



## *Policies and Guaranteed Results*

**Student Requirements:** Students need to spend a minimum of 4 hours a week studying outside of class time. Each week will include brief review of the previous week, new material, and further instruction on the concepts for mastery. The class will be progressive and move at a pace for optimal learning. The classes will move from English/Spanish to total immersion as students build their confidence in conversation.

**Attendance:** Attendance is mandatory. If a class is missed due to illness or a schedule conflict, a 1.5 hour complimentary tutoring class is provided once a month. Students must sign up for this by Thursday before the tutoring session. Students are encouraged to form study groups with each other to assist with missed material.

**Payment:** Initial registration payments are due before a class begins. SFL encourages all payments to be made on-line. If for an extenuating circumstance a student needs to write a check, please use the following information to mail it:

**Spanish For Life, 2620 S. Parker Rd. Suite 150, Aurora, Co. 80014**

Monthly payments are due the 3rd week of class. Late payments will incur a \$20 late fee. Class tuition fees and book fees are non-refundable. Unforeseen emergencies will be considered on an individual basis. Classes cannot be prorated due to "known- absences" such as travel dates.

**Guarantee:** This one-year program is meant to assist the student in becoming bilingual. A one-year intensive course can expedite the process, and the student can see immediate results in his or her work, relationships, travel and community. Learning a language will be a lifetime journey of exposure and immersion, until it becomes a lifestyle. Fluency will be determined by the level the student is at but the end of the year.

A student's success with language acquisition depends on four things: instruction, curriculum, each student's diligent effort to learn and an authentic context. The instruction provided will include various learning styles and methods to reach multiple intelligences. The curriculum is meant to add structure, resources and practice. Each student needs to accurately complete assignments, attend class weekly and engage in authentic practice with other Spanish speakers. An authentic context such as visiting regularly with neighbors, hosting an international student, volunteering, work environments, faith based organizations, etc... are all ways to practice the language. It is the goal of Spanish for Life, LLC that students learn to speak Spanish with confidence!

**Certification:** Students who pass a comprehensive exam of their skills: listening, speaking, reading and writing, will receive a Certification of Completion. Spanish for Life is not an accredited institution, as would be a college. However, the instructor is a Colorado State Licensed teacher with a BA in Spanish and a MA in Curriculum and Instruction. All Spanish taught will be Standard Spanish using the Real Academia Española as the grammatical source of instruction.

**Student Agreement:** This agreement is helpful to formalize a one-year commitment to learning. Students sign it to show understanding of the commitment involved.

*Please sign, detach and turn in the student agreement to the instructor. -----*

I \_\_\_\_\_ understand I am taking a 1 year course that will expedite the Spanish language acquisition process. I understand I will need to diligently complete all weekly assignments, complete Internet assignments and take all quizzes in class. I will participate in class activities, trying to converse in the language in a variety of activities. I will make a constant effort to stay in the target language, Spanish, especially when the class is using total immersion to learn.

If I am absent, I will make up all assignments, communicate with the teacher via email and phone, and try to make up conversation time during the complimentary tutoring sessions. I can also initiate studying with other students outside of class.

I will also make a diligent effort to surround myself with authentic practice. Some suggestions of this would be:

- Conversation partner: live, email, neighbors, friends, clients, co-workers, family members
- TV, Radio, Internet Sites, CD ROMS, CD's, DVD's, Audio Books
- Bilingual community programs
- Local attractions: restaurants, museums, mercados, celebrations
- Reading magazines, newspapers, books, Internet news "Univision"
- Travel abroad

Student signature \_\_\_\_\_, date \_\_\_\_\_