

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? _____

Please choose the program you will be attending:

- Immersion Program (1 student). **half day** **full day**
- Immersion Program (2 students). **half day** **full day**

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

The week of: _____ Time: from _____ to _____

I prefer my lessons be held: **Online** **in-person at the School**

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? _____ 1

ENROLLMENT-PAYMENT CONDITIONS FOR IMMERSION CLASSES

TUITION PAYMENTS AND DUE DATES:

- Full Week Full Day Immersion Class (40 hours) tuition for the week: \$2,600.00
- Full Week Half Day Immersion Class (20 hours) tuition for the week: \$1,300.00
- Students taking Full Day or Half Day Immersion classes must make the payment 2 weeks before the scheduled class.
- Immersion Classes are formed around when both the student and teacher are available. It is advised to schedule the Immersion Class 3 weeks in advance to allow us to create the curriculum for the entire program.

CANCELLING-RESCHEDULING CLASSES:

- **We do not reschedule Immersion classes or allow cancellations.** Immersions classes are a commitment that the student makes and has to take seriously. The teacher of the class is committed and booked for the entire week during the class, 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 are complete, he/she will be charged for the entire Immersion Class.**
- **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.**

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).

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. 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.

Signature of Applicant

Print Full Name

Date