



# Intermediate 2 Course Registration Form

Please Visit [www.caisinstitute.org/students](http://www.caisinstitute.org/students) for course details

## Registration Deadline

Priority given to those who register prior to September 5, 2008

## Contact Information

Please fill out your contact information below.

\*First Name:

\*Last Name:

\*Address 1:

Address 2:

\*City:

\*State:

\*Zip:

\*Home Phone:

\*Cell Phone:

\*Email:

\*Grade Level:  9th Grade  10th Grade  11th Grade  12th Grade

\*High School:

\*Years of Chinese Study:

\*Emergency Contact:

\*Emergency Contact Email:

Amount:

\*Emergency Contact Phone:

Please provide your most frequently checked email address; course updates and notification of changes will be sent via email.

## Student Commitment

I understand that class participation and completing the assigned homework are critical in this class. I will devote the required time outside of class to the study of the course material. I will give the instructor advance notice whenever I will miss a class.

\*Student Commitment:  Yes  No

## Parent/Guardian Authorization

I/we, the parent(s) or guardians(s) of a CAIS Institute High School Program Student, authorize him/her to participate in CAIS Institute's High School Student Program, and give permission for him/her to be video-taped/recorded for the purpose of documenting his/her linguistic and performance and to evaluate the overall success of the program.

\*Parent/Guardian Authorization:  Yes  No

## Cancellation of Courses

CAIS Institute cancels courses only when absolutely necessary, but we must reserve the right to do so, as well as to reschedule courses and change instructors. CAIS Institute is self-supporting from course fees. If your course is canceled, you may either request a transfer to another course or you will automatically receive a full refund.

## Refunds and Cancellation

If you enroll in a course and then cannot attend, you may request a refund. Any refund is subject to a \$30 nonrefundable processing fee. For some courses, special refund processing fees apply.

Not receiving your enrollment confirmation before the course begins is not justification for seeking a refund.

- Courses with fewer than six meetings: You must make your request no later than one business day prior to the first meeting.
- Courses with six or more meetings: You must make your request no later than one business day prior to the second meeting.

Please make **\$825** check payable to "CAIS Institute," and mail with registration form to:

Attn: Tatiana Natzke  
CAIS Institute  
44 Page Street, Ste. 403  
San Francisco, CA 94102

Or fax form to (415)861-0266

\*Please note that registration forms are not valid and will not be honored unless accompanied with full payment.