

# REGISTRATION FORM

**Oui**, je veux m'inscrire à The French Class/ I want to register for The French Class

Je m'appelle/ My name is \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Tel. Home \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

How did you hear about us: \_\_\_\_\_

**I have read and agree to abide by The French Class policies stated below:**

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

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

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

Membership(optional): \_\_\_\_\_

Cash Check Visa MC Amex Disc ATM

**Total:** \_\_\_\_\_

Card no. \_\_\_\_\_ Exp \_\_\_\_\_ CV2code \_\_\_\_\_

## **Books are not included in the tuition.**

(Prices include tax).

French Level zero to five: \$25.20

Intermediate Conversation: \$10.95

Intermediate Grammar: \$41.60

Advanced Grammar: \$32.80

Literature: To be announced

## **The French Class User Friendly Policy:**

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

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

### Level 1 to 6 classes (2 ½ hours per week)

- 1-2 students: 2 hours per week
- 3 students: 2 ¼ hours per week
- 4 students: full schedule

### Level 6 to 8 classes (1 ½ hours per week)

- 1-2 students: 1 hour per week
- 3 students: 1 ¼ hours per week
- 4 students: full schedule

The French Class is not responsible for changes in students work or schedule.

The fee for attending one group class without being enrolled in the entire 8-week session is \$55 for a 2 ½ hour class and \$35 for a 1 ½ hours class.

## **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.
- 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 are entitled to two free half-hour private make-ups. Subsequent make-ups may be scheduled at a courtesy rate of \$10 for a ½ hour session.
- Make-ups must be cancelled 24 hours in advance or charges will apply.

## **Refund and Credit Policy**

- We are sorry we cannot give refunds for group classes unless we are notified by phone one business day before the first day of class during our office hours: Monday to Thursday 9 am to 5 pm, Friday 9 am to 2 pm.
- No refunds, credits or make-ups for missed workshops and intensive courses.
- A \$30 processing fee will be applied to all refund or credit .
- No credits after the first day of class.
- Credits are non-transferable and may not be applied to private classes, workshops or intensive courses.
- If The French Class cancels a class, students may transfer to another class or receive a full refund.
- Neither books nor memberships are refundable.

**THE FRENCH CLASS - 500 Sutter Street, Suite 310 - San Francisco, CA 94102**

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