

# HITCHIN LANGUAGE CENTRE LTD

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[www.hitchinlanguagecentre.co.uk](http://www.hitchinlanguagecentre.co.uk)

## COURSE ENROLMENT FORM – GROUP CLASSES Spring Term 2019 starting week commencing 25/2/19

1. Please return this form with payment for the second half of the Spring term (six weeks).  
Fees are as follows: £78.30 (1½ hour classes) or £52.20 (1 hour classes).  
You can either pay by post or in person at the Centre with a cheque or cash. Cheques are payable to your language tutor (see timetable) unless otherwise stated.

We accept electronic payments to:                      Sort Code: 09-01-50  
Account no: 02402416  
Reference: your name, tutor's initials and day/time of class

(Please inform the Centre by email once you have transferred the fee)

2. 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.
3. We do not cash cheques until the course commences and fees are refundable if cancellation notice is received before the course starts. 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.**

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

Name of Student:.....

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

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

#### I wish to enrol for the following course

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

which starts on.....(date)

I have read and accept the 'Conditions of Enrolment for Group Classes' of Hitchin Language Centre Ltd (*see overleaf*)

I enclose £..... as payment for the half term of the above course. (Cheque payable to tutor – see timetable)

Signed:..... Date: .....

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

- Sign in window    - personal recommendation    - HLC website    - Yell.com    - web search  
- local newspaper    - other (please state)

*Data Protection: Your details will be kept on our system solely for the purpose of sending you information about language classes at Hitchin Language Centre. They will not be made available to any third party at any time and will be securely managed. Please contact us to have your details removed.*

## **Conditions of Enrolment in Group Class**

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.