

Spanish Immersion Workshop

2011-12 Registration

STUDENT INFORMATION

Child's First Name _____ Birth Date ____/____/____ Age ____ boy girl -- Any physical, medical or other issues of which the teacher should be aware, including allergies or food restriction? YES _____ NO _____. If yes, please describe: _____

PARENT / GUARDIAN INFORMATION

Parent's First Name _____ Last Name _____ Home Phone(____) _____ Pref. contact #
 Email (very important - all communications are by email) _____ Cell Phone(____) _____
 Home Address _____ City _____ State _____ Zip _____ Work Phone(____) _____
 Emergency Contact(if parent can't be reached) Name & Relationship _____ Phone _____
 Is there a Non-Parent Caregiver (Name) _____ Phone _____ How did you hear about us? _____

PROGRAM SELECTION (see schedule for details)

Program:
 Chiquitos 1-3y, 45mi Partial Sep. 18-36m, 90min
 Chicos 3½-5, 5½-8y / S.Chicos 8½-10y, 1hr
 Enrichment* 3½-5, 4-6, 5½-8y, 2hrs
 Pre/school* 2-4, 4-6y, 3hrs

Semester: 1-Fall (Sept-Jan) 2-Spring (Feb-Jun)
 Both - Full school year
 (*required for Enrich & Pre/school)

Location: Garden City Manhasset
 Dix Hills So. Huntington

Day(s): Mon Tue Wed Thr Fri Sat

Class Time: from _____ to _____

Tuition & Payment Agreement (see reverse for Policies)

Payment option: Monthly* (5 pymts/sem) 1 pymt/sem* Single pymt/school year

Tuition: \$ _____ to be billed as indicated above

Registration Fee: \$ _____ \$40 for all programs except Preschool \$75.
 (Due once per school year and will be added to 1st payment)

Agreement: I have read, understand and agree to all terms and policies as stated on the reverse.

Signature _____ Date _____

Payment Information: Visa MC Discover Check
 *Installation options (monthly & 1pymt/sem. if enrolled for school yr) require automatic credit card billing.

I authorize Spanish Immersion Workshop LLC to bill the credit card listed below in accordance with the payment option I have chosen and agree to automatic credit card billing if it applies.

Name (as it appears on card) _____ Billing zip code _____
 Card Number _____ Exp. Date _____/_____/_____

ENROLLMENT POLICY

Registration. Students will be registered on first-come first-served basis. A registration fee is payable each school year.

Tuition. Tuition is due in full with registration unless a payment plan is arranged. Tuition may be paid by check (payable to Spanish Immersion Workshop), Visa, MasterCard or Discover. There will be a \$35 fee for checks returned as uncollectible.

Sibling Discount. A 10% discount (off the lowest regular full tuition) will be given for the second child and 15% for the third child. May not be combined with any other discount.

Absences /Make-Ups. Please call or email if you know in advance your child is going to be absent. We encourage make-ups but they are not guaranteed. We will be happy to schedule a make-up class, space & class availability permitting, within the same semester as the missed class. Unused make-ups will not be carried forward to the next semester and will not be credited or refunded. Please schedule make-ups with our office at least 3 days in advance. Make-ups of missed make-ups are not permitted.

Refunds and Credits. If you notify Spanish Immersion Workshop in writing of a withdrawal at least a week before the semester starts or the fall semester for 'full school year enrollment', you will receive a full refund of the tuition paid less the registration fee. If you notify Spanish Immersion Workshop in writing of a withdrawal less than one week before the start of the semester or after your first class, you will receive a prorated school credit toward future classes. Withdrawals after the second class are non-refundable. Terms also apply to 'full school year enrollment' regardless of payment option chosen. A school credit can be used within one year for the same child, a sibling, or a child from a family not previously or presently enrolled in SIW. There will be no refunds or pro-rated discounts for vacation, illness, and/or cancellations due to inclement weather.

Class Cancellation. In the event of questionable weather or other circumstance, we will make every effort to contact you if classes are cancelled; you may also check if classes are being held by calling Spanish Immersion Workshop at 516-935-0699. Please call after 8:00 am as a determination will not be made until that time. There will be no refunds or pro-rated discounts for cancellations due to inclement weather. SIW reserves the right to cancel any course offering. If your course is cancelled, all tuitions and fees will be credited or refunded. SIW reserves the right to suspend or remove a child from the program; in this event refunds may or may not be given.

Release. By completing registration and attending class you accept all enrollment policies and the following: I agree to assume responsibility for my child or children and myself and/or caregiver when upon the premises operated by Spanish Immersion Workshop, and will hold harmless Spanish Immersion Workshop and any of its employees and/or agents in the event of any personal injury, property damage or loss, indemnifying said parties of any loss that I might incur as a result. I agree to give permission for photographs and/or video of my child to be used for but not limited to future brochures, calendars, website, newspaper, or promotional advertising.

TUITION AGREEMENT

- Our school year is made up of 2 semesters, Fall semester 1 (Sept-Jan) and Spring semester 2 (Feb-Jun). SIW follows most but not all of the public school calendar, see our school year calendar for details at <http://www.spanishiw.com/Calendar.html>.
- Enrollment is for the full school year (Sept to Jun) or by the semester depending on specific program requirements (see program descriptions for details). The fact that tuition and fees are payable in installments does not constitute a fractional agreement; you agree to pay the full term tuition in accordance with the enrollment policy.
- Full (semester) tuition or 1st monthly payment plus a non-refundable registration fee are due with registration. The registration fee is due once per school year -- \$40 for all programs except the Preschool which is \$75. Remaining tuition can be paid in monthly installments due the first of the month from September thru June. There are no pro-rated discounts, credits or refunds for partial months attended, vacation, illness, and/or cancellations due to inclement weather.
- Tuition may be paid by credit card (Visa, MasterCard or Discover), check (payable to Spanish Immersion Workshop) or cash by special arrangement. Monthly and installment tuition payments require automatic credit card billing.
- The one payment per semester tuition price listed reflects a 5% discount.
- New students can join a program at any time on an open enrollment basis. The first month's tuition may be adjusted based on start date.
- There is a sibling discount of 10% for the second and 15% for the third and fourth child enrolled from the same family.
- A \$30 late charge will be added to the payment if it is not received by the 10th of the month.
- There will be a \$35 fee for checks returned as uncollectible.

AUTOMATIC CREDIT CARD BILLING AUTHORIZATION

Upon approval, we will automatically bill your credit card for the amount indicated and your total charges will appear on your monthly credit card statement. You may cancel this automatic billing authorization at any time by contacting us and making full payment of any unbilled contract balance. Canceling the automatic billing option does not in any way change the credit/refund policy as stated in our enrollment policies or your obligation to pay the full term tuition. All enrollment and tuition policies will still apply.

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