



# Capital Region Language Center

*Connecting you to the world through language*

Parade Ground Village, Malta & 23 Computer Drive East, Colonie

[www.crlcalbany.org](http://www.crlcalbany.org)

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## Attendance Contract for Children's Semi-Private and Group Classes

We understand that your child may miss a class from time to time. For a group class, while we appreciate advanced notice for missed classes, it is not critical as we will still be teaching the class. For a semi-private lesson, however, it is nice to know in advance so that rescheduling the class can be considered by the instructor and the other student. This attendance contract will remain in effective for one year from registration date.

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

- \_\_\_\_\_...I am registering my child for a session of classes and that a refund will not be issued if I choose to have my child drop the class.
- \_\_\_\_\_...I am registering my child for a session of classes and that a credit for an upcoming session will not be issued if I choose to have my child drop the class.
- \_\_\_\_\_...in the event where my child cannot attend a class, I understand that he / she is allowed to attend any other group class for the equivalent amount of time of the class that was missed. This make up should be done within the current class session and with the knowledge of the Director of CRLC.
- \_\_\_\_\_... my child may have a substitute instructor if the 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.
- \_\_\_\_\_...my child is not automatically registered for subsequent sessions. In order to remain in a semi-private or group class I will need to actively let CRLC know by paying invoices in a timely fashion (approximately two weeks prior to the end of the session). I understand that if I do not pay tuition, or talk with the Director of CRLC about special circumstances at the time that I am invoiced, my child may lose his / her space in class.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature