



# Terms and Conditions of Registration Contract

## **Article 1. Third Party**

Students, whom 7ACT has introduced to the instructor, shall not be taught by any third party, temporarily or permanently, including other 7ACT instructors, without 7ACT permission. Also, 7ACT students may not take group lessons with non-7ACT students.

## **Article 2. Time Off**

The instructor is to inform 7ACT & students of holidays at least the duration of the time off, or a minimum of two weeks in advance.

## **Article 3. Curriculum**

Students join expecting a curriculum, or will have curricula specifically developed by 7ACT. The Instructor is required to follow the 7ACT curriculum, unless requested otherwise. 7ACT curriculum may be adapted to meet the student's requirements after consulting with a 7ACT Advisor. Complete Program students will be taught according to the customized curricula developed by 7ACT.

## **Article 4. Reliability**

Instructors are required to be punctual for every lesson. If an instructor cancels a lesson within 24 hours prior to the lesson, the following lesson is to be taught at half price or an extra 30 minutes taught at no charge. If an instructor is more than five minutes late, the lesson will be taught at half price. Instructors, who regularly cancel lessons or are often late, may have their contract terminated. Failure to attend a lesson without prior notice of cancellation will result in the next lesson being taught at no charge. In the event an instructor cannot continue lessons with a student, lesson time owed shall be paid in cash to the student. The above applies to both regular and substitute lessons.

## **Article 5. Trial Lessons**

Trial lessons are to be conducted according to the rules set out in the System Information booklet. Unprofessional conduct (regular lateness, cancellations, or non-attendance) will result in no further introductions.

## **Article 6. Tuition**

Students are to be charged 3,000 yen per hour for private lessons. The Instructor will receive tuition fees directly from the students after each lesson. This fee is non-negotiable.

## **Article 7. Cancellation of Lessons by Students**

Students may cancel lessons without penalty as long as they notify the instructor at least 24 hours prior to the lesson. If a student makes a cancellation with less than 24 hours notice, the Instructor should collect a 3,000-yen cancellation fee from the student at the following lesson. 7ACT is not responsible for collection of cancellation fees.

## **Article 8. Any Other Charges**

Instructors are required to pay for their own transportation to and from cafés and trial lessons. When the lesson takes place at a café or a restaurant, instructors and students are required to pay for their own transportation and beverages. Apart from tuition for the lesson, the Instructor shall not receive any other additional fees.

## **Article 9. Criminal Acts**

The Instructor shall have no criminal records. Any acts conducted by the instructor in violation of the Japanese Constitution will be reported, and the instructor's registration with 7ACT will be terminated.

## **Article 10. Sexual Harassment**

Sexual Harassment refers to any form of advance or conduct that makes either party feel uncomfortable. Instructors shall not commit any form of sexual harassment against students or staff. If the Instructor feels himself/herself being harassed in any way by his/her student(s), he/she should immediately report the alleged act to 7ACT. Sexual Harassment will be dealt with severely, resulting in the loss of all students and possibly legal action.

## **Article 11. Personal Matters**

The Instructor shall not make any personal requests to students and staff members of 7ACT. Asking a student or staff member out on a date may be considered Sexual Harassment.

## **Article 12. Force Majeure**

Lessons may be cancelled at any time owing to natural disasters, mass transit shutdown or in the event of war or acts of terrorism.

## **Article 13. Financial Matters and Personal Property**

Any lending activity between the Instructor and student(s) is prohibited. This includes books or teaching materials that the instructor hopes to have returned. 7ACT shall not be liable for any financial problems between the Instructor and student(s) caused outside the financial system of 7ACT.

## **Article 14. Performance Reviews and Training**

7ACT will review an instructor's performance. Evaluations will be based on feedback from students and the regularity and quality of monthly reports. If the Instructor's performance is appraised as unsatisfactory, he/she may be required to attend training sessions.

## **Article 15. Confidentiality**

Any personal information regarding students, personnel records, and information relating to business alliances between 7ACT and other companies is strictly confidential. If the Instructor divulges such information, leading to any damage to students or companies with business collaboration with 7ACT, 7ACT reserves the right to make a claim for damages against the Instructor.

## **Article 16. Contact**

The instructor is required to send monthly reports in the first week of every month, and to notify 7ACT of any changes in contact details, address, schedule, holidays, visa changes etc. at the instructor's earliest possible convenience. In the event that you are unable to continue teaching a student, 30 days prior notice is required.

## **Article 17. Contract termination**

Should the Instructor be unable to continue providing service for any reason, the registration contract may be terminated at the Instructor's request. In such cases the Instructor is required to give at least 30 days notice prior to the last day of teaching for 7ACT.

## **Article 18. Violations**

Should the Instructor violate any of the above articles, have complaints lodged against them by staff or students, or behave in anyway deemed unprofessional by 7ACT, he/she may be liable for punishment. Depending on the seriousness of the violation :

1. Introductions may be stopped,
2. Contracts terminated and all students reallocated, or
3. Legal action in the instructor's home country taken.

**7ACT is not required to give advance notice in such cases.**

I acknowledge the terms and conditions herein, and willingly enter into the above registration contract with 7ACT. As an Instructor, I will be offered students on a subcontract basis by 7ACT, at 7ACT's discretion from \_\_\_\_\_, 20\_\_ until the Instructor or 7ACT terminates the contract.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

7ACT Staff Signature: \_\_\_\_\_