

ENGLISH CONVERSATION PROGRAM POLICIES

- Registration is on a first-come, first-served basis.
- If the class you want is full (closed), you can either
 - (1) register for another class (which guarantees you entry) or
 - (2) sign up on the waiting list for your first-choice class (however, there is no guarantee you will get in).
- In order to serve as many students as possible, you may register for only one class at first registration day. Then, you can register for second class for second registration day if space is available.
- The basic Materials and Administration Cost Fees for a class is \$25 a semester.
 - If the class meets more than once a week, there is an additional \$5 fee for each additional day. (Example: If a class meets Monday, Tuesday, and Wednesday, the total cost for the semester is \$35.)
 - If you register up for a class that meets once a week and later are admitted to a second class meeting once a week, the fee for that second class is an additional \$5.
- Payment by check is preferred, especially if you are joining a class after the registration date.
- As a courtesy to your teacher and rest of the class, please e-mail or call your teacher if you must be absent for a class.
- Any textbook with the label “Property of the Asian Ministry Committee, Leonia Presbyterian Church” must be returned to your teacher at the end of the semester.
- If you wish to change your class:
 - You must get the approval of the teacher whose class you wish to join.
 - Tell the teacher of the class you’re now in.
 - Go to the Program website, www.learnEnglishinLeonia.org and contact us to let us know which class you are changing from and which class you are changing to so we can adjust our records.
- Each student who meets the following criteria during a given semester will be issued a Certificate of Completion at the end of the semester:
 - Attendance at 80% of classes (or 12 of the 15 classes during the semester)
 - Regular participation in each class
- Asian Ministry Committee will inform all students of sponsoring Churches' events, especially those that are not of a religious nature, from time to time by e-mail or other methods. This will encourage students to understand and enjoy the local community and be a part of American cultures. If students do not want to receive them, please let us know.