



Alliance Française de Seattle

Class Registration

Please complete all sections of the Class Registration form. You can then mail your form and appropriate payment to the address listed here. Or, you can fax the form to (206) 632-9040.

Alliance Française de Seattle
Good Shepherd Center
4649 Sunnyside Ave. North, Ste. 205
Seattle, WA 98103

We recommend printing a copy of this form for your records.

STUDENT INFORMATION			
Name Please PRINT	Circle one (Dr. Mr. Mrs. Ms.)		
	First Name	MI	Last Name
Address			
City		State	ZIP
Home Phone		Business Phone	
Email Address *			
Are you a member of Alliance Française de Seattle?		YES <input type="checkbox"/>	NO <input type="checkbox"/> NEW <input type="checkbox"/>
Are you a new student at Alliance Française de Seattle?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

* Email is used for reminders, announcements and to send the Echo newsletter. *

CLASS INFORMATION	
Session	<input type="checkbox"/> Fall 2009 <input type="checkbox"/> Winter 2010 <input type="checkbox"/> Spring 2010 <input type="checkbox"/> Summer 2010
Course Title, including Level:	
Day	Time



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Payment

CLASS REGISTRATION PAYMENT INFORMATION	
◆ Check # _____	
<input type="checkbox"/> I have enclosed my check for \$_____ payable to Alliance Française de Seattle	
◆ Credit Card	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Card Number:	Expires on (MM/YY)
CVV:	The CVV (Credit Card Verification Value) is required as a security measure to reduce the risk of fraud. MasterCard or Visa: 3-digit CVV is on the back of your card at the end of the account number. American Express: 4-digit CVV is on the front of the card above the account number.
Payment Checklist	
Tuition [course 1]	\$
Tuition [course 2, if applicable]	\$
Appropriate discount	\$
Books	\$
\$25 Registration Fee for Non-Members	\$
Membership	\$
\$5 Materials Fee for non-textbook Classes	\$
TOTAL	\$

Language Center Policies

- New students who have previously taken French are encouraged to complete a free 30 minute evaluation, ensuring your correct class placement for your level of proficiency. Please call the office at (206) 632-5433 to schedule your complimentary evaluation.
- Registration and payment are due one week prior to the start of classes.
- Refunds: Partial refunds are issued only if requested before the second class meeting. There is a \$25 charge for withdrawal at any time. Classes attended will be charged. Credit may be issued on a case by case basis for withdrawal before the second class meeting and must be used within the next 2 quarters of classes. Credit is not transferable. A full refund is issued for cancelled classes.
- Course cancellations and changes: The Alliance Française de Seattle reserves the right to cancel courses, adjust curriculum or change teachers at any time during the session. A minimum of four enrollments is required to open a class. If you are registered in a course that is cancelled, you will be notified by telephone or email and given the option to transfer to another course or to be fully refunded.

I have read and accept the Alliance Française de Seattle Language Center Policies.

Date _____ Signature (required) _____

Un grand merci et à très bientôt!