

# REGISTRATION FORM

I am registering for the MAY-JUNE 2018 eight-week session at The French Class

My name is \_\_\_\_\_ Day/Month of birth \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Tel.Home/Cell \_\_\_\_\_ Work \_\_\_\_\_  
Email \_\_\_\_\_  
How did you hear about us? \_\_\_\_\_ Occupation \_\_\_\_\_

I have read and understand The French Class policies stated below and agree to abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Class No \_\_\_\_\_ Tuition: \_\_\_\_\_

Day \_\_\_\_\_ Time \_\_\_\_\_ Book(s): \_\_\_\_\_

Membership (optional) \$75 (single) or \$95 (family)

Card No. \_\_\_\_\_ My French 2 cents (optional) \$7.30 (see web site)

Exp. date \_\_\_\_\_ CV2 code \_\_\_\_\_ Total \_\_\_\_\_

**[FOR OFFICE USE ONLY. Paid by Cash - Check - Visa - MC - AmEx - Disc - Debit on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

## Books are not included in the tuition.

(Prices include tax)

French Level One to Five: \$29.95

Literature: \$19 and up

Intermediate Grammar: \$48

Advanced Grammar: \$39

## Group Classes:

The fee for attending one group class without being enrolled in the entire 8-week session is \$42 or \$55 depending on the length of the class.

A minimum of 4 students is required to open a group class as scheduled.

In order to avoid canceling classes, some group classes of less than 4 students may be shortened.

## Make Up Policy for classes missed

- Making up classes in another group class of the same level and topic is free and encouraged for each class missed. **It is not possible to make up missed classes during another 8-week course.**
- Make-up classes may be used as long as you are enrolled and paid in full in a current session of classes.
- Students enrolled in levels 1-5 (but NOT 5+) are entitled to two free half-hour private make-ups.
- There no one-on-one make-ups for Level 5+ or when repeating an elementary level class for \$99. Please make up missed classes in another group class.
- Subsequent make-ups may be scheduled at a courtesy rate of \$15 for a 1/2 hour session.

- Make-ups must be cancelled 24 hours in advance or a \$15 charge will apply. Make ups must be scheduled by phone or at the front desk only. We ask that students prepare in advance the lesson that they have missed to the best of their ability. Homework should be completed as well.

## Refund and Credit Policy

- If The French Class cancels a class, students may transfer to another class or receive a full refund.
- **We are sorry we cannot give refunds or credits for group classes unless we are notified by phone, before 5:00 pm the Thursday before the beginning of the 8-week session. Dates and terms of special offers may vary: please see our policy for special offers on our web site.**
- **We are sorry no exception can be made. The French class is not responsible for changes in the student's schedules or personal circumstances.**
- No refunds, credits or make-ups for missed workshops, conferences and intensive courses.
- A \$30 processing fee will be applied to all refunds or credits.
- Neither books nor memberships are refundable
- Credits for group classes are non-transferable and may not be applied to private classes, conferences, field trips or intensive courses.
- **It is not possible to make up missed classes in the next 8-week course.**

The French Class - 500 Sutter Street, Ste 310, SF, CA 94102 - Fax (415) 362-4334 Tel (415) 362-3666 info@frenchclass.com

