

# DUDULA Individual Enrollment Agreement

## 1) Training Program Content

The contents of DUDULA training programs are based on the descriptions given in their respective brochures, the date of the program, and this registration agreement. Additionally, please understand that training content and conditions may change due to circumstances beyond DUDULA' control at the time of training.

## 2) Registration and Contract

A reservation deposit of ¥50,000 or the cost of the course (whichever is lower) must be paid with the submission of the registration agreement. The reservation deposit is applied to the cost of the training and allows DUDULA to reserve the requested training date upon receipt of the registration forms and the registration agreement.

## 3) Payment

The balance of the training fee must be paid within 15 days prior to the start of the first training day.

## 4) Cancellation Policy

Cancellations made within 30 days of the first day of the training are subject to the cancellation fee described in the table below:

Cancellation Period	Fee
Cancellations made 15 to 30 days prior to the start of the training workshop	50% of the total training fee
Cancellations made 1 to 14 days prior to the start of the training workshop	75% of the total training fee
Cancellations made the day of the training workshop	100% of the total training fee

## 5) Changes in Training Content/Schedule

In the event that it becomes impossible to safely and smoothly conduct the training due to natural disaster, war, disputes raised by other parties, public orders, inability to obtain the participation of a 3<sup>rd</sup> party or similar types of incidents, or judgments against DUDULA, DUDULA will make every attempt to honor the contract by supporting a change in the training material, location or date if possible, but reserves the right to cancel the training and refund any amounts paid by the customer without any additional penalty or legal action taken by the customer.

## 6) DUDULA Cancellation Policy

a) It is presumed that a registration is considered cancelled on the day of the training if payment for the training is not received by the time agreed in the contract. In this case, the cancellation policy outlined in item 4) will apply.

b) DUDULA reserves the right to cancel a training contract based on the following:

i) when the minimum class size can not be obtained. If this event occurs, participants will be notified within 7 days of the training start date. All deposits

will be refunded with no other compensation provided for damages incurred.

ii) when it is brought to the attention of the instructor that one participant is harassing another participant after the start of the training or when DUDULA or a 3<sup>rd</sup> party supplying the training location recognizes the possibility that the training can not be conducted safely and smoothly. In this event, the participant perpetrating the event will be explained the situation and asked to leave and the contract will be considered cancelled by the participant with no return of any training fees.

iii) when it becomes impossible to safely and smoothly conduct the training due to natural disaster, war, disputes raised by other parties, public orders, inability to obtain the participation of a 3<sup>rd</sup> party or similar types of incidents, or judgments against DUDULA. A portion of the deposits will be refunded with no other compensation provided for damages incurred or at the discretion of DUDULA, the remaining training schedule will be offered at a later date.

### Registration Information

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

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

Training Course (Place an [x] in the box corresponding to the course you are registering for.)

- TOEIC™ Beginner/Intermediate Course  
 TOEIC™ Advanced Course  
 TOEFL™ Beginner/Intermediate Course  
 TOEFL™ Advanced Course  
 GMAT™ Course     English Conversation  
 Impact Presentation Course  
 Impact Writing Course  
 Active Discussion Course     Special Topic

Other \_\_\_\_\_

Requested Training Day : \_\_\_\_\_

### Bank Transfer Information

Please contact us for this information.

<http://www.dudula.com>

1-15-5-401 Tsunashima Higashi, Kouhoku-ku, Yokohama, Kanagawa, Japan 223-0052

TEL/FAX: 050-1030-7862

e-mail: sales@dudula.com