



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

Class and Tuition Policies: Children's Language Program

Welcome to Capital Region Language Center (CRLC) and thank you for choosing CRLC for your child's language classes. Please note that information will be forthcoming regarding our Winter Extravaganza in March and our family Picnic / Talent Performance which will take place at the end of the second semester.

1. CRLC has 3 sessions annually: fall, spring and summer. The spring session will have 18 classes total and run from February 13-June 30, 2012. The following dates are holidays, however they may serve as make up class times if necessary: February 19-25 and April 6-15.
2. CRLC offers a variety of payment options (class commitment is for the semester):
 - a. Pay for the semester in full via check or credit card.
 - b. Pay a set amount monthly by the 25th of the preceding month - 5 payments total.
3. CRLC accepts three types of monthly payment options:
 - a. Direct payment from bank account: more info available in the document, "Intuit Payment Network".
 - b. Check mailed in to CRLC: must arrive by payment due date to avoid your credit card being charged.
 - c. Monthly credit card charge.
4. Siblings in our children's program will receive a 10% discount on group classes.
5. Registration fee for classes is \$25 per family and includes a welcome packet as well as 2 free tickets to the Winter Extravaganza.
6. Forms necessary to complete registration: Children's Registration Forms & Payment Option Sheet

Semester Fees for CRLC's Children's Classes:

Children's Small group classes (3-6 children):	\$25 per class / \$450 for spring semester
Children's Semi-private class (2 children):	\$35 per class / \$630 for spring semester
Children's Private class:	\$50 per class / \$900 for spring semester