899 N Logan St. Suite 101 Denver, CO 80203 | Phone: 720-713-6001 | www.theartofspanish.com | info@theartofspanish.com

PRIVATE LESSONS
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? _____

_____

_____

Please choose the class you will be attending:

Private Lessons (1 student). ◯ Semi-Private Lessons (2 students). ◯

How many classes a week: 1 ◯ 2 ◯ 3 ◯ 4 ◯ 5 ◯

Length of class/classes: 1.5 Hrs. ◯ 2 Hrs. ◯ 3 Hrs. ◯

Preferred time: **mornings 9am-12pm** ◯ **afternoons 12pm-5pm** ◯ **evenings 5pm-8pm** ◯ **anytime** ◯

I would like to start: **as soon as possible** ◯ **or** **on:** _____

I would like the lessons to be held: **in person** ◯ **online (10% discount)** ◯

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 PRIVATE LESSONS.

TUITION PAYMENTS AND DUE DATES:

•Students pay a monthly tuition full in advance for a total of 4-5 weeks of lessons. •Students are billed on the **17th** of each month and payments are due by the **25th** of the month for the following month's tuition. •Classes need to be paid full in advance for by the **25th** of each month and completed within that month**. •Cancelled and/or missed classes are not cumulative or transferable from one month to another.**

If you are not planning on continuing to study at The Art of Spanish Institute, please inform us as soon as possible so we can open up your seat and cancel your invoice for next month.

CANCELLING-RESCHEDULING CLASSES:

•Please be advised that we require a minimum of **24 hours-notice** to cancel and/or reschedule your class. If the student **cancels any time after** that, he/she will be **charged** for the entire class.
•All classes cancelled with a 24 hours-notice can be rescheduled by the end of the month.
•All classes can be scheduled from 9:00 a.m. to 8:00 p.m. Monday-Friday based on the availability of the student and teacher.
•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.*

For cancelling, rescheduling classes, or payments, please contact us directly at: info@theartofspanish.com or (720) 713-6001. **Please, don't arrange any change to your schedule with 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).

Late Fee*:* $35.00. Due Date for payments is the 25th of the month for next month's tuition.

HOMEWORK, STUDY PLAN, AND REALISTC 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. Students typically notice results in 3-6 month-increments, so plan on being here at least that long. 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. Be prepared to study and do homework for at least 90 minutes between lessons.

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 for the full month, 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.

_____	_____	_____
Signature of Applicant	Print Full Name	Date