

Association for English Studies in the Philippines Rules and Regulations

Chapter 1 General Rules

Article 1 (Name)

This association shall be called the “Association for English Studies in the Philippines” (hereinafter referred to as the “Association”).

Article 2 (Secretariat)

The secretariat of the Association is located at the Association for English Studies in the Philippines, a general incorporated foundation, in No.3 Kanetatsu Building 802, 1-6-4 Nihonbashikakigaracho, Chuo-ku, Tokyo (hereinafter referred to as the “Foundation”).

Chapter 2 Purpose and Operations

Article 3 (Purpose)

The purpose of the Association is to provide information on studying in the Philippines and to promote and develop the market for studying in the Philippines through the planning and conduct of seminars, ESL road shows, etc. for schools who understand the aims of the Foundation and who have been approved as members, in partnership with the Philippine Department of Tourism (hereinafter referred to as “Member/s”).

Article 4 (Operations and Preferential Treatment)

Engaging in operations such as the following for its members:

1. Preferential participation in studying abroad fairs held by the Philippine Department of Tourism and the Foundation
2. Preferential participation in seminars held by the Philippine Department of Tourism and the Foundation
3. Priority introductions at the time of FAM Tours
4. Introductions via the Foundation’s web page
5. School introductions in the studying abroad area at JATA Tabihaku
6. Conduct of regular meetings
7. Provision of information from the Philippine Department of Tourism
8. Protection of students studying abroad through the overseas students compensation fund

Chapter 3 Overseas Students Compensation Fund

Article 5 (Purpose)

The purpose of this system is to protect students studying abroad in the event a member school ceases to operate due to bankruptcy.

Article 6 (Overseas Students Compensation Contribution)

For the purposes of Article 5, members of this Association are to pay a contribution of an amount stipulated by the Association into a fund each year. Such fund shall be managed by the Philippine Department of Tourism.

Article 7 (Use of the Overseas Students Compensation Fund)

In the event a member of this association ceases to operate due to bankruptcy after obtaining the consent of the Philippine Department of Tourism, funds shall be provided from the overseas students compensation fund so as to allow affected students studying overseas to continue their overseas study programs smoothly. Furthermore, members shall cooperate and make efforts to take in such students.

Article 8 (Exclusions)

Article 7 does not apply in the event of a school ceasing operation due to reasons such as natural disasters, wars, and terrorism. Affected students shall bear costs other than the costs of the studying abroad program such as visa extension, SSP, and travel costs.

Chapter 4 Membership

Article 9 (Eligibility for Membership)

Schools who agree to these rules and regulations as well as the aims of the Association shall be eligible to be members if they have the qualification below. Furthermore, any entity with affiliations to anti-social forces shall be excluded.

1. To qualify for full membership, the language school must be operated legitimately within the Philippines (have attained TESDA/SSP).

Article 10 (Member Registration)

A school that wishes to become a member of this Association shall submit a prescribed form (i.e. a membership application form prescribed by the Foundation) noting their intention to become a member to the Chairman of the board of directors of the Foundation. And after it has successfully passed examination by the board of directors, it shall become a member upon payment of the annual membership fee and overseas students compensation fund contribution.

Article 11 (Fees)

The fees to be paid by every member annually (period covering January 1 to December 31) are as follows:

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| 1. Membership fee | ¥ 100,000 * |
| 2. Overseas students compensation fund contribution | ¥ 50,000 |

*The annual membership fee for a continuing member shall be discounted by 50%.

Neither the annual membership fee nor the overseas students compensation fund contribution will be refunded in any circumstances.

Article 12 (Members' Rights)

1. Members may freely participate in functions planned and held by the Association as well as sell or purchase, make media posts regarding, or advertise goods and services of the Association. Furthermore, there may be instances where they may need to pay a participation fee or pay a fee in order to sell or purchase, make media posts regarding, or advertise the aforementioned goods and services.
2. Member's requests to and opinions on the Association shall be made pursuant to the aims of the association, and members may participate in the planning and implementation of the same.

Article 13 (Members' Duties)

1. To comply with the laws in the Philippines and in Japan
2. To constantly maintain the quality of their teachers, curriculum, and facilities
3. To perform their obligations according to their contracts with their teachers, agents, and students
4. To cooperate promptly and without delay in the event the Foundation makes a request to the member to provide information

Article 14 (Personal Information Protection)

This Association manages the information of members held by the Foundation and the Association in accordance with the Personal Information Protection Policy separately prescribed by the Foundation.

Article 15 (Prohibitions for Members)

Pursuant to the aims of the Association, members must not engage in any of the following:

1. Acts of slander or libel with respect to the Foundation or other members
2. Acts contrary to the law or public order and morality
3. Acts of transferring or selling their membership to this Association

Article 16 (Loss of Membership)

A member shall lose their membership if any of the following applies to them.

1. They are late by one month or more in making payment under Article 11.
2. They cause damage or trouble to another member through the behavior noted in Article 15.
3. They apply to withdraw their membership pursuant to Article 17.
4. They cause damage to the reputation of the Foundation and/or the Association, and their loss of membership is approved by the chairman of the board of directors of the Foundation.
5. The member ceases to exist.
6. Any other situation that is determined to be unfitting of a member and the loss of membership is approved by the by the chairman of the board of directors of the Foundation.

Article 17 (Withdrawal of Membership)

When a member wishes to withdraw their membership of their own will, they shall submit a membership withdrawal form prescribed by the Association. Furthermore, any membership fees and overseas students compensation fund contributions that have been paid shall be non-refundable. The same shall apply with respect to Article 16.

Article 18 (Change of Address, Etc.)

In the event a member changes their address, contact details, etc. from that which they provided upon becoming a member, they shall promptly notify the Association's secretariat of the change. The Association shall make all notifications to all members via the contact details provided to the Foundation and/or the Association, and the Association shall not be responsible to any further extent.

Article 19 (Operating Costs)

The Association covers its operating costs through annual membership fees, revenues from operations, and donations.

Article 20 (Disclaimer)

In the unlikely event that the Foundation and/or the Association are/is liable to make compensation for damages that are attributable to the responsibility of the Foundation and/or the Association. Any such liability shall be limited to a maximum of 1 month's membership fees. However, such shall not apply where the acts of the Foundation and/or the Association are intentional or where they are grossly negligent.

Article 21 (Amendment of the Rules and Regulations)

These Rules and Regulations may be amended with the approval of the Chairman of the board of directors of the Association.

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