

Terms and Conditions

(Purpose)

Article 1: These provisions establish the rights and obligations between the International Protocol Academy (ICPA), referred to as "the Academy," operated by ICPA Int' Protocol Co.,Ltd (referred to as "the Company"), and the enrolled students who wish to participate in ICPA.

(Enrolment Procedure)

Article 2:

- Individuals wishing to enrol shall be deemed to have applied for enrolment in ICPA upon submitting the application documents and paying the enrolment fee according to the Company's regulations.
- Enrolment as a student shall be granted upon approval by the Company.

(Notifications)

Article 3:

- Notifications from the Company to the students shall be sent to the contact information provided by the students during the application process.
- In the event of any changes to the contact information provided during the application, the students must promptly notify the Company.

(Provision of Courses)

Article 4:

- The Company shall provide courses to the students in accordance with the content of various ICPA courses specified separately.
- The dates and times of the courses shall be determined by the Company.
- Even if a course has been scheduled, the Company reserves the right to change the course dates due to natural disasters, sudden illness of instructors, or other circumstances.

(Absence)

Article 5:

- In the event of a student's absence from a course, the student must retake the course that covers the missed content.
- In the case mentioned in the preceding paragraph, the student must pay an additional fee according to the Company's regulations.
- If a student arrives more than 30 minutes late for a course or leaves early, it will be considered as an absence.

(Compliance)

Article 6: Students must not engage in the following acts:

- Arriving late to the course or leaving before the scheduled end time.
- Absenting themselves from the course without notifying the Company.
- Publishing photos, videos, or personal information of other students without their permission.
- Engaging in violent or disruptive behaviour towards other students.

- Revealing the course materials to third parties.
- Conducting courses related to the content of the course, whether paid or free, for third parties.
- Unauthorised reproduction, copying, reprinting, utilisation, editing, modification, sale, transmission, broadcasting, distribution, lending, translation, or alteration of any part or all of the content (text, images, videos, audio, etc.) published on the site.
- Impeding the Company's operations.

(Elimination of Anti-Social Forces)

Article 7: The student shall represent and warrant to the other party that they, their users (including employees, consultants, temporary staff, contract employees, part-timers, etc.), their agents or intermediaries, their significant shareholders, individuals substantially involved in management, their subcontractors or subcontractor's subcontractors (including all subsequent subcontractors), do not fall under the category of anti-social forces, such as organised crime groups, members of organised crime groups within the past five years, quasi-members of organised crime groups, companies related to organised crime groups, extortionists, social movement extortionists, political movement extortionists, special intelligence violent groups, or semi-violent groups (referring to groups that repeatedly commit crimes without belonging to organised crime groups), or individuals associated with these entities.

The student shall also ensure that none of the following conditions apply to them:

- Having a relationship that indicates that an anti-social force controls their management.
- Having a relationship that indicates that an anti-social force is substantially involved in their management.
- Having a relationship that suggests they have unjustly exploited anti-social forces or engaged in acts that would cause damage to third parties, such as for the purpose of pursuing their own or a third party's illegitimate interests.
- Having a relationship that indicates they provide funds or offer convenience to anti-social forces.
- Having a relationship that indicates a socially condemnable relationship with anti-social forces.
- Having a relationship that indicates dealing with anti-social forces, or companies or organisations associated with anti-social forces.

(Termination Notice)

Article 8: The student may request the termination of the enrolment contract at any time.

(Termination by the Company)

Article 9: The Company may terminate the contract with the student if any of the following circumstances apply:

- False statements or information provided by the student at the time of enrolment application.
- Violation of these terms and conditions by the student.
- Engagement in significant acts contrary to public order and morals, regardless of whether they occur during enrolment or not.
- The other party has committed a significant fault or acted in bad faith.
- The occurrence of significant reasons that make it difficult to continue the contract.

(Refund Policy)

Article 10: Except in cases where the Company is at fault, the payment of the enrolment fee shall not be refunded.

(Damages)

Article 11: In the event of a student's violation of these terms and conditions, the student shall be liable for all damages (including legal fees) incurred by the Company.

- If a student violates Article 6, Clauses 3 to 6, they shall pay a penalty of one million yen as compensation for damages. In the event that damages exceeding one million yen occur to the Company in this case, the student shall compensate according to the provisions of the preceding paragraph.

(Survival of Provisions)

Article 12: The provisions of Article 6 and Article 11 shall remain in effect even after the termination of this contract due to the completion of all courses, termination, or cancellation.

(Amendment of Terms and Conditions)

Article 13: The Company may revise these terms and conditions within a reasonable range at any time.

(Exclusive Jurisdiction)

Article 14: These terms and conditions shall be governed by Japanese law, and the Tokyo District Court shall have exclusive jurisdiction as the court of first instance.

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