

## Enrolment Form

**Name:** \_\_\_\_\_ **Gender:** \_\_\_\_\_  
**Nationality:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_  
**Date of birth:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Postal Address:** \_\_\_\_\_  
**Best Contact Number:** \_\_\_\_\_

**Level:** \_\_\_\_\_  
**Class Time:** \_\_\_\_\_ Last class: \_\_\_\_\_  
**Start date:** \_\_\_\_\_

**Location:** Suit 19/ 2-14 Bayswater Rd. Potts Point, 2011

Entrance opposite to Guzman & Gomez -Kings Cross. Please check the time and ONLY ring the doorbell at the exactly time of your appointment to don't interrupt other students.

### How did you hear about this course?

- Word of mouth  Google SEARCH  
 Google ADVERT  Other (which?)

### What are your motivations to learn Spanish?

### Please describe any previous experience with the language:

✂

**PLEASE CONFIRM YOUR ATTENDANCE IN THIS GROUP OR PRIVATE LESSON AS SOON AS POSSIBLE BY RETURNING THE FORM AND FOLLOWING THE PAYMENT OPTIONS BELOW.**

### A NOTE REGARDING PUNCTUALITY:

It is essential that students arrive on time for all classes. Please check the time and ONLY ring the doorbell at your appointment time. All courses must be paid 1 week in advance on as per the payment terms of your class package. You will receive your invoice as a reminder of the next payment date. This will include the calendar of your schedule. If something unavoidable occurs that means you'll be either late or miss the class, please call us in advance on [0420 602 714](tel:0420602714).

### Payment Details

Whichever payment option you choose, please remember to email back the payment notification. Classes will only be confirmed upon payments. Enrolment and payment for your classes confirms your agreement to the above-mentioned conditions.

- Electronic transfer:** Transfer **\$00 Ana María Gill**, with **BSB 062498** and Account Number **10119955, Commonwealth Bank**. Please put your full name OR invoice # as the payment reference and email this form back to [info@LSWANA.com](mailto:info@LSWANA.com)  
 **Cash:** Email or post this completed form back and bring **\$00** along to the class at least 1 week before the beginning of the course.

# Terms & Conditions

## **Cancellation policy for Adult Casual Classes**

Lesson times can be flexible with notice. Please provide at least 48 hours' notice so we can reschedule your lesson subject to availability. All other cancellations are not refundable. Should you reschedule a make-up lesson without 48 hours' notice you will be charged the single class rate.

## **Cancellation Policy for Regular Student Packs**

Purchasing this package gives you a set of 12 consecutive weekly lessons. Confirmation of your booking with full payment.

Payment will reoccur automatically every 4 weeks. Please give 2 weeks minimum notice to cancel recurring bookings to avoid further charges. Failure to provide 2 weeks minimum notice will result in charges for 2 weeks (2 x classes) for the upcoming block.


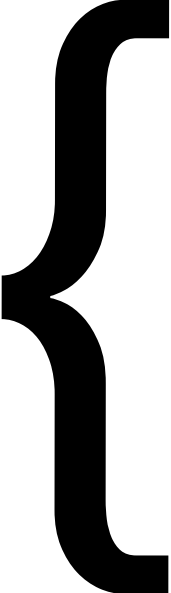
## **Cancellations by Students**

NB: LSWA have very limited availability for these lessons, it is advisable to choose your set lesson day/time carefully at the time of enrolment and payment. We are unable to be flexible in changing these days/times on an 'ad hoc' basis as we need to provide for ALL students in a fair and consistent manner. Please do not ask for special conditions outside of these terms to avoid disappointment.

- Fixed day and time of lessons cannot be changed (a new timeslot can be negotiated for the forthcoming term only)
- There are **NO** refunds on unused or cancelled lessons
- You cannot reschedule your lessons – any makeup lessons booked due to non-attendance will be charged at the single lesson rate applicable to your package
- LSWA is not required to make up a missed lesson by the student for any reason
- If you are going away on holidays, please give at least 2 weeks' notice to avoid charges
- Should you decide to stop taking lessons for a few weeks or altogether, a minimum 2 weeks' notice is required to cancel all upcoming, recurring bookings.

## Cancellations by Management or LSWA Teachers

- If LSWA cancel for any reason, we will make it up. If we can't, it will be credited back to you!
- By default, we are closed on "National Public Holidays" with lessons conducted on Monday to Friday between 7am and 7:30pm. If your class falls on a public holiday, this will be reflected in your fees, and you will not be charged for this class.



*At Learn Spanish with Ana we love what we do! Teaching Spanish from the heart to a handpicked group of people with different interests and skills is our passion. Our niche is creating tailor-made classes to cater for all individual needs which requires a lot of time, preparation and creativity. Seeing you flourish is our reward.*

*Learning a language requires consistency, practice and commitment. The main benefit of all Regular Student Packs is the smooth continuity and consistency of your one to one tailor-made classes. The value of this model will become evident and reflected in your progress and improvement. The results will be that you will ultimately master the language and/or reach your goals faster*

**NB: Enrolment and payment for your classes confirms your agreement to the above-mentioned conditions.**