

# Terms and Conditions

## (Purpose)

Article 1: These provisions establish the rights and obligations between ICPA International Protocol Co., Ltd (hereinafter referred to as "the Company"), which operates The International Protocol and Etiquette Academy of Japan (English name: The International Protocol and Etiquette Academy of Japan, hereinafter referred to as "ICPA"), and the enrolled students who wish to participate in ICPA.

## (Enrolment Procedure)

### Article 2:

1. 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.
2. Enrolment as a student shall be granted upon approval by the Company.

## (Notifications)

### Article 3:

1. Notifications from the Company to the students shall be sent to the contact information provided by the students during the application process.
2. 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:

1. The Company shall provide courses to the students in accordance with the content of various ICPA courses specified separately.
2. The dates and times of the courses shall be determined by the Company.
3. 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:

1. In the event of a student's absence from a course, the student must retake the course that covers the missed content.
2. In the case mentioned in the preceding paragraph, the student must pay an additional fee according to the Company's regulations.
3. 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:

1. Arriving late to the course or leaving before the scheduled end time.
2. Absenting themselves from the course without notifying the Company.
3. Publishing photos, videos, or personal information of other students without their permission.
4. Engaging in abusive language, violence, sexual harassment, power harassment, or any other form of harassment or disruptive behaviour towards other students or instructors.
5. Disclosing, lending, or transferring course materials to third parties.
6. Conducting courses related to the content of the course, whether paid or free, for third parties.
7. 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.
8. Recording, videotaping, photographing (including screenshots) the course content.
9. Sharing information, materials, images, etc. obtained during the course on social media or other online platforms, printed materials, etc.
10. Sharing the URL, participant ID, password, or other information for online courses with third parties.
11. Having non-paying third parties attend online courses.
12. Forging, altering, or misusing course certificates or completion certificates.
13. Saving, editing, or sharing electronic data provided by the Company without permission.
14. Impeding the Company's operations.

(Image Rights During Courses)

Article 7:

1. The Company may photograph or record course proceedings for documentation or promotional purposes. Students consent to such recording by the Company.
2. The Company reserves the right to use photographs and videos for promotional purposes, but will do so with respect for students' dignity and privacy.
3. Students who do not wish to be photographed may notify the Company in advance.

(Handling of Electronic Data)

Article 8:

1. Electronic data provided by the Company (course materials, teaching materials, presentations, etc.) are limited to the student's own learning purposes.
2. Students must not reproduce, edit, or share electronic data without the Company's permission.
3. Students must delete all electronic data provided upon termination of access rights or at the Company's instruction.

(Elimination of Anti-Social Forces)

Article 9: The student shall represent and warrant to the other party that they, their employees (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 re-commissioned contractors (including all subsequent contractors if there are multiple tiers), do not fall under the category of organised crime groups, members of organised crime groups, persons who ceased to be members of organised crime groups within the past five years, quasi-members of organised crime groups, companies related to organised crime groups, extortionists disguising themselves as social movement activists, extortionists disguising themselves as political movement activists, special intelligence violent groups, semi-violent groups (referring to groups that repeatedly commit crimes without belonging to organised crime groups, such as motorcycle gangs) or individuals associated with these entities (including organisations that have relationships with semi-violent groups).

The student shall also confirm that none of the following conditions apply to them, and warrant that they will not apply in the future:

1. Having a relationship that indicates that an anti-social force controls their management.
2. Having a relationship that indicates that an anti-social force is substantially involved in their management.
3. 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.
4. Having a relationship that indicates they provide funds or offer convenience to anti-social forces.
5. Having a relationship that is socially condemnable with anti-social forces.
6. Having a relationship that indicates dealing with anti-social forces, or companies or organisations associated with anti-social forces.

(Termination Notice)

Article 10: The student may request the termination of the enrolment contract at any time.

(Termination by the Company)

Article 11: The Company may terminate the contract with the student if any of the following circumstances apply:

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

(Refund Policy)

Article 12: Except in cases where the Company is at fault, the payment of the enrolment fee shall not be refunded.

(Damages)

Article 13:

1. 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.
2. If a student violates Article 6, Clauses 3 to 13, 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.
3. If a student causes damage to the Company's facilities, equipment, devices, etc., they must bear the costs necessary for restoration to the original condition.

(Survival of Provisions)

Article 14: The provisions of Articles 6, 7, 8, and 13 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 15: The Company may revise these terms and conditions within a reasonable range at any time.

(Exclusive Jurisdiction)

Article 16: 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.

ICPA International Protocol Co., Ltd  
Marunouchi Trust North Tower 19th floor  
1-8-1 Marunouchi, Chiyoda-ku, Tokyo, Japan