



## FRENCH CLASS POLICIES AND EXPECTATIONS

Welcome to my French language program. I look forward to a wonderful relationship filled with lots of French learning and Discoveries.

In order for lessons to offer maximum benefits to the student, I have outlined here my policies. Please review them carefully.

### FREE EVALUTION:

A free 30 minute language skills' evaluation is offered to any new student, during which I will be happy to answer any question, present myself and my curriculum.

### PAYMENTS

**Payments are monthly and are due the first lesson of the month.** If a new student starts during the month, that month will be pro-rated. Payments should be made by cash (preferably for the first few months) then checks if you prefer.

### CANCELLATION POLICY

- If you need to cancel a lesson, **please give no less than 48-hour notice** and I will do my best to reschedule the lesson as soon as possible. No refund.
- If **I need to cancel a lesson** for personal reasons or sickness, I will reschedule your lesson as soon as possible. If the lesson cannot be rescheduled, I will give a full credit towards your next payment.
- If you plan to go on vacation outside of the school breaks such as Christmas, Spring and Summer, classes **WILL BE DUE** as any other enrollments. You will be responsible for make-ups.
- If you plan **to stop classes**, please let me know 2 weeks in advance and nothing will be due. This allows me to free my schedule and make it available to others.

As always, one cannot prevent sickness nor emergencies to which I will be attentive. It just cannot be too often.

### HOLIDAYS

- No lessons will be given on the following holidays:  
Labor Day, Thanksgiving, Christmas eve and day, New Year's day.  
On all other days, I will be offering the regular schedule unless notified.