

STUDENT APPLICATION FORM – ADULT CLASSES:



[A division of Global Connections (Scotland) Ltd]

Personal / contact details			
First Name:		Title:	
Surname:		Home telephone:	
Date of birth:		Mobile telephone:	
e-mail address:		Day time telephone:	
No. of years studying Spanish:		Lorca level test completed:	Yes..... No (please tick)
Current level:			
How did you find out about Lorca Spanish? (please tick)	Internet <input type="checkbox"/> Yellow Pages <input type="checkbox"/>	Through a friend <input type="checkbox"/> Cultural event <input type="checkbox"/>	Newspaper Ad <input type="checkbox"/> Other _____ Learn Direct <input type="checkbox"/>
Home address:			
Address line 1:			
Address line 2:			
Town or city			
Post code			
Please tell us about any disability, medical condition, special learning requirement or any other impairment that may affect your studies:			

Course Preference	General Spanish <input type="checkbox"/> (Please tick)	SQA Module <input type="checkbox"/> (Please tick)	Level	Start date	Day	Time	Course fee	Language centre (Please tick)	
1 st choice								Glasgow	
2 nd choice								Edinburgh	

Office use only:

Payments:

1. Amount: £ _____ date: _____ Cash | c/card | cheque (please tick) Balance due: £ _____

2. Amount: £ _____ date: _____ Cash | c/card | cheque (please tick)

Invoice payments:

invoice number: _____ | Amount:£ _____ | Date payment received _____

Notes:

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Excel D/base

Terms and conditions over/

PAYMENT METHODS:

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

1. By Phone: Please contact us on 0141 332 7970 (Glasgow), 0131 563 7631 (Edinburgh) and we will take your card payment over the phone.
2. By post: Please enclose your enrolment form along with cheque and send to:
Glasgow office: Lorca Spanish, 180 Hope Street, level 2, Glasgow, G2 2UE
Edinburgh office: Lorca Spanish, 41a York Place, Edinburgh, EH1 3HP
3. At our offices: Alternatively you can visit us at our offices (address above) and pay in person.

Office hours: Glasgow: Monday - Thursday: 10:00 a.m. - 6:00 p.m. Fridays: 10.00 – 5.00pm

Edinburgh: Monday –Friday: 09.00a.m. – 5.00pm

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** and **NON-TRANSFERABLE** from one term to another after course commencement.
- **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

Data protection: All information provided on this form will be stored and used in accordance with the 1998 Data Protection Act and will be used for course administration purposes only. For credit bearing courses these purposes may include sharing your data with the awarding body for your qualification. By signing this form you are consenting to your personal data being used in this way.

I have read and understood the Terms and Conditions and data protection statement above and agree to pay the course fees

Signature _____

Date: _____