Program Policies and Procedures

Registration
The CeLTA Language School (CLS) academic year consists of a 10-week fall semester, a 10-week spring semester, and an 8-week summer session. Fall semesters generally begin the second week of September and end the week before Thanksgiving in November. Spring semesters generally begin in mid January and end in mid/late April. Spring classes break during MSU and area schools spring breaks. Summer sessions begin in mid/end June and end in mid August. Summer classes in the various languages typically run for one week each. There are no classes during the week of July 4.

Attendance
Regular attendance is expected. Full tuition is due for all scheduled lessons/classes/sessions, even those missed by the participant. Lessons/classes/sessions missed due to faculty absence or school closings caused by weather will be rescheduled. Faculty are not obligated to make up lessons/classes/sessions missed by participants. Refunds will not be granted for participant absences.

Tuition Payment and Discounts
Full tuition is due at time of registration. Multiple-child/program discounts of 10% apply per semester. Full tuition is charged for the most expensive class, any additional classes in the same semester/session receive a 10% discount each. Registration for multiple programs/children each semester must be completed at the same time in order to qualify for the discount. The discount applies per transaction and cannot be carried forward. A $25 late fee is assessed on all past-due accounts, within one week of a program start date. Accounts overdue by 90 days will be sent to collections.

Overrides
The list of CLS programs is sensitive to a participant's age. If you are unable to enroll your child in a certain program online, he/she does not meet the age criteria. Please contact the CLS Director to discuss possibilities for overrides.

Withdrawal
A notice of withdrawal by phone or in writing must be submitted to the CLS Director for a participant to be withdrawn. Notifying the teacher is not sufficient. Participants who withdraw two weeks prior to the start date of a program will receive a full refund minus a $50 administrative fee. Refunds for programs are not possible after the first class.

Program Cancellation
Programs will be cancelled if fewer than five participants enroll. Participants will be notified about the program cancellation and a full refund will be issued.

Participants with Special Needs
All programs are accessible for participants with special needs. CLS must be notified at least four weeks prior to a program start date in order to determine reasonable accommodations.
Financial Aid
CLS awards limited financial aid to participants based on need. Aid funding is limited each semester/session and is awarded in order of application. If your child receives free or reduced lunch at school, your family may qualify for financial aid. Financial aid application deadlines fall on the Monday two weeks before the start date of each semester/session. Please email our office to apply and for more information.

Office Hours
CLS office hours are 9:00 a.m. – 5:00 p.m. Monday-Friday.

School Closings
In the event of inclement weather, classes will be rescheduled when possible or account credits will be arranged. When CLS is closed, announcements will be posted on our website. Please remember that CLS closes independently of area schools, including East Lansing Public Schools. If you have any question about whether or not CLS is closed, you should check our website or call the office.

Media Release
CLS uses photography and video to document classes and events. These images and/or recordings may be used for educational, advertising, and promotional purposes in all conventional and electronic media, including but not limited to the Internet and any future media. Said images and recordings may be duplicated, distributed with or without charge, and/or altered in any form or manner without future or further compensation or liability, in perpetuity. Images and recordings featuring registered participants are considered eligible for educational, advertising, and promotional purposes unless a participant (or parent/guardian of a participant under age 18) submits a Request for Non-Use, available through our office.

Illness Policy
Participants/teachers should stay home if they have symptoms of possibly severe illnesses that they might be able to spread to others. Participants with influenza-like-illness, which is a fever of 100° Fahrenheit or higher plus a sore throat and/or cough, need to stay home until they have been fever-free (temperature below 100° Fahrenheit without using fever medicines) for at least 24 hours.

Approval of Policies and Procedures
All participants and their responsible parties must verify in writing that they understand and accept the CLS policies and procedures before their first class. A valid signature form must be on file at CLS for each participant under the age of 18 before they can participate in any program. The signature form must be signed, dated, and returned to the office within two weeks of the first lesson. If the signed signature form is not received within two weeks of the first lesson, the participant may not attend until the form is returned, and there will be no refunds for lessons missed due to non-receipt of the signature form. Signature forms are valid for one year and need to be renewed each year.