

## Important Notes for Registration

The BBP Language Exchange Program (LEP) is organized by the Language Education Center. Please follow the rules below, and let's make this program better together!

### < For Registration >

**1. It may not be possible to find a Language Exchange partner.**

We try our best to find Language Exchange Partners for as many registrants as possible. However, we will hold a drawing for partner allocation if there are too many applicants. Please note that there is a possibility that we may be unable to find you a Language Exchange partner in such cases.

**2. Please do not register if there is a possibility that you might cancel.**

Canceling after registration may cause troubles for other registrants and your Language Exchange partner. Please make sure you check your schedule first and then register for this program.

**3. If you do not show up at a session time, we might cancel your registration.**

**4. Please remember that your Language Exchange Partner is not a professional.**

Your Language Exchange Partner is not a teaching professional. It is important to respect your Language Exchange Partner and for both of you to be considerate to each other when teaching and learning. We welcome registrations from those who can make efforts to work together with their Language Exchange Partner and to understand and support each other.

**5. It is not acceptable to change your Language Exchange partner.**

It is not acceptable to change your Language Exchange partner for personal reasons. If you lose a partner due to unforeseen circumstances during the re-matching period, please contact the Language Education Center for re-matching. Details will be announced on the LEP website below.

([https://www.ritsumeikai.ac.jp/gengo/gaikokugo-gakusyu/sup\\_eng.html/](https://www.ritsumeikai.ac.jp/gengo/gaikokugo-gakusyu/sup_eng.html/))

**6. Participants are responsible for getting in touch with their partners.**

We provide this program for free as structure to support Ritsumeikan students to learn languages and cultures autonomously from each other. Therefore, all participants are required to take responsibility to contact their partners by themselves.

**7. Information provided from you through registration might be used only for the following purposes:**

- To run and manage the "BBP Language Exchange Program".
- To inform you of various kinds of programs or events run or held by Language Education Center.
- To have interviews with registrants/participants of the "BBP Language Exchange Program" in order to hear their voice.

Please register only after understanding all the conditions above.