



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 Private Classes (Adult or Child)

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..."

- _____...a "no call, no show" will result in a class forfeit.
- _____...in the event where I cannot attend a previously scheduled private class, I, or my representative, will contact my instructor directly and CRLC via email and / or phone.
- _____...if I cancel my private class within 24 hours of the class time, it will likely result in the class being forfeited.
- _____...if I cancel a private class with more than 24 hours notice, a make up class (or the equivalent time) will take place prior to the last date of the current session or the class will be forfeited.
- _____...if I request a make-up session for a private class more than two times in a class session, it will occur at the discretion of the instructor and CRLC's Manager or Director.
- _____... 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 credit will be issued.
- _____...if a weather condition prevents CRLC from holding class, please call or be sure to check your messages in case you have been contacted. Your class time will be made up within the session.