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# ONLINE IMMERSION PROGRAM - Registration Form

**PLEASE PRINT CLEARLY**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Personal Email (gmail preferred): \_\_\_\_\_

**Placement Level** (An oral evaluation test will determine proper placement level):

Estimate your level in Spanish "**Choose One**"      Beginner      Intermediate      Advanced

Have you studied Spanish before?      **Yes**      **No**

If so, where, and for how long? \_\_\_\_\_

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**Please choose the program you will be attending:**

- Private Immersion Program (1 student-half day).

**Please tell us when would you like to have the one-week Immersion Class:**

The week of: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

**How would you like to pay for your lessons?**

QuickBooks ACH Bank Transfer (free).

Credit/Debit Card (3.5 % Convenience Fee).

**How did you find us?**

Google

Craigslist

A student

A friend

# ENROLLMENT-PAYMENT CONDITIONS FOR IMMERSION CLASSES

## TUITION PAYMENTS AND DUE DATES:

- Full Week Half Day Immersion Program (20 hours) tuition for the week: \$1,360.00
- Students taking the Half Day Immersion Program must make the payment 2 weeks before the scheduled Program.
- Immersion Programs are scheduled around when both the student and teacher are available. It is advised to schedule the Immersion Program 3 weeks in advance to allow us to create the curriculum for the entire program.

## CANCELLING-RESCHEDULING CLASSES:

- **We don't reschedule Immersion Programs or allow cancellations.** Immersions Programs are a commitment that the student makes and has to take seriously. The teachers of this program are committed and booked for the entire week during this Program, which means they have given a majority of their time to teach and cannot teach other students or make any other plans during those days. It also means that no potential students can be taught during those hours. Please be considerate of the teachers and students time.
- **If the student cancels any time after registration and payment is complete, he/she will be charged for the entire Program.**
- **If a student doesn't SHOW within the first 15 minutes of his/her class, the teacher will leave the classroom and the student will be charged for the entire class.** *If you are running late please contact us so we can inform your teacher.*

## FEES:

**Registration Fee:** \$75 one time per student.

**Forms of payment:** QuickBooks ACH Bank Transfer (free) & Credit/Debit Card (A Convenience Fee of 3.5% will be charged on all credit/debit card payments).

## HOMEWORK, STUDY PLAN, AND REALISTIC EXPECTATIONS:

Learning a new language should be fun and easy, but it also takes a commitment to studying, practicing, and more importantly, time. You should also have realistic expectations. Your teacher will assign homework as needed and give you study tips throughout your time here at The Art of Spanish Institute LLC to help you improve your conversational skills.

## SCHOOL AND REFUND POLICY:

**All sales, registration and tuition payments are final.** We can't be held responsible for changes to your schedule, and as such The Art of Spanish Institute LLC **does not issue any refunds** of all tuition paid full in advance for **lessons not taken, classes not completed or missed.** You are not only paying for your class time but for your seat to be reserved, which eliminates the possibility for other paying students to enroll. In the event that The Art of Spanish Institute LLC cancels its course(s), all monies will be refunded. The Art of Spanish Institute LLC reserves the right to cancel or postpone any class at any time.

**Students and teachers' relationships must be of a professional nature only.**

I certify that the above represents the services I have contracted with The Art of Spanish Institute LLC and that I have read and fully understood the conditions stipulated, and I'm in full agreement.

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Signature of Applicant

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Print Full Name

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Date