



Capital Region Language Center

Connecting you to the world through language

Parade Ground Village, Malta & 23 Computer Drive East, Albany
www.crlcalbany.org 518-884-4652 kim@crlcalbany.org

Attendance Contract for Adult Group Classes

This document will remain in effect for up to one year from the date of registration.

Date: _____

Student Name: _____

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.