

# CLASS REGISTRATION FORM



## REGISTRANT INFORMATION

Name \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Work/cell \_\_\_\_\_

| REGISTERING FOR:   | PAYMENT:   |
|--|--|
| <input type="checkbox"/> <b>Level class: (\$350)</b> Level _____ days/times _____<br>session dates _____                   | <input type="checkbox"/> Check / cash  |
| <input type="checkbox"/> <b>Conversation class: (\$96.50/\$115.85)</b> Convo _____<br>days/times _____ session dates _____ | <input type="checkbox"/> Visa, MasterCard, American Express<br>Card # _____ exp. _____<br>Signature _____                |
| <input type="checkbox"/> <b>Private lessons: (5 lessons • \$275)</b><br>days/times _____                                   | <b>MAIL form to:</b><br>Dígame Language Instruction<br>2504 N. California Avenue<br>Chicago, IL 60647                    |
| <input type="checkbox"/> <b>Semi-private lessons: (5 lessons • \$375)</b><br>days/times _____                              |  |
| <input type="checkbox"/> <b>Medical History in Spanish: (\$295)</b><br>days/times _____                                    | <b>EMAIL it to:</b> info@digamechicago.net<br><b>FAX it to:</b> 773 – 235 – 1482<br><b>PHONE it in:</b> 773 – 235 – 1499 |
| <input type="checkbox"/> <b>Workshop:</b><br>workshop title _____<br>date(s) _____ cost _____                              |  |

### How did you hear about Dígame?

- Live nearby     Logan Square Chamber of Commerce/Neighborhood Association  
 Google     Yelp!     Recommended by \_\_\_\_\_  
 Craig's List     Other \_\_\_\_\_

For office use

DATE \_\_\_\_\_

QB \_\_\_\_\_ ML \_\_\_\_\_

CHCK \_\_\_\_\_

AUTH \_\_\_\_\_

### REFUNDS & MISSED CLASSES

*~Please read carefully~*

**Refunds:** Full refunds are issued when a class is cancelled by Dígame; otherwise, the following policies apply without exception:

**Level & Conversation classes** For cancellations made 7 days prior to the first day of class, a 100% refund is given; for cancellations made 6 or fewer days prior to the first day of class, a 50% refund is given. For cancellations made after the first class and before the second day of class, 30% of the total program cost is refunded. There are no refunds given for cancellations made after the second class.

**Private & Semi-private lessons** Lessons must be purchased in 5-hour packages and used within 10 weeks. For cancellations made 7 days prior to the first day of class, a 100% refund is given; for cancellations made after the first class and 24 hours before the second class, 70% of the total program cost minus the cost of the attended class will be refunded. No refunds are given after the second class.

**Private and semi-private lessons** are rescheduled only if the office is notified 24 hours in advance of the meeting. Private and semi-private lessons cancelled less than 24 hours in advance are billed at the regular rate of the class.

**Missed classes:** Students who miss a class may attend another class of that same level the same week as the missed class, as long as that class has filled and is in session; otherwise, a missed class is a missed class. No refunds or credit are given for missed classes.

**I have read and understand the above policies regarding refunds & missed classes.**

Signature \_\_\_\_\_ Date \_\_\_\_\_