

# GROUP CLASSES

## 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 at our school):

Estimate your level in Spanish:      Beg      High-Beg      Int      High-Int      Adv

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

Group Classes (min 2 - max 7 students) (two classes per week).

Choose your group class: Beg      High-Beg      Int      High-Int      Adv

Choose the dates:      Mon & Wed      Tue & Thu      Fri

Time:      From      To

**I prefer Group Classes:**      online      in-person at the School

**I would like to start:**      as soon as possible      or      on: \_\_\_\_\_

Date

**How did you hear about The Art of Spanish Institute LLC?**

Google    Online    Facebook    Next Door    Walk-in    Yelp    Flyer    A Student    A Friend

If a friend-student: Who? \_\_\_\_\_

## ENROLLMENT - PAYMENTS CONDITIONS FOR GROUP CLASSES.

A group class consists of 3 to 10 students. There can be no more or no less than this amount. Group classes are considered "Open Enrollment"; therefore, students may join or leave the class at any time. However, if a group drops below 4 students, then The Art of Spanish Institute LLC reserves the right to close this group. The remaining students have the option of joining another group class in progress, or continuing with private lessons. This may mean switching days and/or times of classes.

### **TUITION PAYMENTS AND DUE DATES:**

-All enrollments for group classes are based on payment per month (four or five-week session).

-All group classes must be paid full in advance (ONE MONTH) in order to reserve the student's seat in the group class. The student may not attend a class unless it is paid for in advance.

-Students pay a monthly tuition full in advance for a total of 4-5 weeks of instruction.

-Students are billed on the 17<sup>th</sup> of each month and payments are due by the 25<sup>th</sup> of the month for the following month's tuition.

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:**

-Absences cannot be made up in-group classes, nor can the student be reimbursed for the missed class.

-If a student misses a class, he/she may choose to make it up with a private lesson. **Private Make Up Lessons** are offered at \$70.00 per 1-hour class.

**SNOW DAYS:** If 6 inches of snow or more is predicted, classes will be cancelled and credited on the next month billing. We don't want anyone taking a chance and driving in bad weather. We usually make our decision the night before or early morning on the day of the storm.

**Please contact us at 303-993-8335 or info@theartofspanish.com if you have any questions.**

### **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:** **\$20.00. Due Date for payments is the 25<sup>th</sup> of the month for next month's tuition.**

*No pets or dogs allowed inside this Office Building. We share this office with other students/people who may be allergic to dogs. It is part of the lease and it is necessary that everybody respect this 100% of the time. Service animals specifically trained to AID a person with a DISABILITY are welcome.*

**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. **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 classes.

**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 classes 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