

# REGISTRATION FORM

I am registering for the September/October 2023 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) \$99 (single) or \$119 (family)

Card No. \_\_\_\_\_ Teacher's office hours (optional) \$55(see web site)

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

**[FOR OFFICE USE ONLY. Paid by Visa - MC - Disc - Venmo - Check on \_\_\_\_/\_\_\_\_/\_\_\_\_]**

## Books are not included in the tuition.

(Prices include tax and shipping)

French Level One to Five: \$38

Pdf of French Level One to Five: \$25

Literature: \$24 and up

Grammaire en Dialogues: \$48

Intermediate Grammar: \$55

Advanced Grammar: \$46

- 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, workshops or intensive courses.
- **It is not possible to make up missed classes in the next 8-week course.**

## Group Classes:

The fee for attending one group class without being enrolled in the entire 8-week session is \$50 or \$65 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.

## 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 and intensive courses

## 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 are no one-on-one make-ups when repeating an elementary level class for \$175. Please make up missed classes in another group class.
- Make-ups must be cancelled 24 hours in advance or a \$15 charge will apply. We ask that students prepare in advance the lesson they have missed to the best of their ability. Homework should be completed as well.