

LANGUAGE SCHOOL POLICY

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www.ForeignLanguageSchool.org
256-479-0432

1. All classes will be scheduled at the beginning of the month or the semester prior to the beginning of classes.
2. All classes will be paid at the beginning of the month or the semester prior to the beginning of classes. Tuition and registration are non-refundable.
3. Each student has to register individually, whether attending private or group classes. Registration fee is \$20.00/person.
4. All payments shall be made to Language School. Payments should not be made to instructors.
5. The student shall agree not to solicit and/or make any payment directly to the instructor. If the student solicits and/or makes payment directly to the instructor, the student shall pay a fine of \$2 000.00. Students cannot take classes by making payments directly to the instructor.
6. Payments can be made in cash or checks. A \$30.00 fee will be charged on all returned checks.
7. The student agrees not to take any classes from the instructor without the prior approval of the Language School. The student also agrees not to change the length, the time, or location of classes without the prior approval of Language School.
8. No make-up classes or refund will be given if a student misses classes or stops attending classes.
9. In case of illness or emergency a 24 hours cancelation policy applies. If the student does not cancel 24 hours before the scheduled day, there is no refund for the missed class.
10. If the Instructor has to miss a class for illness or any other reason, the class or classes will be rescheduled. Students will not lose any classes because the instructor was sick.
11. The student shall agree not to take pictures of people, such as Instructor and/or Students. Filming and recording of classes is prohibited.
12. Language School or instructor does not guarantee that any student will be fluent at the end of the term.
13. Language School or instructor is not liable for any injuries occurring inside or outside the Language School, or on the way to and from classes.
14. This agreement is valid for in-class lessons as well as for online classes.
15. **Language School suggest taking at least three months of classes or the equivalent of three months (24 total hours). This way students will not lose their time and money.**

I have read and agree with all school policies.

Student or parent signature

Date