

# **River Worship School Membership Terms and Conditions**

## **Name and Location**

This organization is called River Worship School (hereinafter referred to as "the School"). The School is located at 2-1 Kita 43-jo Higashi 16-chome, Higashi-ku, Sapporo, Hokkaido, within Canaan Praise Church.

## **Number of Classes**

The School primarily operates online and offers 34 regular class sessions per year, as well as instrumental workshops, live streaming services, and classroom sessions, providing a total of 60 or more sessions per year. Detailed schedules will be announced via email and on our website.

## **Enrollment**

- The School operates on a membership basis.
- Enrollment is processed together with the course registration. The administrative fee (enrollment fee) is 3,000 yen (tax included). There is no periodic renewal procedure for membership. Enrollment alone is not permitted; enrollment must be accompanied by course registration.
- Enrollment is generally limited to those 16 years of age or older. (If someone under 16 wishes to enroll, separate regulations apply. Please contact the administrative office for details.)
- Please obtain approval from your church pastor for enrollment in the School. (We may send postal materials to your church or contact your pastor.)
- If your circumstances change after enrollment and you no longer meet the enrollment requirements, please notify us. Depending on the situation, your enrollment may be cancelled. If any false information is found in your application, the School reserves the right to cancel the enrollment regardless of the applicant's consent.
- For public lectures and special workshops, some sessions may be available without enrollment. In such cases, members may attend free of charge or at a special member price.

## **Course Registration**

- Course registration is generally accepted at any time. However, depending on the number of members each year, we may set registration periods or enrollment limits.
- You may begin your course after payment of the required fees (hereinafter referred to as "course fees") has been confirmed. As a rule, payment must be made in advance as an annual fee. Since registration is on an annual basis, even if you withdraw after the first semester, payment for the entire year is still required.
- No fees other than those officially published on our website will apply. We cannot accommodate requests for discounts or other pricing arrangements.
- After payment confirmation, a password required for attending courses will be issued. Additional costs such as textbook fees may apply as needed.

## **Observation and Trial Classes**

Please contact the School's administrative office for inquiries.

## **Payment Method**

Please make payments by bank transfer to our designated account. Courses will begin after payment confirmation. Transfer fees are the responsibility of each individual.

### **Class Cancellation and Curriculum Changes**

- Classes may be cancelled due to natural disasters such as typhoons or earthquakes, or due to instructor illness or injury. In such cases, makeup classes may be arranged, but this may not always be possible depending on circumstances. For other reasons as well, classes may be conducted by substitute instructors or course content may be partially changed.
- In case of cancellations or changes, we will promptly notify members via email and on our website.

### **Course Cancellation**

- Cancellation procedures are handled by the administrative office. Please first notify us by email, and we will guide you through the cancellation process.
- For mid-year withdrawals, no refunds will be provided for annual fees, administrative expenses, enrollment fees, workshop fees, etc.
- If the School is unable to offer a course due to instructor or School-related circumstances after enrollment procedures are completed, the full enrollment fee and course fees will be refunded. In this case, the School will cover the transfer fees for refunds.
- If a member cancels their course for personal reasons before the start date of the course, the course fee minus a 2,200 yen handling fee will be refunded. In this case, transfer fees will be deducted from the refund.
- If a member is absent due to personal reasons, no refund will be provided for missed sessions, and makeup classes will generally not be offered. Costs for materials prepared in advance by instructors or the School will not be refunded.

### **Requests for Students**

- If a student's behavior or actions disrupt School operations or classes, cause trouble for instructors, staff, or other students, or are detrimental to other students, the student may be asked to withdraw from the course or the School.
- Even for enrolled students, we cannot provide explanations or guidance on matters unrelated to the School's learning activities. We also cannot provide information about the School to non-students.
- Please prepare your own devices and equipment necessary for attending courses, as well as familiarize yourself with the required operations. Our guidance is limited to what is posted on our website. If you are unable to prepare the necessary devices, equipment, or operational knowledge, we may determine that learning at the School is difficult and ask you to withdraw.
- For in-person classes, please take care of your daily health management. For sudden illness or injury during classes, we will provide only first aid and will not be responsible for subsequent treatment or other matters. Please take care of your personal belongings, especially valuables. The School will not be liable for theft, damage, or loss of personal property at the venue.
- If you contract an infectious disease after visiting the venue, please notify the administrative office immediately.
- Sales of goods or exchange of money between students at the venue without office permission is prohibited.

- Since childcare staff are not available during in-person classes, please manage your own children if attending with them. Due to live streaming and recording, students may not attend with children who may disrupt the class or interfere with other students' learning.

### **Recording and Photography**

Recording and video filming at the venue during in-person classes is generally prohibited. This does not apply when instructor permission is granted. Even with photography permission, any use beyond personal use (such as posting on the internet) requires permission from the instructor, the School, or the administrative office.

### **Emergency Procedures**

In case of fire, earthquake, or other disasters, please follow the facility's evacuation rules and remain calm while following staff instructions. Please confirm emergency exits and evacuation routes in advance.

### **Protection of Personal Information**

Personal information will be kept confidential. Personal information such as addresses and phone numbers of instructors and students will not be disclosed to third parties without consent. However, this does not apply in emergencies concerning a member's physical safety or life.

### **Donations**

The School operates entirely on a non-profit basis.

We ask for your prayers for the School's ministry, and if you feel led to do so, we welcome donations.

Donation Account:

- Bank: Hokkaido Bank, Sakaemachi Branch
- Account Type: Savings
- Branch Number: 195
- Account Number: 0461189
- Account Name: River Worship School

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These terms and conditions may be changed without prior notice. Please be aware of this in advance.

Japanese law shall apply to the establishment, validity, performance, and interpretation of these terms and conditions.

February 2026 - River Worship School