



Alliance Française de Louisville

Registration Form for Courses** and/or Membership*

*Disregard course information if only registering for membership.

<u>Full Name(s):</u>
<u>E-mail(s):</u>
<u>Telephone:</u>
<u>Address:</u>
<u>City, State Zip:</u>
<u>Course:</u>
<u>Day/Time:</u>
<u>Tuition Fee + Books (if applicable) + Membership Fee (if applicable) = Total Cost</u>
<u>Cash/Check Number:</u>
**How did you hear about French courses at L'Alliance Française de Louisville?

Payment for books is due before/at the first class meeting. Please reserve the following books for me:

Totem A1 set _____ *Totem A2 set* _____ *Totem B1 set* _____

The Ultimate French Review and Practice Book _____ (optional but recommended)

French: Elementary (children) _____ *Les Loustics set* (children) _____

Merci et bienvenue à l'Alliance Française de Louisville !

1313 Lyndon Lane, Suite 111, Louisville, Kentucky 40222

E-mail: afschooll@bellsouth.net

(502) 420-0800

Website: www.aflouisville.org



Course Registration / Enrollment Policies

These policies support the core mission of Alliance Française de Louisville: to provide high-quality French language instruction to members of the community. Our policies are consistent with best practices of other Alliance Française chapters. They reflect our nonprofit status, our small class sizes, and our responsibility to our instructors and to all of our students.

- Adults registering for ten-week courses must be members of Alliance Française de Louisville. Membership (at student rate) may be purchased at time of registration.
- Private lesson students, French for Travelers students, and children are not subject to the mandatory membership policy. They are nonetheless encouraged to become members of AFL.
- Tuition must be paid before attendance at first class. Late registration will incur a \$10 administrative fee.
- Each course is offered as a whole. There is no proration—e.g., for attendance at selected class meetings.
- Withdrawals are subject to the following refund terms:
 - Before first class meeting—100% refund
 - After first class meeting and before second—90% refund
 - After second class meeting and before third—80% refund
 - After third class meeting—no refund
- Books are nonrefundable.
- No refunds or credits can be granted for classes that a student misses.
- AFL reserves the right to cancel a class due to insufficient enrollment (3 students minimum).
- Classes are cancelled if JCPS has cancelled. Any missed class due to inclement weather will be rescheduled.