

ENROLMENT FORM – CHILDRENS’ GROUP CLASS Spring 1 2018/19

1. Please return this form with payment of £49.20 for 1 hour classes and £36.90 for ¾ hour classes (6 weeks for Monday and Thursday classes @ £8.20 per hour)
2. You can either pay by post with a cheque or in person by cash or cheque at the Centre. Cheques are payable to your language tutor (see timetable). Electronic payments can be made to: Sort code: 09-01-50 Account no: 02402416 Ref Tutor’s initials and your child’s name.
3. Your enrolment fee is based on the standard tuition rate of five or more students in the class and therefore may be adjusted if numbers are lower.
4. We do not cash cheques until the course commences. Receipts are available on request.

Please read the Conditions of Enrolment for Group Classes overleaf before completing the form below and tick the box to confirm that you have read and accept the conditions.

✂ _____ ✂ _____ ✂ _____

PLEASE COMPLETE AND RETURN TO HITCHIN LANGUAGE CENTRE AT THE ABOVE ADDRESS

Name of Child:..... Age:.....

Name of Parent or Guardian

Address:.....
.....

Tel. No..... Mobile. No..... Email.....

I wish to enrol my child for the following course:

Language: Day of week :.....Time:

starting on

I have read and accept the ‘Conditions of Enrolment for Group Classes’ of Hitchin Language Centre Ltd.

I enclose £ as payment for the half term of the above course. (Cheques payable to the tutor)

Signed:.....

PLEASE COULD YOU TELL US WHERE YOU HEARD OF THE CENTRE? (place a tick below)

- Sign in window - personal recommendation - Internet search - Yell.com - websearch
- local newspaper - other (please state)

Conditions of Enrolment for Group Classes

1. Fees are payable before the course commences and are paid in half-termly blocks with no reductions for classes missed. Fees are non-refundable after the start date of the course.
2. A course place can only be guaranteed when fees are received.
3. Your initial enrolment fee is based on the standard tuition rate, which assumes that the class has five or more students. In the event that there are fewer than five enrolled at the start date of the course, students will be offered the opportunity of commencing the course at a higher hourly rate (see fee rates) or having the enrolment payment returned in full.
4. If for any reason you should not wish to continue with the classes then you must inform your tutor before the end of the half term period; failure to do so will mean you being charged for the next half term block.