

# CHILD AND YOUTH REGISTRATION

## PERSONAL INFORMATION

Last name: \_\_\_\_\_  
 First name: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_  
 Mother's name: \_\_\_\_\_  
 Father's name: \_\_\_\_\_

Address: \_\_\_\_\_  
 City/Postal code: \_\_\_\_\_  
 Phone (Home): \_\_\_\_\_  
 Phone (Cell.): \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## BACKGROUND IN FRENCH

Name of the school your child presently attends: \_\_\_\_\_  
 Your child is/was in  French as second language \_\_\_years  Full immersion \_\_\_years  No formal schooling in French

Has your child participated in a course at *Alliance française* in the past?  Yes (level \_\_\_\_\_)  No

In order to help us create the required courses, please give details on the class in which you are currently enrolling, (if it is an existing course) **AND/OR** give us your preference of days and time. We will do our utmost to answer your needs.

<input type="checkbox"/> <b>Saturday morning</b> <input type="checkbox"/> 11am to 12:30pm	<input type="checkbox"/> <b>Saturday afternoon</b> <input type="checkbox"/> 1pm to 2:30pm <input type="checkbox"/> 2:30pm to 4pm
<input type="checkbox"/> <b>Weekday evening</b> <input type="checkbox"/> 4:15pm to 5:45 pm <input type="checkbox"/> 6pm to 7:30 pm  Day: _____	
<b>Discounts</b> <input type="checkbox"/> Registering 1 full week before the beginning of a session <input type="checkbox"/> Double registration (two or more people from the same family or the same household)	
<b>Fees</b> <input type="checkbox"/> <b>Courses:</b> <input type="checkbox"/> \$165 (regular) <input type="checkbox"/> \$696 yearly registration <input type="checkbox"/> \$145 (one discount) <input type="checkbox"/> (=116\$/session) <input type="checkbox"/> \$135 (two discounts)	<b>Books:</b> <input type="checkbox"/> Zig Zag (6-8 years old): \$55 <input type="checkbox"/> Alex et Zoé (9-12 years old): \$45 <input type="checkbox"/> Echo Junior (Teen): \$55
<b>Annual Membership fee:</b> <input type="checkbox"/> 20\$ student membership fee <input type="checkbox"/> 35\$ individual membership fee <input type="checkbox"/> 50\$ family membership fee	

## REGISTRATION POLICIES

### **Placement test**

Placement tests are required for all prospective students who have any background with French including, but not limited to:

- Previous instruction at any institution;
- Previous instruction with the Alliance Française of Edmonton if it has been more than a year since the student's last class

### **Membership**

All students are required to be members of the Alliance Française of Edmonton in order to enroll in classes. The student membership fee (\$20 for a full year) will be added on top of the tuition costs. Membership is refundable when withdrawal is accepted (notice made at least 24h before the first lesson).

### **Books**

Books are compulsory for most classes. Books will be distributed on the first day of the session or can be picked up beforehand at our main office. Tuition costs do not include textbooks. No book can be returned once it has been visibly used.

### Payment

Students are requested to pay **full tuition** and the membership (*upon first registration, or renewal if expired*) prior to the start of the session. When applicable, book can be purchased on the first day of class.

The cost of books and membership is separate from tuition fee.

Payment can be made by cash, cheque, debit or credit card (Visa/Mastercard) at the main office, over the phone, or on our website. **A \$25 surcharge will be levied on all checks returned to AFE with insufficient funds**, and payment will then have to be made by cash or debit/credit card.

### Discounts

Two discounts can be accumulated for early registration + double registration (two or more courses for the same student during the same session or two or more family members taking courses during the same session). Early registration deadlines will be posted for each session. Discounts cannot be accumulated on full year registrations.

Other discounts (Senior, teacher, full student) can be accumulated up to 2 **only for Intensive / semi-intensive programs**.

### Missed class/Make-up class

Students should inform their teacher of any foreseen absence

- to allow the teacher to prepare for the class accordingly;
- to be informed about what they miss;
- to receive homework assignments.

Students may schedule a one-hour private make-up class with a teacher (to be purchased separately) for an additional fee of \$40 per hour. Students should contact the class coordinator to arrange for such a class. The class has to be booked and paid in advance and is subject to availability of teachers and classrooms. All cancellations for a catch-up class require one business day notice. Group Class fees will not be pro-rated.

### Cancellation

Alliance Française of Edmonton reserves the right to postpone, reschedule or cancel a class if enrollment does not meet the minimum enrollment requirement (5 students). In the event that a course is cancelled, or if the new schedule is no longer working for a given student, AFE will offer one of the following options.

- a transfer to another class
- a credit note
- a full refund

### Withdrawals and refunds

All cancellations must be **received in writing in the form of an email or letter** (with a postmark establishing the date of the request). Please state the course name and the reason for the cancellation. Withdrawals or refunds cannot be made by telephone. **Please note that the absence from class does not constitute notice of withdrawal.**

Refunds will be processed within 10 days according to the following policies:

- Withdrawals received **10 business days prior to the start of the course**: Students will be refunded full tuition, minus a \$30 processing fee. Refunds will be processed to the card used for payment or issued in the form of a cheque if payment was made by cash or cheque.
- Withdrawals received **3 days before the first lesson but less than 10 business days prior to the start date of the course**: Students will be refunded full tuition, minus a \$50 administration fee. Refunds will be processed to the card used for payment or issued in the form of a cheque if payment was made by cash or cheque.
- Withdrawals received **less than 3 business days before the start date of the course**: No refund and no credit note will be issued as a contracted teacher is already assigned and expenses & salary are already engaged
- Membership is refundable when withdrawal is accepted (notice made at least 3 business days before the first lesson)
- Full year registration refunds lose the benefit of the yearly discount and each session that took place will be billed at 135\$ and a 50\$ administration fee will be deducted from the refund amount.
- Exams are non-refundable
- Books are non-refundable once it has been visibly used
- Refunds for medical reasons can only be granted upon presentation of a medical certificate to the Alliance Française of Edmonton..
- Pro-rated refunds cannot be granted if a child cannot attend the class some days due to illness or any other personal circumstance, or because other services requested and paid for are not fully utilized.

### Credit notes

Credits may be granted on a case-by-case basis at the discretion of the class director or executive director. Documentation will be required for any credit requests

- Credits cannot be issued if 1/3 or more of session-hours have been completed;
- Credits are valid for a period not exceeding six months from the last attended class;
- Credits will be processed based on the number of remaining hours in the course, once AFE receives written notice of the student's request and approves it;
- All classes up to and including the date of the credit request will be deducted from the remaining instructional hours. **Credits will not be granted for missed classes;**
- Students are not entitled to a credit note for a course where a previous credit was used as full or partial payment of course fees.
- An **administration fee of \$30** will automatically be deducted from the value of the credit note.

### Behaviour and misconduct

Students are expected to have a respectful behaviour in class and contribute to an atmosphere of learning and study. Students displaying a behaviour that disturbs classmates will be asked to leave the class or will not be allowed to attend any further classes. Such behaviour include:

- Poor hygiene
- Inappropriately interrupting the class
- Constantly arriving late
- Hateful comments
- Any other behaviour that may be considered misconduct from the student

### Income tax receipts

Alliance française of Edmonton is a French language school accredited by Employment and Social Development Canada. Therefore tuition fees for adult students are tax deductible according to Canada Revenue Agency. A tax receipt will be issued by AFE upon request at the end of the fiscal year.

*I acknowledge that I have read and consent to the above policies*

*Date: ...../...../.....*

*Parent signature:*

*Please take a moment to let us know how you have heard about us. Indicate the most important factor in your choice.*

- I found the Alliance's web site \_\_\_\_\_
- I took a class with you before (when?) \_\_\_\_\_
- I was told about the class (by whom?) \_\_\_\_\_
- Other:

**See next page for Waiver and release of liability form**

## WAIVER AND RELEASE OF LIABILITY FORM

(A) **I WAIVE, RELEASE, AND DISCHARGE** from any and all liability, including but not limited to, liability arising from death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to my child after leaving the building, **THE FOLLOWING ENTITIES OR PERSONS:** The Alliance Française of Edmonton (AFE) and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;

(B) **INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE** the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of leaving the building.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

**I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY BY SIGNING.**

**I, \_\_\_\_\_, give permission to my child, \_\_\_\_\_, to  
leave on her own no earlier than at the time of the end of her French class.**

\_\_\_\_\_  
Date                                  Student's Name                                  Age

\_\_\_\_\_  
Parent/Guardian Signature                                  Date