

Personal Information Policy

Personal information collected from individuals during the program application process and thereafter will be handled in accordance with the following:

(1) Purpose of Use of Personal information

- a. To carry out the program application process, such as screening, etc.
- b. To notify results
- c. To send program-related documents
- d. To send various questionnaires or university information after the program
- e. To arrange accommodation
- f. To organize program activities
- g. To sign up for an accidental insurance
- h. To promote future programs
- i. In case of emergency

(2) Management of Personal Information

Ritsumeikan Asia Pacific University will manage the personal information of application in compliance with relevant laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

(3) Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research relating to the program. This data may also be provided to students interested in applying to the future programs at Ritsumeikan Asia Pacific University.

Participation Terms

I hereby apply for the "2018 APU ACE (Academic and Cultural Experience) Summer Program" (hereinafter referred to as "the program") according to the following terms:

1. I declare that my application documents do not contain any falsified information, and I understand that University may change or cancel my participation if any falsified information has been given.
2. I understand that documents submitted for this application are the property of the Ritsumeikan Asia Pacific University and will not be returned to me.
3. I give permission for use of my digital image, photograph, and/or comments about the program in university publications and websites coordinated by the university.
4. I understand that the program fee includes the costs of the following; any other expenses NOT listed in the items below are my responsibility.
 - Round-trip transportation between Fukuoka International Airport and APU
 - Travel within Japan over the duration of the program
 - Accommodation costs during the program, including home stay fee
 - Three meals per day
 - Option 1: From lunch on July 1 to breakfast on July 8, 2018
 - Option 2: From lunch on July 30 to breakfast on August 6, 2018
 - Travel insurance (Coverage applicable during the period of one of the options above and only while in Japan)
5. I must pay the program fee to the bank account specified by Ritsumeikan Asia Pacific University by the designated deadline.
6. If I withdraw from the program for any personal reasons after my payment has been completed, I understand that the following cancellation policy is applied.

Cancellation Policy:

APU will refund 50% of the program fee plus the total cost of the insurance premium by wire transfer in the case of cancellations made by June 1 for the Option 1 and by July 1 for the Option 2. (Any fees resulting from the wire transfer will to be charged to the participant). No refunds will be made after this date under any circumstances.

In cases where unusual and unforeseen circumstances arise due to reasons beyond our control, including but not limited to natural disasters, acts of war, civil commotion, suspension and/or closure of program services such as transport and accommodation facilities, exercises and/or orders from government and other public agencies, and other such circumstances that affect the safe and smooth implementation of this program, APU reserves the right to cancel the entire program. In this instance, APU will refund the full amount of the program fee to the applicants.

7. I am liable for any debt incurred while in Japan.
8. I will not hold Ritsumeikan Asia Pacific University responsible, monetarily or otherwise, should I cause an accident or become ill by my own negligence or in circumstances that are out of Ritsumeikan Asia Pacific University's control.
9. I will bear sole responsibility for dealing with matters such as theft or damage of my personal items, traffic accidents, criminal cases, or other matters that may arise that are outside of Ritsumeikan Asia Pacific

University's control.

10. If I cause any serious damage to Ritsumeikan Asia Pacific University, deliberately or by gross negligence, I am liable to compensate for the damages.
11. If I should violate any of the matters in these terms, Ritsumeikan Asia Pacific University may decide to withdraw me from the program and I will return to my home country.
12. I understand the outline and aim of the program, and I will attend all scheduled lectures and activities.
13. For the duration of the program, I will conduct myself with the awareness that I am a program participant.
14. For the duration of the program, I will follow all instructions given to me by the Ritsumeikan Asia Pacific University program coordinators and will not violate any public policy, law, or regulations of Japan.
15. I will abide by the rules and regulations of the residential facility.
16. Staying healthy for the duration of the program will be my own responsibility, and if I am injured or become ill during the program period, I am responsible for undergoing any medical treatment that may be required.

I hereby declare that I have read and understood all of the policy and above terms.

Applicant's Signature _____

Date _____

For Parent and/or Legal Guardian

As my child's, identified above, parent or legal guardian, I support my child's decision to participate in the program. By signing below, I indicate that I have reviewed the policy and above terms with my child, and understand and agree to them. I also declare that the signature written below is my own.

Name (Print) _____

Date _____

Signature _____