timing of automatic bank withdrawal is  
March 27th for April to June term,  
June 27th for July to September term,  
September 27th for October to December term,  
December 27th for January to March term.

Initial payments may be made by credit card or bank transfer without any extra handling fee. The term tuition will be charged automatically on your bank account without extra handling fee. **For future term tuition payments, auto credit card payment is available as an option with additional 3.75% handling fee.**

4. Warm-up and stretching are necessary to prevent injury. Please observe the attendance time.

5. Please refrain from participating in the class when you are not feeling well. If you feel unwell during the lesson, please do not overdo it and ask for a break or early withdrawal. Please be sure to follow the instructions if the instructor finds it difficult to continue the class.

6. The school/instructor is not responsible for all health problems such as injuries, breakdowns, and poor physical condition before and after taking the lesson.

**7. Once paid, admission fees and tuition fees cannot be refunded for any reason.**

**8. Post-payment of tuition fees is not possible.**

#### **4. Clothing**

1. For shoes worn in the lesson, please prepare "indoor shoes that do not color the floor even if you rub them with the sole" (= non-marking shoes). Shoes that mark stains by rubbing hard objects cannot be used in the studio. Please check in advance. (If you have any questions, ask your instructor.)

2. All students must wear comfortable clothes. However, it is not possible to attend with clothes that the instructor deems inappropriate.

3. Depending on the class, it is necessary to prepare specific clothes. (Example: ballet class)

#### **5. Self Responsibility**

1. It is your responsibility to manage valuables, baggage, change of clothes, and umbrellas. Our school / instructor is not responsible for theft or loss.

2. Regardless of whether or not you are attending classes, we are not responsible for accidents, theft, loss, forgotten items, troubles with third parties, etc. inside or outside our school. Thank you for your self-management at your own risk.

#### **6. Warning**

1. All inquiries, questions, and communications should be made in accordance with the school's designated method. Specification of contact method and reply date cannot be done.

2. Please follow the instructor's instructions in the studio, whether during the lesson or not. If an instructor or other student is inconvenienced or there is an act that interferes with the lesson, the lesson will be canceled.

3. If you are under 18 years of age, you will not be able to attend the class unless you have consent from your guardian.

4. It is forbidden to take videos, photos, audio, or record inside or outside our facility without permission from the instructor.

5. Please take home your own plastic bottles, trash and personal belongings.

6. If you violate these terms or if the instructor deems you inappropriate as a member, the school can cancel your child's membership.

## 7. Our School Responsibility

The school / instructor shall not be liable for any losses or lost profits that may occur. Regardless of the reason, our school / instructor's liability for damages shall be limited to normal and direct damage suffered by the student within the scope of common sense, and there will be no compensation fee other than the tuition fee.

## 8. About Personal Information

1. We will manage the personal information of students properly.

2. When asking for personal information from students, we ask them to provide the minimum necessary information.

3. The student's personal information will not be provided to any third party except with the consent of the student or under the law.

## 9. About Terminating your Membership

After a new enrollment, the minimum membership period is 3 months (each semester). You can withdraw after 3 months (1 semester each).

We calculate by Term (3 months) as followed

*T1A July to Sept (\*if this is your last term please apply termination before Aug 10th)*

*T1B Oct to Dec (\*if this is your last term please apply termination before Nov 10th)*

*T2A Jan to Mar (\*if this is your last term please apply termination before Feb 10th)*

*T2B April to Jun (Recital) (\*if this is your last term please apply termination before May 10th)*



- Termination Request Deadline: If you want to end your membership, please submit the termination application by the 10th of the month prior to your desired termination month.
- Processing for Applications by the 10th: Termination applications submitted by the 10th of the month will be processed, and your membership will end by the last day of the following month.
- Processing for Applications after the 10th: Termination applications submitted between the 10th and the last day of each month will be processed on the last day of the following month. Please be aware that you'll be charged a monthly tuition fee for the following month.
- How to Apply: To terminate your membership, please apply through the "Termination QR CODE" by the 10th of the termination month.

## 10. About Makeup Lessons

1. You may not apply for makeup classes 8 weeks before the annual recital (due to the concentration period of the recital practice season).
2. Scheduled vacation dates cannot be set as makeup lessons.
3. For makeup lessons, please make a reservation for makeup lessons within the semester, or the month before or the month after the absence.
4. Makeup lessons can only be booked if the class capacity is not full.

## 11. About the Vacation System

1. Vacation means holiday.
2. You may take up to 3 months of vacation days per year. (Please apply at least 30 days before the start of the vacation. Please apply from the QR code or link below.) (<https://www.secure-cloud.jp/sf/sp/1360069446sLElxjFy>)



3. We cannot accept notifications by phone or email.
4. No fees will be charged during the vacation, but a fee of 11,000 yen will be charged at the time of application for the reservation to secure a seat. (When returning to class, 11,000 yen will be deducted from the next semester fee bill.)
5. The number of classes not taken during the vacation period will be adjusted in the next semester tuition.
6. If the number of classes applied is less than 6 times continuously within the semester: Adjustment will be made in the next semester tuition. (Example: If you apply four times during the semester of July-September, we will adjust the fee for the semester of October-December)
7. If the number of classes applied is 6 times or more in the semester continuously, we will make adjustments on the invoice for the current semester. (Example: If you apply 7 times in the July-September semester, the fee will be adjusted within the July-September semester.)

## 12. Photos and Videos

Acting / Dancing by TNG Academy instructors, sponsored events, lessons, recital videos, photos, videos, music, choreography, etc. produced by our company (including portrait rights of members) belong to TNG Academy and members must agree to use it at TNG Academy's discretion.

### **13. Supplementary Provisions**

1. These terms and fees are subject to change without notice. The revised terms apply to all students. (Please note that fees cannot be refunded.)
2. The lesson fee will be paid by the specified method of T.N.G Academy and must be paid in advance.
3. Recital fees and special event fees may be charged separately.
4. If there is a rehearsal for the class in which you will appear, a rehearsal fee will be charged.
5. For recital costumes, the cost of the costume will be at your own expense.
6. Matters not stipulated in these terms shall be at the discretion of the instructor. The instructor's instructions shall have priority over these terms.

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