

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 accident insurance
- h. To promote future programs
- i. In case of emergency

(2) Management of Personal Information

Ritsumeikan Asia Pacific University (APU) 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

APU 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 APU.

Participation Terms

I hereby apply for the "2019 Academic and Cultural Experience (ACE) 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 Ritsumeikan Asia Pacific University (APU) 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 APU and will not be returned to me.
3. I give permission for use of my digital image, photograph, and comments about the program in university publications and websites coordinated by APU.
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 or Oita Airport and APU
 - Travel within Japan over the duration of the program
 - Accommodation costs during the program, including the home stay fee
 - Three meals per day (from lunch on the first day to breakfast on the last day)
 - Travel insurance (Coverage applicable only the applicant is in Japan for the duration of the program.)
5. I must pay the program fee to the bank account specified by APU 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 May 31 (Option 1) and July 5 (Option 2). Any fees resulting from the wire transfer will be charged to the participant. No refunds will be made after each 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 of transport facilities, exercises from government 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 APU responsible, monetarily or otherwise, should I cause an accident or become ill by my own negligence or in circumstances that are out of APU'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 APU's control.
10. If I cause any serious damage to APU, 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, APU 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 APU 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 terms above.

Applicant's Signature _____

Date _____

For Parent and/or Legal Guardian

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

Name (Print) _____

Date _____

Signature _____