

REGISTRATION INSTRUCTIONS, 2023-2024

Registration begins June 12th, 2023 at midnight.

REGISTRATION PROCESS

First, go to www.lacauserie.org, where you will find the 2023-2024 class schedule, a link to the registration page, a listing of books for each class, and these Registration Instructions.

When ready to register, click on the registration link. This will take you to the Registration website, where you'll be able to register and pay for classes.

Once in the registration website, scroll down to the bottom of the main page to "Browse by Category". You can search classes by language, class period (full year vs 8 week classes) and in person vs online.

New Members, Set Up Your Account: Each student who did not do so last year must set up an account. Click on "New Cart" to begin the process. Type your name in the box, then click "Add [your name] as a new contact". You will be prompted to enter your email address, then other personal information inquiries.

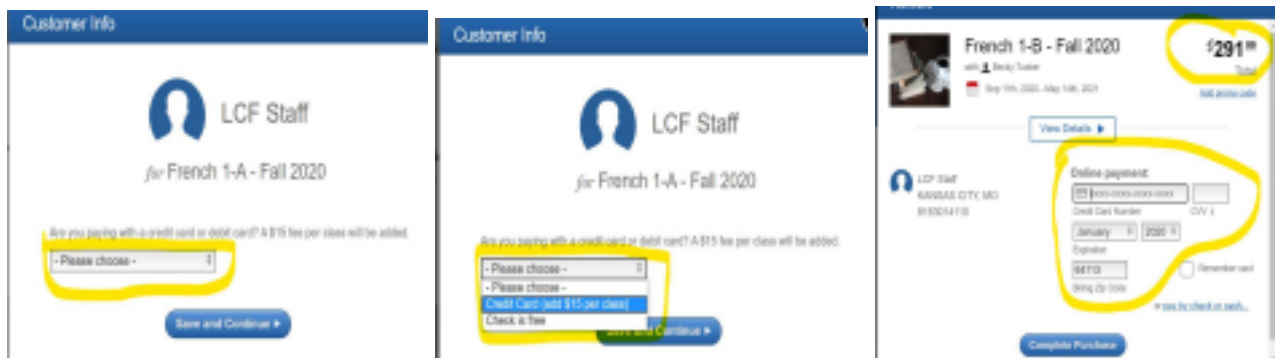
If You Are Already a Member, open your profile and ensure that all information is current.

Register. When you click register, you will be asked to check the box next to your name or "Add Person". ("Add Person" permits a family to register more than one person on the same account. Most people will just select their own name.)

Register for one class or two classes (to add a class to your cart, click on the plus sign (" + ") in the green circle at the top of the "Cart" box and type in the class title. (If you just type the first letter or so of the language, a listing of all the classes will come up and you can choose the one you want). Below the description of the class click on "Register". If you are taking two classes, be certain that they meet at different hours, not at the same hour.

All PAYMENTS ARE BY CREDIT OR DEBIT CARD. All tuition amounts already include

processing and credit card fees charged to our school by the registration program that we use. (These fees compensate CourseStorm for website development, maintenance and payment processing services.)

The image contains three screenshots of a web-based registration system. The first two screenshots show the 'Customer Info' page for 'LCF Staff' for the 'French 1-A - Fall 2020' class. They both feature a dropdown menu with the text '- Please choose -' and a 'Save and Continue' button. The third screenshot shows the 'Review' page, which includes a 'View Details' button, a total cost of '\$291', and an 'Online payment' section with fields for credit card number, expiration date, and name. A yellow circle highlights the total cost, and a yellow rectangle highlights the payment fields.

When you have your class or classes in your "Cart" and hit "Check Out" a new box called "Review" comes up. It will show your name on the left and some boxes for "online payment" on the right.

To check over your registration, in the middle of the Review box click on "View Details" to see a complete listing of your account information and answers, followed by an itemized listing of your classes and fees (if any), and your total cost.

After reviewing in the "View Details" window, if you are satisfied that your information is correct, enter your credit card information. Starting in 2023 you will have the option of paying the tuition all at once or doing a split payment. If you choose the split payment, half the tuition will be charged immediately and the other half will be charged automatically one week before classes start. Once you are finished, be sure to click "**Complete Purchase**" at the bottom of the Review box. Paying online by credit card will complete your registration in your class(es).

After your registration is complete, you will be shown a confirmation page and then sent an email confirmation of your registration. The email confirmation will contain all the details of the class. This email can be used as a receipt for the class.

Dropping a class/Refund Policy: A refund, minus a fee of \$75 (to cover processing, credit card and administration fees), will be granted if requested in writing prior to September 30th. (Please note that this drop fee takes effect immediately upon completing registration so please make sure you register for the correct classes.) The written request must be submitted to La Causerie and must be RECEIVED by La Causerie prior to the deadline. The request for refund may be (1) hand-delivered, (2) mailed to La Causerie Francaise, PO Box 7001, Kansas City MO 64113-0001, or (3) e-mailed to lacauseriefrancaise@gmail.com. (Email is the preferred method.) The request must include your name,

address, e-mail address, the class or classes that you wish to drop, and the amount you paid. It is also extremely useful for the school if you could let us know your reason for dropping the class. If emailing your request please include 'dropping a class' in the subject line. All refunds will be by check and distributed by the end of October.