

60 Hills Road, Cambridge CB2 1LA T +44 (0)1223 561 854 www.cambridgespanishcentre.com

Please read our enrolment conditions below before completing the form.

To enrol by post: Fill in, print and sign this form and send it by post to the address above along with your payment.

For BACS Payment: Bank Metro Account no 28618808 Sort code 23-05-80 BACS reference your surname

For more information email info.cam.spanishcentre@gmail.com or call the Spanish Centre at the number above

YOU

First name:

SURNAME:

Address:

Town and Post Code:

Tel. (day):

Mobile:

Email:

Occupation:

Age group (optional): 16-18 19-25 26-35
 36-50 51-65 65+

Are you a returning student? Yes No

Where did you hear about our courses?

Do you wish to receive our newsletter? Yes No

Personal data processed for any purpose or purposes shall not be kept or share for longer than is necessary for that purpose or those purposes.

YOUR COURSE

I wish to enrol in the following course:

Private tuition: 1 to 1 2 to 1 other

Group class: 4 skills
- Beginner
- Intermediate
- Advanced
 Conversation (drop'in)

Day/Time/Level/Frequency:

Teacher:

Starting date:

Payment details:

DELE/SIELE exams

I do not wish to register for the DELE/SIELE

Terms and conditions

I have read and accept the terms and conditions: Yes

1. Terms of Enrolment and Payment

1.1. A free evaluation/advice service is provided at the Cambridge Spanish Centre by appointment to help you decide which course is best for you.

1.2. Enrolment & full payment must be made in advance of attending a course, except when payment by instalments has been agreed, on enrolment, with the Administrative Department. Fees are not subject to VAT.

1.3. Places are allocated upon receipt of enrolment with full payment.

1.4. The course fee does not include the cost of the textbook you will be required to buy before the first class. Ask us for more details.

1.5. Membership is £50 a year. This includes borrowing rights at our library, concessionary rates for cultural events at the Cambridge Spanish Centre, and discounts with our partners.

1.6. Students sponsored by their employer must supply an official order form from the company stating that it will be responsible for the payment of fees. An invoice will be issued after presentation of the order form.

1.7. Payment of the enrolment fees indicates that the student agrees to the terms and conditions.

1.8. Any complaint (or congratulation!) can be made in writing to the Course Director Virginie FRIEND at

info.cam.spanishcentre@gmail.com

Cancellation and refund

2.1 For Group Classes: we reserve the right to cancel a course should we feel it to be necessary, in which case all fees will be refunded. In the event of cancellation on your part less than 3 working days before the course starts, fee is refunded less an administration charge of £25.

2.2. For Private Tuition: in the event of cancellation on your part, £50 will be retained for administration costs. Any private tuition session that you cancel less than 24 hours beforehand will be charged in full.

Date:

Signature: