



AMERICAN SIGN LANGUAGE CLASSES SPRING 2008 REGISTRATION INFORMATION

HOW TO REGISTER:

Please note that registration is on a first come first served basis.

Registration for the **Spring 2008** session will begin on **Tuesday, March 25 – Thursday, April 24 from 9:00 am – 5:00 pm and will continue during regular business hours from Monday to Friday 9:00 am – 5:00 pm** until the first day of classes. If space permits, we will accept registration after the specified dates. Call the Sign Language Services office to get your form, or drop by at The Canadian Hearing Society (CHS) and pick one up.

REGISTRATION AND FULL PAYMENT WILL BE ACCEPTED BY ONE OF THE FOLLOWING METHODS:

DROP OFF: Starting **Monday, March 31** (see time noted above) at CHS, 271 Spadina Road, 3rd Floor, Toronto. Pay by cash, cheque, money order, VISA or MasterCard.

- a) Cheque to: **The Canadian Hearing Society**
- b) There is a **\$25.00 charge on all NSF cheques.**

FAX: Pay by **VISA** or **MasterCard** (please include number, expiry date and the cardholder's signature).
Fax to: 416-928-2523, attention: Sign Language Services.

MAIL: Pay by cheque, money order, VISA or MasterCard (include card number, expiry date and the cardholder's signature). *Please be aware that mailed orders are not received as quickly and classes are filled on first come, first served basis. **Mail to: Sign Language Services, 271 Spadina Road, Toronto, Ontario M5R 2V3**

Once your registration is received, you will be notified by either email or a phone call. If you have mailed or faxed in your registration and do not receive this confirmation, please call Bell Relay Service at 1-800-855-0511 and ask for Sign Language Services at 416-964-0023 or by email at: slstoronto@chs.ca.

COURSE CANCELLATION

Courses may be cancelled if an insufficient number of students enrol. Every effort will be made to notify students by phone and/or email. A full refund will be made for cancelled courses. Please allow 3 weeks for processing and mail.

****REFUNDS and DEFERRALS** - No refunds will be given to any students after the end of the registration date.

A written request to withdraw must be received by Sign language Services, before the third class. Requests received after the third class will not be accepted. Letters requesting a fee deferral to the next semester can be emailed to Sign Language Services or dropped by the Sign Language Services department at the 3rd floor.

Your deferral will be the cost of the class, less a \$25.00 administration fee, less the cost of however many classes have been taken at the time of the deferral.

ELIGIBILITY - Classes are open to anyone 16 years of age or older with a minimum Grade 9 level of education. If you have some ASL experience, please see below for details on our Placement Tests.

PLACEMENT TESTS - If you fall under one of the categories listed below, you will need to book a test:

1. Students who missed the final interview of a course taken at CHS.
2. Students who have acquired Sign Language lessons or experience at another organization, province, etc.
3. Students who have taken Sign Language courses at CHS under the old curriculum.
4. Students who have not used Sign Language in the past year.

The Placement Test will determine which course level best fits the current skills and needs of the student. Placement tests are set up by appointment only and there is a \$30.00 charge. All results are final.