

[Individual Loan Guidelines]

Sogetsu Text 5 Special Training Session (Self-Study session using DVD by individual)

I. Eligibility

Sogetsu Text 5 Special Training Session is designed for all Sogetsu members, and Sogetsu Teachers Association members and their students are eligible to participate in the Session. NO participants who are not Sogetsu members (even from other schools or visitors) can be allowed to join the Session.

II. DVD

A. The DVD can be borrowed by STA members only. The DVD on loan from the Headquarters free of charge includes Messages from the *Iemoto*, Akane Teshigahara on Textbook 5, slide lectures and demonstrations by Master Instructors of the Headquarters, available in English-Japanese bi-lingual service.

B. This product is completely protected under the laws of Copyright, and only non-commercial use for Text 5 Special Training Sessions (Self-Study session using DVD by individual) is permitted. Any unauthorized duplication, alteration, sale, distribution, assignment, or screening or public transmission in any form or by any means (broadcast, cable broadcast, Internet or otherwise) to persons other than members of the Sogetsu Teachers Association (STA) and Sogetsu students, or other use of this DVD or any part thereof without prior written permission of Sogetsu Foundation is strictly forbidden by law. This DVD is on loan only, for Sogetsu Overseas Branches, Study Groups and Teaching members free of charge.

III. Certificate and Handouts

A. The Headquarters will issue all participants a Session Certificate.

B. The person in charge should submit the number of applicants to the Headquarters and notify us at least 3 weeks before the session if the number of applicants is changed.

C. Certificates will be provided for attendees by the person in charge. Attendees fill in the necessary items themselves.

D. The total amount of the Certificate-handling fee (**2,000 yen per participant**) should be paid to the Headquarters after the training session finishes.

E. Data in an English version(CD) will be provided from the Headquarters. The person in charge print or hand out them accordingly.

IV. Attendee List:

- A. The attendee List should be filled and submitted by the person in charge (written in Block style or type-out is preferable).
- B. The attendee list should be filled with the attendees' names, STA numbers (for those who have the number), session date and place.
- C. The Headquarters will register the information in the attendee list on the computer system and refer to it when receiving applications for promotion.

V. Expenses

- A. Headquarters
 - 1) A copy of the DVD and its shipping charges
 - 2) Air mail postage for the Session Certificate and CD of handouts.
- B. Person in charge of the session
 - 1) Certificate-handling fee (**2,000 yen per participant**)
 - 2) Shipping charges for returning the DVD and CD of handouts , the surplus of the Session Certificate(if any) to the Headquarters

VI. The person in charge of the session needs to submit the following things to the Overseas Affairs Department, Sogetsu Foundation, within two weeks after the session and NO later.

- A. Attendees List
- B. DVD
- C. CD of handouts
- D. Surplus certificates (if any)