

## The rule of the online private lesson (For student)

### 1. About cancelation

Please cancel the lesson at least **24 hours before your lesson starts.**

If the lesson is Monday, please cancel the lesson by 6:00pm on the previous Friday ( Japan Local Time )

\* Even if you cancel the lesson on Saturdays, Sundays or National holidays, it will be treated as cancellation on the lesson day.

### 2. Cancellation on the lesson day

In relation to 1, if it is considered as cancellation on the lesson day, there will be no rescheduled lesson or refund.

### 3. Cancellation before the lesson day

In case of cancellation before the lesson day, you can reschedule the lesson. If you can not continue lessons anymore because of an unavoidable reason, refund will be made based on the following things.

- The admission fee is non-refundable
- One lesson fee is deducted as a cancellation fee and the rest amount is refunded
- The remittance fee is deducted when refunded by bank transfer

### 4. How to cancel a lesson

Please send your email to our school at least 24 hours in advance.

Email Address : [online\\_pl@kilc.co.jp](mailto:online_pl@kilc.co.jp)

### 5. About lesson cancellation and delay due to school circumstances

When the lesson cannot be provided due to school reasons (such as poor internet environment caused by school), we will change the lesson to another time instead of refund. ( No refund, but rescheduled lesson )

### 6. Lesson fee

Please definitely finish your tuition payment before your lesson starts.