

# APPLICATION FORM

Application for the intensive and practice-orientated international seminar on garden art and garden construction in Japan

14. February – 26. February 2010 in Atami, Japan

(Please copy, write clearly and send per Fax)

## 1 : I want to participate in the intensive seminar in Atami:

(Application term: 1. July 2009 - 31. January 2010. Please apply as early as possible)

1 : Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_ m / f Occupation: \_\_\_\_\_

Place of residence / Address: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 2 : Name and address of your room partner in Double Room (if any):

(If you want to share a room with someone who applies together with you, please let us know. If you do not have a room partner, but want to share a room with someone, we will try to introduce you a proper person)

Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_ m / f Occupation: \_\_\_\_\_

Place of residence / Address: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## I want to take part in the seminar,

- with accommodation in a charming Tatami-room (**Double Room**) at the Seminar House (Fee = 2250 EURO / 1950 EURO Student/Trainee)
- with accommodation in a charming Tatami-room (**Single Room**) at the Seminar House (**only if available** / surcharge: 450 EURO).
- with accommodation in a charming Tatami-room **for three persons** at the Seminar House (Reduction: 200 EURO. Student/Trainee: 150 EURO)
- I want to take part in the afternoon-workshops of the seminar only passively, i.e. just “watch” and “listen”. (Reduction: 250 EURO).

- I live in Japan and I do not need accommodation during the term of the seminar (Reduction: 450 EURO)

(Fees / Surcharges / Reductions are per person. Please tick appropriate)

On request, and with additional charge, we can also provide Single Room / Double Room accommodation outside the Seminar House in a hotel in Atami (13 nights). Prices on request (approx. 450 to 1200 EURO surcharge. Prices depend on season, selected hotel and time of booking).

Immediately after the end of the seminar, I want to participate in the following OPTIONAL TOUR:

(Only one choice possible, because all OPTIONAL TOURS start at the same day, 27. February 2010)

- Tour 1: Temples and gardens in Tokyo Fee: 185 EURO
- Tour 2: Pond gardens and dry landscape gardens in Kyoto Fee: 420 EURO
- Tour 3: Temples and gardens in Kamakura Fee: 150 EURO

I have read and understand the general information concerning the seminar. I will transmit the application fee for the seminar and surcharges, which may occur according to my individual selection of options, within three weeks after my application. I accept the regulations concerning the cancellation fees. I am physically fit and I am able / I want to take part in all afternoon workshops. I have already obtained a Travel, Accident and Health insurance for traveling to Japan / I will obtain a Travel, Accident and Health insurance before I will depart for Japan. I understand that the organizer of the seminar cannot take responsibility for any case of injury, illness, loss or damage. (Please fill out one APPLICATION FORM per person)

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Place, Date	Signature
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Please send the fully completed and signed APPLICATION FORM by Fax to Andreas Hamacher, Kosugi Zohen Co. Ltd. **FAX: +81-3-3467-0970**  
Once you have sent your application form, we will send you a confirmation of your booking. Some days later we will send you also your bill by post. About the middle of January 2010 we will send all participants more information and a detailed description on how to get to Atami by train after arriving in Tokyo.

Thank you very much for your application.  
We are looking forward to welcome you in February!

## Application Deadline Date, Paying of Application Fee, Cancellation Fee

1 : **Application Deadline Date:** Please apply between  
**1. July 2009 ~ 31. January 2010**

2 : **Payment of Application Fee:**

Payment of the application fee / OPTIONAL TOUR fee /  
Single Room surcharge / Hotel surcharge

1. **Payment by transferring the fee to one of the following bank accounts:**

A. Transfer your amount to the account of the European Landscape Contractors Association (ELCA),  
(= Easiest and cheapest transfer possibility for applicants from Europe, Africa and America):

IBAN DE 16 38060186 2101 9320 12

BIC Code: GENODED1BRS

(Volksbank Bonn Rhein-Sieg eG

Konto Nr. 21 019 320 12, BLZ 380 601 86)

Purpose of transfer: Seminar in Atami

B. Transfer your amount to the account of Kosugi Zohen (= Easiest transfer possibility for applicants from Southeast/Southwest Asia, Australia/New Zealand and from within Japan):

Higashi-Nippon Bank, Ltd. Higashi-Kitazawa Branch,

Account Number: 131-142149 SWIFT Code: HNPBJPJT

Holder of the account: Kosugi Zohen Co.,Ltd.

2. **Payment by cheque or cash**

At specific request, or if you live in Japan, you may also be able to pay the application fee by sending a cheque or by paying in cash. If you like to do so, please contact the Directing Manager of the seminar in advance for consultation.

3 : **Cancellation Fees:**

If you want/have to cancel your confirmed application, please send us a signed fax and post us the original form. Cancellation fees below will apply. The cancellation fee is calculated as a percentage of the total amount of your application fee (seminar application fee with all surcharges) and depending on the date when we inform you the receipt of your cancellation:

- |    |       |              |       |                          |
|----|-------|--------------|-------|--------------------------|
| 1. | until | 15. December | 2009: | 20% of the total amount  |
| 2. | from  | 16. December | 2009: | 50% of the total amount  |
| 3. | from  | 01. February | 2010: | 100% of the total amount |

Intensive and practice-orientated international seminar  
on garden art and garden construction in Japan  
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Application form for the homestay programme

I would like to take part in the homestay programme (organized by Kosugi Zohen Co. Ltd.) on the weekend of 20. - 21. February 2010.

The programme includes one or two nights accommodation at a Japanese host family, who lives in Atami city or close to Atami. On request, students and trainees may be introduced to a family with members of a similar age. Knowledge of the Japanese language is not a prerequisite to take part in this programme.

If costs other than for accommodation and breakfast (like costs for additional meals, transportation, excursions, etc.) arise during the homestay programme, participants are kindly requested to pay these costs individually.

Please note and understand that during the time of the homestay programme, paid but not used aspects of the seminar (like unused accommodation portions in the Seminar House or in a hotel) cannot be reimbursed.

Brief details of my personal requests concerning the homestay programme:

- If possible, I would like to stay two nights with a Japanese host family.
- I would like to stay only one night with a Japanese host family.
- I am interested to visit a Japanese family on the weekend for a few hours, but I do not want to stay there overnight.
- I would like to stay with a Japanese family who has members of a similar age
- Other requests: \_\_\_\_\_

(homestay programme only as far as possible, depending on time of application and availability of host family)

During the first week of the seminar, there will be a meeting with all participants who want to take part in the homestay programme. Details about the programme and the host families will be explained during this meeting.

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Place, Date

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Name, Signature

Please copy this form and send it per fax together with the application form of the seminar to:

Andreas Hamacher, Kosugi Zohen Co. Ltd.

Fax-Nr.: +81-3-3467-0970