

CLASS REGISTRATION FORM



REGISTRANT INFORMATION

Name _____ Email _____
 Address _____ Zip Code _____
 Phone _____ Work/cell _____

REGISTERING FOR:	PAYMENT:
<input type="checkbox"/> Level class: (\$340) level _____ meeting days/times _____	<input type="checkbox"/> Check / cash
<input type="checkbox"/> Conversation class: (\$112.50) convo _____ meeting days/times _____	<input type="checkbox"/> Visa, MasterCard, American Express Card # _____ exp. _____ Signature _____
<input type="checkbox"/> Private lessons: _____ sessions _____ meeting days/times _____	MAIL form to: Dígame Language Instruction 2504 N. California Avenue Chicago, IL 60647
<input type="checkbox"/> Semi-private lessons _____ sessions _____ meeting days/times _____	
<input type="checkbox"/> Medical History in Spanish: (\$250) meeting days/times _____	
<input type="checkbox"/> Workshop: workshop title _____ date(s) _____ cost _____	FAX it to: 773 – 235 – 1482
	PHONE it in: 773 – 235 – 1499

How did you hear about Dígame?

- Live nearby Logan Square Chamber of Commerce/Neighborhood Association
 Google 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 _____