LE PARADIS TENNIS & GOLF OTORI
SCHOOL REGULATIONS

Revised Date: September 1, 2026

[1] MEMBERSHIP ELIGIBILITY

Applicants must meet and agree to the following criteria in order to join and maintain membership:

1. Must agree to and comply with these School Regulations and all rules set by the School.

2. Applicants under 18 years of age require a signed agreement and consent form from a parent or legal guardian.

3. Must not currently belong to, nor have ever belonged to, organized crime groups or antisocial forces.

4. Applicants with tattoos (including body paint or temporary art that is difficult to distinguish from tattoos) must agree to keep them fully covered at all times on facility premises and grounds.

5. Must not have been previously expelled or forcibly removed from this School or any other sports facility/club.

6. The School reserves the right to deny admission to individuals who:

• May disrupt or cause inconvenience to other members, or are deemed unsuitable for membership by the School.

• Suffer from infectious or contagious medical/skin conditions.

• Are prohibited from exercising by a physician, or are determined physically unfit to engage in activities by the School.

[2] TERM PERIOD

One term consists of three (3) months. Mid-term leaves of absence are not permitted except under special circumstances specified in Section [13] (Special Leave of Absence).

[3] ENROLLMENT FEE, TUITION FEE, & REGISTRATION FEE

1. Initial Payment: The designated enrollment fee, prorated first-month tuition fee, and registration fee must be paid in cash or by credit card upon joining. The enrollment fee is waived if re-joining within 3 years of taking a leave of absence.

2. Monthly Tuition: From the second month onward, tuition fees must be paid via automatic bank transfer from a designated Japanese bank account. A 3-month term (12 or 13 lessons) is divided into 3 equal monthly payments. For months scheduled with 5 lessons per the school calendar, the 5-lesson rate will be debited. Bank transfer setup details are outlined in Section [16].

3. Non-Refundable Policy: Enrollment fees, tuition fees, and registration fees once paid are strictly non-refundable under any circumstances.

[4] ANNUAL MEMBERSHIP FEE & CONTINUATION DISCOUNT

1. Facility Maintenance Fee: An annual membership fee of ¥3,300 (tax incl.) must be paid via cash or credit card upon enrollment as a facility maintenance charge.

2. Annual Renewal: The annual fee will be automatically debited from your bank account every year during your enrollment anniversary month. (Example: For members who joined in April, the fee is debited on March 27 alongside the April tuition).

3. Continuation Discount: After one (1) full year (cumulative 12 months) of continuous membership, a ¥300 (tax incl.) discount will be applied to subsequent annual fees.

4. Reset Warning: If a leave of absence exceeds 3 years without returning, membership will be formally terminated and cumulative membership duration will reset to zero.

[5] CONTINUATION OF LESSONS FOR NEXT TERM

1. Automatic Renewal: The School operates on an automatic renewal system. Members remaining in the same class do not need to submit renewal procedures for the subsequent term (3 months).

2. Notice for Leave: To take a leave of absence for the upcoming term, formal procedures must be completed in accordance with Section [12].

[6] CLASS CHANGES

1. Deadlines: Class Change Requests must be submitted by the end of Week 4, Week 8, or Week 12 (or Week 4, Week 9, or Week 13 for 13-week terms) as indicated on the official school calendar.

2. In-Person Requirement: Verbal or telephone requests are not accepted to prevent misunderstandings.

3. Administrative Fee: Requests made for personal convenience incur a designated class change administrative fee.

4. Effective Dates: Changes take effect starting from Week 1, Week 5, or Week 9 (Week 10 for 13-week terms).

5. School-Initiated Changes: No fee is charged if a change is recommended or initiated by the School (e.g., class consolidation, level promotion).

6. Level Promotion: Promotions require processing through your assigned head coach. Any tuition differences will be adjusted (offset or added) in the following month's bank transfer.

[7] MULTIPLE CLASS ENROLLMENT

1. Members wishing to enroll in multiple classes (or both Tennis and Golf) must submit a signed application form to the front desk on or after the monthly application opening date. Verbal or telephone requests will not be accepted.

2. Additional tuition fees will be added to the subsequent monthly bank transfer.

3. Mid-term enrollment is permitted. Multiple enrollments automatically renew each term unless canceled prior to the leave of absence deadline. Mid-term cancellations are not permitted.

4. Special leaves for multiple classes are governed by Section [13].

5. Multiple enrollment discounts apply to each enrolled class (cannot be combined with other promotional discounts).

[8] MAKEUP RESERVATIONS & SERVICE ACE

1. Service Ace Online Portal: Available 24 hours a day, 365 days a year. Booking makeup lessons online through Service Ace reduces the handling fee by 50% compared to booking via phone or at the front desk.

2. Email Registration: Registering your email address enables reservation confirmations, school notices, and court rental/event access during leaves of absence.

[9] ABSENCE & CANCELLATION RULES

Notifications for absences, makeup cancellations, or schedule changes must be submitted prior to the designated deadlines below:

Standard Classes (Daytime / Evening): Service Ace or Phone — At least 1 hour prior to lesson start.

First Class of the Day: Service Ace — At least 1 hour prior to lesson start.

First Class of the Day: Phone Only — Up to 15 minutes prior to lesson start (from front desk opening).

Kids / Junior Classes: Phone Only — Immediately prior to lesson start.

Unexcused Absences: Missing notifications or failing to meet deadlines will result in an unexcused absence, forfeiting all rights to makeup lessons for that session.

[10] MAKEUP LESSONS & TICKET RULES

1. Fees & Differences: A designated handling fee applies per makeup ticket. If booking a higher-tier class, the tuition price difference must be paid. No refunds are given when booking lower-tier classes. All fees and differences will be debited alongside tuition via bank transfer.

2. Eligible Levels: Members enrolled in Tennis General (85-min) and Junior classes may attend makeup lessons in classes one level below their registered level.

3. Cross-Discipline Use: Members taking both Tennis and Golf may use Tennis tickets for Golf (and vice versa) by paying handling fees and tuition differences. No refunds are provided for negative differences.

4. Additional Tickets: Members who have already utilized their scheduled class ticket may attend additional lessons by booking an extra lesson ticket.

5. Expiration Dates: a. Continuing Members: Valid until the end of the following term (both for personal absences and school-initiated cancellations). b. Members on Leave: Tickets for personal absences expire at the end of the current term.

6. No Extensions: Makeup tickets cannot be used to book regular enrolled classes solely for the purpose of extending ticket validity.

[11] FAMILY TICKET TRANSFERS

Family members registered under the same account may transfer makeup tickets among each other. Standard handling fees and class tuition differences apply. No refunds are given for negative differences.

[12] LEAVE OF ABSENCE PROCEDURE

1. Consultation & Submission: Consult your head coach first, obtain the Leave Request Form from the front desk, and submit the completed form before the deadline. Any outstanding balances must be paid in full upon submission. Verbal or phone requests are not accepted.

2. Late Submission Fees: Failure to submit the form before the deadline results in automatic renewal, subject to the following cancellation fees: a. Within 14 days after the deadline: 30% of the next term's tuition fee. b. From 15 days post-deadline until the registered class start date: 50% of the next term's tuition fee. c. On or after the registered class start date: 100% of the next term's tuition fee.

3. Offset Procedure: If the School has already completed the bank transfer procedure for the next term's monthly tuition at the time the leave is submitted, the School will confirm collection of the next term's monthly tuition, then offset the total of the next term's monthly tuition, cancellation fees, and any other outstanding amounts, and either refund the difference or collect an additional amount.

4. No Attendance Waiver: Unless an official Leave Request Form is duly submitted and accepted, regular tuition fees will be charged in full regardless of attendance (even if you do not attend a single lesson during the term).

5. Default Termination: Accounts overdue for 3 consecutive months where member intentions cannot be confirmed will be terminated automatically. Such termination does not release the member from the legal obligation to pay outstanding tuition, late charges, or administrative fees. However, if the School determines there are special circumstances, re-enrollment may be permitted on the condition that unpaid amounts are paid.

[13] SPECIAL LEAVE OF ABSENCE

Mid-term leaves of absence are permitted exclusively for the following unavoidable circumstances upon submitting the designated form accompanied by official documentation:

- Physician-certified medical illness, severe injury, hospitalization, or pregnancy making continued attendance difficult.
- Job transfer or household relocation (including of a family member) making continued attendance impractical.
- Nursing care for immediate family members, death, or disappearance of the member.

1. Cancellation Fee: A 30% cancellation fee applies to the remaining weeks of the term (calculated proportionally over 12 or 13 weeks). If submitted after the standard leave deadline, the remaining period shall include up to the end of the next term, and 30% of the next term's tuition shall be added as a cancellation fee. The School will offset the current monthly tuition, cancellation fees, and any other outstanding amounts, then refund the difference or collect an additional amount.

2. Maintenance Fee Option: Paying a monthly maintenance fee of ¥550 (tax incl.) via bank transfer allows members intending to return within 6 months to credit paid cancellation fees toward future tuition and retain unused makeup tickets. Re-registration fees are waived. The form for this option must be submitted at the time of the leave request.

3. Ticket Rules on Return: Retained tickets remain valid until the end of the term following your return month, but cannot be used during the return month itself. The return month's tuition will be prorated based on the remaining weeks of that month and debited the following month. Maintenance fees are strictly non-refundable. If the leave exceeds 6 months, please consult the front desk.

[14] SCHEDULE & APPLICATION DEADLINES

1. Term Schedules & Leave Deadlines

Term 1 (Spring): April – June | Leave Submission Deadline: March 1 | New / Return / Multiple Class Application Start: December 2

Term 2 (Summer): July – September | Leave Submission Deadline: June 1 | New / Return / Multiple Class Application Start: March 2

Term 3 (Autumn): October – December | Leave Submission Deadline: September 1 | New / Return / Multiple Class Application Start: June 2

Term 4 (Winter): January – March | Leave Submission Deadline: December 1 | New / Return / Multiple Class Application Start: September 2

2. Class Change Request Windows

Effective from Week 1: Week 9 – Week 12 of the previous term (Week 10 – Week 13 for 13-week terms)

Effective from Week 5: Week 1 – Week 4 of the current term

Effective from Week 9: Week 5 – Week 8 of the current term (Week 5 – Week 9 for 13-week terms)

Note: Term start/end dates, application windows, and deadlines may be changed with advance notice.

[15] WITHDRAWAL & RE-ENROLLMENT

1. Submitting a withdrawal form or remaining on leave for more than 3 years results in membership termination. Subsequent returns are treated as new enrollments and are not eligible for new-member campaigns.

2. Returning from leave requires submission of a signed form to the front desk. Verbal requests are not accepted. A minimum commitment of one full term (3 months) is required.

3. Re-enrollment requires a registration fee, but enrollment fees are waived.

4. After returning from leave, the annual membership fee shall be paid in the 12th month counting the cumulative period of prior membership. Discounts shall be applied according to the cumulative membership period.

5. Members on leave retain discount privileges for court rentals, school events (excluding special events), and partner facility discounts. Applications can be made via Service Ace. Please inquire at the front desk for details.

[16] BANK TRANSFER SETUP & PAYMENT SCHEDULE

1. Debit Setup: Members must set up automatic bank transfers using an eligible Japanese cash card via the Pay-easy system at the front desk. If Pay-easy is unsupported by the financial institution, a paper Bank Transfer Request Form with registered bank seal (inkan) or signature must be submitted. Incomplete or unclear forms may delay setup; if tuition cannot be debited for two consecutive months, payment must be made at the front desk in cash or by credit card.

2. Monthly Debit Date: Tuition is debited on the 27th of each month (or the next business day if a weekend/holiday) for the following month's lessons. (Example: February tuition is debited on January 27).

3. Failed Debit & Penalties: If a debit fails due to insufficient funds or account changes, two months' tuition will be debited the following month. If the second debit also fails, both months' tuition plus a ¥550 (tax incl.) late administrative fee must be paid at the front desk in cash or by credit card. (If payment is made by bank transfer, any transfer fees shall be borne by the member.)

4. Makeup and Other Fees: Fees for makeup tickets and other charges incurred during a month (from the 1st to the last day) will be debited on the 27th of the following month together with tuition. Example: Fees incurred in March will be debited on April 27 together with the May tuition.

[17] UNSCHEDULED CLOSURES & NATURAL DISASTERS

1. Lessons may be suspended due to natural disasters (typhoons, earthquakes, floods), infectious disease outbreaks, sudden coach illness, or other unavoidable circumstances as determined by the School.

2. Weather Criteria (Sakai City Area):

• Level 4 Evacuation Warning (or equivalent danger alert): Immediate class suspension regardless of time. Ongoing classes are halted immediately for safety. Classes resume 1 hour after the warning is lifted.

• Storm Warning (Typhoon): If a Storm Warning is in effect 1 hour prior to lesson start in the Sakai City area, the class is canceled. If lifted 1 hour prior, classes proceed as normal.

3. Canceled classes will be compensated with special fee-free makeup tickets valid within a designated period. Cancellation information can be confirmed via Service Ace or by phone.

[18]–[22] LESSON CONDUCT & FACILITY RULES

• [18] Valid Lesson Time: If interrupted by accidents or unexpected events, a lesson is deemed legally completed if at least two-thirds (2/3) of the scheduled duration was conducted.

• [19] Minimum Class Size: Minimum attendance is 4 students for Tennis (excluding Beginner classes) and 3 students for Golf. If only one student attends (excluding Beginner classes), lesson time is adjusted: 85-min reduced to 60-min; 60-min reduced to 40-min.

• [20] Scheduled Closures: Please refer to the official annual school calendar for scheduled facility closure dates.

• [21] Staff Changes: Instructors and classes may change due to operational requirements.

• [22] Instructor Requests: Members cannot designate or request specific instructors.

[23]–[25] CHECK-IN, LOCKERS, & DRESS CODE

• [23] FeliCa Check-In: Members must check in upon arrival using a registered smartphone, Japanese IC transit card, e-money card, or a Le Paradis Check-in Card (¥500 refundable deposit, refunded upon return of the card). Earn 1 point per ¥100 spent at the shop (1 point = ¥1 discount). Points are usable during leave and can be confirmed on receipts or debit statements.

• [24] Name Tags & Lockers: Name tags must be worn inside courts and golf studios. Locker users must register the locker number and name at the front desk and return locker keys immediately after use. Key replacement fee is ¥3,300 (tax incl.).

• [25] Dress Code: Appropriate sportswear and non-marking carpet court tennis shoes are required. Outdoor shoes and denim/jeans are strictly prohibited inside the tennis arena. Change into tennis shoes at the entrance. Rental shoes, trial rackets, trial clubs, and rental wear are available — please inquire at the front desk.

[26]–[28] SAFETY, LIABILITY, & INSURANCE

• [26] Parking & Property: The School assumes no liability for theft, loss, personal injuries, or other accidents arising during use of the facility unless the accident is attributable to the School. The same applies to troubles between members inside or outside the facility. A designated Parking Permit must be clearly displayed on vehicle dashboards. Drive at reduced speeds inside and near premises, especially near entrances where children frequently enter and exit. Parents accompanying children must ensure that children do not run around inside the facility or enter restricted areas.

• [27] Medical Disclaimer: Members are responsible for their own health management and for determining whether they are fit to participate in lessons. Follow staff instructions at all times. Accidents arising from failure to follow instructions, self-responsibility, interactions between members, or third parties are the member's responsibility; the School assumes no liability and members waive claims against facility managers and coaches. Emergency first aid is administered, but the School is not liable for subsequent treatments. Treatment costs are the member's responsibility.

• [28] Casualty Insurance: The School carries casualty insurance covering physical injuries arising directly from facility or service defects within policy bounds.

[29]–[32] GENERAL POLICIES & PROHIBITIONS

• [29] Revocation of Membership: Membership may be suspended or revoked for conduct damaging the School’s reputation or credit, rule violations, tuition defaults (failure to respond to payment demands), false declarations or concealment of material facts, disruption of operational order, or causing inconvenience to other members. Expelled members are prohibited from entering the premises.

• [30] Facility Closure: In the event of facility closure, unused tickets must be redeemed prior to the specified termination date; no refunds will be issued.

• [31] Closed Days & Hours: Closed days and business hours are determined separately.

• [32] Notification of Changes & Prohibitions: Members must promptly notify the front desk of any changes to address, phone number, email, or bank details. Alcohol consumption and participation while pregnant (or potentially pregnant) are strictly forbidden. With regard to tuition discounts, enrollment campaign benefits shall take priority. The School reserves the right to amend or update these regulations at its sole discretion.

[33] GOVERNING LANGUAGE

These School Regulations are prepared in Japanese and translated into English. In the event of any conflict, discrepancy, ambiguity, or inconsistency between the English version and the original Japanese version, the Japanese version shall prevail and govern in all respects.

MEMBER ACKNOWLEDGMENT & AGREEMENT

I hereby confirm that I have read, understood, and agreed to comply with all the terms, conditions, and rules outlined in the LE PARADIS School Regulations above.

Date (YYYY/MM/DD): _____

Member Name (Print): _____

Signature: _____

(If under 18 years of age, signature of Parent or Legal Guardian is required)

Parent / Guardian Signature: _____