

## Guideline in Response to COVID-19 Pneumonia Outbreak by JET Academy (2)

(As of 26 Feb 2020)

※This is a second guideline, and it serves as additional information to the first guideline published on 19 Feb 2020. There are no changes in the first guideline and it remains relevant. That being said, the contents may be amended as the situation changes from time to time. Announcements would be posted on the school's homepage should changes arise.

### 1. Changes in Class Time-tables

- To avoid the rush hours in the morning, from 27 February to 5 March, classes will start at 9:45am. (The replacement & additional classes scheduled on 9 – 27 March will go on as planned, but classes in the new April semester will be decided later based on the situation then.)
- The 4 class periods in the morning will be shortened to 45 minutes each period, while the classes in the afternoon will remain at 50 minutes each period. The time-table is as follows,

1 <sup>st</sup> Period	09:45 – 10:30
2 <sup>nd</sup> Period	10:35 – 11:20
3 <sup>rd</sup> Period	11:30 – 12:15
4 <sup>th</sup> Period	12:20 – 13:05
5 <sup>th</sup> Period	14:00 – 14:50
6 <sup>th</sup> Period	14:55 – 15:45

- Even with the classes shortened, the study hours are still within the required duration for the course. As such, no extra classes will be held.
- Staff are also encouraged to adjust their working schedule using staggered working hours & working from home methods as and when possible.

### 2. Absent Leave

- If you have flu or show signs of getting one, even when there are no obvious symptoms or you were not tested positive for COVID-19, kindly refrain from attending classes and monitor your health at home.
- During this situation, your absence from class will be considered 「Absent with Permission」 (considered as present).
- Absent due to returning to your home country would be considered 「Absent for Class」 .

### 3. School Fees Payment

- The school fees payment for the upcoming April semester will be **extended to 16 March** for all students, including the new intake students. If you would like to make payment after 16 March, permission would be granted only if you apply in advance.
- If you have decided to cancel your admission or drop out from the course, even if you have made the payment for the April semester, refund is possible as long as it is requested by 31 March.

#### 4. Taking Leave of Absence to Return to Home Country

- Kindly submit your application by 16 March if you would like to take leave of absence for the April semester (temporary returning to home country).
- The school fees during the leave period will be calculated through a deduction system. The calculation will be on per 3 months basis. (No deduction will be given if you rejoin the intake in May or June; if you rejoin in July, the fees for April – June will be refunded.)
- This system also applies to students starting the new intake in April, where the deduction-refund calculations will be on per 3 months basis.
  - ※ School fees for April – June: JPY 201,000
  - School fees for July – September: JPY 134,000 (excluding the 2-week *Kaiwa Course* in Aug)
- However, according to the rules implemented by the immigration of Japan, once the COE is issued, the applicant (you) is required to enter Japan within 3 months (20 May for those taking the 2-year College Preparatory Course & 1-year Japanese Language Course). As such, if you would like to take the leave of absence for April - May and join the intake from June onwards, you are required to apply for COE for the October intake, while entering Japan using the short-term visa.

#### 5. Graduation Ceremony

- The Graduation Ceremony will be held on 6 March according to the original schedule. However, the duration will be shortened as a means to control the spread of infection. The usual party organized every year for the graduates will be cancelled this year. Even in small numbers, you are strictly advised to restrain from gathering in town.

#### 6. Application for the October Intake

- The application period for the October intake will be **extended to 1 June 2020** from the originally scheduled date (15 May 2020).