

PART I— SCHEDULING**LANGUAGE:**

- French
 Italian
 Spanish
 Other _____

CLASS TYPE:

- Private
 Semi-Private
 Group
 Either

PREFERENCES:

- Daytime
 Evening
 Flexible

First Choice:

- Mondays
 Tuesdays
 Wednesdays
 Thursdays
 Fridays
 Flexible

Second Choice:

- Mondays
 Tuesdays
 Wednesdays
 Thursdays
 Fridays
 Flexible

PART II— PERSONAL INFORMATION

Name: _____
First *Last*

Address: _____
Street *City* *Zip*

Phone: _____
Daytime *Evening*

E-mail Address: _____

PART III—STUDENT PROFILE

PURPOSE FOR STUDY: Have you had previous experience with this language? Yes No

- If yes, check all that apply:
- Work Previous Formal Study
 Travel Self Study
 Study Abroad Heritage Language
 Relocation Abroad Spoken by Spouse/Family Members
 Personal Interest

Please provide further details of any previous language study: _____

Other languages you speak, understand, have studied: _____

Do you have any special needs, interests? _____

PART IV—AGREEMENT

Complete and return this form with a \$50.00 deposit which will be applied to your total program cost. We will do our best to accommodate your scheduling requests. Deposits are refunded if we cannot accommodate you. We will call you to confirm the start of lessons. The total balance, including the cost of materials, is due prior to your first lesson. We accept payment by cash or check.

No refunds after the first lesson.

For private lessons, a minimum of 24 hours notice is required for cancellation/rescheduling or the full amount per lesson may be charged. If you arrive late for your lesson, the time may be made up only upon the availability of the instructor.

For semi-private and group lessons, scheduling changes may be made with the consensus of the instructor and other students. Please inform the instructor or office of any anticipated absences. Individual make-up lessons may be scheduled at an additional cost.

Signature _____ Date ____/____/____