

## **Registration Policy**

The Multilingual Language & Cultural Society offers a wide range of French, Spanish, Russian and Italian classes for children and adults, group and private. The registration can be done:

1. at our office at 210 S. Olive Ave, West Palm Beach
2. by phone at 561-228-1688
3. on our web site at [www.multilingualsociety.org](http://www.multilingualsociety.org)

### **ENROLLMENT**

All students are required to be registered prior to the beginning of the session. If registered on the day the new session starts or after, the admin fee of \$25 is applied. Only registered students are allowed to attend class.

### **PAYMENTS**

Payment of all fees must be made in full at the time of registration by check, cash or credit card.

### **REGISTRATION FEES FOR ALL NEW STUDENTS**

All students of Multilingual Society are required to pay one-time \$50 registration fee. The registration fee is not included in tuition fees.

### **REFUNDS**

Tuition and registration fees are non-refundable. However, if demand is made in writing before the beginning of the first class of the session, tuition fees only will be refunded. A flat administrative fee of \$50 will then be deducted. There will be no refund after the first class has started. No refunds, credit, or reimbursement will be given for classes not taken.

### **CREDITS**

If request is made in writing, fees paid for one session (full fees or part of the fees) can be credited for the following session. If request is made prior to the beginning of the class, full fees will be credited for the following session. If request is made within the first two weeks of classes, and if no class has been attended, 50% of the fees will be credited for the following session. Credit may be rolled over only once.

### **CANCELATION OF CLASSES**

The Multilingual Society reserves its right to change the schedule of classes or to cancel a class if deemed necessary. Payments are then refunded in full.

A minimum of 3 students is required to open a group class.

Private classes: the class has to be cancelled at least 24 hours in advance to avoid any fees. If the class is not cancelled 24 hours in advanced, the regular private class fees will be applied. Private lessons must be taken within 6 months after registration.

### **REFER A NEW STUDENT & SAVE 10%**

Refer a new student to the Multilingual Society and get 10% off your next registration to our class. You must be a current student to qualify for this offer.

### **REGISTER FOR 2 OR MORE CLASSES & SAVE 5%**

Receive a 5% discount when you register, at the same time, for two or more classes within the same term. This also applies when two or more family members register for programs at the same time for the same term. Note: Discounts do not apply to private instruction classes.

### **CLASSES FOR CHILDREN**

Children must be accompanied by their parents or authorized person and must be picked up at the end of the class.