

\* **Make a copy of this form.** [\*コピーして記入すること。]

# Course Withdrawal/Change of Address Form

 [受講中止・住所変更申請書]

Help Line Fax Number [ヘルプライン FAX 番号]:

**03-3235-0004**

Be sure to put a check mark on the box next to a request and follow the respective procedure. [必ずどの手続きかチェックをつけてください。]



<p><b>Course withdrawal</b> [受講中止] (Fill in to in the box below.) [下記太枠内 ~ を記入] (Date of departure or last working day: year:200 month: date: ) [帰国退職予定日の記入]</p>	<p><b>Change of address</b> [住所変更] (Fill in to ) [下記枠内 ~ を記入]</p>
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Deadline: the 1<sup>st</sup> of every month. [締切期間: 毎月の第1週目]

If your new address information is received **by the 1<sup>st</sup> of the month**, that month's materials will be sent to your new address on time. However, if the information is received **on the 2<sup>nd</sup> or later**, the next month's materials will be sent to your new address, but the current month's materials will be sent to your old address.

[毎月の第1週目までに新しい住所をご連絡いただければ、その月より新しい住所に教材が届きます。しかし、新しい住所を第2週目以降にご連絡いただいた場合、その月の教材は古い住所が届きます。尚、新しい住所に教材が届くのは、翌月からになります。]

Course Level [コースレベル]	Beginning [初級コース]	Intermediate [中級コース]	Advanced [上級コース]
JET Number [JET番号]			
Last Name [姓]			
First Name [名]			
Daytime contact number [昼間の連絡先] TEL ( home office) E-mail: [メールアドレス]			
Previous [変更前]	Zip Code [郵便番号]	〒	-
	Address [住所]		
	Bldg. name [建物名]		
	TEL [電話番号]		
New [変更後]	Zip Code [郵便番号]	〒	-
	Address [住所]		
	Bldg. name [建物名]		
	TEL [電話番号]		

**IMPORTANT!!: Course materials will not be sent to your home address.** [教材は自宅へは送りません。]