



# 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	(Dr.   Mr.   Mrs.   Ms.)	
	Circle one      PRINT name above — <b>First Name – MI – Last Name</b>	
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"/>		
If this is your first class, how did you hear about the Alliance Française de Seattle? <input type="checkbox"/> Friend <input type="checkbox"/> Internet <input type="checkbox"/> Print Ad <input type="checkbox"/> Radio Ad Other _____		

\* Email is used for reminders, announcements and to send the monthly bilingual E-news. \*

CLASS INFORMATION	
Session	<input type="checkbox"/> Fall 2010 <input type="checkbox"/> Winter 2011 <input type="checkbox"/> Spring 2011 <input type="checkbox"/> Summer 2011
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	
<b>Card Number</b>	<b>Expires on (MM/YY)</b>
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.
<b>Payment Checklist</b>	
Tuition [ course 1 ]	\$
Tuition [ course 2, if applicable ]	\$
Appropriate discount (10% off for second class and more)	- \$
Books	\$
\$25 Registration Fee for Non-Members	\$
Membership	\$
<b><u>\$5 PHOTOCOPY FEE APPLIES TO ALL CLASSES</u></b>	\$
<b>TOTAL</b>	<b>\$</b>

### 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!