

# ENROLMENT FORM

Mr/Mrs/Ms/Miss Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Address : \_\_\_\_\_

Postcode : \_\_\_\_\_

Telephone Day: \_\_\_\_\_ Ev. \_\_\_\_\_

Nationality : \_\_\_\_\_

Occupation : \_\_\_\_\_ Age: \_\_\_\_\_

HOW AND WHERE DID YOU HEAR ABOUT US? \_\_\_\_\_

HAVE YOU STUDIED ITALIAN BEFORE?

IF YES, PLEASE SPECIFY PLACE, COURSE, LEVEL, DATES

I WISH TO ENROL FOR THE FOLLOWING COURSES

STARTING DATE:

TIME:

## Please, read carefully and sign

Fees must be paid in full one week before the course starting date.

A receipt will be issued upon request.

**Before enrolling, you are advised to examine carefully your personal commitments and circumstances (such as family, employment and health), 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 course.**

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 six, 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 currently at school, senior citizens and the unemployed, on presentation of a valid document.

A discount of **£10** is given for a fully-paid booking made three weeks before .

1<sup>st</sup> term: 2 September 2005

2<sup>nd</sup> term: 17 December 2005

3<sup>rd</sup> term: 31 March 2006

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

**I UNDERSTAND CONDITIONS OF BOOKING AND AGREE TO ABIDE BY THEM.**

**I ENCLOSE A CHEQUE FOR £ ..... PAYABLE TO: "Italian Language Services Ltd."**

Signed \_\_\_\_\_

**Please send the Enrolment Form to:** Italian Language Services – 39 Belgrave Square – London SW1X 8NX