



New Student Registration

Public Group Classes

To register for public group classes at Indy Foreign Language Academy, please fill out this form and return it to the Director or another staff member.
Use this form only to register for adult public group classes.

Personal / Contact Information

Name: _____ Date: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

E-mail: _____

Preferred Method of Contact: Call at Home Call at Work E-Mail Other: _____

Emergency Contact (Name and Number): _____

How did you hear about us? _____

Language Study Information

Native Language: _____ Target Language: _____

Have you studied this language before? If yes, when, where and for how long? _____

Have you traveled to a country where this is the native language? If yes, where?

How would you assess your current level of this language? _____

Why do you want to study this language? _____

How do you plan to use the language in the future? _____

Please list your top 3 goals in studying the language:

1.

2.

3.

Class Selection

Please select the class for which you wish to register.

Refer to the current schedule of public group classes for dates and times.

Not all levels may be available during all sessions.

FOREIGN LANGUAGES	
Language	Level
<input type="checkbox"/> American Sign Language	<input type="checkbox"/> Level 1 (Conversational I)
<input type="checkbox"/> Arabic	<input type="checkbox"/> Level 1 Intensive (Intensive Conversational I)
<input type="checkbox"/> French	<input type="checkbox"/> Level 2 (Conversational II)
<input type="checkbox"/> German	<input type="checkbox"/> Level 2 Intensive (Intensive Conversational II)
<input type="checkbox"/> Italian	<input type="checkbox"/> Level 3 (Intermediate I)
<input type="checkbox"/> Japanese	<input type="checkbox"/> Level 4 (Intermediate II)
<input type="checkbox"/> Mandarin Chinese	<input type="checkbox"/> Level 5 (Advanced Conversation)
<input type="checkbox"/> Portuguese	<input type="checkbox"/> Destination (4-week travelers' course)
<input type="checkbox"/> Russian	<input type="checkbox"/> Travel Essentials (3-hour travelers' course)
<input type="checkbox"/> Spanish	<input type="checkbox"/> Culture in Focus (3-hour culture course)
ENGLISH AS A SECOND LANGUAGE	
<input type="checkbox"/> Everyday English I	<input type="checkbox"/> English for the Service Industry I
<input type="checkbox"/> Everyday English II	<input type="checkbox"/> English for the Service Industry II
<input type="checkbox"/> Intermediate English I	<input type="checkbox"/> English for Construction & Manufacturing I
<input type="checkbox"/> Intermediate English II	<input type="checkbox"/> English for Construction & Manufacturing II
<input type="checkbox"/> Advanced English Conversation	
<input type="checkbox"/> TOEFL Prep	<input type="checkbox"/> Accent Reduction
MULTI-LANGUAGE	
<input type="checkbox"/> World Languages (European Tour)	

Session for which you are registering: _____

Location: Carmel Downtown Either (no preference)

Weekday: _____ **Time:** _____

Date of First Class: _____

Our Instructional Policies

By enrolling in this class, you confirm your agreement with these policies.

General Policies: Because every student and every learning situation is different, Indy Foreign Language Academy cannot guarantee the outcome of instruction received. While our instructors strive to provide the best educational experience available, we cannot guarantee the speed of a student's learning or how much information will be retained from classes. In situations where a student is studying for a test or receiving tutoring assistance with an outside class, we cannot guarantee that the student will pass the course or the test.

Cancellations & Missed Classes: Public Group classes are cancelled only in the event of inclement weather. In such a situation, the duration of the course is extended for one additional meeting for each meeting missed due to inclement weather. A student who cannot attend a scheduled class is not eligible for a refund of any sort or a rescheduled session. A student who is unable to attend a session of a public group class may, however, contact their instructor or IFLA to request a summary of what was covered during the class, so as to prepare for the next scheduled class session. In the event that the class was recorded, a copy of this recording may be made available. In addition, if the same class is offered at another location or with a different schedule, the student may attend one session of the other class to make up for one missed session of the class for which he or she registered. Any other assistance, including checking the student's homework or offering additional assistance after class is at the discretion of the instructor.

Tardiness: Sessions of Public Group Classes will begin and end promptly at the scheduled times, regardless of the number of students in attendance at the session. If no students have arrived by the scheduled start time, the instructor will wait 30 minutes before he or she leaves.

Payment: Payment in full is due before the first class session. No student may begin a public group class until payment has been received in full. The payment for any and all required materials is also due before the first day of class.

Pricing & Refunds: The IFLA Group Class Schedule for the applicable session will detail the course fee for each of the available classes. This information is also available on our website. Refunds are not issued once a given course has started.

Paying for Your Class

Please return this completed form to the Director or another IFLA staff member. You will receive an invoice from our Accounting Department soon after registering. Payment must be received in full prior to the registration deadline. The course fee listed on the IFLA Group Class Schedule does not include any text fees which may be required. Please request a full amount due or wait for your invoice to arrive before writing your check or money order.

We are available during regular business hours to accept your registration in person, or you may mail this form to:

Indy Foreign Language Academy
Attn: Jenna Porter
11495 N. Pennsylvania St. Ste. 506
Carmel, IN 46032

If you register for a class but do not send your payment, your place in the class may be given to another student should the class reach its maximum enrollment.

All group classes have a minimum enrollment of 3 and a maximum enrollment of 8. In the event that the minimum enrollment of 3 students is not reached and IFLA is forced to cancel a class, your payment will be returned in full.