JVTA

INTERPRETATION & TRANSLATION PROGRAM

SCHOOL CATALOG

Spring/Summer 2024

April 23, 2024 – September 14, 2024

JVTA, INC.
Japan Visualmedia Translation Academy
State of California, BPPE School Code: 1920631
SEVIS School Code: LOS214F01681000

School/Office Location
(The address where class sessions will be held)
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.
Phone: (310) 316-3121 Fax: (310) 316-2411
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INTERPRETATION & TRANSLATION PROGRAM

* JVTA is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education and that approved to operate means compliance with state standards as set forth in the CEC and 5, CCR. The School Code is 1920631.

* JVTA is a private institution that is authorized under Federal law to enroll M-1 nonimmigrant alien students. SEVIS School Code is LOS214F01681000.

* JVTA does not offer any degree programs and is not accredited by any accrediting agency recognized by the United States Department of Education as there is no such agency for language interpretation and translation schools.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Due to the ongoing coronavirus situation, the school may be required to change its policies to comply with instructions from government agencies and/or laws and regulations. We appreciate your understanding and cooperation.

MISSION AND OBJECTIVES

JVTA, Inc. works to advance the craft and profession of interpretation and translation through a comprehensive model. The core of the JVTA's comprehensive model is achieved through our vocational training school. The school conducts interpreter/translator training courses in order to cultivate translation talent that is so important to the industry. We aim to produce highly-skilled individuals to meet the growing demands for translation specialists. We train our students to become professional translators and help them thrive.

MISSION

The Heart of Words

When words are used as a medium of cross-cultural communication, people tend to hit a wall of limitations. We find it difficult to express even a fraction of our thoughts in words, and words are merely one aspect of a wide communication context, much of which is nonverbal. It is indeed a challenge to use spoken and written words to communicate our ideas to others. It appears that only when we strive to connect with the "heart" of another person - the repository of his or her deep and sincere feelings and beliefs, the wellspring of individual character, intellect and imagination - can we truly begin to understand the "heart" of his or her words. We believe that both the heart and mind of words are vital to language communication.

Abstract Affect of Words

America's great social reformer and civil libertarian, Helen Keller, became blind and deaf from an acute illness 19 months after her birth. As a result, she was unable to speak for the next 8 years of her life. She was nevertheless able to overcome these great barriers to communication, becoming a world-renowned lecturer on the rights of disabled members of our society. Through Keller's references, understanding of words, we learn following insight:

While words are convenient, when these sound and light wave stimuli called words reach our cerebrums through one's nervous system, information is abstracted from the words completely in the subconscious mind. Through these abstract affections, we can only dare to come up with the partial truth, leaving true understanding to reside in extreme obscurity amid the world of words. Therefore, words are markedly

inferior to the non-verbal world and to silence that surpasses words. Communication through words only expresses a very small part of the truth.

We think that to correct the type of instantaneous and erroneous cerebral judgment - a result of abstracting words through one's unconscious and often-unreliable mental or emotional states - it is important to cultivate an attitude of what might be called "ethical listening." This is defined as a rational, non-judgmental state of heightened consciousness from which one can begin a probative search for the truth, the intended message, which lies behind and within those abstract symbols, called "words." We consider this sense of ethics to be our guiding principle for understanding others**.**

Unity of Body and Mind

Through recent advances in quantum theory we have come to understand that matter and energy are not separate, they are interchangeable. We now recognize the interconnectedness of body and mind, and the affect of the observer on that which is observed. We find that consciousness and intent have an effect on the outcome of events. We find that strong consciousness and strong intent have an effect stronger the better on events.

As a Danish theoretical physicist Niels Bohr said, "Some of the movements in the world of atoms clarify their specific existence only when people make a conscious observation. Otherwise, under normal conditions, their existence is not clear."

Science now confirms that things often happen as we think or hope they will. Laboratory experiments demonstrate that negative thinking can produce biochemical changes and even disease in our bodies. In reality, people who think they can accomplish something if they put their mind to it can indeed accomplish it. People who think they are healthy do live longer than others.

We believe that a positive life based on philanthropic ideals of consideration for others, friendship, benevolence, altruism, and virtue is considerably more enjoyable and wholesome than using negative energy in order to accomplish things. We believe it to be ultimately rewarding to be able to help others while refining one's own mental self-discipline in furtherance of precision and subtlety in communication.

We believe that exploring the heart of words, nurturing a strong sense of ethics, and the practice of philanthropic discipline are corporate assets that must be cherished in our mission as language specialists, interpreters and translators.

The Role of JVTA

- To create an effective bridge between Japan and the U.S. by overcoming cross-cultural differences.
- To practice philanthropic principles in order to better serve people.
- To continue efforts consistent with the promotion of happiness for the people it serves.

Nobuaki Fudetani
President
JVTA, Inc.

OBJECTIVES

Our objectives include preparing persons who are highly fluent in the Japanese and English languages to become proficient in the knowledge and skills required for professional employment as interpreters and translators. Our student population consists primarily of Japanese and American students as well as working professionals. However, anyone of any nationality or cultural background who is proficient in both English and Japanese who demonstrates ability to achieve a professional level of proficiency as an interpreter and translator is eligible to enter this program.

Spring/Summer 2024: April 23, 2024 – September 14, 2024
(For M-1 international students, Spring/Summer 2024 is April 15, 2024 – September 21, 2024, including registration/orientation/prep sessions and review/practice sessions.)

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* We accept enrollment throughout the year as space allows. Our regular semesters start from April and October and other ideal times to start the program are July and January. We also offer make-up sessions as well as preparation/review sessions. Please contact the school for details. However, to be eligible for advancement and to receive formal evaluation results, students are required to attend a minimum of 80% of all class sessions.

ADMISSION POLICY

Pursuant to CCR section 71770(a)(1), each student admitted to our program shall possess a high school diploma or its equivalent or a higher degree. The applicant must present such document to school. Also, the applicant must have a significant grasp of both English and Japanese to be admitted to our program.

Language Proficiency

Our courses are taught with some portions in Japanese and other portions in English. The level of English proficiency required is TOEFL 500 or higher, and the level of Japanese proficiency required is Japanese Language Proficiency Test Level 2 or higher. Please notify us if you cannot provide the official scores or certificates from these exams. We will also determine your proficiency levels via our own evaluation test.

Prior to your enrollment at JVTA, you will be evaluated on your proficiency in the English and Japanese language skills as well as interpretation and translation abilities to ensure you have the necessary levels to qualify for enrollment. The test has been designed by our curriculum specialists and is geared to access specific skills required for professional translators/interpreters. Our test efficiently and effectively shows the test-takers' levels of comprehensive English and Japanese language skills, as well as translation skills. It reveals your strengths and weaknesses and evaluates your level of understanding.

Your score on this test will determine if you are allowed to enroll at JVTA. Too low a score on the test will mean that you do not have sufficient skills to benefit from our classes. If your score is acceptable for enrollment, your score will determine to which class level you will be admitted. The required scores for each course level are as follows: Preparatory Course, 45; Basic Course, 65; Professional Course, 90.

Visa Information for International Students

JVTA is a private institution that is authorized under Federal law to enroll M-1 nonimmigrant alien students. SEVIS School Code is LOS214F01681000. M-1 students are required to attend as full-time students taking four sessions per week, a total of twenty-two hours of classroom instruction and skills training a week to satisfy immigration requirements.

International students who are accepted by JVTA need to submit the following in order for the school to issue a Form I-20 (Certificate of Eligibility for Nonimmigrant Student):

1. Photocopy of passport
2. Evidence of sufficient funds – e.g. Bank Statement
3. Evidence of sufficient funds – Financial Support Form filled out and signed by the person who will support the student financially during his/her stay in the United States.
4. Tuition and fees (Please see Page 16)

The school will issue the Form I-20 and recommendation letter to the US Embassy/Consulate. Please check with school for details about visa application procedure as it often changes and supporting documents required by the Embassy/Consulate are different for each location and each individual case.

Fees for M-1 Students:

- I-20 Handling Fee of $550/person will be required, if applicable. This is a non-refundable, administrative fee charged by school for certification. This is not a visa application fee. The spouse and minor children under 21 accompanying an M-1 student will need their own I-20 to apply for their M-2 visas. Please check with the school for details.
- M-1 foreign students are required to pay visa application fees, SEVIS fee and other necessary fees to the U.S. government, if applicable. Please check with the school for details.
- Practical Training I-20 Handling Fee will be required, if applicable. Please check with the school for details including the amount. This fee is non-refundable and does not include practical training application fees or any other fees.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at JVTA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in Interpretation and Translation Preparatory Course, Basic Course and Professional Course at JVTA is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending JVTA to determine if your certificate will transfer.

* JVTA does NOT currently engage in any transfer or articulation agreements between itself and any other college or university.

Units and Credits from Other Schools

Due to the nature of the school, JVTA does not accept any units or credit earned by the student at other institutions or award credit for prior experiential learning.

COURSE DESCRIPTIONS

JVTA offers Interpretation and Translation Program in three levels: Preparatory, Basic and Professional Courses. These courses are offered in a wide variety of sections, and students can repeat for credit enrollment in any section for which they are qualified. Different plans of study accommodate the needs of full-time students and part-time students.

The majority of our courses are taught some portions in Japanese and some portions in English. Please see Page 3 for the levels of language proficiency in English and Japanese required to be admitted to our program.

The basic curriculum for each class is as follows:

Interpretation and Translation Preparatory Course TOEFL LEVEL: 500 – 550

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 96 hours.
The actual time needed to complete the course varies depending on factors such as each student's skills at the time of enrollment, efforts, progress, etc. Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice. The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

The Preparatory Course is designed to polish fundamental language skills required for beginning interpreter/translator training. This introductory course is for students who are bilingual, but have not yet attained the level of competence required for beginning an interpretation/translation course. Basic interpreter/translator training skills are taught with an emphasis on the following:

* Vocabulary building through repetition and shadowing (a technique in which the interpreter lags behind the speaker slightly, repeating exactly what has been said).
* Correct usage of idiomatic expressions
* Correct grammar and syntax
* Essential knowledge of Japanese and American business and culture
* Basic knowledge of current events

<First Term>

Fundamentals of Interpretation - Overview and basic skills training such as shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Consecutive Interpretation to English - Interpretation of a wide range of topics and current events.

Introductory Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Fundamentals of Translation - Overview of the process of translation and basic skills training.

Introductory Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games.

Introductory Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games.

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Interpretation Skills Training - Building on the foundation laid in the first term and further developing interpretation skills training such as shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Consecutive Interpretation to English - Interpretation of a wide range of topics and current events. Students are expected to improve accuracy, speed and overall quality of interpretation.

Introductory Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events. Students are expected to improve accuracy, speed and overall quality of interpretation.

Translation Techniques - Building on the foundation laid in the first term and further developing translation skills

Introductory Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games. Students are expected to improve accuracy and overall quality of translation.

Introductory Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games. Students are expected to improve accuracy and overall quality of translation.

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

Preparatory Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment. Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the preparatory level work. This class involves research skills and professional writing. Your class projects should be of a preparatory quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

NOTE: Making back ups of all work is the student's responsibility. Everyone please make sure to back up work on another floppy disk, zip disk or CDs or portable USB's. It is not the responsibility of the Instructor to help students retrieve files from their corrupted storage devices. If they lose work they will not be given any extra time for redoing their projects.

Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an “A” and 1 equals a “F.”

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/ translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.
Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, and thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

- With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

  PART-TIME ENROLLMENT (SATURDAY CLASSES)
  While Saturday sections cover the same preparatory, basic, or advanced skillsets as weekdays sections, they overwhelmingly appeal to practicing professionals, including students who are already working as in-house company translators or semi-skilled at-home subtitlers. One appeal of the Saturday sections for such near-professionals lies in the fact that Saturday-only enrollment offers somewhat more concentrated study with fewer contact hours and at a lower tuition. Some students are able to do well with Saturday sections alone, especially if they have already acquired some skills, technical knowledge, and preliminary translation experience.

Interpretation and Translation Basic Course TOEFL LEVEL: 550 – 600

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 96 hours.
The actual time needed to complete the course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc.
Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice.
The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

The Basic Course stresses the mastery of basic interpretation/translation techniques. In this intermediate course, the following are emphasized to build a solid foundation of basic interpretation/translation skills:

* Idiomatic expression and articulation of Japanese and English
* Spontaneous and accurate interpreting, quick response and presentation
* Basic note-taking for interpreting
* Listening, comprehension and spoken expression
* Accurate shadowing: retention and reproduction
* Current Japanese and English business terminology

<First Term>

Intermediate Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Intermediate Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Translation Techniques – Reinforcing translation skills.

Intermediate Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Intermediate Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Intermediate Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Intermediate Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Translation Techniques - Further developing translation skills.

Intermediate Translation to English - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Intermediate Translation to Japanese - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

Basic Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment. Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the basic level work. This class involves research skills and professional writing. Your class projects should be of at least a basic quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

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Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an "A" and 1 equals a "F."

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/ translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.

Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, and thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
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  PART-TIME ENROLLMENT (SATURDAY CLASSES)
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Interpretation and Translation Professional Course TOEFL LEVEL: 600 or higher

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 144 hours.
The actual time needed to complete the course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc. Although this is an advanced and demanding course, students can take as many classes as they wish per term if they would like to have more training and practice. The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

Instruction consists of interpretation/translation exercises which simulate real life interpretation/translation assignments. At this level, some exceptional students may begin on-the-job training. Classes at this level provide the technical foundation for interpretation/translation with an emphasis on the following:

* Effective presentation in consecutive interpreting: note-taking for accurate reproduction, appropriate pausing and quick response

* Accurate shadowing: retention, comprehension and reproduction
* Accurate and spontaneous sight translation
* Exposure to various fields in the interpreting profession, special terminology and essential background knowledge
* Basic knowledge of terminology and principles in the fields of science & economics
* Simultaneous Interpreter Training

<First Term>

Advanced Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Advanced Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Advanced Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Fundamentals of Simultaneous Interpretation – As basic training for simultaneous interpretation, reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Simultaneous Interpretation to English - Interpretation of a wide range of topics and current events.

Introductory Simultaneous Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Advanced Translation Techniques – Reinforcing translation skills.

Advanced Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Advanced Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Advanced Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Advanced Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Advanced Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Simultaneous Interpretation Skills Training – Reinforcing simultaneous interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking (interpreting longer and more complex materials).

Intermediate Simultaneous Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Simultaneous Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Advanced Translation Techniques - Further developing translation skills.

Advanced Translation to English - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

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Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

Professional Course Evaluation

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Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/ translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.
Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

* With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback

PART-TIME ENROLLMENT (SATURDAY CLASSES)

While Saturday sections cover the same preparatory, basic, or advanced skillsets as weekdays sections, they overwhelmingly appeal to practicing professionals, including students who are already working as in-house company translators or semi-skilled at-home subtitlers. One appeal of the Saturday sections for such near-professionals lies in the fact that Saturday-only enrollment offers somewhat more concentrated study with fewer contact hours and at a lower tuition. Some students are able to do well with Saturday sections alone, especially if they have already acquired some skills, technical knowledge, and preliminary translation experience.

AWARDING OF CERTIFICATE OF COMPLETION

A student must successfully demonstrate his/her professional level of interpreting and translation ability through course work and a final examination given by their JVTA instructors. Evaluations are based upon classroom performance, test results and attendance. A passing grade on course work (a C+ or higher) and this final examination result in the student receiving the JVTA’s Certificate of Completion for Interpretation and Translation Preparatory Course, Basic Course and Professional Course.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

OCCUPATIONS TO WHICH THIS COURSE IS DESIGNED TO LEAD

The JVTA courses are designed to prepare students to become professional interpreters and/or translators (US Department of Labor's Standard Occupational Classification Code 27-3091). Our primary purpose is to bring aspiring interpreters and translators to a level of language ability where they can find employment in these fields. Also, translation quality control is very important and essential part of translation process. Translation companies hire such quality control linguists, proofreaders and editors of the target languages, and our interpreter/translator training program would prepare our students for such jobs. Additionally, many former students of our program found that their increased bilingual abilities enabled them to work in international businesses, the travel industry and in bilingual educational settings.

FACULTY

The best instruction comes from those with real-world experience, so our instructors are professional interpreters, translators, localization specialists and quality control linguists selected from a broad spectrum of the localization community to expose our students to a variety of working styles and areas. Our instructors normally hold bachelor's degrees, or Associates with the additional equivalent of at least two years of fieldwork experience and/or higher degrees and have over 10 years of experience in the interpretation and translation industry. (There is no license to become an interpreter/translator.) Some instructors are graduates of our program and work as professional interpreters and translators. These instructors bring a unique perspective to the classroom experience for our students.

Saeko Higa-Dickinson
Ms. Dickinson has more than 20 years of experience working as both an in-house and a freelance interpreter and translator for mainly Japanese companies across various industries, including legal, IT, and automobile. She completed her Bachelor's Degree in English and Linguistics at Ryukyu University in Okinawa, Japan, and went on to earn a Master of Science in Legal Translation from Babel University Professional School of Translation. Additionally, she completed Interpretation and Translation Professional Course at our school, JVTA (formerly known as ISS Translators).

Paul Koehler
Mr. Koehler is a professional interpreter and translator with over 10 years of experience. After graduating with a major in journalism, he spent eight years working in Japan before returning to the U.S. He currently works as a freelance translator, specializing in Japanese to English translations, and also offers consecutive and simultaneous interpreting services for both Japanese to English and English to Japanese. He has worked on a wide range of translation projects for a major video streaming service company in Los Angeles and has in-house experience working as a translator and interpreter at Square Enix and Honda R&D Americas.

Yuka McLeod
Ms. McLeod is a professional interpreter/translator with over 20 years of experience. She has performed simultaneous and consecutive interpretation in a wide range of business settings, both as a full-time employee of two major global corporations, and as a freelance interpreter. She also has extensive experience in written translation in a variety of fields, such as the IT industry, the automotive industry and consumer electronics, to name a few. Additionally, she is experienced in creating Japanese subtitles for media content, including TV shows, documentaries and movie trailers. Ms. McLeod holds a B.A. in Political Science with an emphasis on International Relations from California State University, Long Beach (CSULB). While in Japan, and prior to transferring to CSULB, she studied English Literature for two years at Kansai University, and received training in interpretation at Simul Academy in Osaka. Here

in the Los Angeles, CA, she has also studied interpretation and translation at JVTA (formerly ISS Translators) from 1997 to 1998, and media translation from 2010 to 2011.

Namiko Nagayama
Ms. Nagayama is a translator/interpreter, translation project coordinator, and instructor for Japanese-to-English translation. She has experience translating and proofreading various types of documents including academic papers and scripts for feature films and animated series, as well as translating and creating English subtitles for a wide range of Japanese content. As a translation project coordinator, she works with clients based in Japan and the U.S. She studied interpretation and visual media translation at JVTA Los Angeles from 2017 to 2019 and holds a Bachelor of Science degree in Music with honors from Pacific Union College.

Yuki Olsen
Ms. Olsen has experiences in translation and interpretation, as well as international business. As a representative or translator of either Japanese or American companies, she has played critical roles in marketing, presentations, negotiations, and so on. She obtained a BA in Commercial English from Seinan Gakuin University in Japan. She was trained at our school, JVTA (formerly known as ISS Translators) and then started teaching there in 2007.

Naomi Soen
Ms. Soen is a freelance translator and instructor with over 10 years of experience in subtitle translation, 9 years of experience in teaching subtitle translation, and over 20 years of experience in the entertainment industry. After working as a television production coordinator and technical assistant in New York, she established her own television production company in Los Angeles. Ms. Soen has worked with major Japanese broadcasting networks as they filmed numerous projects in the U.S. She later enrolled in and completed translation courses at JVTA Los Angeles. She earned a Bachelor of Science in Mass Communication from Lehman College (City University of New York).

Ryoko Takahashi
Ms. Takahashi is a professional freelance translator who specializes in creating Japanese subtitles for video content, including dramas, reality shows, and documentaries. She has also worked for a Japanese broadcasting station in Los Angeles, and has experience in English and Japanese bilingual projects. Ms. Takahashi completed a translation course at the Japan Visualmedia Translation Academy.

Keiko Tolbert
Ms. Tolbert has nearly 25 years of experience as a translator/interpreter. She has extensive experience in the medical and industrial fields. She has worked as a medical researcher at a medical organization for 10 years and as a translator/interpreter at an electric motor manufacturing company for 15 years. She was certified as a medical interpreter in 2019. Ms. Tolbert holds a master's degree in Nutritional Sciences from University of Alabama at Birmingham and a Bachelor of Science degree in Mathematics from Samford University. She also completed medical and pharmaceutical translation courses at SunFlare Academy and Media Research, Inc. Additionally, Ms. Tolbert has teaching experience as an instructor for intensive English courses at ECC, a foreign language institute in Nagoya, Japan.

Aaron Woolfolk
Mr. Woolfolk graduated from the University of California at Berkeley with BAs in both Ethnic Studies and Rhetoric, and from Columbia University with an MFA in Film. Mr. Woolfolk has been a professional screenwriter, director, and playwright in the United States and Japan for over 15 years. Among his extensive credits, he wrote, directed, and produced the award-winning Toei Company, Ltd. feature film, "The Harimaya Bridge," starring Ben Guillory, Saki Takaoka, Misa Shimizu, and Danny Glover. He also co-wrote the Ovation Award-nominated play, "Bronzeville." In addition, he was a Walt Disney Studios/ABC Entertainment Writing Fellow. Mr. Woolfolk taught junior high school English for the Takaoka County Board of Education in Kochi Prefecture, Japan for one year. He also taught Elements of Film Production to K-12 public school students in New York City, USA for four years.

SCHEDULE OF TUITION AND FEES

Spring/Summer 2024: April 23, 2024 – September 14, 2024
(For M-1 international students, Spring/Summer 2024 is April 15, 2024 – September 21, 2024, including registration/orientation/prep sessions and review/practice sessions.)

Course	Tuition	Registration Fee (non-refundable)	STRF (non-refundable)	US Dollars Total Due
Preparatory, Full-time	$5,990	$250	$0	$6,240
Basic, Full-time	$5,990	$250	$0	$6,240
Professional, Full-time	$5,990	$250	$0	$6,240
Preparatory, Part-Time	$1,930	$250	$0	$2,180
Basic, Part-Time	$1,930	$250	$0	$2,180
Professional, Part-Time	$1,930	$250	$0	$2,180

* With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

* Tuition and fees are due before each term starts.

* Most educational materials, such as printed assignments and audio/visual files are provided by JVTA and are included in the cost of tuition unless otherwise indicated in the course schedule.

* Registration Fee is a non-refundable fee payable to JVTA for each term. (This is non-transferable to other terms.)

* Student Tuition Recovery Fund (STRF) fee is a non-refundable fee and will be applied to those who are eligible. Most students must pay this fee regardless of California residency or visa status as our program is considered as a residency program. The STRF fee is subject to change in accordance with changes in statutory or regulatory requirements of the State of California. Please see Page 17 for details.

* Payment method: Tuition and fees may be paid by personal check, money order, bank check, wire transfer, bank deposit or credit card. A 3.5% convenience charge will be applied to all credit card or debit card transactions. A $30 charge will be applied for a returned check.

* All fees incurred by JVTA in receiving payment or making refunds are the students' responsibility, and are non-refundable, including wire transfers and bank transfer fees. All credit card or debit card transactions are subject to a convenience fee of 3.5%.

* Fees for International Students
- Our school is authorized under Federal law to enroll M-1 nonimmigrant alien students.
- I-20 Handling Fee of $550/person will be required, if applicable. The spouse and minor children under 21 accompanying an M-1 student will need their own I-20 to apply for their M-2 visas. Please check with the school for details. This is a non-refundable, administrative fee charged by school for certification. This is not a visa application fee.
- M-1 foreign students are required to pay visa application fees, SEVIS fee and other necessary fees to the U.S. government, if applicable. Please check with the school for details.

- Practical Training I-20 Handling Fee will be required, if applicable. Please check with the school for details including the amount. This fee is non-refundable and does not include practical training application fees or any other fees.
- Please refer to Page 3 for student visa information.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

STUDENT TUITION RECOVERY FUND (STRF) STATEMENT

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

* The institution (JVTA) has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

TOTAL COST OF TUITION

For Spring/Summer 2024, JVTA offers Saturday Preparatory, Basic and Professional Courses for $2,180 ($1,930 tuition, $250 registration fee, $0 STRF fee) per course per semester and full-time Preparatory, Basic and Professional Courses for $6,240 ($5,990 tuition, $250 registration fee, $0 STRF fee) per course per semester. The overall cost of tuition and fees for the semester can range from $2,180 (one Saturday course) to $6,795 (full-time tuition and fees for foreign students with M-1 visa status) depending on the students' selection of weekday and/or Saturday courses, and their visa status.

Most educational materials are provided by JVTA and are included in the cost of tuition unless otherwise indicated in the course schedule.

* With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

ESTIMATED MINIMUM TOTAL CHARGES TO COMPLETE EACH PROGRAM (with STRF Fee) / TOTAL NUMBER OF SEMESTERS (HOURS)

Preparatory Course: $4,360 (two terms, 96 hours)
Basic Course: $4,360 (two terms, 96 hours)
Professional Course: $6,540 (two terms, 144 hours)
Total $15,260

As there is no license to become an interpreter/translator, each student's completion plan is individualized to cater to the pupils' needs. If you start from the Preparatory Course and wish to complete the Professional Course, the minimum length of the entire JVTA interpretation and translation program will be 6 semesters (336 hours). However, the actual time needed to complete each course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc. Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice. Tuition and fees for the semester can range from $2,180 to $6,790 depending on the students' selection of weekday and/or Saturday courses and their visa status.
The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

Students entering the program who have a higher level of Japanese and English language ability may be placed in intermediate or advanced courses, and thus require fewer terms (and fewer course hours) of study to complete the program.

CANCELLATION, WITHDRAWAL, REFUND POLICY - STUDENT'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Also, you have the right to withdraw from a course, and possibly obtain a refund. Any notification of cancellation or withdrawal must be in writing, and receipt by JVTA must be confirmed by return receipt of certified mail or by return email from JVTA. JVTA will make refunds within 45 days of a student's cancellation or withdrawal less any deductions described in the Enrollment Agreement. Cancellation or withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students must submit any notification of cancellation or withdrawal to one of the following:

Hardcopies/Mail:
JVTA, Inc. / Japan Visualmedia Translation Academy
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.
Fax: (310) 316-2411
Email: contact@jvta-la.com.

Cancellation

JVTA shall refund 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement, if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If you enroll after the commencement of the Term, you may cancel your enrollment if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you give a written Notice of Cancellation within this time period, JVTA shall refund 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement.

If you have received any educational materials, books or equipment from JVTA, you must return them to JVTA within 10 days following the date of your notice of cancellation. If you fail to return these materials in the same condition you received them within this period, JVTA will deduct the stated charge for the materials from any refund that may be due to you.

Withdrawal

"Withdrawal" means that you wish to discontinue participation in any instruction before the end of the Term. Withdrawal also means that you have not cancelled the Enrollment Agreement within the period allowed for cancellation as described above. You have the right to withdraw from a course of instruction at any time.

Calculation of the refund is based on the number of class days of the Term which have elapsed, whether or not you have participated in the instruction. JVTA incurs costs in making this instruction available to you, whether or not you use it.

The Term consists of a predetermined number of class days of available instruction. After sixty percent (60%) of these class days have passed, no refund of tuition will be made. If your notice of withdrawal is received by JVTA before 60% of the class days have passed, JVTA will calculate and refund your unused tuition based on the number of class days remaining in the Term, after your notice of withdrawal is received.

Tuition Refund Schedule

Students choosing to withdraw from a course of instruction will possibly obtain a refund on a prorated system.

Example: If a student paid $5,990 for Tuition and $250 for Registration Fee, and the student's notice of withdrawal is received by JVTA immediately after 30% of the Term elapsed (70% remaining), then the refund amount would be:

($6,240 Tuition and Reg. Fee - $250) x 70% remaining = $4,193 (Prorated Refund)

The following schedule indicates the prorated tuition to be refunded.

Full Refund	90%	80%	70%	60%
$1,930	$1,737	$1,544	$1,351	$1,158
$5,990	$5,391	$4,792	$4,193	$3,594

Financial Aid Statement

JVTA does NOT participate in any form of financial aid programs including all federal or state financial aid programs. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan, (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Loan Statement

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Refund of Discount by Student to JVTA

Some discounts are contingent on your completion of at least one or two semesters of instruction. If you did not fulfill all the conditions and requirements, you must pay JVTA the amount of the Discount.

NOTICE OF STUDENT RIGHTS

1. You may cancel your Enrollment Agreement and obtain refund of 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement, if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
   Read the Notice of Cancellation form and the Enrollment Agreement for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund of tuition based on the number of class days remaining after your Notice of Withdrawal is received by the school before 60% of the class days in the term have passed minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement. Your refund rights are described in the Enrollment Agreement. If you have lost your Notice of Withdrawal ask the school for a copy.

3. If the school closes before the term ends, you may be entitled to a refund. Contact Bureau for Private Postsecondary Education (BPPE) at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897.

4. The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, or by visiting www.osar.bppe.ca.gov.

5. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or (916) 574-8900 or by completing a complaint form, which can be obtained on the Bureau's internet website, http://www.bppe.ca.gov/.

SCHOOL POLICIES

Attendance

*Any student absent more than 20% of all class sessions of the term will not be eligible for advancement and will not receive formal evaluation results.
*If you will be absent for more than 2 weeks, please contact school.
*Students on M-1 visa status are required by law to take a full course load, attend classes and must comply with applicable laws and regulations. If students are frequently absent from school and/or are tardy, they will not be allowed to stay in the U.S. and must return to their countries.

Tardiness

JVTA urges students to comply with the academic calendar and schedule, and to make every effort to attend each class meeting on time.

A student who enters the classroom more than 30 minutes after the start time of the class meeting is considered tardy. A student who is tardy to class a 3rd time will be counted as one time absent.

Students are expected to attend a minimum of 80 % of all class sessions. Tardiness is part of the criteria used to evaluate a student. Any students who do not meet the minimum attendance requirement are not eligible for advancement and will not receive formal evaluation results. When tardiness persists, JVTA will issue a written notice resulting in rating of incomplete for the session. A leave of absence may be granted in case of illness or family emergency. A school official must approve all leaves of absences in advance.

Leave of Absence Statement

If a student becomes unable to attend classes during the term and would like to resume training at later time within five years, the student may apply for leave of absence. Students must submit a Declaration of Intent to Obtain a Leave of Absence to one of the following:

Hardcopies/Mail:
JVTA, Inc. / Japan Visualmedia Translation Academy
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.
Fax: (310) 316-2411
E-mail: contact@jvta-la.com

This can be done via a hardcopy letter, fax, or formal e-mail. If the student takes this step and a seat is available for the term, the student is allowed to return to the term and to the exact week of the term that they left, however, the student is required to pay a Registration Fee for the returning term and the difference in tuition amount if any is outstanding or has incurred due to inflation.

Example: If the student left the third week of the Basic Course's second term s/he would be allowed to reenter the Basic Course's second term in the third week if a seat is still available and if s/he pays the Registration Fee for the term and the difference in tuition amount if any is outstanding or has incurred due to inflation.

*A grade of incomplete is reserved for the student who has properly submitted his/her Declaration of Intent to Obtain a Leave of Absence.

* Students on M-1 visa status are required by law to take a full course load, attend classes and must comply with laws and regulations. If students are frequently absent from school and/or are tardy, they will not be allowed to stay in the U.S. and must return to their countries.

Evaluation

Students' performance is evaluated by teachers at the end of each semester. Evaluations are based upon classroom performance, test results and attendance. Evaluation results will be sent to each student. Please refer to the class schedule for test dates. In order to receive formal evaluation results for the semester, students are required to attend a minimum of 80 % of all class sessions in the semester. Our grading percentage system is listed below:

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count in towards the program and must be retaken. Example: If student receives a “C” in term 1 of the basic course s/he will not be allowed to continue to term 2. S/he will be required to retake term 1.

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

Advancement

Advancement is based on the above-mentioned evaluation criteria and attendance record. Each course is generally completed in two to four semesters.

The Institution’s Standards for Student Achievement

Students are graded on a one-on-one basis by each instructor. Their entire body of work is reviewed collectively before a final grade is given. Other determining factors include their attendance and in-class participation. They are graded via a traditional 4.0 (A-F) scale. To complete a course, a student must receive at least a C+. Our grading percentage system is listed under “Evaluation” along with a detailed description of each of our courses.

Class Schedule

Class schedules are subject to change. When there are changes in the schedule, the office will make every practical attempt to inform students in advance.

Experiential Credit

Although we do not accept any experiential credits, students entering the program who have a higher level of Japanese and English language ability may be placed in intermediate or advanced courses, and thus require fewer semesters (and fewer course hours) of study to complete the program.

Probation and Dismissal Policy

Violation of the school rules shall result in disciplinary action. Students who commit serious violations including but not limited to posing a threat to school safety, bringing weapons or drugs to school, or fighting will be temporarily suspended or permanently expelled from school.
We do not suspend or dismiss students because of their poor academic performances although such students cannot complete the course. However, to advance to the next stage of the curriculum a student must receive at least a C+. Our grading percentage system is listed below:

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count in towards the program and must be retaken. Example: If student receives a “C” in term 1 of the basic course s/he will not be allowed to continue to term 2. S/he will be required to retake term 1.

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

Also, we do not suspend or dismiss students because of their lack of attendance although students must attend a minimum of 80% of all class sessions in order to be eligible for advancement and to receive formal evaluation results. Please contact school if you will be absent for more than 2 weeks. If a student becomes unable to attend classes during the term and would like to resume training at later time within five years, the student may apply for leave of absence. Please see "Leave of Absence Statement" on Page 22 for details.

JVTA operates under the guidance of all the immigration laws when it comes to its attendance policies for M-1 visa students. Dismissals or possible dismissals are all viewed under the requirements deemed by the federal immigration departments.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

Recording of Classes

Recording of classes is not permitted unless otherwise permitted by the instructor.

Description of the Facilities

We have two classrooms, an office, a lobby and a kitchen. All of our courses are taught in classrooms with desks, chairs, whiteboards, computers with professional software, CD/cassette tape players, televisions, DVD/video players. JVTA has a classroom library from which students may check out books. A special reference library section (for materials which can be used at the campus location only) contains many specialized dictionaries and linguistic texts. The library section is located in the classrooms. For more extensive research, there is a public library across the street: Torrance Public Library (Katy Geissert Civic Center Library), 3301 Torrance Blvd., Torrance, CA 90503, Phone: (310) 618-5959.

Use of Facilities

1. Any time a classroom is not in use, it may be used for study. Please inform the office if you intend to use an empty classroom.
2. Because of the risk of damage to audiovisual equipment, computers, classroom furniture, and fixtures including carpeting, please be very careful when eating and drinking at our facility.
3. Eraser shavings can damage the audio visual equipments and computers, so please be very careful when erasing something near the equipment.
4. Students may check out one book per week from the classroom library. Reference books may not be checked out.
5. Student drawers are for use by the office to provide students with information or classroom materials. Please do not use drawers for storing dictionaries or other personal effects.

Student Complaint/Grievances Procedures

1. All student complaints may be brought to the Administrator or any school staff and officials. Complaints may also be brought to the Director and President of JVTA, Inc.
2. If the complaint made is found to be valid, involves a violation of law, and is not resolved

within 30 days after it was first made by the student, the student may notify Bureau for Private Postsecondary Education (BPPE) at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897, as well as law enforcement authorities of the complaint, investigation, and lack of resolution.
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or (916) 574-8900 or by completing a complaint form, which can be obtained on the Bureau's internet web site, http://www.bppe.ca.gov/.

3. Students may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
4. If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection shall also be given.
5. The student's participation in the complaint procedure and the disposition of the student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.
6. The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of addressing and resolving student complaints.

Student Record

This institution maintains transcripts permanently and student records for a period of five years from the student's date of completion or withdrawal at its principal place of business or its designated location within the State of California. It is strongly recommended that a student retain ALL ENROLLMENT, WITHDRAWAL or COMPLETION papers in their personal files.

Smoking

This building is a non-smoking building. Smokers are kindly asked to smoke outside (designated area only).

STUDENT SERVICES

Counseling and Advisory Sessions

One-on-one counseling and advisory sessions by instructors and school staff are available as needed. Such sessions are also scheduled by the school normally during mid-terms and/or finals.
Instructors are available for questions before and after sessions or by appointment. School staff is available during regular office hours or by appointments.

Placement Services

Although sometimes JVTA is notified of openings for full- or part-time interpreter or translator positions to which we will recommend students or graduates of an appropriate level of skills and background, JVTA has no official placement assistance program. Because of the nature of interpreting and translation work, job placement is usually on a "sub-contracted" basis or hiring is for “one-time” or "short-term" projects. Occasionally, we offer both interpretation and translation experience through our On-the-Job Training (OJT) program which places advanced students in Professional Course in various settings in which they may receive valuable work experience.

Bulletin Boards

There is a bulletin board in the student lounge where notices and other items of interest to students are posted. Please check them from time to time. If you have any suggestions for bulletin board postings, please contact the office.

Housing Information

JVTA has no dormitory facilities under its control. JVTA has no responsibility to find or assist a student in finding housing. However, students can obtain information about homestay agents from the school. Housing within 5 miles of the institution can be found to cost between $800 to $1,200 for room/house sharing, $1,600 to $2,000 for a studio apartment.

Financial Aid

JVTA does not participate in any form of financial aid including all federal or state financial aid programs. See also Page 20.

Regarding "English as a Second Language" Classes

JVTA does not offer “English as a Second Language” classes.

Building Security System

During the week, the entrance to the building is open until 8:00 p.m., and it is locked all day on weekends and holidays. On Saturdays during semester, one entrance will be open during class hours.

Business/Office Hours

Please feel free to contact JVTA during business hours. Our regular business hours are: Tuesday – Friday 10:00 a.m. to 5:00 p.m., and on Saturdays from 10:00 a.m. to 4:00 p.m. during semesters. School is closed on Sundays, Mondays, holidays and breaks. For details, please refer to the on-site hours and contact information provided by the school.

Contacting the school during the COVID-19 crisis
Due to the COVID-19 situation, we are trying to minimize any contact with others at the school, the school office, or the building in which they are located for the safety of our students, staff, and their families. Because of this, other than times when in-person classes are in session, the school staff will often be working remotely when possible. Please follow the instructions provided by the school. We appreciate your understanding and cooperation.

Due to unforeseen circumstances, such as illness, bad weather, power outage, equipment failure, etc., on-site hours may change without prior notice. If you are a student, please refer to the notice/message from the school. If you need assistance, please contact us via email, Slack (message/call), or telephone. Please refer to the detailed contact information provided by the school.

School/Office Location and Contact Information

The address where class sessions will be held:
JVTA, Inc. / Japan Visualmedia Translation Academy
3510 Torrance Boulevard, Suite 219, Torrance, CA 90503 U.S.A.
Phone: 310-316-3121, Fax: 310-316-2411, E-mail: contact@jvta-la.com

INTERPRETATION & TRANSLATION PROGRAM

SCHOOL CATALOG

Fall/Winter 2024

October 15, 2024 – March 15, 2025

JVTA, INC.
Japan Visualmedia Translation Academy
State of California, BPPE School Code: 1920631
SEVIS School Code: LOS214F01681000

School/Office Location
(The address where class sessions will be held)
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.
Phone: (310) 316-3121 Fax: (310) 316-2411
E-mail: contact@jvta-la.com

INTERPRETATION & TRANSLATION PROGRAM

* JVTA is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education and that approved to operate means compliance with state standards as set forth in the CEC and 5, CCR. The School Code is 1920631.

* JVTA is a private institution that is authorized under Federal law to enroll M-1 nonimmigrant alien students. SEVIS School Code is LOS214F01681000.

* JVTA does not offer any degree programs and is not accredited by any accrediting agency recognized by the United States Department of Education as there is no such agency for language interpretation and translation schools.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Due to the ongoing coronavirus situation, the school may be required to change its policies to comply with instructions from government agencies and/or laws and regulations. We appreciate your understanding and cooperation.

MISSION AND OBJECTIVES

JVTA, Inc. works to advance the craft and profession of interpretation and translation through a comprehensive model. The core of the JVTA's comprehensive model is achieved through our vocational training school. The school conducts interpreter/translator training courses in order to cultivate translation talent that is so important to the industry. We aim to produce highly-skilled individuals to meet the growing demands for translation specialists. We train our students to become professional translators and help them thrive.

MISSION

The Heart of Words

When words are used as a medium of cross-cultural communication, people tend to hit a wall of limitations. We find it difficult to express even a fraction of our thoughts in words, and words are merely one aspect of a wide communication context, much of which is nonverbal. It is indeed a challenge to use spoken and written words to communicate our ideas to others. It appears that only when we strive to connect with the "heart" of another person - the repository of his or her deep and sincere feelings and beliefs, the wellspring of individual character, intellect and imagination - can we truly begin to understand the "heart" of his or her words. We believe that both the heart and mind of words are vital to language communication.

Abstract Affect of Words

America's great social reformer and civil libertarian, Helen Keller, became blind and deaf from an acute illness 19 months after her birth. As a result, she was unable to speak for the next 8 years of her life. She was nevertheless able to overcome these great barriers to communication, becoming a world-renowned lecturer on the rights of disabled members of our society. Through Keller's references, understanding of words, we learn following insight:

While words are convenient, when these sound and light wave stimuli called words reach our cerebrums through one's nervous system, information is abstracted from the words completely in the subconscious mind. Through these abstract affections, we can only dare to come up with the partial truth, leaving true understanding to reside in extreme obscurity amid the world of words. Therefore, words are markedly

inferior to the non-verbal world and to silence that surpasses words. Communication through words only expresses a very small part of the truth.

We think that to correct the type of instantaneous and erroneous cerebral judgment - a result of abstracting words through one's unconscious and often-unreliable mental or emotional states - it is important to cultivate an attitude of what might be called "ethical listening." This is defined as a rational, non-judgmental state of heightened consciousness from which one can begin a probative search for the truth, the intended message, which lies behind and within those abstract symbols, called "words." We consider this sense of ethics to be our guiding principle for understanding others**.**

Unity of Body and Mind

Through recent advances in quantum theory we have come to understand that matter and energy are not separate, they are interchangeable. We now recognize the interconnectedness of body and mind, and the affect of the observer on that which is observed. We find that consciousness and intent have an effect on the outcome of events. We find that strong consciousness and strong intent have an effect stronger the better on events.

As a Danish theoretical physicist Niels Bohr said, "Some of the movements in the world of atoms clarify their specific existence only when people make a conscious observation. Otherwise, under normal conditions, their existence is not clear."

Science now confirms that things often happen as we think or hope they will. Laboratory experiments demonstrate that negative thinking can produce biochemical changes and even disease in our bodies. In reality, people who think they can accomplish something if they put their mind to it can indeed accomplish it. People who think they are healthy do live longer than others.

We believe that a positive life based on philanthropic ideals of consideration for others, friendship, benevolence, altruism, and virtue is considerably more enjoyable and wholesome than using negative energy in order to accomplish things. We believe it to be ultimately rewarding to be able to help others while refining one's own mental self-discipline in furtherance of precision and subtlety in communication.

We believe that exploring the heart of words, nurturing a strong sense of ethics, and the practice of philanthropic discipline are corporate assets that must be cherished in our mission as language specialists, interpreters and translators.

The Role of JVTA

- To create an effective bridge between Japan and the U.S. by overcoming cross-cultural differences.
- To practice philanthropic principles in order to better serve people.
- To continue efforts consistent with the promotion of happiness for the people it serves.

Nobuaki Fudetani
President
JVTA, Inc.

OBJECTIVES

Our objectives include preparing persons who are highly fluent in the Japanese and English languages to become proficient in the knowledge and skills required for professional employment as interpreters and translators. Our student population consists primarily of Japanese and American students as well as working professionals. However, anyone of any nationality or cultural background who is proficient in both English and Japanese who demonstrates ability to achieve a professional level of proficiency as an interpreter and translator is eligible to enter this program.

INTERPRETATION & TRANSLATION PROGRAM

Fall/Winter 2024: October 15, 2024 – March 15, 2025
(For M-1 international students, Fall/Winter 2024 is October 7, 2024 – March 29, 2025, including registration/orientation/prep sessions and review/practice sessions.)

* JVTA is a private institution that is licensed to operate by the California Bureau for Private Postsecondary Education. The School Code is 1920631. JVTA's license to operate means compliance with state standards as set forth in the CEC and 5, CCR.

* JVTA is a private institution that is authorized under Federal law to enroll M-1 nonimmigrant alien students. SEVIS School Code is LOS214F01681000.

* JVTA does not offer any degree programs and is not accredited by any accrediting agency recognized by the United States Department of Education, as there is no such agency for language interpretation and translation schools.

* We accept enrollment throughout the year as space allows. Our regular semesters start from April and October and other ideal times to start the program are July and January. We also offer make-up sessions as well as preparation/review sessions. Please contact the school for details. However, to be eligible for advancement and to receive formal evaluation results, students are required to attend a minimum of 80% of all class sessions.

ADMISSION POLICY

Pursuant to CCR section 71770(a)(1), each student admitted to our program shall possess a high school diploma or its equivalent or a higher degree. The applicant must present such document to school. Also, the applicant must have a significant grasp of both English and Japanese to be admitted to our program.

Language Proficiency

Our courses are taught with some portions in Japanese and other portions in English. The level of English proficiency required is TOEFL 500 or higher, and the level of Japanese proficiency required is Japanese Language Proficiency Test Level 2 or higher. Please notify us if you cannot provide the official scores or certificates from these exams. We will also determine your proficiency levels via our own evaluation test.

Prior to your enrollment at JVTA, you will be evaluated on your proficiency in the English and Japanese language skills as well as interpretation and translation abilities to ensure you have the necessary levels to qualify for enrollment. The test has been designed by our curriculum specialists and is geared to access specific skills required for professional translators/interpreters. Our test efficiently and effectively shows the test-takers' levels of comprehensive English and Japanese language skills, as well as translation skills. It reveals your strengths and weaknesses and evaluates your level of understanding.

Your score on this test will determine if you are allowed to enroll at JVTA. Too low a score on the test will mean that you do not have sufficient skills to benefit from our classes. If your score is acceptable for enrollment, your score will determine to which class level you will be admitted. The required scores for each course level are as follows: Preparatory Course, 45; Basic Course, 65; Professional Course, 90.

Visa Information for International Students

JVTA is a private institution that is authorized under Federal law to enroll M-1 nonimmigrant alien students. SEVIS School Code is LOS214F01681000. M-1 students are required to attend as full-time students taking four sessions per week, a total of twenty-two hours of classroom instruction and skills training a week to satisfy immigration requirements.

International students who are accepted by JVTA need to submit the following in order for the school to issue a Form I-20 (Certificate of Eligibility for Nonimmigrant Student):

1. Photocopy of passport
2. Evidence of sufficient funds – e.g. Bank Statement
3. Evidence of sufficient funds – Financial Support Form filled out and signed by the person who will support the student financially during his/her stay in the United States.
4. Tuition and fees (Please see Page 16)

The school will issue the Form I-20 and recommendation letter to the US Embassy/Consulate. Please check with school for details about visa application procedure as it often changes and supporting documents required by the Embassy/Consulate are different for each location and each individual case.

Fees for M-1 Students:

- I-20 Handling Fee of $550/person will be required, if applicable. This is a non-refundable, administrative fee charged by school for certification. This is not a visa application fee. The spouse and minor children under 21 accompanying an M-1 student will need their own I-20 to apply for their M-2 visas. Please check with the school for details.
- M-1 foreign students are required to pay visa application fees, SEVIS fee and other necessary fees to the U.S. government, if applicable. Please check with the school for details.
- Practical Training I-20 Handling Fee will be required, if applicable. Please check with the school for details including the amount. This fee is non-refundable and does not include practical training application fees or any other fees.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at JVTA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in Interpretation and Translation Preparatory Course, Basic Course and Professional Course at JVTA is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending JVTA to determine if your certificate will transfer.

* JVTA does NOT currently engage in any transfer or articulation agreements between itself and any other college or university.

Units and Credits from Other Schools

Due to the nature of the school, JVTA does not accept any units or credit earned by the student at other institutions or award credit for prior experiential learning.

COURSE DESCRIPTIONS

JVTA offers Interpretation and Translation Program in three levels: Preparatory, Basic and Professional Courses. These courses are offered in a wide variety of sections, and students can repeat for credit enrollment in any section for which they are qualified. Different plans of study accommodate the needs of full-time students and part-time students.

The majority of our courses are taught some portions in Japanese and some portions in English. Please see Page 3 for the levels of language proficiency in English and Japanese required to be admitted to our program.

The basic curriculum for each class is as follows:

Interpretation and Translation Preparatory Course TOEFL LEVEL: 500 – 550

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 96 hours.
The actual time needed to complete the course varies depending on factors such as each student's skills at the time of enrollment, efforts, progress, etc. Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice. The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

The Preparatory Course is designed to polish fundamental language skills required for beginning interpreter/translator training. This introductory course is for students who are bilingual, but have not yet attained the level of competence required for beginning an interpretation/translation course. Basic interpreter/translator training skills are taught with an emphasis on the following:

* Vocabulary building through repetition and shadowing (a technique in which the interpreter lags behind the speaker slightly, repeating exactly what has been said).
* Correct usage of idiomatic expressions
* Correct grammar and syntax
* Essential knowledge of Japanese and American business and culture
* Basic knowledge of current events

<First Term>

Fundamentals of Interpretation - Overview and basic skills training such as shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Consecutive Interpretation to English - Interpretation of a wide range of topics and current events.

Introductory Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Fundamentals of Translation - Overview of the process of translation and basic skills training.

Introductory Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games.

Introductory Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games.

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Interpretation Skills Training - Building on the foundation laid in the first term and further developing interpretation skills training such as shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Consecutive Interpretation to English - Interpretation of a wide range of topics and current events. Students are expected to improve accuracy, speed and overall quality of interpretation.

Introductory Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events. Students are expected to improve accuracy, speed and overall quality of interpretation.

Translation Techniques - Building on the foundation laid in the first term and further developing translation skills

Introductory Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games. Students are expected to improve accuracy and overall quality of translation.

Introductory Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games. Students are expected to improve accuracy and overall quality of translation.

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

Preparatory Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment. Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the preparatory level work. This class involves research skills and professional writing. Your class projects should be of a preparatory quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

NOTE: Making back ups of all work is the student's responsibility. Everyone please make sure to back up work on another floppy disk, zip disk or CDs or portable USB's. It is not the responsibility of the Instructor to help students retrieve files from their corrupted storage devices. If they lose work they will not be given any extra time for redoing their projects.

Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an “A” and 1 equals a “F.”

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/ translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.
Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, and thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

- With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

  PART-TIME ENROLLMENT (SATURDAY CLASSES)
  While Saturday sections cover the same preparatory, basic, or advanced skillsets as weekdays sections, they overwhelmingly appeal to practicing professionals, including students who are already working as in-house company translators or semi-skilled at-home subtitlers. One appeal of the Saturday sections for such near-professionals lies in the fact that Saturday-only enrollment offers somewhat more concentrated study with fewer contact hours and at a lower tuition. Some students are able to do well with Saturday sections alone, especially if they have already acquired some skills, technical knowledge, and preliminary translation experience.

Interpretation and Translation Basic Course TOEFL LEVEL: 550 – 600

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 96 hours.
The actual time needed to complete the course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc.
Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice.
The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

The Basic Course stresses the mastery of basic interpretation/translation techniques. In this intermediate course, the following are emphasized to build a solid foundation of basic interpretation/translation skills:

* Idiomatic expression and articulation of Japanese and English
* Spontaneous and accurate interpreting, quick response and presentation
* Basic note-taking for interpreting
* Listening, comprehension and spoken expression
* Accurate shadowing: retention and reproduction
* Current Japanese and English business terminology

<First Term>

Intermediate Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Intermediate Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Translation Techniques – Reinforcing translation skills.

Intermediate Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Intermediate Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Intermediate Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Intermediate Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Translation Techniques - Further developing translation skills.

Intermediate Translation to English - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Intermediate Translation to Japanese - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

Basic Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment. Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the basic level work. This class involves research skills and professional writing. Your class projects should be of at least a basic quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

NOTE: Making back ups of all work is the student's responsibility. Everyone please make sure to back up work on another floppy disk, zip disk or CDs or portable USB's. It is not the responsibility of the Instructor to help students retrieve files from their corrupted storage devices. If they lose work they will not be given any extra time for redoing their projects.

Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an "A" and 1 equals a "F."

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/ translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.

Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, and thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

- With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

  PART-TIME ENROLLMENT (SATURDAY CLASSES)
  While Saturday sections cover the same preparatory, basic, or advanced skillsets as weekdays sections, they overwhelmingly appeal to practicing professionals, including students who are already working as in-house company translators or semi-skilled at-home subtitlers. One appeal of the Saturday sections for such near-professionals lies in the fact that Saturday-only enrollment offers somewhat more concentrated study with fewer contact hours and at a lower tuition. Some students are able to do well with Saturday sections alone, especially if they have already acquired some skills, technical knowledge, and preliminary translation experience.

Interpretation and Translation Professional Course TOEFL LEVEL: 600 or higher

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 144 hours.
The actual time needed to complete the course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc. Although this is an advanced and demanding course, students can take as many classes as they wish per term if they would like to have more training and practice. The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

Instruction consists of interpretation/translation exercises which simulate real life interpretation/translation assignments. At this level, some exceptional students may begin on-the-job training. Classes at this level provide the technical foundation for interpretation/translation with an emphasis on the following:

* Effective presentation in consecutive interpreting: note-taking for accurate reproduction, appropriate pausing and quick response

* Accurate shadowing: retention, comprehension and reproduction
* Accurate and spontaneous sight translation
* Exposure to various fields in the interpreting profession, special terminology and essential background knowledge
* Basic knowledge of terminology and principles in the fields of science & economics
* Simultaneous Interpreter Training

<First Term>

Advanced Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Advanced Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Advanced Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Fundamentals of Simultaneous Interpretation – As basic training for simultaneous interpretation, reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Simultaneous Interpretation to English - Interpretation of a wide range of topics and current events.

Introductory Simultaneous Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Advanced Translation Techniques – Reinforcing translation skills.

Advanced Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Advanced Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Advanced Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Advanced Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Advanced Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Simultaneous Interpretation Skills Training – Reinforcing simultaneous interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking (interpreting longer and more complex materials).

Intermediate Simultaneous Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Simultaneous Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Advanced Translation Techniques - Further developing translation skills.

Advanced Translation to English - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Advanced Translation to Japanese - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

Professional Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment. Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the professional level work. This class involves research skills and professional writing. Your class projects should be of a professional quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

NOTE: Making back ups of all work is the student's responsibility. Everyone please make sure to back up work on another floppy disk, zip disk or CDs or portable USB's. It is not the responsibility of the Instructor to help students retrieve files from their corrupted storage devices. If they lose work they will not be given any extra time for redoing their projects.

Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an "A" and 1 equals a "F."

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/ translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.
Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

* With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback

PART-TIME ENROLLMENT (SATURDAY CLASSES)

While Saturday sections cover the same preparatory, basic, or advanced skillsets as weekdays sections, they overwhelmingly appeal to practicing professionals, including students who are already working as in-house company translators or semi-skilled at-home subtitlers. One appeal of the Saturday sections for such near-professionals lies in the fact that Saturday-only enrollment offers somewhat more concentrated study with fewer contact hours and at a lower tuition. Some students are able to do well with Saturday sections alone, especially if they have already acquired some skills, technical knowledge, and preliminary translation experience.

AWARDING OF CERTIFICATE OF COMPLETION

A student must successfully demonstrate his/her professional level of interpreting and translation ability through course work and a final examination given by their JVTA instructors. Evaluations are based upon classroom performance, test results and attendance. A passing grade on course work (a C+ or higher) and this final examination result in the student receiving the JVTA’s Certificate of Completion for Interpretation and Translation Preparatory Course, Basic Course and Professional Course.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

OCCUPATIONS TO WHICH THIS COURSE IS DESIGNED TO LEAD

The JVTA courses are designed to prepare students to become professional interpreters and/or translators (US Department of Labor's Standard Occupational Classification Code 27-3091). Our primary purpose is to bring aspiring interpreters and translators to a level of language ability where they can find employment in these fields. Also, translation quality control is very important and essential part of translation process. Translation companies hire such quality control linguists, proofreaders and editors of the target languages, and our interpreter/translator training program would prepare our students for such jobs. Additionally, many former students of our program found that their increased bilingual abilities enabled them to work in international businesses, the travel industry and in bilingual educational settings.

FACULTY

The best instruction comes from those with real-world experience, so our instructors are professional interpreters, translators, localization specialists and quality control linguists selected from a broad spectrum of the localization community to expose our students to a variety of working styles and areas. Our instructors normally hold bachelor's degrees, or Associates with the additional equivalent of at least two years of fieldwork experience and/or higher degrees and have over 10 years of experience in the interpretation and translation industry. (There is no license to become an interpreter/translator.) Some instructors are graduates of our program and work as professional interpreters and translators. These instructors bring a unique perspective to the classroom experience for our students.

Saeko Higa-Dickinson
Ms. Dickinson has more than 20 years of experience working as both an in-house and a freelance interpreter and translator for mainly Japanese companies across various industries, including legal, IT, and automobile. She completed her Bachelor's Degree in English and Linguistics at Ryukyu University in Okinawa, Japan, and went on to earn a Master of Science in Legal Translation from Babel University Professional School of Translation. Additionally, she completed Interpretation and Translation Professional Course at our school, JVTA (formerly known as ISS Translators).

Paul Koehler
Mr. Koehler is a professional interpreter and translator with over 10 years of experience. After graduating with a major in journalism, he spent eight years working in Japan before returning to the U.S. He currently works as a freelance translator, specializing in Japanese to English translations, and also offers consecutive and simultaneous interpreting services for both Japanese to English and English to Japanese. He has worked on a wide range of translation projects for a major video streaming service company in Los Angeles and has in-house experience working as a translator and interpreter at Square Enix and Honda R&D Americas.

Yuka McLeod
Ms. McLeod is a professional interpreter/translator with over 20 years of experience. She has performed simultaneous and consecutive interpretation in a wide range of business settings, both as a full-time employee of two major global corporations, and as a freelance interpreter. She also has extensive experience in written translation in a variety of fields, such as the IT industry, the automotive industry and consumer electronics, to name a few. Additionally, she is experienced in creating Japanese subtitles for media content, including TV shows, documentaries and movie trailers. Ms. McLeod holds a B.A. in Political Science with an emphasis on International Relations from California State University, Long Beach (CSULB). While in Japan, and prior to transferring to CSULB, she studied English Literature for two years at Kansai University, and received training in interpretation at Simul Academy in Osaka. Here

in the Los Angeles, CA, she has also studied interpretation and translation at JVTA (formerly ISS Translators) from 1997 to 1998, and media translation from 2010 to 2011.

Namiko Nagayama
Ms. Nagayama is a translator/interpreter, translation project coordinator, and instructor for Japanese-to-English translation. She has experience translating and proofreading various types of documents including academic papers and scripts for feature films and animated series, as well as translating and creating English subtitles for a wide range of Japanese content. As a translation project coordinator, she works with clients based in Japan and the U.S. She studied interpretation and visual media translation at JVTA Los Angeles from 2017 to 2019 and holds a Bachelor of Science degree in Music with honors from Pacific Union College.

Yuki Olsen
Ms. Olsen has experiences in translation and interpretation, as well as international business. As a representative or translator of either Japanese or American companies, she has played critical roles in marketing, presentations, negotiations, and so on. She obtained a BA in Commercial English from Seinan Gakuin University in Japan. She was trained at our school, JVTA (formerly known as ISS Translators) and then started teaching there in 2007.

Naomi Soen
Ms. Soen is a freelance translator and instructor with over 10 years of experience in subtitle translation, 9 years of experience in teaching subtitle translation, and over 20 years of experience in the entertainment industry. After working as a television production coordinator and technical assistant in New York, she established her own television production company in Los Angeles. Ms. Soen has worked with major Japanese broadcasting networks as they filmed numerous projects in the U.S. She later enrolled in and completed translation courses at JVTA Los Angeles. She earned a Bachelor of Science in Mass Communication from Lehman College (City University of New York).

Ryoko Takahashi
Ms. Takahashi is a professional freelance translator who specializes in creating Japanese subtitles for video content, including dramas, reality shows, and documentaries. She has also worked for a Japanese broadcasting station in Los Angeles, and has experience in English and Japanese bilingual projects. Ms. Takahashi completed a translation course at the Japan Visualmedia Translation Academy.

Keiko Tolbert
Ms. Tolbert has nearly 25 years of experience as a translator/interpreter. She has extensive experience in the medical and industrial fields. She has worked as a medical researcher at a medical organization for 10 years and as a translator/interpreter at an electric motor manufacturing company for 15 years. She was certified as a medical interpreter in 2019. Ms. Tolbert holds a master's degree in Nutritional Sciences from University of Alabama at Birmingham and a Bachelor of Science degree in Mathematics from Samford University. She also completed medical and pharmaceutical translation courses at SunFlare Academy and Media Research, Inc. Additionally, Ms. Tolbert has teaching experience as an instructor for intensive English courses at ECC, a foreign language institute in Nagoya, Japan.

Aaron Woolfolk
Mr. Woolfolk graduated from the University of California at Berkeley with BAs in both Ethnic Studies and Rhetoric, and from Columbia University with an MFA in Film. Mr. Woolfolk has been a professional screenwriter, director, and playwright in the United States and Japan for over 15 years. Among his extensive credits, he wrote, directed, and produced the award-winning Toei Company, Ltd. feature film, "The Harimaya Bridge," starring Ben Guillory, Saki Takaoka, Misa Shimizu, and Danny Glover. He also co-wrote the Ovation Award-nominated play, "Bronzeville." In addition, he was a Walt Disney Studios/ABC Entertainment Writing Fellow. Mr. Woolfolk taught junior high school English for the Takaoka County Board of Education in Kochi Prefecture, Japan for one year. He also taught Elements of Film Production to K-12 public school students in New York City, USA for four years.

SCHEDULE OF TUITION AND FEES

Fall/Winter 2024: October 15, 2024 – March 15, 2025
(For M-1 international students, Fall/Winter 2024 is October 7, 2024 – March 29, 2025, including registration/orientation/prep sessions and review/practice sessions.)

Course	Tuition	Registration Fee (non-refundable)	STRF (non-refundable)	US Dollars Total Due
Preparatory, Full-time	$5,990	$250	$0	$6,240
Basic, Full-time	$5,990	$250	$0	$6,240
Professional, Full-time	$5,990	$250	$0	$6,240
Preparatory, Part-Time	$1,930	$250	$0	$2,180
Basic, Part-Time	$1,930	$250	$0	$2,180
Professional, Part-Time	$1,930	$250	$0	$2,180

* With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

* Tuition and fees are due before each term starts.

* Most educational materials, such as printed assignments and audio/visual files are provided by JVTA and are included in the cost of tuition unless otherwise indicated in the course schedule.

* Registration Fee is a non-refundable fee payable to JVTA for each term. (This is non-transferable to other terms.)

* Student Tuition Recovery Fund (STRF) fee is a non-refundable fee and will be applied to those who are eligible. Most students must pay this fee regardless of California residency or visa status as our program is considered as a residency program. The STRF fee is subject to change in accordance with changes in statutory or regulatory requirements of the State of California. Please see Page 17 for details.

* Payment method: Tuition and fees may be paid by personal check, money order, bank check, wire transfer, bank deposit or credit card. A 3.5% convenience charge will be applied to all credit card or debit card transactions. A $30 charge will be applied for a returned check.

* All fees incurred by JVTA in receiving payment or making refunds are the students' responsibility, and are non-refundable, including wire transfers and bank transfer fees. All credit card or debit card transactions are subject to a convenience fee of 3.5%.

* Fees for International Students
- Our school is authorized under Federal law to enroll M-1 nonimmigrant alien students.
- I-20 Handling Fee of $550/person will be required, if applicable. The spouse and minor children under 21 accompanying an M-1 student will need their own I-20 to apply for their M-2 visas. Please check with the school for details. This is a non-refundable, administrative fee charged by school for certification. This is not a visa application fee.
- M-1 foreign students are required to pay visa application fees, SEVIS fee and other necessary fees to the U.S. government, if applicable. Please check with the school for details.

- Practical Training I-20 Handling Fee will be required, if applicable. Please check with the school for details including the amount. This fee is non-refundable and does not include practical training application fees or any other fees.
- Please refer to Page 3 for student visa information.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

STUDENT TUITION RECOVERY FUND (STRF) STATEMENT

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

* The institution (JVTA) has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

TOTAL COST OF TUITION

For Fall/Winter 2024, JVTA offers Saturday Preparatory, Basic and Professional Courses for $2,180 ($1,930 tuition, $250 registration fee, $0 STRF fee) per course per semester and full-time Preparatory, Basic and Professional Courses for $6,240 ($5,990 tuition, $250 registration fee, $0 STRF fee) per course per semester. The overall cost of tuition and fees for the semester can range from $2,180 (one Saturday course) to $6,795 (full-time tuition and fees for foreign students with M-1 visa status) depending on the students' selection of weekday and/or Saturday courses, and their visa status.

Most educational materials are provided by JVTA and are included in the cost of tuition unless otherwise indicated in the course schedule.

* With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

ESTIMATED MINIMUM TOTAL CHARGES TO COMPLETE EACH PROGRAM (with STRF Fee) / TOTAL NUMBER OF SEMESTERS (HOURS)

Preparatory Course: $4,360 (two terms, 96 hours)
Basic Course: $4,360 (two terms, 96 hours)
Professional Course: $6,540 (two terms, 144 hours)
Total $15,260

As there is no license to become an interpreter/translator, each student's completion plan is individualized to cater to the pupils' needs. If you start from the Preparatory Course and wish to complete the Professional Course, the minimum length of the entire JVTA interpretation and translation program will be 6 semesters (336 hours). However, the actual time needed to complete each course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc. Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice. Tuition and fees for the semester can range from $2,180 to $6,790 depending on the students' selection of weekday and/or Saturday courses and their visa status.
The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

Students entering the program who have a higher level of Japanese and English language ability may be placed in intermediate or advanced courses, and thus require fewer terms (and fewer course hours) of study to complete the program.

CANCELLATION, WITHDRAWAL, REFUND POLICY - STUDENT'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Also, you have the right to withdraw from a course, and possibly obtain a refund. Any notification of cancellation or withdrawal must be in writing, and receipt by JVTA must be confirmed by return receipt of certified mail or by return email from JVTA. JVTA will make refunds within 45 days of a student's cancellation or withdrawal less any deductions described in the Enrollment Agreement. Cancellation or withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students must submit any notification of cancellation or withdrawal to one of the following:

Hardcopies/Mail:
JVTA, Inc. / Japan Visualmedia Translation Academy
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.
Fax: (310) 316-2411
Email: contact@jvta-la.com.

Cancellation

JVTA shall refund 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement, if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If you enroll after the commencement of the Term, you may cancel your enrollment if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you give a written Notice of Cancellation within this time period, JVTA shall refund 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement.

If you have received any educational materials, books or equipment from JVTA, you must return them to JVTA within 10 days following the date of your notice of cancellation. If you fail to return these materials in the same condition you received them within this period, JVTA will deduct the stated charge for the materials from any refund that may be due to you.

Withdrawal

"Withdrawal" means that you wish to discontinue participation in any instruction before the end of the Term. Withdrawal also means that you have not cancelled the Enrollment Agreement within the period allowed for cancellation as described above. You have the right to withdraw from a course of instruction at any time.

Calculation of the refund is based on the number of class days of the Term which have elapsed, whether or not you have participated in the instruction. JVTA incurs costs in making this instruction available to you, whether or not you use it.

The Term consists of a predetermined number of class days of available instruction. After sixty percent (60%) of these class days have passed, no refund of tuition will be made. If your notice of withdrawal is received by JVTA before 60% of the class days have passed, JVTA will calculate and refund your unused tuition based on the number of class days remaining in the Term, after your notice of withdrawal is received.

Tuition Refund Schedule

Students choosing to withdraw from a course of instruction will possibly obtain a refund on a prorated system.

Example: If a student paid $5,990 for Tuition and $250 for Registration Fee, and the student's notice of withdrawal is received by JVTA immediately after 30% of the Term elapsed (70% remaining), then the refund amount would be:

($6,240 Tuition and Reg. Fee - $250) x 70% remaining = $4,193 (Prorated Refund)

The following schedule indicates the prorated tuition to be refunded.

Full Refund	90%	80%	70%	60%
$1,930	$1,737	$1,544	$1,351	$1,158
$5,990	$5,391	$4,792	$4,193	$3,594

Financial Aid Statement

JVTA does NOT participate in any form of financial aid programs including all federal or state financial aid programs. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan, (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Loan Statement

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Refund of Discount by Student to JVTA

Some discounts are contingent on your completion of at least one or two semesters of instruction. If you did not fulfill all the conditions and requirements, you must pay JVTA the amount of the Discount.

NOTICE OF STUDENT RIGHTS

1. You may cancel your Enrollment Agreement and obtain refund of 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement, if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
   Read the Notice of Cancellation form and the Enrollment Agreement for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund of tuition based on the number of class days remaining after your Notice of Withdrawal is received by the school before 60% of the class days in the term have passed minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement. Your refund rights are described in the Enrollment Agreement. If you have lost your Notice of Withdrawal ask the school for a copy.

3. If the school closes before the term ends, you may be entitled to a refund. Contact Bureau for Private Postsecondary Education (BPPE) at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897.

4. The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, or by visiting www.osar.bppe.ca.gov.

5. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or (916) 574-8900 or by completing a complaint form, which can be obtained on the Bureau's internet website, http://www.bppe.ca.gov/.

SCHOOL POLICIES

Attendance

*Any student absent more than 20% of all class sessions of the term will not be eligible for advancement and will not receive formal evaluation results.
*If you will be absent for more than 2 weeks, please contact school.
*Students on M-1 visa status are required by law to take a full course load, attend classes and must comply with applicable laws and regulations. If students are frequently absent from school and/or are tardy, they will not be allowed to stay in the U.S. and must return to their countries.

Tardiness

JVTA urges students to comply with the academic calendar and schedule, and to make every effort to attend each class meeting on time.

A student who enters the classroom more than 30 minutes after the start time of the class meeting is considered tardy. A student who is tardy to class a 3rd time will be counted as one time absent.

Students are expected to attend a minimum of 80 % of all class sessions. Tardiness is part of the criteria used to evaluate a student. Any students who do not meet the minimum attendance requirement are not eligible for advancement and will not receive formal evaluation results. When tardiness persists, JVTA will issue a written notice resulting in rating of incomplete for the session. A leave of absence may be granted in case of illness or family emergency. A school official must approve all leaves of absences in advance.

Leave of Absence Statement

If a student becomes unable to attend classes during the term and would like to resume training at later time within five years, the student may apply for leave of absence. Students must submit a Declaration of Intent to Obtain a Leave of Absence to one of the following:

Hardcopies/Mail:
JVTA, Inc. / Japan Visualmedia Translation Academy
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.
Fax: (310) 316-2411
E-mail: contact@jvta-la.com

This can be done via a hardcopy letter, fax, or formal e-mail. If the student takes this step and a seat is available for the term, the student is allowed to return to the term and to the exact week of the term that they left, however, the student is required to pay a Registration Fee for the returning term and the difference in tuition amount if any is outstanding or has incurred due to inflation.

Example: If the student left the third week of the Basic Course's second term s/he would be allowed to reenter the Basic Course's second term in the third week if a seat is still available and if s/he pays the Registration Fee for the term and the difference in tuition amount if any is outstanding or has incurred due to inflation.

*A grade of incomplete is reserved for the student who has properly submitted his/her Declaration of Intent to Obtain a Leave of Absence.

* Students on M-1 visa status are required by law to take a full course load, attend classes and must comply with laws and regulations. If students are frequently absent from school and/or are tardy, they will not be allowed to stay in the U.S. and must return to their countries.

Evaluation

Students' performance is evaluated by teachers at the end of each semester. Evaluations are based upon classroom performance, test results and attendance. Evaluation results will be sent to each student. Please refer to the class schedule for test dates. In order to receive formal evaluation results for the semester, students are required to attend a minimum of 80 % of all class sessions in the semester. Our grading percentage system is listed below:

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count in towards the program and must be retaken. Example: If student receives a “C” in term 1 of the basic course s/he will not be allowed to continue to term 2. S/he will be required to retake term 1.

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

Advancement

Advancement is based on the above-mentioned evaluation criteria and attendance record. Each course is generally completed in two to four semesters.

The Institution’s Standards for Student Achievement

Students are graded on a one-on-one basis by each instructor. Their entire body of work is reviewed collectively before a final grade is given. Other determining factors include their attendance and in-class participation. They are graded via a traditional 4.0 (A-F) scale. To complete a course, a student must receive at least a C+. Our grading percentage system is listed under “Evaluation” along with a detailed description of each of our courses.

Class Schedule

Class schedules are subject to change. When there are changes in the schedule, the office will make every practical attempt to inform students in advance.

Experiential Credit

Although we do not accept any experiential credits, students entering the program who have a higher level of Japanese and English language ability may be placed in intermediate or advanced courses, and thus require fewer semesters (and fewer course hours) of study to complete the program.

Probation and Dismissal Policy

Violation of the school rules shall result in disciplinary action. Students who commit serious violations including but not limited to posing a threat to school safety, bringing weapons or drugs to school, or fighting will be temporarily suspended or permanently expelled from school.
We do not suspend or dismiss students because of their poor academic performances although such students cannot complete the course. However, to advance to the next stage of the curriculum a student must receive at least a C+. Our grading percentage system is listed below:

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count in towards the program and must be retaken. Example: If student receives a “C” in term 1 of the basic course s/he will not be allowed to continue to term 2. S/he will be required to retake term 1.

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

Also, we do not suspend or dismiss students because of their lack of attendance although students must attend a minimum of 80% of all class sessions in order to be eligible for advancement and to receive formal evaluation results. Please contact school if you will be absent for more than 2 weeks. If a student becomes unable to attend classes during the term and would like to resume training at later time within five years, the student may apply for leave of absence. Please see "Leave of Absence Statement" on Page 22 for details.

JVTA operates under the guidance of all the immigration laws when it comes to its attendance policies for M-1 visa students. Dismissals or possible dismissals are all viewed under the requirements deemed by the federal immigration departments.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

Recording of Classes

Recording of classes is not permitted unless otherwise permitted by the instructor.

Description of the Facilities

We have two classrooms, an office, a lobby and a kitchen. All of our courses are taught in classrooms with desks, chairs, whiteboards, computers with professional software, CD/cassette tape players, televisions, DVD/video players. JVTA has a classroom library from which students may check out books. A special reference library section (for materials which can be used at the campus location only) contains many specialized dictionaries and linguistic texts. The library section is located in the classrooms. For more extensive research, there is a public library across the street: Torrance Public Library (Katy Geissert Civic Center Library), 3301 Torrance Blvd., Torrance, CA 90503, Phone: (310) 618-5959.

Use of Facilities

1. Any time a classroom is not in use, it may be used for study. Please inform the office if you intend to use an empty classroom.
2. Because of the risk of damage to audiovisual equipment, computers, classroom furniture, and fixtures including carpeting, please be very careful when eating and drinking at our facility.
3. Eraser shavings can damage the audio visual equipments and computers, so please be very careful when erasing something near the equipment.
4. Students may check out one book per week from the classroom library. Reference books may not be checked out.
5. Student drawers are for use by the office to provide students with information or classroom materials. Please do not use drawers for storing dictionaries or other personal effects.

Student Complaint/Grievances Procedures

1. All student complaints may be brought to the Administrator or any school staff and officials. Complaints may also be brought to the Director and President of JVTA, Inc.
2. If the complaint made is found to be valid, involves a violation of law, and is not resolved

within 30 days after it was first made by the student, the student may notify Bureau for Private Postsecondary Education (BPPE) at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897, as well as law enforcement authorities of the complaint, investigation, and lack of resolution.
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or (916) 574-8900 or by completing a complaint form, which can be obtained on the Bureau's internet web site, http://www.bppe.ca.gov/.

3. Students may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
4. If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection shall also be given.
5. The student's participation in the complaint procedure and the disposition of the student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.
6. The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of addressing and resolving student complaints.

Student Record

This institution maintains transcripts permanently and student records for a period of five years from the student's date of completion or withdrawal at its principal place of business or its designated location within the State of California. It is strongly recommended that a student retain ALL ENROLLMENT, WITHDRAWAL or COMPLETION papers in their personal files.

Smoking

This building is a non-smoking building. Smokers are kindly asked to smoke outside (designated area only).

STUDENT SERVICES

Counseling and Advisory Sessions

One-on-one counseling and advisory sessions by instructors and school staff are available as needed. Such sessions are also scheduled by the school normally during mid-terms and/or finals.
Instructors are available for questions before and after sessions or by appointment. School staff is available during regular office hours or by appointments.

Placement Services

Although sometimes JVTA is notified of openings for full- or part-time interpreter or translator positions to which we will recommend students or graduates of an appropriate level of skills and background, JVTA has no official placement assistance program. Because of the nature of interpreting and translation work, job placement is usually on a "sub-contracted" basis or hiring is for “one-time” or "short-term" projects. Occasionally, we offer both interpretation and translation experience through our On-the-Job Training (OJT) program which places advanced students in Professional Course in various settings in which they may receive valuable work experience.

Bulletin Boards

There is a bulletin board in the student lounge where notices and other items of interest to students are posted. Please check them from time to time. If you have any suggestions for bulletin board postings, please contact the office.

Housing Information

JVTA has no dormitory facilities under its control. JVTA has no responsibility to find or assist a student in finding housing. However, students can obtain information about homestay agents from the school. Housing within 5 miles of the institution can be found to cost between $800 to $1,200 for room/house sharing, $1,600 to $2,000 for a studio apartment.

Financial Aid

JVTA does not participate in any form of financial aid including all federal or state financial aid programs. See also Page 20.

Regarding "English as a Second Language" Classes

JVTA does not offer “English as a Second Language” classes.

Building Security System

During the week, the entrance to the building is open until 8:00 p.m., and it is locked all day on weekends and holidays. On Saturdays during semester, one entrance will be open during class hours.

Business/Office Hours

Please feel free to contact JVTA during business hours. Our regular business hours are: Tuesday – Friday 10:00 a.m. to 5:00 p.m., and on Saturdays from 10:00 a.m. to 4:00 p.m. during semesters. School is closed on Sundays, Mondays, holidays and breaks. For details, please refer to the on-site hours and contact information provided by the school.

Contacting the school during the COVID-19 crisis
Due to the COVID-19 situation, we are trying to minimize any contact with others at the school, the school office, or the building in which they are located for the safety of our students, staff, and their families. Because of this, other than times when in-person classes are in session, the school staff will often be working remotely when possible. Please follow the instructions provided by the school. We appreciate your understanding and cooperation.

Due to unforeseen circumstances, such as illness, bad weather, power outage, equipment failure, etc., on-site hours may change without prior notice. If you are a student, please refer to the notice/message from the school. If you need assistance, please contact us via email, Slack (message/call), or telephone. Please refer to the detailed contact information provided by the school.

School/Office Location and Contact Information

The address where class sessions will be held:
JVTA, Inc. / Japan Visualmedia Translation Academy
3510 Torrance Boulevard, Suite 219, Torrance, CA 90503 U.S.A.
Phone: 310-316-3121, Fax: 310-316-2411, E-mail: contact@jvta-la.com

INTERPRETATION & TRANSLATION PROGRAM

SCHOOL CATALOG

Fall/Winter 2025

October 14, 2025 – March 14, 2026

JVTA, INC.
Japan Visualmedia Translation Academy
State of California, BPPE School Code: 1920631
SEVIS School Code: LOS214F01681000

School/Office Location
(The address where class sessions will be held)
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.
Phone: (310) 316-3121 Fax: (310) 316-2411
E-mail: contact@jvta-la.com

INTERPRETATION & TRANSLATION PROGRAM

* JVTA is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education and that approved to operate means compliance with state standards as set forth in the CEC and 5, CCR. The School Code is 1920631.

* JVTA is a private institution that is authorized under Federal law to enroll M-1 nonimmigrant alien students. SEVIS School Code is LOS214F01681000.

* JVTA does not offer any degree programs and is not accredited by any accrediting agency recognized by the United States Department of Education as there is no such agency for language interpretation and translation schools.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Due to the ongoing coronavirus situation, the school may be required to change its policies to comply with instructions from government agencies and/or laws and regulations. We appreciate your understanding and cooperation.

MISSION AND OBJECTIVES

JVTA, Inc. works to advance the craft and profession of interpretation and translation through a comprehensive model. The core of the JVTA's comprehensive model is achieved through our vocational training school. The school conducts interpreter/translator training courses in order to cultivate translation talent that is so important to the industry. We aim to produce highly-skilled individuals to meet the growing demands for translation specialists. We train our students to become professional translators and help them thrive.

MISSION

The Heart of Words

When words are used as a medium of cross-cultural communication, people tend to hit a wall of limitations. We find it difficult to express even a fraction of our thoughts in words, and words are merely one aspect of a wide communication context, much of which is nonverbal. It is indeed a challenge to use spoken and written words to communicate our ideas to others. It appears that only when we strive to connect with the "heart" of another person - the repository of his or her deep and sincere feelings and beliefs, the wellspring of individual character, intellect and imagination - can we truly begin to understand the "heart" of his or her words. We believe that both the heart and mind of words are vital to language communication.

Abstract Affect of Words

America's great social reformer and civil libertarian, Helen Keller, became blind and deaf from an acute illness 19 months after her birth. As a result, she was unable to speak for the next 8 years of her life. She was nevertheless able to overcome these great barriers to communication, becoming a world-renowned lecturer on the rights of disabled members of our society. Through Keller's references, understanding of words, we learn following insight:

While words are convenient, when these sound and light wave stimuli called words reach our cerebrums through one's nervous system, information is abstracted from the words completely in the subconscious mind. Through these abstract affections, we can only dare to come up with the partial truth, leaving true understanding to reside in extreme obscurity amid the world of words. Therefore, words are markedly

inferior to the non-verbal world and to silence that surpasses words. Communication through words only expresses a very small part of the truth.

We think that to correct the type of instantaneous and erroneous cerebral judgment - a result of abstracting words through one's unconscious and often-unreliable mental or emotional states - it is important to cultivate an attitude of what might be called "ethical listening." This is defined as a rational, non-judgmental state of heightened consciousness from which one can begin a probative search for the truth, the intended message, which lies behind and within those abstract symbols, called "words." We consider this sense of ethics to be our guiding principle for understanding others**.**

Unity of Body and Mind

Through recent advances in quantum theory we have come to understand that matter and energy are not separate, they are interchangeable. We now recognize the interconnectedness of body and mind, and the affect of the observer on that which is observed. We find that consciousness and intent have an effect on the outcome of events. We find that strong consciousness and strong intent have an effect stronger the better on events.

As a Danish theoretical physicist Niels Bohr said, "Some of the movements in the world of atoms clarify their specific existence only when people make a conscious observation. Otherwise, under normal conditions, their existence is not clear."

Science now confirms that things often happen as we think or hope they will. Laboratory experiments demonstrate that negative thinking can produce biochemical changes and even disease in our bodies. In reality, people who think they can accomplish something if they put their mind to it can indeed accomplish it. People who think they are healthy do live longer than others.

We believe that a positive life based on philanthropic ideals of consideration for others, friendship, benevolence, altruism, and virtue is considerably more enjoyable and wholesome than using negative energy in order to accomplish things. We believe it to be ultimately rewarding to be able to help others while refining one's own mental self-discipline in furtherance of precision and subtlety in communication.

We believe that exploring the heart of words, nurturing a strong sense of ethics, and the practice of philanthropic discipline are corporate assets that must be cherished in our mission as language specialists, interpreters and translators.

The Role of JVTA

- To create an effective bridge between Japan and the U.S. by overcoming cross-cultural differences.
- To practice philanthropic principles in order to better serve people.
- To continue efforts consistent with the promotion of happiness for the people it serves.

Nobuaki Fudetani
President
JVTA, Inc.

OBJECTIVES

Our objectives include preparing persons who are highly fluent in the Japanese and English languages to become proficient in the knowledge and skills required for professional employment as interpreters and translators. Our student population consists primarily of Japanese and American students as well as working professionals. However, anyone of any nationality or cultural background who is proficient in both English and Japanese who demonstrates ability to achieve a professional level of proficiency as an interpreter and translator is eligible to enter this program.

Fall/Winter 2025: October 14, 2025 – March 14, 2026
(For M-1 international students, Fall/Winter 2025 is October 6, 2025 – March 28, 2026, including registration/orientation/prep sessions and review/practice sessions.)

* JVTA is a private institution that is licensed to operate by the California Bureau for Private Postsecondary Education. The School Code is 1920631. JVTA's license to operate means compliance with state standards as set forth in the CEC and 5, CCR.

* JVTA is a private institution that is authorized under Federal law to enroll M-1 nonimmigrant alien students. SEVIS School Code is LOS214F01681000.

* JVTA does not offer any degree programs and is not accredited by any accrediting agency recognized by the United States Department of Education, as there is no such agency for language interpretation and translation schools.

* We accept enrollment throughout the year as space allows. Our regular semesters start from April and October and other ideal times to start the program are July and January. We also offer make-up sessions as well as preparation/review sessions. Please contact the school for details. However, to be eligible for advancement and to receive formal evaluation results, students are required to attend a minimum of 80% of all class sessions.

ADMISSION POLICY

Pursuant to CCR section 71770(a)(1), each student admitted to our program shall possess a high school diploma or its equivalent or a higher degree. The applicant must present such document to school. Also, the applicant must have a significant grasp of both English and Japanese to be admitted to our program.

Language Proficiency

Our courses are taught with some portions in Japanese and other portions in English. The level of English proficiency required is TOEFL 500 or higher, and the level of Japanese proficiency required is Japanese Language Proficiency Test Level 2 or higher. Please notify us if you cannot provide the official scores or certificates from these exams. We will also determine your proficiency levels via our own evaluation test.

Prior to your enrollment at JVTA, you will be evaluated on your proficiency in the English and Japanese language skills as well as interpretation and translation abilities to ensure you have the necessary levels to qualify for enrollment. The test has been designed by our curriculum specialists and is geared to access specific skills required for professional translators/interpreters. Our test efficiently and effectively shows the test-takers' levels of comprehensive English and Japanese language skills, as well as translation skills. It reveals your strengths and weaknesses and evaluates your level of understanding.

Your score on this test will determine if you are allowed to enroll at JVTA. Too low a score on the test will mean that you do not have sufficient skills to benefit from our classes. If your score is acceptable for enrollment, your score will determine to which class level you will be admitted. The required scores for each course level are as follows: Preparatory Course, 45; Basic Course, 65; Professional Course, 90.

Visa Information for International Students

JVTA is a private institution that is authorized under Federal law to enroll M-1 nonimmigrant alien students. SEVIS School Code is LOS214F01681000. M-1 students are required to attend as full-time students taking four sessions per week, a total of twenty-two hours of classroom instruction and skills training a week to satisfy immigration requirements.

International students who are accepted by JVTA need to submit the following in order for the school to issue a Form I-20 (Certificate of Eligibility for Nonimmigrant Student):

1. Photocopy of passport
2. Evidence of sufficient funds – e.g. Bank Statement
3. Evidence of sufficient funds – Financial Support Form filled out and signed by the person who will support the student financially during his/her stay in the United States.
4. Tuition and fees (Please see Page 16)

The school will issue the Form I-20 and recommendation letter to the US Embassy/Consulate. Please check with school for details about visa application procedure as it often changes and supporting documents required by the Embassy/Consulate are different for each location and each individual case.

Fees for M-1 Students:

- I-20 Handling Fee of $550/person will be required, if applicable. This is a non-refundable, administrative fee charged by school for certification. This is not a visa application fee. The spouse and minor children under 21 accompanying an M-1 student will need their own I-20 to apply for their M-2 visas. Please check with the school for details.
- M-1 foreign students are required to pay visa application fees, SEVIS fee and other necessary fees to the U.S. government, if applicable. Please check with the school for details.
- Practical Training I-20 Handling Fee will be required, if applicable. Please check with the school for details including the amount. This fee is non-refundable and does not include practical training application fees or any other fees.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at JVTA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in Interpretation and Translation Preparatory Course, Basic Course and Professional Course at JVTA is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending JVTA to determine if your certificate will transfer.

* JVTA does NOT currently engage in any transfer or articulation agreements between itself and any other college or university.

Units and Credits from Other Schools

Due to the nature of the school, JVTA does not accept any units or credit earned by the student at other institutions or award credit for prior experiential learning.

COURSE DESCRIPTIONS

JVTA offers Interpretation and Translation Program in three levels: Preparatory, Basic and Professional Courses. These courses are offered in a wide variety of sections, and students can repeat for credit enrollment in any section for which they are qualified. Different plans of study accommodate the needs of full-time students and part-time students.

The majority of our courses are taught some portions in Japanese and some portions in English. Please see Page 3 for the levels of language proficiency in English and Japanese required to be admitted to our program.

The basic curriculum for each class is as follows:

Interpretation and Translation Preparatory Course TOEFL LEVEL: 500 – 550

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 96 hours.
The actual time needed to complete the course varies depending on factors such as each student's skills at the time of enrollment, efforts, progress, etc. Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice. The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

The Preparatory Course is designed to polish fundamental language skills required for beginning interpreter/translator training. This introductory course is for students who are bilingual, but have not yet attained the level of competence required for beginning an interpretation/translation course. Basic interpreter/translator training skills are taught with an emphasis on the following:

* Vocabulary building through repetition and shadowing (a technique in which the interpreter lags behind the speaker slightly, repeating exactly what has been said).
* Correct usage of idiomatic expressions
* Correct grammar and syntax
* Essential knowledge of Japanese and American business and culture
* Basic knowledge of current events

<First Term>

Fundamentals of Interpretation - Overview and basic skills training such as shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Consecutive Interpretation to English - Interpretation of a wide range of topics and current events.

Introductory Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Fundamentals of Translation - Overview of the process of translation and basic skills training.

Introductory Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games.

Introductory Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games.

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Interpretation Skills Training - Building on the foundation laid in the first term and further developing interpretation skills training such as shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Consecutive Interpretation to English - Interpretation of a wide range of topics and current events. Students are expected to improve accuracy, speed and overall quality of interpretation.

Introductory Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events. Students are expected to improve accuracy, speed and overall quality of interpretation.

Translation Techniques - Building on the foundation laid in the first term and further developing translation skills

Introductory Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games. Students are expected to improve accuracy and overall quality of translation.

Introductory Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games. Students are expected to improve accuracy and overall quality of translation.

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

Preparatory Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment. Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the preparatory level work. This class involves research skills and professional writing. Your class projects should be of a preparatory quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

NOTE: Making back ups of all work is the student's responsibility. Everyone please make sure to back up work on another floppy disk, zip disk or CDs or portable USB's. It is not the responsibility of the Instructor to help students retrieve files from their corrupted storage devices. If they lose work they will not be given any extra time for redoing their projects.

Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an “A” and 1 equals a “F.”

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/ translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.
Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, and thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

- With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

  PART-TIME ENROLLMENT (SATURDAY CLASSES)
  While Saturday sections cover the same preparatory, basic, or advanced skillsets as weekdays sections, they overwhelmingly appeal to practicing professionals, including students who are already working as in-house company translators or semi-skilled at-home subtitlers. One appeal of the Saturday sections for such near-professionals lies in the fact that Saturday-only enrollment offers somewhat more concentrated study with fewer contact hours and at a lower tuition. Some students are able to do well with Saturday sections alone, especially if they have already acquired some skills, technical knowledge, and preliminary translation experience.

Interpretation and Translation Basic Course TOEFL LEVEL: 550 – 600

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 96 hours.
The actual time needed to complete the course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc.
Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice.
The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

The Basic Course stresses the mastery of basic interpretation/translation techniques. In this intermediate course, the following are emphasized to build a solid foundation of basic interpretation/translation skills:

* Idiomatic expression and articulation of Japanese and English
* Spontaneous and accurate interpreting, quick response and presentation
* Basic note-taking for interpreting
* Listening, comprehension and spoken expression
* Accurate shadowing: retention and reproduction
* Current Japanese and English business terminology

<First Term>

Intermediate Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Intermediate Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Translation Techniques – Reinforcing translation skills.

Intermediate Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Intermediate Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Intermediate Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Intermediate Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Translation Techniques - Further developing translation skills.

Intermediate Translation to English - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Intermediate Translation to Japanese - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

Basic Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment. Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the basic level work. This class involves research skills and professional writing. Your class projects should be of at least a basic quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

NOTE: Making back ups of all work is the student's responsibility. Everyone please make sure to back up work on another floppy disk, zip disk or CDs or portable USB's. It is not the responsibility of the Instructor to help students retrieve files from their corrupted storage devices. If they lose work they will not be given any extra time for redoing their projects.

Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an "A" and 1 equals a "F."

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/ translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.

Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, and thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

- With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

  PART-TIME ENROLLMENT (SATURDAY CLASSES)
  While Saturday sections cover the same preparatory, basic, or advanced skillsets as weekdays sections, they overwhelmingly appeal to practicing professionals, including students who are already working as in-house company translators or semi-skilled at-home subtitlers. One appeal of the Saturday sections for such near-professionals lies in the fact that Saturday-only enrollment offers somewhat more concentrated study with fewer contact hours and at a lower tuition. Some students are able to do well with Saturday sections alone, especially if they have already acquired some skills, technical knowledge, and preliminary translation experience.

Interpretation and Translation Professional Course TOEFL LEVEL: 600 or higher

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 144 hours.
The actual time needed to complete the course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc. Although this is an advanced and demanding course, students can take as many classes as they wish per term if they would like to have more training and practice. The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

Instruction consists of interpretation/translation exercises which simulate real life interpretation/translation assignments. At this level, some exceptional students may begin on-the-job training. Classes at this level provide the technical foundation for interpretation/translation with an emphasis on the following:

* Effective presentation in consecutive interpreting: note-taking for accurate reproduction, appropriate pausing and quick response

* Accurate shadowing: retention, comprehension and reproduction
* Accurate and spontaneous sight translation
* Exposure to various fields in the interpreting profession, special terminology and essential background knowledge
* Basic knowledge of terminology and principles in the fields of science & economics
* Simultaneous Interpreter Training

<First Term>

Advanced Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Advanced Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Advanced Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Fundamentals of Simultaneous Interpretation – As basic training for simultaneous interpretation, reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Simultaneous Interpretation to English - Interpretation of a wide range of topics and current events.

Introductory Simultaneous Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Advanced Translation Techniques – Reinforcing translation skills.

Advanced Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Advanced Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Advanced Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Advanced Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Advanced Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Simultaneous Interpretation Skills Training – Reinforcing simultaneous interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking (interpreting longer and more complex materials).

Intermediate Simultaneous Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Simultaneous Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Advanced Translation Techniques - Further developing translation skills.

Advanced Translation to English - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Advanced Translation to Japanese - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

Professional Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment. Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the professional level work. This class involves research skills and professional writing. Your class projects should be of a professional quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

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Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an "A" and 1 equals a "F."

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
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Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

* With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback

PART-TIME ENROLLMENT (SATURDAY CLASSES)

While Saturday sections cover the same preparatory, basic, or advanced skillsets as weekdays sections, they overwhelmingly appeal to practicing professionals, including students who are already working as in-house company translators or semi-skilled at-home subtitlers. One appeal of the Saturday sections for such near-professionals lies in the fact that Saturday-only enrollment offers somewhat more concentrated study with fewer contact hours and at a lower tuition. Some students are able to do well with Saturday sections alone, especially if they have already acquired some skills, technical knowledge, and preliminary translation experience.

AWARDING OF CERTIFICATE OF COMPLETION

A student must successfully demonstrate his/her professional level of interpreting and translation ability through course work and a final examination given by their JVTA instructors. Evaluations are based upon classroom performance, test results and attendance. A passing grade on course work (a C+ or higher) and this final examination result in the student receiving the JVTA’s Certificate of Completion for Interpretation and Translation Preparatory Course, Basic Course and Professional Course.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

OCCUPATIONS TO WHICH THIS COURSE IS DESIGNED TO LEAD

The JVTA courses are designed to prepare students to become professional interpreters and/or translators (US Department of Labor's Standard Occupational Classification Code 27-3091). Our primary purpose is to bring aspiring interpreters and translators to a level of language ability where they can find employment in these fields. Also, translation quality control is very important and essential part of translation process. Translation companies hire such quality control linguists, proofreaders and editors of the target languages, and our interpreter/translator training program would prepare our students for such jobs. Additionally, many former students of our program found that their increased bilingual abilities enabled them to work in international businesses, the travel industry and in bilingual educational settings.

FACULTY

The best instruction comes from those with real-world experience, so our instructors are professional interpreters, translators, localization specialists and quality control linguists selected from a broad spectrum of the localization community to expose our students to a variety of working styles and areas. Our instructors normally hold bachelor's degrees, or Associates with the additional equivalent of at least two years of fieldwork experience and/or higher degrees and have over 10 years of experience in the interpretation and translation industry. (There is no license to become an interpreter/translator.) Some instructors are graduates of our program and work as professional interpreters and translators. These instructors bring a unique perspective to the classroom experience for our students.

Jonathon Davis
Jonathon Davis graduated from Los Angeles school, California State University, Northridge, with a degree in Film. Fluent in Japanese after living in Tokyo for ten years and with a JLPT N2 level certification, he wields the cultural insight to meet students halfway and help them pinpoint their most accurate translation goals. He taught ESL at Toa Gakuen High School for the duration of his time in Japan and created his own curriculum. He has worked with companies such as Beams, Bridgestone, Yoshio Kubo, and Jameson Whiskey. He also produced a VICE Magazine documentary about female Japanese wrestlers and hosted a booth at the 2016 Tokyo Art Book Fair. His passion for filmmaking, his extensive knowledge of both Japanese and Western films, and his mixed-cultural background make him the perfect candidate to teach students how to reach across cultures and make the world just a little smaller; while his English teaching experience allows him to plan interesting and relevant lessons.

Lorraine Fukuwa
Interpreter having studied consecutive and simultaneous interpreting at Tokyo's ISS, Inc. Founded ISS, Inc. Los Angeles branch in 1989 and also taught top interpreting classes there. Taught Japanese language and ESL at universities. Translator mainly dealing in patent litigation translations. Voice-over and subtitle translator or interpreter for films including manga (comics), documentaries & machinery. Taught Business English Letter Writing. Featured in 2,000 Notable Women in the United States as well as Who's Who in U.S. Executives. M.A. and B.A. from University of Southern CA (USC). Thesis was Comparative Analysis of Kawabata Yasunari's novels and translation of his last novel, Tanpopo (Dandelions) into English, which is several hundred pages long. Co-wrote 'Koino Eikaiwa' (Love English) with Mr. Henry Hideo Koda, Esq., which is about living in the USA, and this book concentrated on English idioms.

Saeko Higa-Dickinson
Ms. Dickinson has more than 20 years of experience working as both an in-house and a freelance interpreter and translator for mainly Japanese companies across various industries, including legal, IT, and automobile. She completed her Bachelor's Degree in English and Linguistics at Ryukyu University in

Okinawa, Japan, and went on to earn a Master of Science in Legal Translation from Babel University Professional School of Translation. Additionally, she completed Interpretation and Translation Professional Course at our school, JVTA (formerly known as ISS Translators).

Yuka McLeod
Ms. McLeod is a professional interpreter/translator with over 20 years of experience. She has performed simultaneous and consecutive interpretation in a wide range of business settings, both as a full-time employee of two major global corporations, and as a freelance interpreter. She also has extensive experience in written translation in a variety of fields, such as the IT industry, the automotive industry and consumer electronics, to name a few. Additionally, she is experienced in creating Japanese subtitles for media content, including TV shows, documentaries and movie trailers. Ms. McLeod holds a B.A. in Political Science with an emphasis on International Relations from California State University, Long Beach (CSULB). While in Japan, and prior to transferring to CSULB, she studied English Literature for two years at Kansai University, and received training in interpretation at Simul Academy in Osaka. Here in the Los Angeles, CA, she has also studied interpretation and translation at JVTA (formerly ISS Translators) from 1997 to 1998, and media translation from 2010 to 2011.

Namiko Nagayama
Ms. Nagayama is a translator/interpreter, translation project coordinator, and instructor for Japanese-to-English translation. She has experience translating and proofreading various types of documents including academic papers and scripts for feature films and animated series, as well as translating and creating English subtitles for a wide range of Japanese content. As a translation project coordinator, she works with clients based in Japan and the U.S. She studied interpretation and visual media translation at JVTA Los Angeles from 2017 to 2019 and holds a Bachelor of Science degree in Music with honors from Pacific Union College.

Yuki Olsen
Ms. Olsen has experiences in translation and interpretation, as well as international business. As a representative or translator of either Japanese or American companies, she has played critical roles in marketing, presentations, negotiations, and so on. She obtained a BA in Commercial English from Seinan Gakuin University in Japan. She was trained at our school, JVTA (formerly known as ISS Translators) and then started teaching there in 2007.

Naomi Soen
Ms. Soen is a freelance translator and instructor with over 10 years of experience in subtitle translation, 9 years of experience in teaching subtitle translation, and over 20 years of experience in the entertainment industry. After working as a television production coordinator and technical assistant in New York, she established her own television production company in Los Angeles. Ms. Soen has worked with major Japanese broadcasting networks as they filmed numerous projects in the U.S. She later enrolled in and completed translation courses at JVTA Los Angeles. She earned a Bachelor of Science in Mass Communication from Lehman College (City University of New York).

Keiko Tolbert
Ms. Tolbert has nearly 25 years of experience as a translator/interpreter. She has extensive experience in the medical and industrial fields. She has worked as a medical researcher at a medical organization for 10 years and as a translator/interpreter at an electric motor manufacturing company for 15 years. She was certified as a medical interpreter in 2019. Ms. Tolbert holds a master's degree in Nutritional Sciences from University of Alabama at Birmingham and a Bachelor of Science degree in Mathematics from Samford University. She also completed medical and pharmaceutical translation courses at SunFlare Academy and Media Research, Inc. Additionally, Ms. Tolbert has teaching experience as an instructor for intensive English courses at ECC, a foreign language institute in Nagoya, Japan.

SCHEDULE OF TUITION AND FEES

Fall/Winter 2025: October 14, 2025 – March 14, 2026
(For M-1 international students, Fall/Winter 2025 is October 6, 2025 – March 28, 2026, including registration/orientation/prep sessions and review/practice sessions.)

Course	Tuition	Registration Fee (non-refundable)	STRF (non-refundable)	US Dollars Total Due
Preparatory, Full-time	$5,990	$250	$0	$6,240
Basic, Full-time	$5,990	$250	$0	$6,240
Professional, Full-time	$5,990	$250	$0	$6,240
Preparatory, Part-Time	$1,930	$250	$0	$2,180
Basic, Part-Time	$1,930	$250	$0	$2,180
Professional, Part-Time	$1,930	$250	$0	$2,180

* With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

* Tuition and fees are due before each term starts.

* Most educational materials, such as printed assignments and audio/visual files are provided by JVTA and are included in the cost of tuition unless otherwise indicated in the course schedule.

* Registration Fee is a non-refundable fee payable to JVTA for each term. (This is non-transferable to other terms.)

* Student Tuition Recovery Fund (STRF) fee is a non-refundable fee and will be applied to those who are eligible. Most students must pay this fee regardless of California residency or visa status as our program is considered as a residency program. The STRF fee is subject to change in accordance with changes in statutory or regulatory requirements of the State of California. Please see Page 17 for details.

* Payment method: Tuition and fees may be paid by personal check, money order, bank check, wire transfer, bank deposit or credit card. A 3.5% convenience charge will be applied to all credit card or debit card transactions. A $30 charge will be applied for a returned check.

* All fees incurred by JVTA in receiving payment or making refunds are the students' responsibility, and are non-refundable, including wire transfers and bank transfer fees. All credit card or debit card transactions are subject to a convenience fee of 3.5%.

* Fees for International Students
- Our school is authorized under Federal law to enroll M-1 nonimmigrant alien students.
- I-20 Handling Fee of $550/person will be required, if applicable. The spouse and minor children under 21 accompanying an M-1 student will need their own I-20 to apply for their M-2 visas. Please check with the school for details. This is a non-refundable, administrative fee charged by school for certification. This is not a visa application fee.
- M-1 foreign students are required to pay visa application fees, SEVIS fee and other necessary fees to the U.S. government, if applicable. Please check with the school for details.

- Practical Training I-20 Handling Fee will be required, if applicable. Please check with the school for details including the amount. This fee is non-refundable and does not include practical training application fees or any other fees.
- Please refer to Page 3 for student visa information.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

STUDENT TUITION RECOVERY FUND (STRF) STATEMENT

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

* The institution (JVTA) has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

TOTAL COST OF TUITION

For Fall/Winter 2025, JVTA offers Saturday Preparatory, Basic and Professional Courses for $2,180 ($1,930 tuition, $250 registration fee, $0 STRF fee) per course per semester and full-time Preparatory, Basic and Professional Courses for $6,240 ($5,990 tuition, $250 registration fee, $0 STRF fee) per course per semester. The overall cost of tuition and fees for the semester can range from $2,180 (one Saturday course) to $6,795 (full-time tuition and fees for foreign students with M-1 visa status) depending on the students' selection of weekday and/or Saturday courses, and their visa status.

Most educational materials are provided by JVTA and are included in the cost of tuition unless otherwise indicated in the course schedule.

* With the exception of M-1international students, all students may select either part-time or full-time enrollment. Part-time enrollment enables students to complete their course of study sooner and with less expense. Full-time enrollment offers more contact hours with more opportunities for study and feedback.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

ESTIMATED MINIMUM TOTAL CHARGES TO COMPLETE EACH PROGRAM (with STRF Fee) / TOTAL NUMBER OF SEMESTERS (HOURS)

Preparatory Course: $4,360 (two terms, 96 hours)
Basic Course: $4,360 (two terms, 96 hours)
Professional Course: $6,540 (two terms, 144 hours)
Total $15,260

As there is no license to become an interpreter/translator, each student's completion plan is individualized to cater to the pupils' needs. If you start from the Preparatory Course and wish to complete the Professional Course, the minimum length of the entire JVTA interpretation and translation program will be 6 semesters (336 hours). However, the actual time needed to complete each course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc. Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice. Tuition and fees for the semester can range from $2,180 to $6,790 depending on the students' selection of weekday and/or Saturday courses and their visa status.
The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

Students entering the program who have a higher level of Japanese and English language ability may be placed in intermediate or advanced courses, and thus require fewer terms (and fewer course hours) of study to complete the program.

CANCELLATION, WITHDRAWAL, REFUND POLICY - STUDENT'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Also, you have the right to withdraw from a course, and possibly obtain a refund. Any notification of cancellation or withdrawal must be in writing, and receipt by JVTA must be confirmed by return receipt of certified mail or by return email from JVTA. JVTA will make refunds within 45 days of a student's cancellation or withdrawal less any deductions described in the Enrollment Agreement. Cancellation or withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students must submit any notification of cancellation or withdrawal to one of the following:

Hardcopies/Mail:
JVTA, Inc. / Japan Visualmedia Translation Academy
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.
Fax: (310) 316-2411
Email: contact@jvta-la.com.

Cancellation

JVTA shall refund 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement, if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If you enroll after the commencement of the Term, you may cancel your enrollment if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you give a written Notice of Cancellation within this time period, JVTA shall refund 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement.

If you have received any educational materials, books or equipment from JVTA, you must return them to JVTA within 10 days following the date of your notice of cancellation. If you fail to return these materials in the same condition you received them within this period, JVTA will deduct the stated charge for the materials from any refund that may be due to you.

Withdrawal

"Withdrawal" means that you wish to discontinue participation in any instruction before the end of the Term. Withdrawal also means that you have not cancelled the Enrollment Agreement within the period allowed for cancellation as described above. You have the right to withdraw from a course of instruction at any time.

Calculation of the refund is based on the number of class days of the Term which have elapsed, whether or not you have participated in the instruction. JVTA incurs costs in making this instruction available to you, whether or not you use it.

The Term consists of a predetermined number of class days of available instruction. After sixty percent (60%) of these class days have passed, no refund of tuition will be made. If your notice of withdrawal is received by JVTA before 60% of the class days have passed, JVTA will calculate and refund your unused tuition based on the number of class days remaining in the Term, after your notice of withdrawal is received.

Tuition Refund Schedule

Students choosing to withdraw from a course of instruction will possibly obtain a refund on a prorated system.

Example: If a student paid $5,990 for Tuition and $250 for Registration Fee, and the student's notice of withdrawal is received by JVTA immediately after 30% of the Term elapsed (70% remaining), then the refund amount would be:

($6,240 Tuition and Reg. Fee - $250) x 70% remaining = $4,193 (Prorated Refund)

The following schedule indicates the prorated tuition to be refunded.

Full Refund	90%	80%	70%	60%
$1,930	$1,737	$1,544	$1,351	$1,158
$5,990	$5,391	$4,792	$4,193	$3,594

Financial Aid Statement

JVTA does NOT participate in any form of financial aid programs including all federal or state financial aid programs. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan, (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Loan Statement

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Refund of Discount by Student to JVTA

Some discounts are contingent on your completion of at least one or two semesters of instruction. If you did not fulfill all the conditions and requirements, you must pay JVTA the amount of the Discount.

NOTICE OF STUDENT RIGHTS

1. You may cancel your Enrollment Agreement and obtain refund of 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement, if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
   Read the Notice of Cancellation form and the Enrollment Agreement for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund of tuition based on the number of class days remaining after your Notice of Withdrawal is received by the school before 60% of the class days in the term have passed minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement. Your refund rights are described in the Enrollment Agreement. If you have lost your Notice of Withdrawal ask the school for a copy.

3. If the school closes before the term ends, you may be entitled to a refund. Contact Bureau for Private Postsecondary Education (BPPE) at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897.

4. The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, or by visiting www.osar.bppe.ca.gov.

5. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or (916) 574-8900 or by completing a complaint form, which can be obtained on the Bureau's internet website, http://www.bppe.ca.gov/.

SCHOOL POLICIES

Attendance

*Any student absent more than 20% of all class sessions of the term will not be eligible for advancement and will not receive formal evaluation results.
*If you will be absent for more than 2 weeks, please contact school.
*Students on M-1 visa status are required by law to take a full course load, attend classes and must comply with applicable laws and regulations. If students are frequently absent from school and/or are tardy, they will not be allowed to stay in the U.S. and must return to their countries.

Tardiness

JVTA urges students to comply with the academic calendar and schedule, and to make every effort to attend each class meeting on time.

A student who enters the classroom more than 30 minutes after the start time of the class meeting is considered tardy. A student who is tardy to class a 3rd time will be counted as one time absent.

Students are expected to attend a minimum of 80 % of all class sessions. Tardiness is part of the criteria used to evaluate a student. Any students who do not meet the minimum attendance requirement are not eligible for advancement and will not receive formal evaluation results. When tardiness persists, JVTA will issue a written notice resulting in rating of incomplete for the session. A leave of absence may be granted in case of illness or family emergency. A school official must approve all leaves of absences in advance.

Leave of Absence Statement

If a student becomes unable to attend classes during the term and would like to resume training at later time within five years, the student may apply for leave of absence. Students must submit a Declaration of Intent to Obtain a Leave of Absence to one of the following:

Hardcopies/Mail:
JVTA, Inc. / Japan Visualmedia Translation Academy
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.
Fax: (310) 316-2411
E-mail: contact@jvta-la.com

This can be done via a hardcopy letter, fax, or formal e-mail. If the student takes this step and a seat is available for the term, the student is allowed to return to the term and to the exact week of the term that they left, however, the student is required to pay a Registration Fee for the returning term and the difference in tuition amount if any is outstanding or has incurred due to inflation.

Example: If the student left the third week of the Basic Course's second term s/he would be allowed to reenter the Basic Course's second term in the third week if a seat is still available and if s/he pays the Registration Fee for the term and the difference in tuition amount if any is outstanding or has incurred due to inflation.

*A grade of incomplete is reserved for the student who has properly submitted his/her Declaration of Intent to Obtain a Leave of Absence.

* Students on M-1 visa status are required by law to take a full course load, attend classes and must comply with laws and regulations. If students are frequently absent from school and/or are tardy, they will not be allowed to stay in the U.S. and must return to their countries.

Evaluation

Students' performance is evaluated by teachers at the end of each semester. Evaluations are based upon classroom performance, test results and attendance. Evaluation results will be sent to each student. Please refer to the class schedule for test dates. In order to receive formal evaluation results for the semester, students are required to attend a minimum of 80 % of all class sessions in the semester. Our grading percentage system is listed below:

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count in towards the program and must be retaken. Example: If student receives a “C” in term 1 of the basic course s/he will not be allowed to continue to term 2. S/he will be required to retake term 1.

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

Advancement

Advancement is based on the above-mentioned evaluation criteria and attendance record. Each course is generally completed in two to four semesters.

The Institution’s Standards for Student Achievement

Students are graded on a one-on-one basis by each instructor. Their entire body of work is reviewed collectively before a final grade is given. Other determining factors include their attendance and in-class participation. They are graded via a traditional 4.0 (A-F) scale. To complete a course, a student must receive at least a C+. Our grading percentage system is listed under “Evaluation” along with a detailed description of each of our courses.

Class Schedule

Class schedules are subject to change. When there are changes in the schedule, the office will make every practical attempt to inform students in advance.

Experiential Credit

Although we do not accept any experiential credits, students entering the program who have a higher level of Japanese and English language ability may be placed in intermediate or advanced courses, and thus require fewer semesters (and fewer course hours) of study to complete the program.

Probation and Dismissal Policy

Violation of the school rules shall result in disciplinary action. Students who commit serious violations including but not limited to posing a threat to school safety, bringing weapons or drugs to school, or fighting will be temporarily suspended or permanently expelled from school.
We do not suspend or dismiss students because of their poor academic performances although such students cannot complete the course. However, to advance to the next stage of the curriculum a student must receive at least a C+. Our grading percentage system is listed below:

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count in towards the program and must be retaken. Example: If student receives a “C” in term 1 of the basic course s/he will not be allowed to continue to term 2. S/he will be required to retake term 1.

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

Also, we do not suspend or dismiss students because of their lack of attendance although students must attend a minimum of 80% of all class sessions in order to be eligible for advancement and to receive formal evaluation results. Please contact school if you will be absent for more than 2 weeks. If a student becomes unable to attend classes during the term and would like to resume training at later time within five years, the student may apply for leave of absence. Please see "Leave of Absence Statement" on Page 22 for details.

JVTA operates under the guidance of all the immigration laws when it comes to its attendance policies for M-1 visa students. Dismissals or possible dismissals are all viewed under the requirements deemed by the federal immigration departments.

* JVTA reserves the right to retain or withhold some documents with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

Recording of Classes

Recording of classes is not permitted unless otherwise permitted by the instructor.

Description of the Facilities

We have two classrooms, an office, a lobby and a kitchen. All of our courses are taught in classrooms with desks, chairs, whiteboards, computers with professional software, CD/cassette tape players, televisions, DVD/video players. JVTA has a classroom library from which students may check out books. A special reference library section (for materials which can be used at the campus location only) contains many specialized dictionaries and linguistic texts. The library section is located in the classrooms. For more extensive research, there is a public library across the street: Torrance Public Library (Katy Geissert Civic Center Library), 3301 Torrance Blvd., Torrance, CA 90503, Phone: (310) 618-5959.

Use of Facilities

1. Any time a classroom is not in use, it may be used for study. Please inform the office if you intend to use an empty classroom.
2. Because of the risk of damage to audiovisual equipment, computers, classroom furniture, and fixtures including carpeting, please be very careful when eating and drinking at our facility.
3. Eraser shavings can damage the audio visual equipments and computers, so please be very careful when erasing something near the equipment.
4. Students may check out one book per week from the classroom library. Reference books may not be checked out.
5. Student drawers are for use by the office to provide students with information or classroom materials. Please do not use drawers for storing dictionaries or other personal effects.

Student Complaint/Grievances Procedures

1. All student complaints may be brought to the Administrator or any school staff and officials. Complaints may also be brought to the Director and President of JVTA, Inc.
2. If the complaint made is found to be valid, involves a violation of law, and is not resolved

within 30 days after it was first made by the student, the student may notify Bureau for Private Postsecondary Education (BPPE) at (Mailing Address) P.O. Box 980818, West Sacramento, CA 95798-0818, (Physical Address) 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, http://www.bppe.ca.gov/, Toll Free Phone: (888) 370-7589, Phone: (916) 574-8900, Fax: (916) 263-1897, as well as law enforcement authorities of the complaint, investigation, and lack of resolution.
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or (916) 574-8900 or by completing a complaint form, which can be obtained on the Bureau's internet web site, http://www.bppe.ca.gov/.

3. Students may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
4. If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection shall also be given.
5. The student's participation in the complaint procedure and the disposition of the student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.
6. The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of addressing and resolving student complaints.

Student Record

This institution maintains transcripts permanently and student records for a period of five years from the student's date of completion or withdrawal at its principal place of business or its designated location within the State of California. It is strongly recommended that a student retain ALL ENROLLMENT, WITHDRAWAL or COMPLETION papers in their personal files.

Smoking

This building is a non-smoking building. Smokers are kindly asked to smoke outside (designated area only).

STUDENT SERVICES

Counseling and Advisory Sessions

One-on-one counseling and advisory sessions by instructors and school staff are available as needed. Such sessions are also scheduled by the school normally during mid-terms and/or finals.
Instructors are available for questions before and after sessions or by appointment. School staff is available during regular office hours or by appointments.

Placement Services

Although sometimes JVTA is notified of openings for full- or part-time interpreter or translator positions to which we will recommend students or graduates of an appropriate level of skills and background, JVTA has no official placement assistance program. Because of the nature of interpreting and translation work, job placement is usually on a "sub-contracted" basis or hiring is for “one-time” or "short-term" projects. Occasionally, we offer both interpretation and translation experience through our On-the-Job Training (OJT) program which places advanced students in Professional Course in various settings in which they may receive valuable work experience.

Bulletin Boards

There is a bulletin board in the student lounge where notices and other items of interest to students are posted. Please check them from time to time. If you have any suggestions for bulletin board postings, please contact the office.

Housing Information

JVTA has no dormitory facilities under its control. JVTA has no responsibility to find or assist a student in finding housing. However, students can obtain information about homestay agents from the school. Housing within 5 miles of the institution can be found to cost between $800 to $1,200 for room/house sharing, $1,600 to $2,000 for a studio apartment.

Financial Aid

JVTA does not participate in any form of financial aid including all federal or state financial aid programs. See also Page 20.

Regarding "English as a Second Language" Classes

JVTA does not offer “English as a Second Language” classes.

Building Security System

During the week, the entrance to the building is open until 8:00 p.m., and it is locked all day on weekends and holidays. On Saturdays during semester, one entrance will be open during class hours.

Business/Office Hours for Fall/Winter Semester, October 14, 2025 – March 14, 2026

Please feel free to contact JVTA during business hours. School is closed on Sundays, Mondays, holidays and breaks. For details, please refer to the on-site hours and contact information provided by the school.

Day of the Week	Office Hours Staff on site on Tuesdays, Wednesdays, Saturdays	Lunch Break	Office Hours Staff on site on Tuesdays, Wednesdays, Saturdays
Sunday, Monday, Holidays, Breaks	The school will be closed.		
Tuesday	10:00 AM - 1:30 PM	1:30 PM - 2:30 PM	2:30 PM - 5:30 PM
Wednesday	10:00 AM - 1:30 PM	1:30 PM - 2:30 PM	2:30 PM - 5:30 PM
Thursday	Telework 10:00 AM - 1:30 PM	1:30 PM - 2:30 PM	Telework 2:30 PM - 5:30 PM
Friday	Telework 10:00 AM - 1:30 PM	1:30 PM - 2:30 PM	Telework 2:30 PM - 5:30 PM
Saturday	10:00 AM - 1:30 PM	1:30 PM - 2:30 PM	2:30 PM - 4:30 PM

The school will be closed during the following breaks:
Thanksgiving Day Break: November 23, 2025 – December 1, 2025
Holiday Season Break: December 21, 2025 – January 5, 2026
Presidents’ Day Break: February 12, 2026 – February 18, 2026
Spring Break: March 15, 2026 – April 20, 2026 (The school staff will be working remotely on Tuesdays, Wednesdays, and Saturdays.)

We will check e-mail, Slack messages, and telephone messages from time to time during the breaks;

however, please allow us some time to respond. Please see the "Contacting the School" section below. If you need assistance in person, please make an appointment in advance.

Due to unforeseen circumstances, such as illness, bad weather, power outage, equipment failure, etc., on-site hours may change without prior notice. If you are a student, please refer to the notice/message from the school. If you need assistance, please contact us via e-mail, Slack (message/call), or telephone. Please refer to the contact information below.

Contacting the School

・E-mail: contact@jvta-la.com

・Slack messages and calls: Using Slack, students will be able to send direct messages or call the school staff. Instructions regarding dedicated Slack channels for individual classes will also be provided.

・Phone: 310-316-3121

When school staff are present at the school, they will be able to answer the phone during school office hours other than when they are assisting other people or classes. If they are unable to take the call during office hours or if the call is placed outside of office hours, the call will be forwarded to voicemail. In this case, please leave a message along with your contact information, and send us details by e-mail or through Slack. The school staff will respond on or after the next school office business day.

If you would like to have a meeting, please feel free to contact the school staff, and we will schedule a date and time that works for both parties. Meetings can be held online or in person.

<u>School/Office Location and Contact Information</u>

The address where class sessions will be held:
JVTA, Inc. / Japan Visualmedia Translation Academy
3510 Torrance Boulevard, Suite 219, Torrance, CA 90503 U.S.A.
Phone: 310-316-3121, Fax: 310-316-2411, E-mail: contact@jvta-la.com