

MOVE TO LEARN GLOBAL SCHOOL - JAPAN (MTLGS)

ADVISORY NOTE TO STUDENTS

This notice is for a prospective student.

You are strongly encouraged to thoroughly research the school i.e. Private Education Institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the background of the school's owner and management team, teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the school.

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course programme. (by the school)
- e. The dispute resolution methods available; and
- f. Information about the PEI's policies on academic and disciplinary matters.
- g. The degree, diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, which should be the student's parent or guardian for student's below 18 years old..

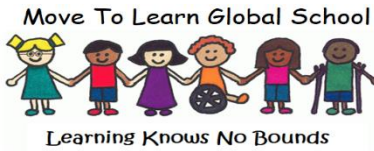
I, _____
(Name of parent/guardian) (Passport/Residence card number/my number...any 1 as applicable)

have read and understood this advisory note before signing the Student Contract for my child / my ward **

(Name of ward) (Passport/Residence card number/my number...any 1 as applicable)

with 'Move to Learn Global School' Japan (MTLGS)

_____ (signature/stamp of parent/guardian)



Move to Learn Global School

Kajiwara 1 chome 8-5, Takatsuki Shi,
Osaka Japan 569-0091
TEL 0726-29-4894 MOBILE 090-2859-7075
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PRIVATE EDUCATION INSTITUTION - STUDENT CONTRACT

This Contract binds both the Private Education Institution (PEI) and the Student once both parties sign this Contract. If the Student is under eighteen (18) years of age, the Student will be represented by the Parent/Legal Guardian. Please state all dates in the format of DD/MM/YYYY.

This Contract is made between:

① Name of PEI: Move to Learn Global School (MTLGS) - Japan
School Address: Osaka, Takatsuki city, Kajiwara 1-8-5
Registered Company Name: 一般社団法人 CEE BEE (Ippan Shadan Hojin CEE BEE)
Business Registration Number: 1400 - 05 -025574

② Full Name of Student : _____ (Family name)
_____ (First name) _____ (Middle name if any)

(As in My Number Card or passport for Japanese Citizen and Residence Permit Holders / as in passport for international student)

My Number (for Japanese citizens / Residence, Spouse or other Permit Holders)

Resident Card Number for Residence Permit Holder:

Passport Number (for foreign student):

③ Full Name of Parent/Legal Guardian* :

Father: _____ Mother: _____

My Number (for Japanese Citizen):

Father: _____ Mother: _____

Resident Card Number for Residence Permit Holder:

Father: _____ Mother: _____

Passport Number (for parents of foreign student):

Father: _____ Mother: _____

1. COURSE INFORMATION AND FEES

- 1.1 MTLGS will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2 The Course Fees payable are set out in Schedule B and the optional Miscellaneous Fees in Schedule C.
- 1.3 MTLGS considers payment made after 15 days of the invoice per Schedule B as late. MTLGS will explain to the Student its policy for late payment of Course Fees, including any late payment fee charged in Schedule C (if applicable) and any impact on Course completion (if applicable).

2. REFUND POLICY

2.1 Refunds are based on the following terms and conditions:

% of [the amount of tuition fees paid under student contract]	If Student's written notice of withdrawal is received
75%]	On or before 30 calendar days before the course commencement date
[50%	15 to 29 calendar days before the course commencement date
[25%	7 to 15 calendar days before the course commencement date
[0%	Within 7 days before the course commencement date
[0%	If a student has commenced school, there will be no refund of fees for early withdrawal regardless of when notice of withdrawal is received unless due to legitimate reasons as recognized by MTLGS.

2.2 Refund for withdrawal due to legitimate reasons

If the student withdraws from the course due to a parent's sudden official job relocation by the company they work for to any other city in Japan or abroad then only will there be a consideration made for a refund subject to getting an official letter directly from the company to MTLGS stating the fact and details of relocation and the reasons for the relocation. MTLGS in this case will refund to the student an amount based on the table in Schedule D of the Student Contract.

If the student withdraws from the course for any reason other than those stated above in point 2.2, MTLGS will not make any refunds.

- 2.3 Any refunds will only be made with regards to the tuition fee. Any other fees including the ones mentioned below are non-refundable.

Application Fee

Admission Fee

Annual Maintenance Fee

Insurance Fee

PTA Fee

Books and Materials Fee

All Miscellaneous Fees

3. ADDITIONAL INFORMATION

- 3.1 The laws of Japan will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.2 If any part of this Contract is not valid for any reason under the law of Japan, this will not affect any other part of this Contract.
- 3.3 If the Student and MTLGS cannot settle a dispute using the way arranged by MTLGS, the Student and the MTLGS may refer the dispute to a suitable Japanese court of law.
- 3.4 All private information given by the Student to MTLGS will not be given or shared by MTLGS to anyone else, unless the Student signs in writing that he agrees to do so or unless MTLGS is allowed to give the information by state or country law.
- 3.5 If there is any other agreement between MTLGS and the Student that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6 If the Student or MTLGS does not exercise or delay exercising any right granted by this Contract, the Student and MTLGS will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7 If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy only will apply.

SCHEDULE A
COURSE DETAILS

1) Course Title	Primary School Grade 1
2) Course Duration	September 2021 to August 2022
3) Full-time or Part-time Course	Full-Time Course
4) Course Commencement Date	25 th August, 2021
5) Course Completion Date	24 th June, 2022
6) Date of Commencement of Studies if later than Course Commencement Date	Not Applicable
7) Qualification (Name of award to be conferred on the Student upon successful Course completion)	Move to Learn Global School Certificate
8) Organisation which develops the Course	Move to Learn Global School
9) Organisation which awards/confers the qualification	Move to Learn Global School
10) Course entry requirement(s)	<p>Age requirements</p> <p>Students must meet the minimum entry age requirements for the relevant grade level. (These ages can be accessed on the school website)</p> <p>However after students are assessed by MTLGS in some cases they may be placed in grade levels relevant to their actual levels and learning ability and not according to their age only.</p> <p>Documentation</p> <p>Students who are new to the school must provide the relevant official documents to verify their prior schooling, if applicable, at the time of admission. (Please refer to the school website for a complete list of documentation required)</p> <p>Students already in the school must successfully complete their current grade in order to move to the next grade level. If a child is assessed as not ready to move up to a</p>

	<p>higher grade then they could remain for another year in the same grade so as to gain the knowledge and foundations to move up to the next grade level.</p>
<p>11) Course schedule with modules and/or subjects</p>	<p>In general, students attend lessons full-time, 5 days a week, Mondays to Fridays, from 9.30 a.m. through to 3.30 p.m. In addition all public holidays, weekends and school summer and winter vacations are maintained.</p> <p><u>Primary Years</u></p> <p>Students in G1 to G6 take the following subjects:</p> <ul style="list-style-type: none"> • Physical Education • Language Acquisition: Japanese • English: Reading, Speaking and Writing* • Visual Arts • Social Studies • Music • STEAM (Science, Technology, Engineering, the Arts and Mathematics) • EAL <p>* Students entering Grades 1-6 who are identified by the school as needing EAL support after an assessment must participate in the EAL Programme</p>
<p>12) Scheduled holidays (public and school) and/or semester/term break for course</p>	<p><u>Academic Calendar Dates for 2021-2022</u></p> <p>25th August 2021 - New Student Orientation Day (Kindergarten to Grade 6)</p> <p>1st Term - Autumn Term:</p> <p>Begins 30th August 2021</p> <p>Ends 17th December 2021</p> <p><u>School Holidays</u></p> <p>25th October 2021 to 29th October 2021. Students return to School 1st November 2021</p> <p><u>School Holidays</u></p> <p>20th December 2021 to 7th January 2022. Students return to School – 11th January 2022</p>

	<p>2nd Term - Winter Term: Begins 11th January 2022 Ends 31st March 2022 <u>School Holidays</u> 22nd March 2022 to 25th March 2022. Students return to School - 28th March 2022</p> <p>3rd Term - Spring Term: Begins 1st April 2022 Ends 24th June 2022 <u>School Holidays</u> 2nd May 2022 to 6th May 2022.</p> <p>School Year Ends 24th June 2022</p> <p>All Japanese public holidays will also be maintained. For full details, please view the Academic Calendar on the school website.</p>
<p>13) Examination and/or other assessment period</p>	<p>Kindergarten to Grade 6 - Undertake ongoing assessments throughout the year and at the end of each Term, through a variety of assessment types.</p>
<p>14) Expected examination results release date</p>	<p>Report Cards are sent home 3 x year (three terms) by the following dates. Term 1: 31st December, 2021 Term 2: 15th April, 2022 Term 3: 30th June 2022</p>
<p>15) Expected award conferment date</p>	<p>MTL Global School Certificate ____ Grade 24th June 2022</p>

**SCHEDULE B
COURSE FEES**

1. Fees Breakdown	Total Payable - JPY
Annual Tuition Fees	1.100.000
Total Course Fees Payable:	1,100,000
Payment in Full	1,100,000
Payment in Full Due Date	XXXXX

INSTALMENT PAYMENT SCHEDULE*

2. Instalment Schedule	Amount - JPY	Date Due
1 st instalment	385,000	Term 1 15 days from date of invoice issuance
2 nd instalment	385,000	Term 2 15 days from date of invoice issuance
3 rd instalment	385,000	Term 3 15 days from date of invoice issuance
Total Course Fees Payable:	1,155,000	XXXXX

* An additional 5% surcharge will be applied on Annual Tuition Fees when paid in three installments for each of the three terms separately.

3. Fees Breakdown	Total Payable - JPY
Annual Maintenance Fee (Non-refundable)	55.000
Insurance Fee (Non-refundable)	5.500
PTA Fee (Non-refundable)	5.500
Books and Materials Fee (Non-refundable)	33.000
Payment in Full	99,000

**SCHEDULE C
MISCELLANEOUS FEES**

Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by MTLGS when the need arises and are non-refundable.

Purpose of Fee	Amount¹ (with Tax, if any) JPY
Registration Fee (One-time, non-refundable payment)	20,000
Admissions Fee (One-time, non-refundable payment) * Fee is waived for second child onwards due to sibling waiver	110,000
English as an Additional Language (EAL) Fee *This is payable once the students are assessed and only if it is determined by MTLGS that such support is absolutely essential and required. The EAL programme fees may be pro-rated when a new student commences studies mid-way through the academic year, which will be calculated on a pro-rated week basis from the date the student starts at MTLGS within a term until the end of the term.	105,000 (Only As and When applicable)
Experiential Learning Programme (ELP) Fees which would include but are not limited to: <ul style="list-style-type: none"> • Camps • Field trips (Specific to individual ELP camp) • Etc. 	Ranging from 3,000 JPY to 10,000 JPY
Extra-Curricular Activity Fees <ul style="list-style-type: none"> • Theatre • Exhibitions • Etc. 	Ranging from 100 JPY to 3,000 JPY
Four (4) School T-shirts	20,000 JPY
Lost or damaged textbooks/workbooks/library books (Initial copies of textbooks/workbooks are provided free-of-charge)	Price will depend on book value
Lost or damaged IT equipment i.e. Macbook Air, Ipad Air, portable charger, cables, etc. (if used by the student)	Price will depend on item
Bus or Car Service from nearest stations to the school and back (Presently this service is only available on request)	Contact us for details
Bank Charges (to be paid by the student)	Please check with your bank

**SCHEDULE D
REFUND TABLE**

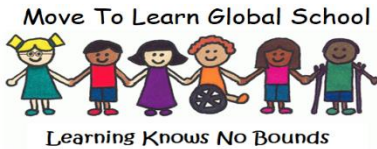
% of [the amount of fees paid under Schedule B	If Student's written notice of withdrawal is received:
75%	On or before 30 calendar days before the course commencement date
50%	15 to 29 calendar days before the course commencement date
25%	7 to 15 calendar days before the course commencement date
0%	Within 7 days before the course commencement date
0%	If a student has commenced school, there will be no refund of fees for early withdrawal regardless of when notice of withdrawal is received
The refund amount will be calculated from the day/date of the student's last attendance to the school based on the fees that has been paid for that semester or for the year, minus one month's fees which will be deducted as processing fees.	At any time during the school year due to legitimate reasons as determined by MTLGS management, which would include a reason such as a parent getting a job transfer from the company he is working for, to work in another city in Japan or another country for the same company.

A. Outstanding Payments

Students with outstanding accounts may have their MTLGS attendance privileges restricted by MTLGS until such time as their accounts are current. Continued outstanding accounts may lead to the exclusion of the student, withholding of academic records, and claims for lost fees made against the family. If any payment remains due upon withdrawal from MTLGS, transcripts, transfers, or other records may not be released until full payment is received.

B. Non-Payment of Fees

Non-payment of any Fees may result in MTLGS withholding reports, references and/or examination results as well as temporary or permanent exclusion from MTLGS.



Move to Learn Global School

Kajiwara 1 chome 8-5, Takatsuki Shi,
Osaka Japan 569-0091
TEL 0726-29-4894 MOBILE 090-2859-7075
FAX 0726-29-4894
Email: theceebeecenter@gmail.com

A

Both parties hereby acknowledge and agree to the terms stated in this Contract of 11 pages.

SIGNED by MTLGS

Authorised Signatory of MTLGS

Seal of MTLGS

Name:

Date:

B

SIGNED/STAMPED by the Student's parent or legal guardian

Name of Student:

Name of Parent or Legal Guardian:

Date:

Students Documents Received

- A. Foreign student - Passport copies of valid pages of both parents and student
 Father Mother Student (child)
- B. Japanese student - Copy of any Japanese ID document of both parents and student
 Father passport driving license other _____ (specify)
 Mother passport driving license other _____ (specify)
 Student (child) passport other _____ (specify)
- C. One passport sized photograph of student
- D. One full length photograph of student