

ENROLMENT FORM: CHILDREN'S CLASSES

Has your child ever attended classes at Lorca Spanish before? Yes No If yes, Year _____

If No, how did you hear about Lorca Spanish?

Yellow Pages Through a friend Newspaper Ad Learn Direct
 Internet Underground Ad Cultural Event Other _____

CHILD DETAILS:

Name: Surname:

Age: Date of Birth:

Does your child have any level of Spanish? (please describe)

Do any of your children have any special needs? (please describe)

Do any of your children suffer from any allergies and/or food intolerances? (please describe)

PARENTS INFORMATION:

Title: Mr. /Mrs./ Ms./ Miss/ Dr.

Surname:

Name:

Home Tel:

Day Time Tel:

Mobile Number:

Email Address:

Any other contact telephone number in case of emergency:

Would you like to receive information about our cultural activities by email: Yes No

Home Address:

Post Code:

For safety & security reasons please state the name(s) of the person(s) responsible for collecting your child:

Full Name:

Relationship with the child:

Full Name:

Relationship with the child:

Do you object your child being photographed occasionally for press reports? Yes No

COURSE DETAILS

Number of years studying Spanish: _____

COURSE PREFERENCE	Course Level	Starting Date	Day of the week	Time	Course Fees
First Choice					

Office Use Only:

C1 D/P M/P..... CHno. SC..... AccNo.....

C2 D/P M/P..... CHno. SC AccNo.....

Notes

VBex VBbd
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PAYMENT METHODS:

You can pay by CREDIT/DEBIT CARD, CHEQUE or CASH,

- By phone:** Please contact us on 0141-332 7970 and we will take your card payment over the phone.
- By post:** Please enclose your enrolment form along with cheque and send to:
Lorca Spanish, 180 Hope street, level 2. Glasgow, G2 2UE
- At our offices:** Alternatively you can visit us at our offices (address above) and pay in person.

Office hours: Monday-Thursday: 10:00 a.m.- 6:00 p.m.
 Fridays: 10:00 a.m.- 5:00 p.m.

Data protection: All data is held in accordance with the provisions of the Data Protection Act.

TERMS AND CONDITIONS:

- **PAYMENTS:**
 - A £25 DEPOSIT is required to reserve a place on one of our courses. Please note that the deposit is **NON-REFUNDABLE**.
 - **THE REMAINING BALANCE MUST BE PAID IN FULL BEFORE THE COURSE STARTS.**
 - **PAYMENT METHOD:** We accept CASH, CREDIT/DEBIT CARDS AND CHEQUES. Please note that **IF ENROLLING ONE WEEK OR LESS BEFORE THE COURSE COMMENCEMENT DATE THEN FULL FEES MUST BE PAID.**
- **REFUNDS AND CANCELLATIONS:**
 - **CANCELLATIONS PRIOR TO COURSE COMMENCEMENT:** Should you wish to cancel your booking before your course starts you must notify us in writing. A charge of £25.00 applies to all cancellations.
 - **CANCELLATIONS AFTER COURSE COMMENCEMENT:** Please note that **COURSE FEES CANNOT BE REFUNDED** once a course has started.
 - **TRANSFERRING OF FEES:** TRANSFERRING OF FEES FROM ONE COURSE TO ANOTHER AFTER COURSE COMMENCEMENT IS NOT PERMITTED
 - **CLASS CHANGES:** Please note that whilst every effort will be made to meet your first choice, due to limits in class size, this may not always be possible **LORCA SPANISH** may require to change class timetables at short notice and thus will notify you before the start date as to which class you have been enrolled in. If there is an insufficient number of students enrolled on a course **LORCA SPANISH** reserves the right to cancel the class. **IF LORCA SPANISH** has to cancel the course you have booked and we are unable to offer an alternative class you will be refunded in full

I agree to pay the course fees having carefully read and understood the Terms and Conditions above.

Signature _____

Date: _____