

American Sign Language (ASL) Program Student Registration Form			
CONTACT INFORMATION			
Full Name:			
Address:			
City/Province:		Postal Code:	
Phone:		Cell:	
Email:		Fax:	
PAYMENT INFORMATION			
Check One:			
Cash	Money Order	Certified Cheque	Pay Pal*
*Pay Pal Transaction ID:		<i>(Insert confirmation number)</i>	
FALL 2011 COURSE SELECTION			
Select Which Course You are Registering For:			
Barrie	ASL I (Thurs 2-5 pm)	<input type="checkbox"/>	
	ASL I (Thurs 6-9 pm)	<input type="checkbox"/>	
	ASL II	<input type="checkbox"/>	
	ASL III	<input type="checkbox"/>	
	201	<input type="checkbox"/>	
FOR OFFICE USE			
Course Fee Pd:	\$	Materials Fee Pd:	\$
Received Date:			
Receipt #:			

ASL Program Information

American Sign Language (ASL) is the native language used by the Deaf community in North America. It is a visual language comprising specific signs, handshapes and facial expressions following a unique grammar structure. Our courses are community based non-accredited interest classes.

Deaf Access uses the Signing Naturally series developed by Deaf native ASL users at Vista Community College in Berkeley, California over 25 years ago. The approach is based on the language's communicative use and focuses on natural and interpersonal communication needs.

Our office currently offers courses throughout the year at the beginner level (Units 1-12) in Barrie, Orillia, Midland, Bracebridge and Huntsville. Advanced levels 2 & 3 are currently only offered in Barrie, soon in Muskoka. Students with prior learning are required to show record of completed courses or take a placement test (fee is \$30.00).

We are thrilled to offer the newest version of the beginner's level curriculum starting in the summer of 2011. For past students (101, 102, 103) we will continue to offer continuance of the older version of the curriculum until 2013. Please call us at 705-728-3577 or email aslprogram@deafaccess.ca for more information about this change.

Course Registration Policy

General Registration

Registration is normally posted up to 2 months before classes start. Registration sign up accepted during the set times only. Classes are filled on a first come first serve basis. Full payment is required to fill your spot in the course. Registration forms sent after closing date or if class is filled, will not be accepted and payment will be returned.

Cancellation/Withdrawal/Refund Policy

Deaf Access has the right to cancel any course due to any unforeseen reason including insufficient registration. Any student who is registered may withdraw within 48 hours after first class with refund minus administration fee of \$25.00. After 48 hours (2 business days), no refund will be provided.

Original receipt must be present to receive refund. All materials are non-refundable once received.

Communication Policy

Refraining from using your voice maximizes your learning American Sign Language, a visual language with its own grammar. Speaking during class is unfair to fellow students who are also trying to learn ("see") a language with no spoken components. Hearing other voices (even whispering) can be very distracting. Speaking in the presence of a Deaf person (your instructor) is considered rude and insensitive. Speaking during quiz and test time is not tolerated.

Cell phones and electronic devices must be turned off during class. Texting or using cell phones during class time is not permitted.

Grading Policy

The pass mark for final written/receptive/expressive test is 70%. There is no opportunity for make-up testing for missed exams on set date. Make-up test may be offered only in the event of an emergency or as pre-determined by ASL program coordinator. Date, location and instructor booking for make-up tests are arranged by ASL program coordinator only. Fee for make-up test is \$30.00 payable in advance.

Students who have missed 3 classes without notifying our office and ASL program coordinator will be marked as “withdrawn” from class.

Letters of standing are usually released within 2 weeks of final exam.

DVD/Videotaping Policy

Some of our courses require you to be videotaped during quizzes or exams. This is similar to a spoken language teacher obtaining a writing sample from students. Videotaping also allows an instructor to review all of you signing skills and capabilities.

Privacy Policy

Deaf Access keeps all student information confidential as required under the lawful Privacy Act Personal Information Protection and Electronic Documents Act (PIPEDA). Your personal information will not be used for any purpose other than the consented registration process.

I have read and understand the terms and conditions of registration for American Sign Language (ASL) courses with Deaf Access.

Please check here if you wish to be included on the ASL Students Information email list to be informed about upcoming course information.

Signature:

OR

I've completed this form online – my consent is authorized by checking this box.

Date:

Bring completed form and payment method by:

Mail/in person: Deaf Access Barrie office (Monday to Friday)
74 Cedar Pointe Drive, Units 1009, Barrie, Ontario L4N

Registration can also be done in person at our off site offices during limited office hours. See website for our offices' hours and location.

Fax: 705-728-7613

Email: aslprogram@deafaccess.ca