



# Capital Region Language Center

*Connecting you to the world through language*

1 Hemphill Place, Malta & 23 Computer Drive East Albany

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## Tuition Policies: Children's Language Program

Welcome back to CRLC and thank you for continuing your child's language classes. You will be seeing improvements this year in CRLC's programming and organizational structure. In an effort to streamline student payments and offer more convenience, CRLC now accepts several payment options. Please note the following changes in tuition and payment policies.

1. CRLC will now run on 3 sessions annually: fall, spring and summer. The fall session will have 20 classes total and run from September 7 – February 11. The following dates are holidays, however they may serve as make up class times if necessary: November 24-27 and December 19-January 1.

2. CRLC will now be offering a variety of payment options for you (class commitment is for the semester):

- To offset a slight increase in some of our class fees, pay for the semester in full by August 31 and receive one class free (check only).
- Pay a set amount monthly by the 25th of the preceding month (5 payments total) and have classes paid through the end of the session (February 11).

3. CRLC will accept three types of monthly payment options:

- Direct payment from bank account: Info available on "Intuit PaymentNetwork" document
- Check mailed in to CRLC: must arrive by payment due date to avoid a \$20 per check late fee
- Automatic credit card charge : \$25 set up and maintenance fee

4. For existing semi-private classes of 3 students there will be no change in class length, however beginning with the Second Semester (February 12), classes of 2-3 will be called small group classes and be charged accordingly.

5. Siblings in our children's program will receive a 10% discount on group classes.

6. For existing students there will be 2 tickets to our annual concert in February included with tuition. Each additional concert ticket will be \$5.

## 7. Semester Fees for CRLC's Children's Classes:

Class	Per Month	Per Semester*: One class free!
Private Hour, Child (0-18)	\$200	\$950*
Semi-private, Child (2-3 students)	\$140	\$665*
Group Child, Ages 2-18 (4-6 students)	\$100	\$475*

\*Advanced payment option: 5% discount of total rate