

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	YOUR CHILD
First name:	First Name:
SURNAME:	SURNAME:
Address:	Date of Birth:
Town and Post Code:	Age:
Tel. (day):	School Year in September 2019:
Mobile:	School attended:
Email:	Allergies or medical conditions:
Occupation:	HIS/HER CLASS to be filled by administration
Is your child a returning student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course: <input type="checkbox"/> Workshop <input type="checkbox"/> Group <input type="checkbox"/> 1-2-1
Where did you hear about our courses?	Course title:
Do you wish to receive our newsletter? <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting date:
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.	Teacher:
	Payment details:
	DELE/SIELE exams
	<input type="checkbox"/> I do not wish to register for the DELE/SIELE

Terms and conditions

I have read and accept the terms and conditions and the statement on student safety and parental responsibility: Yes

1. Terms of Enrolment and Payment
For Under 18 Group classes, the payment must be made for the full academic year

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 your child.
 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. Payment of the enrolment fees indicates that the student and his/her parents or guardians agree to the terms and conditions.
 1.6. Any complaint (or congratulation!) can be made in writing to Course Director Virginie FRIEND at info.cam.spanishcentre@gmail.com

2. 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 administrative 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:** _____

PRICE LIST UNDER 18 ACADEMIC YEAR 2019 – 2020 <i>Enrolment available all through the year (36 weeks)</i>	
Primary School	1h - £12/h
Secondary School	1h - £12/h
Pre-GCSE/ GCSE	1h30 - £18/h
1-2-1 Tuition	£50/h
2-2-1 Tuition	£25/h/person
	For Payment: see Terms and Conditions
Term Dates 2019/2020	07/09/19 to 14/12/19 04/01/20 to 28/03/20 18/04/20 to 16/05/20 30/05/20 to 11/07/20 For a total of 36 weeks