

Dear Sir/Madam,

Thank you for your interest in our language course. We are certainly glad to be of your service. Wisma Bahasa was established in 1982 by Mr. Daniel Pearlman, a Peace Corps volunteer from USA. At the present, Wisma Bahasa is owned by Suara Bhakti Foundation. Below is the general information concerning the Indonesian and Javanese Language Course we offer.

1. LANGUAGE PROGRAMS

A. *INDONESIAN LANGUAGE PROGRAM (CLASS IN YOGYAKARTA)*

At Wisma Bahasa we offer 7 proficiency levels of Bahasa Indonesia. To know one's proficiency level of Bahasa Indonesia, we suggest every learner to take an assessment test before they start. Especially for those who has been spoken Indonesian. From the result of the test, we will know from what level learner must start. The duration of the test will be around one hour. Below is description of every level:

- Level 1A** Approximately 23 sessions, provides learners with the skills needed to use words or phrases such as greetings and to recognize some public notices or signs.
- Level 1B** Approximately 23 sessions, provides learners with the skills needed to use a limited range of language adequate for basic communication.
- Level 2A** Approximately 23 sessions, provides learners with the skills needed to use a basic range of language, which is adequate for brief, practical communication.
- Level 2B** Approximately 23 sessions, provides learners with the skills needed to use a wide range of language sufficient for familiar and non-pressuring situations.
- Level 3A** Approximately 15 sessions, provides learners with the skills needed to use the language adequately in familiar situation and to communicate general messages.
- Level 3B** Approximately 15 sessions, provides learners with the skills needed to use the language competently in a variety of situations. Communication is sufficiently effective spoken.
- Level 4** Approximately 30 sessions, provides learners with the skills needed to use the language effectively in most situations with minimal difficulties. Communication is effective and fluently spoken.

B. *JAVANESE LANGUAGE PROGRAM (CLASS IN YOGYAKARTA)*

Our Javanese Language courses refer to the following categories:

- Level 1** provides learners with skills needed to use few words or phrases such as greetings, and to recognize some public notices or signs in 2 degrees of 'politeness' (*ngoko* and *krama*)
- Level 2** provides learners with the skills needed to use a narrow range of language, adequate for basic communication in 2 degrees of 'politeness' (*ngoko* and *krama*)
- Level 3** Provides learners with the skills needed to use a limited range of language, which is adequate for short communication in 2 degrees of 'politeness' (*ngoko* and *krama*)
- Level 4** provides learners with the skills needed to use a basic range of language sufficient for familiar and non-pressuring situations in 2 degrees of 'politeness' (*ngoko* and *krama*)

Enrolment and tuition fee for Indonesian and Javanese language course for class in Yogyakarta:

- **Enrollment fee: US\$ 10.00/person**
- **Tuition Fee & Regular Field Trip / Excursion Fee for Class in Yogyakarta**

Number of Learners	Course Fee
Individual class	US\$ 20.00/session
2 learners in one class *	US\$ 28.00/session
3 learners in one class *	US\$ 36.00/session
4 learners in one class *	US\$ 42.00/session

- **Special Condition**

- US\$ 2.00/session additional charge for study on Sunday or public holiday

- Wisma Bahasa gives 20% discount for those (learners) who have valid learners card (Junior or Senior High School, or University Cards). Please submit a copy when you register/sign or show the original to finance staff upon payment process.

Course fee after discount 20%

Number of Learners	Course Fee
Individual class	US\$ 16.00/session
2 learners in one class *	US\$ 22.40/session
3 learners in one class *	US\$ 28.80/session
4 learners in one class *	US\$ 33.60/session

C. E-LEARNING / LEARNING INDONESIAN ONLINE

Learning online or e-Learning is a general term used to refer to a form of learning in which the instructor and learner are separated by space or time where the gap between the two is bridged through the use of online technologies. It is defined as a planned teaching/learning experience that uses a wide spectrum of technologies mainly Internet to reach learners at a distance. So, you do not need to come to Wisma Bahasa. This program is for all learners (not only for ex-Wisma Bahasa Learners). If you want to learn *bahasa* Indonesia with Wisma Bahasa's instructors wherever you are, please [contact us](#) for details. We use messenger ([Skype](#)) to do this program. Of course it is cheaper than regular course, because you have not to come to Wisma Bahasa. Please contact us for more details.

- **Enrollment fee: \$US 10.00**
- **Package 20 sessions (min. package): \$US 500.00**

D. INDONESIAN LANGUAGE PROGRAM FOR CLASS IN JAKARTA

This program is almost the same with Indonesian Language Course in Wisma Bahasa Yogyakarta. The differences are the course fee and the teacher will come to your place.

- **Enrollment fee: US\$ 10.00/person**
- **Tuition Fee & Regular Field Trip/Excursion Fee**

Number of Learners	Course Fee
Individual class	US\$ 40.00/session
2 learners in one class *	US\$ 60.00/session
3 learners in one class *	US\$ 75.00/session
4 learners in one class *	US\$ 80.00/session

E. IMMERSION COURSE

The Immersion program is a package of *bahasa* Indonesia learning program designed for learners with at least intermediate level of proficiency. This package is designed with a specific syllabus and a wide range of fieldtrip options in Yogyakarta to enhance learners' communication skills in *bahasa* Indonesia and to help them acquire information relevant to their jobs, needs, and interests by immersing themselves in a community of their choice.

Number of Learners	Fee	
	5 Day Package	10 Day Package
Individual class	US\$ 300.00	US\$ 600.00
2 learners in one class	US\$ 420.00	US\$ 840.00
3 learners in one class	US\$ 540.00	US\$ 1080.00
4 learners in one class	US\$ 630.00	US\$ 1260.00

2. CULTURAL PROGRAMS (FOR CLASS IN WISMA BAHASA YOGYAKARTA)

A. BATIK CLASS

1 learner	Rp. 75.000/session
2 learners	Rp. 140.000/session
3 learners	Rp. 180.000/session
4 learners	Rp. 220.000/session

B. COOKING CLASS

1 learner	US\$ 20.00/session
2 learners	US\$ 28.00/session
3 learners	US\$ 36.00/session
4 learners	US\$ 42.00/session

C. TRADITIONAL DANCING

No	Dance Name	Learner/class	Duration	Price
1	Yapong (Jakarta creation)	Individu	6 sessions	Rp. 750.000
		2 learner/class	6 sessions	Rp. 1.000.000
		3 learners/class	6 sessions	Rp. 1.125.000
		4 learners/class	6 sessions	Rp. 1.200.000
2	Bondan (Javanese classical)	Individu	9 sessions	Rp. 1.150.000
		2 learners/class	9 sessions	Rp. 1.500.000
		3 learners/class	9 sessions	Rp. 1.650.000
		4 learners/class	9 sessions	Rp. 1.750.000
3	Pendhet (Balinese classical)	Individu	9 sessions	Rp. 1.150.000
		2 learners/class	9 sessions	Rp. 1.500.000
		3 learners/class	9 sessions	Rp. 1.650.000
		4 learners/class	9 sessions	Rp. 1.750.000
4	Panyembrama	Individu	9 sessions	Rp. 1.150.000
		2 learners/class	9 sessions	Rp. 1.500.000
		3 learners/class	9 sessions	Rp. 1.650.000
		4 learners/class	9 sessions	Rp. 1.750.000
5	Gambyong Pangkur (Javanese classical)	Individu	9 sessions	Rp. 1.150.000
		2 learners/class	9 sessions	Rp. 1.500.000
		3 learners/class	9 sessions	Rp. 1.650.000
		4 learners/class	9 sessions	Rp. 1.750.000

3. FIELDTRIP PROGRAMS (FOR CLASS IN WISMA BAHASA YOGYAKARTA)

Fieldtrip provide as one of the way to learn Indonesia language as well as the people, culture and history. There are two kinds of fieldtrips: general fieldtrips and specialization. General fieldtrip destination such as Borobudur, Prambanan temple, Sultan Palace, etc. Specialization field trip provide base on learner request to fulfill their knowledge needs, for example learner who needs to see how medical service manage in Indonesia will taken to local Hospital and Puskesmas (Pusat Kesehatan Masyarakat). The cost of all fieldtrip are the same with regular class, except Borobudur and Prambanan temple. Some destinations of specialization can be seeing as following. Not all destinations can show due to large number destination we have.

- Local NGO
- Political party offices
- Pusat Study UGM (Gadjah Mada University center of Study)
- Government offices

- Traditional Market
- Medical centre, etc.

General fieldtrip can be taken by all learners who are interested in knowing more about Indonesian culture. Some destinations we have are as following:

- Field Trip to Prambanan & Borobudur
 - **Borobudur : US\$ 53.00/person/package** (Learner discount not applicable)
 - **Prambanan: US\$ 35.00/person/package** (Learner discount not applicable)
- City tour
- Imogiri Nobel Cemetery
- Sultan Palace
- Tamansari Water Castle
- Kasongan Pottery Center
- Kota Gedhe Ancient City & Silver Center
- Museums, etc

4. THE METHOD OF TEACHING LEARNING

We believe in communicative language teaching and, therefore, class activities are based on the communicative approach in order to enable learners to communicate in, rather than to analyze, the target language. English is usually only used as a last resort. To make learners feel at ease and well motivated when learning the target language, we make use of an eclectic range of techniques. Methods, such as Silent Way and Total Physical Response, supplement the main approach in those situations where they can be more helpful in mastering language skills.

We are not teachers to learners, but friends. We do not just teach the language, but instead create situations in which learners enjoy communicating in the target language. Hospitality is our principle. It is why we do not name our institution a college or school, but a home of language, “Wisma Bahasa”.

5. MATERIALS

Wisma Bahasa has produced standard material for general purposes and interests in learning Bahasa Indonesia. For specific purposes, Wisma Bahasa would be glad to design a certain syllabus and to prepare specific material without any additional cost. There for learner must fill in the enrollment form as complete as possible in order to make our teaching division able to prepare best syllabus.

6. NUMBER OF PARTICIPANTS PER CLASS

Lessons are specially designed to meet the needs of individual, single learners. However, a class may consist of up to four participants as long as they have the same level of proficiency in language. This limit is intended to optimize the learning impact of the training and enable the participants to receive the best possible attention. As Wisma Bahasa does not provide classmate(s) you should find them by your self.

7. TEACHING STAFF

Our staff is composed of graduates of some universities and institutions in Indonesia. We possess different educational backgrounds: language and language teaching (English, Indonesian, Javanese, Japanese, French, Germany), Indonesian and English literature, anthropology, archaeology, history, politics, and economics. We also present a cross-section of cultural backgrounds (Javanese, Sundanese, Maduranese, Timorese, etc.). The staff receive rigorous pre-service training and hold regular weekly training sessions and workshops.

8. SESSION

All courses are conducted in sessions, from Session 1 to Session 5 (08.00 -19.00) from Monday to Saturday. As you wish, you can combine alternate sessions: *** 1 session = 1 hour 45 minutes**

*** Session 1 (08.00 – 9.45) * Session 2 (10.15 – 12.00) * Session 3 (13.00 – 14.45)**
*** Session 4 (15.15 – 17.00) * Session 5 (17.15 – 19.00)**

Sunday and public holiday classes are available at special rate. Courses start on any day. Therefore, please advise us as to which dates you would like to enroll on, at least one week beforehand. You can also choose your preferred topics or focus, the length of the study, and your daily schedule. ***Our office in Wisma Bahasa Yogyakarta is open for inquiries and service at 08.00 – 16.00 Monday to Friday.***

9. CANCELLATION

Any cancellation must be made one day in advance. In an emergency situation (sick, accident), cancellation could be made with one-hour (1 hour) notice in advance. Cancellation made less than that or without any notice will be charged 50%.

10. ACCOMMODATION SERVICE FOR CLASS IN WISMA BAHASA YOGYAKARTA

We are happy to assist you to find suitable accommodation while they are studying at Wisma Bahasa. **These below mentioned accommodation fee and services might be subject to change.**

- a. **Boarding House** Rp. 850.000– 1.100.000/month
(a room, drinking water, fan, laundry) monthly basic

- b. **Homestay** (within walking distance)

Homestay Harno and Heru

1). including laundry, meals with AC

- single occupancy Rp.1.050.000/week
- double occupancy Rp 1.625.000/week

Homestay Wiwik, Narto and Nandang

- single occupancy Rp. 890.000/week
- double occupancy Rp 1.625.000/week

2). including laundry, meals without AC

- single occupancy Rp. 575.000/week
- double occupancy Rp. 925.000/week

- c. **Novotel Hotel** (4 star hotel, near city center)

Single double + breakfast (Superior) Rp. 685.200 nett

Superior + Breakfast Rp. 806.250 nett

- d. **The Phoenix** (5 star near city center)

Superior + Breakfast Rp. 816.750 nett

Deluxe + Breakfast Rp. 937.750 nett

- e. **Hotel Puri Artha** (3 star hotel, 5 minutes walk to Wisma Bahasa)

Single/Double; Superior Room + Breakfast Rp. 475.000 (free wifi in room)

- f. **Yogyakarta Plaza Hotel** (a 4 star hotel, 10 minutes walk to Wisma Bahasa)

Single/double deluxe room + breakfast Rp. 599.0000

Surcharge will apply during peak season, please contact us for detail information.

- g. **Melia Purosani** (a 5 star hotel, at city centre)

Single/double + breakfast

Surcharge will apply during peak season please, contact us for detail information

- h. **Hyatt Regency** (5 star hotel with golf course)
Garden view room, including breakfast Rp. 888.000
Regency club, including breakfast Rp.1.188.000
Free daily transport to Wisma Bahasa (vv) for guest stay minimum 7 days.
Surcharge will apply during peak season please, contact us for detail information
- i. **Homestay 35** (15 minutes walking distance)
Monthly rate, private bathroom starting from Rp.2.500.000
- j. **The Victoria Hotel** (2 star hotel, 10 minutes by taxi)
Standard + Breakfast Rp. 350.000 nett
Standard with daily transfer to school Rp. 410.000 nett
- k. **Grand Aston Hotel Yogya** (5 star, 15 minutes walking)
Superior+ Breakfast Rp. 658.000nett (up to February 2012)
Deluxe+ breakfast Rp. 778.000 nett (up to February 2012)
- l. **House for rent** (10 minutes walking) air conditions, full furnished).
Daily rate Rp. 600.000 nett
- m. **Chorus Hotel** (15 minutes walking)
Daily rate Rp. nett

11. METHOD OF PAYMENT

Payment can be made via:

- **Telegraphic transfer to Wisma Bahasa bank account**
GREGORIUS HARYANA / WISMA BAHASA
No. AC. 003 – 043 – 4931
Swift code: BNINIDJAYGY
PT. Bank Negara Indonesia
Jl. Adisucipto No. 137, Yogyakarta. Please send us a copy of the telegraphic transfer
- **Cash:** In case the payment is made in US dollars, the money should be issued no earlier than year 2001.
- **Credit Card:** VISA, VISA Electronic, Master card, Master card Electronic, Amex, JBC
- **PayPal account:** admin@wisma-bahasa.com

NOTE: Finance & administration office are open for inquiries and services at 08.00 – 16.00 Monday to Friday.

12. PICK UP AND DROP OFF SERVICE

We offer a complimentary pick up and drop off service (from and to the airport or train station) for learners arriving in Yogyakarta, therefore please advise us of your flight details or train schedule at least one week before your arrival date.

13. OTHER SERVICES FOR CLASS IN WISMA BAHASA YOGYAKARTA

To assist learner focus on their program and enjoy their staying in Yogyakarta, we provide general supports and services for all learners. Some services we provide are:

- Free internet connection and hot spot / wireless
- Free learning kits for new learner (Bag, notebook, pen)
- Learner card for each learner which also valid for discount in many places: café, bakery, restaurant, spa, health centre, fitness centre, silver craft centre, bowl arena, yoga studio, etc.
- Ticketing arrangement; flight, train, bus, performance.
- Cars, bikes, motorbikes rental: to help learners to find and rent
- Money exchange

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- Accommodation: to help learners to find, book, arrange a reservation in hotels, homestays, guesthouses, or boardinghouses
- Social culture visa sponsorship
- Complimentary pick up and drop off service (from and to airport and train station)
- Free extra activities: visit interesting places *ie*: alun-alun in the night, attend traditional ceremonies, visiting villages, camping, tracking, etc.
- Birthday party for every learner each month

For further information, please visit our website: www.wisma-bahasa.com | E-mail address: info@wisma-bahasa.com, wisba@wisba.famili.com, cro@wisma-bahasa.com

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