



Payment and Attendance Policies- Classes

1) Due Date: All monthly payments are due by the 20th of each month. **A \$20 late fee** is charged for late payments. If you know you will be absent, please pay early and post date your check to avoid the late fee.

2) Pay Pal: SFL encourages all payments to be made on-line through PayPal, a secured site. Go to: www.spanishforlife.org and scroll down to the bottom "pay here" tile for convenient payments.

3) Checks: If a student needs to write a check, use the following information to mail it:

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

4) Payment Plans: The cost of the Bilingual in a Year program is \$1500.00, \$100 materials, \$50 registration fee

A) Students can pay for the 1-year class over 10 months. Please use the Payment Schedule provided. The calendar for the year is given at the time of registration. **Students need to mark their holidays and complimentary tutoring dates in advance.** If students choose the monthly payment plan, **the student is responsible to pay the balance of the course in the event of an early withdrawal.**

B) Another payment option is to pay the full amount upon registration. **This tuition is not refundable.** A student may get a credit towards a future class, in the event of unforeseen circumstances, if it is discussed with the instructor before the "sabbatical" period.

5) Refunds: A refund is available up to 3 weeks before a class begins. After that time, the books have been ordered, the class seats have been filled, and no refund is available. This applies to all classes: 1-day immersion, a 1-week special, an 8-12 week session or the "Bilingual in a Year class."

6) Early Withdrawal or Exceptions: In the case of an occasional "life interruption," students will want to stay at the same pace as the class by making up the missed work in the class. This can be done simply, by communicating with the instructor, looking up class information on-line, and coming to the complimentary tutoring sessions offered 1x/ month. Students are also encouraged to contact others in the class, and even better, to form peer study groups. **If a student must withdraw early, they need to pay the balance of their tuition for the course.** Spanish for Life **may** consider extreme cases relating to: health, job loss or relocation. On rare occasions, Spanish for Life **may** set up another payment plan in order to collect the balance of the tuition.

7) Make-up Classes: If a student misses a class, he/she is welcome to come to another class during the week to make up the time he/she missed. Often there are several sections of the same class. If not, the student can choose to go to an easier or more challenging class. Either way, the student will be able to review previously learned material, or be introduced to something new. **The instructor is not required to re-teach the lesson to individuals unless they would like to pay for a PUNCH CARD and set up private tutoring.**

8) Tutoring: In a 1-year period, 11 hours of complimentary tutoring are offered to help all students progress. These 11 hours serve as a "net" to catch people who miss a class due to illness, travel, or a holiday that interrupts the class schedule. It also helps those who are right on track to get more practice. **It is recommended that students put these dates on their calendars in advance, and plan to take advantage of this complimentary service.**

9) Falling way behind: Yikes! Has this happened to you? Here are some options:

- a) Call your classmates! Everyone wants more practice. Study together; meet before class in the lobby for 30 minutes. Ask your classmates to get copies for you in class.
- b) Tell your instructor immediately. We can make some time before or after classes to catch up for 20-25 minutes. Usually your instructor can send you an attachment or summary of the class you missed via email.
- c) Follow the syllabus. You have the syllabus for at least a month in advance. Read, do the practice exercises, review vocabulary and use the recommended websites.
- d) Come to complimentary tutoring.
- e) Pay for a PUNCH CARD. \$150 allows you 4 hours of private, pre-scheduled time with the instructor. (This is a lot better than paying the balance of your tuition and dropping the class)
- f) **Give a 1-month notice** that you are considering the possibilities of "withdrawal" and get a credit for another class in the future. Credits must be used within 6 months of the withdrawal.

10) Class Cancellation: If an instructor cancels class due to his/her illness, jury duty, family emergency, or terrible weather, a new time will be set up to make up the hours missed.

Options are:

- A) Come to an additional class during the month.
- B) Extend the class 30-45 minutes for a couple weeks.
- C) Come to a pre-arranged date on a Saturday or Sunday to make it up.
- D) Have a substitute instructor for the class.
- E) Pro-rate the monthly tuition, so you don't pay for the cancelled class. *(This is the instructor's prerogative. This is the last and final resort, and may or may not be offered to students)*

A note about weather:

We have fickle weather in Colorado. Unless there is a blizzard, severe storm warnings, accidents and extreme weather, class will be in session! If it is snowing, raining or a typical "yucky but drivable day," we will still have class! ☺

If class is cancelled, you will receive an email and a follow-up phone call also.

For official registration, please sign and return this to the instructor.

I understand and agree to comply with the payment and attendance policies of Spanish for Life, LLC. I understand that I need to pay for books and tuition in full, for the class/es I have registered for. Please check the payment method that you prefer.

- I will pay for the class "in full" when I register.
(12 months= \$1500 tuition + \$100 books and materials, \$50 registration) (6 months= \$750 tuition + \$50- \$100 books and materials, \$50 registration)
- I will pay for the full amount through monthly installments until the balance is paid.

Print Name _____ Signature _____ Date _____

