

# ENROLMENT FORM



## CONDITIONS

*Please read the following terms and conditions carefully.*

*Fees* must be paid in full one week before the term starting date. A receipt will be issued at the beginning of the course.

Before enrolling, you are advised to examine your personal commitments and circumstances as we regret that no fees are refundable under any circumstances unless the course is cancelled.

No partial refund can be given for classes not attended and no postponement can be allowed. A written cancellation must be received at least two weeks before the beginning of the term.

Fees will be refunded only if a course is cancelled due to an insufficient number of students (we aim for a minimum class size of 6 and a maximum of 12).

Once you have sent us your enrolment form and payment, you simply turn up on the first day of your course. No written confirmation will be sent to you. In the unlikely event of cancellation, we will notify you.

*Concessions* apply to full-time students, senior citizens and the unemployed, on presentation of valid documentation (see specific course listing for fees).

Wherever possible, continuing courses will be taught by the same teacher the following term, but this cannot be guaranteed.

**Please note that class taking place during Bank Holidays or Italian Public Holidays may be postponed.**

*Level / Conversation class*

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*Day*

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*Time*

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*Name*

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*Address*

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*Tel.*

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*Email*

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*I enclose my fee of ...*

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*Signature*

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