



## American Sign Language Class Policy Statement

1. Students must pre-register with the ASL Coordinator in order to join any ASL class. Registration may be completed online or by obtaining a hard copy and returning it to the receptionist along with payment.
2. Registration and payment must be made in full at least 2 business days prior to the first class.
3. Acceptance is granted to the first 15 students to register and provide payment for a class. A second section of the class may be offered to accommodate additional students depending on the number of students registered and teacher availability.
4. Each ASL 1 and 2 class must have a minimum of 7 students registered and paid 2 days prior to the first class or the class will be canceled and all money refunded. Each ASL 3 and 4 class must have a minimum of 5 students registered and paid 2 days prior to the first class or the class will be canceled and all money refunded.
5. Students may withdraw from class with a full refund up to 1 day before the class begins. Students who registered online are eligible for a full refund less the Network for Good processing fee. Students may withdraw from class with a partial refund of 75% after the first class. Students must contact the ASL Coordinator in writing via email or letter prior to the second night of class to request a refund or of their intent to reschedule a class. No refund will be granted after the second class regardless of whether the student attended the class. In the event that a student does not register for a new class within 6 months of the originally scheduled start date, he/she is ineligible to receive a refund.
6. Students with a credit on their account must provide a receipt to use that credit for the registration of another ASL class.
7. Students whose class fees will be paid by work or school must have the appropriate paperwork completed and payment must be received at least 7 days prior to the first class.
8. Instructors are scheduled based on availability and experience and may vary from one class to another. Instructors may utilize a substitute during the 8-week class session. Being exposed to a variety of teachers better prepares students for real-life conversations with deaf individuals; therefore, students may not request a specific instructor.
9. Children ages 16 and older may join the class with the understanding that adult content may be discussed for which the Columbus Speech & Hearing Center is not responsible. Children under the age of 14 are not permitted to join or observe any ASL class without being accompanied by an adult unless otherwise specified in the class description.
10. Any student not present when certificates are awarded should email the ASL Coordinator with their name and address, as well as the class in which they participated (ASL I, II, III, IV) in order to receive their certificate by mail.
11. Any questions or comments regarding the ASL program should be submitted first to the ASL Coordinator. The student may also contact the Vice President, & Director of CPD should he/she request additional assistance to resolve an issue.

I agree to adhere to the aforementioned Policy Statement.

Student Name \_\_\_\_\_

Student Signature Date \_\_\_\_\_