LI REGISTRATION FORM - Children's Groups, Private & Tutoring

PART I— SCHEDULING

LANGUAGE:
- ☐ French
- ☐ Italian
- ☐ Spanish
- ☐ Other _____

CLASS TYPE:
- ☐ Group
- ☐ Private
- ☐ Tutoring
  - ☐ Remedial
  - ☐ Enrichment

PREFERENCES:
- ☐ Weekdays
- ☐ Saturdays
- ☐ Flexible

First choice for day of the week and time.:

Day _____

Time _____

Second choice for day of the week and time:

Day _____

Time _____

PART II— PARENT/GUARDIAN INFORMATION

Name: _____
First *Last*

Address: _____
Street *City* *Zip*

Phone: _____
Daytime *Evening*

E-mail Address: _____

PART III - COMPLETE FOR CHILDREN'S GROUPS & PRIVATE LESSONS

1st Child: _____
First *Last* *Age*

2nd Child: _____
First *Last* *Age*

3rd Child: _____
First *Last* *Age*

Has the child had previous lessons or exposure to the language? ☐ Yes ☐ No

If yes, please explain: _____

_____

PART IV - COMPLETE FOR TUTORING

Student : _____
First *Last* *Age*

Grade: _____ Level: _____ Textbook: _____

Will the school lend out a copy of the text? ☐ Yes ☐ No

PART V—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 any materials, is due prior to the first lesson. We accept payment by cash or check.

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

For children's groups, please inform the office if your child will be absent. Individual make-up lessons may be scheduled at an additional cost if there are no other appropriate groups the child can join.

No refunds after the first lesson.

Signature _____ Date _____/_____/_____

The Language Institute

175 Fairfield Ave., Suite 2C,
W. Caldwell, NJ 07006
Phone/Fax 973.228.1843