Kobe International Community Center (KICC)

Japanese Language and Culture Supporter Program (For learners)

Updated April 2016

1. Purpose of the Program

The Kobe International Community Center (KICC) was established with the aim of making Kobe more international and an easier place for foreigners to live.

The main purpose of the program is to provide the chance to learn basic level Japanese language and culture, while also promoting mutual understanding between foreign and Japanese residents.

The KICC is not a Japanese language school. Your Japanese supporter is a volunteer to help you with your learning.

2. Courses

You can choose one of the following courses: Japanese Language, Calligraphy or Flower Arrangement.

3. Registration requirements

• <u>You must be a foreign citizen 15 years of age or over living in Kobe City.</u> (Excluding Junior High School students)

Alternatively, you must be a returnee student or naturalized individual aged 15 years old or over whom the KICC recognizes has the need to take Japanese language classes.

If you are <u>under 18 years of age</u>, please come to the KICC with your parent or guardian (family, host family etc.). If they are not able to come, please come to the KICC where we will give you an application form. Have your parent or guardian sign the "Parent/guardian's signature" space, and bring it back to the KICC. Please make sure to write your parent or guardian's name and telephone number in the emergency contact details section.

- You must intend to live in Kobe for at least the next 7 months, and must be able to participate in the program once a week for 6 months.
- For those who have previously participated in a KICC course, 1 month must have passed since your last lesson. (For example, if your last course finished in April, you may register from June.)
- Those who are full-time students at a Japanese language school or are majoring in Japanese language at university or college who wish to take the Japanese language course may only apply on or after the 15th day of each month.

(However, those who are taking Japanese lessons for within 12 hours per week or are enrolled in a short-term course no more than 3 months long are able to apply before the 15th.)

- You must be able to follow these rules:
 - *You must be able to have your first meeting with your supporter at the KICC from 10am-noon or 1-5pm on a weekday (Mon Fri). *If you are not able to come during this time, please talk to a KICC staff member.
 - *When cancelling a lesson, you must notify your supporter and the KICC.
 - *When your course ends, you must answer a questionnaire.
 - *Participants must treat KICC supporters and staff with courtesy and respect.

*Please be aware that there may be situations in which we are unable to accept your application even though you meet the above criteria due to a shortage of available supporters, etc.

4. What To Bring For Application

- Resident card (Application is possible after the card is issued)
- Pen

5. Application Process

- Please come to the KICC on a weekday between 10am and 12pm or 1pm and 5pm. *If you are not able to come during this time, please talk to a KICC staff member.
- Complete the registration form. A KICC staff member will conduct a brief interview with you.
- A KICC staff member will contact you when an appropriate supporter has been found. The KICC
 may take some time (as long as a month) to arrange supporters for applicants who have limited
 free time.

6. Lessons

- A KICC staff member will arrange the first meeting with your supporter <u>during office hours</u> (10am-noon, 1 pm-5pm) on weekdays (Mon-Fri). *If you are not able to come during this time, please talk to a KICC staff member. Thereafter, meeting days and times are to be decided mutually by the supporter and student.
- Lessons are to be a private, one-on-one session between supporters and participants.
- The KICC doesn't prepare any tests or lesson curricula. You and your supporter decide the focus of your lessons.
- Lessons should be held weekly at the KICC and last for two hours.
- The lesson period is six months (six months from the following month after the first lesson).
- Once the program ends, participants are not allowed to reapply until one month has passed since their last lesson. Lessons with the same supporter cannot be arranged.
- Participants are asked to cover all costs for necessary teaching materials (textbooks, photocopies, flowers, Japanese calligraphy papers, etc.)
- This program is not designed to cover technical subjects.

7. Study Supporters

- Please note that supporters are not professional teachers and are teaching on a volunteer basis
- Your Japanese supporter will support your study out of goodwill, so please attend each lesson with appreciation.
- This program doesn't provide specialized lessons such as exam preparations.
- You will not be able to choose your supporter.

8. Personal information

- Your contact information will be used exclusively for the purpose of this program.
- The KICC may send a message to the e-mail address you provide on the registration form.
- The KICC provides information of applicants on our supporter website to look for a suitable study partner. Please be assured that <u>KICC does not release your personal data</u> such as your name, address, phone number or e-mail address. Access to the KICC supporter website is limited to KICC staff and registered supporters.

Kobe International Community Center (KICC)

Kobe Commerce, Industry, and Trade Center Building 2nd Floor 5-1-14 Hamabe-dori, Chuo-ku Kobe 651-0083

<For details>

Tel: 078-291-8441(Mon.-Fri.:9:00-17:00)

Email: kic03@kicc.jp URL: http://www.kicc.jp/kicc/index_eng.html

<For lesson reservations and cancellations>

Tel: 078-291-8442 (Mon.-Fri.:9:00-20:00, Sat.:10:00-17:00)

<Open hours>

Monday - Friday 10:00-20:00

Saturday 10:00-17:00 (closed on Sundays and Japanese National Holidays)

