

Tuition and Fee Payment for the UCA Community Language School, Fall 2009

The tuition and materials/registration fee amounts (see below) are also listed on the registration forms for the classes. We offer an **EARLY BIRD** discount. In order to qualify for this discount, your registration form and full payment must be in our hands by the deadline stated on the form. The registration/materials fee for the **children's classes only** (\$25) is a "per family" fee---we offer this as a way to make it a little easier on parents who have multiple children in our classes. **NOTE: For the adult classes it's a "per student" fee.**

Occasionally, under special circumstances and with the consent of the instructor, the director will allow a student to begin classes after the start date of the term. If the student enters at the start of the second week of classes, the tuition will be prorated.

For Children and Teen Group Instruction

Regular Cost: \$100 per pupil plus \$25/family registration-materials fee = **\$125 for one pupil**

EARLY BIRD discount on or before Aug. 28: **\$94.00 per pupil plus \$25/family registration-materials fee = \$119.00 total** (for first child under the age of eighteen)

For Adult Group Instruction

Regular Cost: \$120 per student (plus \$25/student registration-materials fee) = **\$145 for one student**

EARLY BIRD discount on or before Aug. 28: **\$114.00 per student plus \$25/student registration-materials fee= \$139.00 total** per adult student (18 years old or older)

Bear Camps Summer 2010 (the schedule will be posted in the spring 2010)

Tuition for each week of camp: \$100.00 tuition/child plus a \$25/family registration-materials fee for each week of camp (total=\$125/week for one child). **NOTE: There is no EARLY BIRD discount for camps.**

All tuition and fees must be paid in full before the first day of class each semester. You can make your **checks or money orders** payable to: **UCA - CLS**. Please mail in your payment with the registration form but please do not mail cash and never send payment with your children. We regret that we cannot take credit or debit cards.

Mail checks or money orders to:

**UCA Community Language School
ATTN: Dept.of World Languages
Suite 207, Irby Hall
201 South Donaghey Ave.
Conway, AR 72035**

You can also drop off your payment in person to the Department of World Languages, Suite 207 in Irby Hall during regular working hours: 8am-4:30pm (except for the lunch hour) on Monday through Friday. The departmental administrative secretary, Ms Ruth Clayton, will give you a receipt for payment.

Community Language School BEAR & GLOBE T-shirts are available for purchase during the Family Night (September 17, 7:00-8:00pm) and during regular office hours. The shirts are natural (crème-colored) with a full color imprint. They are only \$10/each and come in youth and adult sizes.

NOTE: You are welcome to send in your registration form by fax or by e-mail, but please do not forget to send in your tuition and registration fee **before** classes begin!

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Parking on the UCA Campus

If you have registered for Community Language School classes and paid your tuition and fees, you can pick up your *temporary parking permit* during **Family Night Thursday September 17th, 2009** or during regular office hours (Monday-Friday, 8am-noon, 1-4:30pm) beginning **Sept. 17, 2009** from the secretary in the Department of World Languages. The departmental office is located in Suite 207 in Irby Hall at UCA.

This permit must be displayed on your vehicle whenever you are parked on campus. It entitles you to park in any designated Visitor, Faculty/Staff or Student parking lot. Please use the UCA campus map to locate the lot nearest the building you need to enter. NOTE: you may NEVER park in a spot marked with the handicapped symbol unless you already have the correct permit or license to do so.

PLEASE DRIVE SLOWLY AND WATCH FOR PEDESTRIANS. Remember that on our campus, pedestrians always have the right-of-way. Of course, you must obey all official signs and follow all traffic laws and regulations while you are a visitor at UCA.