



Language  
Exchange  
of Northern Colorado, LLC

## PAYMENT, ABSENCE & CANCELLATION POLICIES

Please review the following policies for the  
Languages Exchange of Northern Colorado, LLC

### Payment Policy

- For 4 week or 8 week courses, full payment is required to complete enrollment and hold a space in the class.
- For year-long programs, the 1st month's payment is required to complete enrollment and hold a space in the class. Monthly payments are due on the 1st day of each month for a student to continue in the program.
- There is a one-time enrollment fee of \$29 for all new students.  
For families, the first family member is \$29, each additional family member is \$10
- Camps and other special programs require separate registration fees.

### Absence Policy

- Credit or refunds **ARE NOT** available for missed classes or private lessons cancelled with less than four (4) hours notice.
- Class materials (assignments, handouts, and possibly recorded material) for a missed class may be requested from the Language Exchange.

### Cancellation Policies

#### Cancellation by Student

- All cancellations must be made in person or by phone.
- If a student cancels before the first day of class, 100% of tuition will be credited to student.
- If a student cancels after the first class but before the second class, 75% of tuition will be credited to student
- Later requests for a cancellation will be denied.
- Students may request a refund of all available credit or may use the credit for another class.

#### Cancellation by Language Exchange

- The Language Exchange may cancel classes if the minimum number of students have not enrolled or an instructor is no longer available.
- In the event a class is cancelled, the Language Exchange will attempt to notify all enrolled students **at least two (2) days** before the scheduled class start date.
- If the Language Exchange cancels a class, any payments will be credited to the student.  
Students may request a refund of all available credit or may use the credit for another class.

### Language Exchange Instruction

All instruction, group, private or otherwise is offered **at** Language Exchange of Northern Colorado, LLC. Please do not solicit instructors to teach outside of the Language Exchange setting or in a capacity inconsistent with our school policies. Failure to respect these wishes may result in student removal and/or instructor termination.