

Capital Region Language Center
Connecting you to the world through language
Parade Ground Village, Malta & 23 Computer Drive East, Albany
www.crlcalbany.org

If you are mailing this form, please mail it to: CRLC PO Box 633 Ballston Spa, NY 12020

Adult Registration Form

Name: _____

Address: _____

Birthday (month / day): _____

Phone Numbers: Which is the best way to reach you at the last minute? _____

(H): _____ (C): _____ (W): _____

Emails: _____

May we share your email with other students in your class and your instructor? _____

May we email you at work? _____

Language you are registering for: _____

Session: _____

Location (Colonie or Malta): _____

How did you hear about CRLC? _____

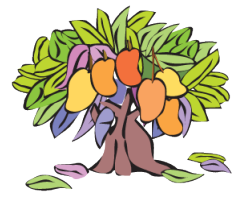
Payment Instructions:

When registering for classes at CRLC you are registering for a session. Specific dates will be provided in your invoice. Payment for classes is made in advance of the first class of the session and can come in 3 forms of payment; cash, check or charge. If you are paying cash, please make an arrangement to pay Kim or Diane. Please send checks to the PO Box listed at the top of this registration form. Credit card payments must be made by phone with Kim at 518-884-4652. Payment should be made in full for the session, or monthly, always in advance of the classes. There is a \$35 returned check fee for returned checks. All books must be paid for prior to being issued in class. Invoices are created approximately 2 weeks before a new session begins. Please let us know how you would like to receive that invoice:

Email: _____

US Mail: _____

Signature: _____



Attendance Contract for Adult Group Classes

Student Name: _____ Date: _____

Please initial below: "I understand that..."

- _____...I am registering for a session of classes and that a refund will not be issued if I choose to drop the class.
- _____...I am registering for a session of classes and that a credit for an upcoming session will not be issued if I choose to drop the class.
- _____...in the event where I cannot attend a class, I understand that I am allowed to attend any other group class (as an observer) from the list provided to me. This make up should be done within the current class session and with the knowledge of the Director of CRLC.
- _____...classes are designed for the registered students and if I would like to bring a guest I will seek permission from the instructor and the Director of CRLC.
- _____... I may have a substitute instructor if my instructor is unable to fulfill responsibilities.
- _____...if CRLC cancels a class because of an emergency, the class time will be made up within the session or a class credit will be issued.
- _____...if a weather condition prevents CRLC from holding class, I will call or be sure to check my messages in case CRLC has contacted me.
- _____...I am not automatically registered for subsequent sessions. In order to remain in a group class I will need to actively let CRLC know two weeks prior to the end of the session and pay my tuition at this time to avoid a late fee.

AUTHORIZATION FOR USE OF PHOTOGRAPHS AND / OR VIDEO RECORDINGS

I, (printed name) _____ do permit and authorize Capital Region Language Center, LLC (CRLC) and its employees, agents, and personnel who are acting on behalf of CRLC to photograph or video me for purposes related to the educational mission of CRLC including publicity, marketing, and promotion of CRLC and its various programs. I understand that a photograph or video may be copied and distributed by means of various media, including video presentations, television, news bulletins, mail outs, billboards or signs, brochures, placement on CRLC's websites, or newspapers.

I understand that, although CRLC will endeavor to use my photograph or video in accordance with standards of good judgment, CRLC cannot warranty or guarantee that any further dissemination of the photograph or video will be subject to CRLC supervision or control. Accordingly, I release Capital Region Language Center from any and all liability related to dissemination of my photograph or video. I understand that I might be identified by my first name in photos or videos.

I have read this document and understand its contents.

Signature