

**Operational Rules for Customized Language Education**  
**(Including 1:1 Language Courses)**

Category	For Student
Lecture materials	<ol style="list-style-type: none"> <li>1. If you have specific topics in mind: Provide the lecture materials to the assigned instructor one week before the first session.</li> <li>2. If you prefer to have topics chosen by the instructor: Inform the assigned instructor of your linguistic proficiency one week before the first session.</li> </ol>
Change of lecture schedule	<ol style="list-style-type: none"> <li>1. General situation: A change in schedule is permitted for one out of four sessions, provided that it is coordinated through the Language Center.</li> <li>2. Emergency situation: The schedule will be adjusted as needed, with makeup sessions within two weeks from the scheduled break. The course will be canceled if resuming within two weeks is not possible.</li> </ol>
Attendance/absence management	<ol style="list-style-type: none"> <li>1. Late without prior notice: The session will end at the scheduled time.</li> <li>2. Late with prior notice: If possible, an extended session on the same time will be arranged. Otherwise, a makeup session (limited to one session) will be held on another day.</li> </ol>
Refund of tuition fees	<p>General situation: Consumer protection regulations apply in the case of course cancellation</p> <p>Emergency situation: Consumer protection regulations apply</p>
Venue	<p>If you wish to change the venue, consult the instructor to choose a location equipped with the necessary teaching equipment. Contact the Language Center to proceed with the change.</p>
Extended session	<p>A session may be extended by up to 10 minutes if unable to conclude on time. If the session is extended by more than 10 minutes, additional fees will be charged for the exceeded time.</p>

※ Situations recognized as emergency: Where students are unable to continue taking lectures due to force majeure, accidents (supporting documents required), or other similar reasons