



language exchange

REGISTRATION FORM

immersion programs

In Person:

You may register in person at 80 Exchange Street, Portland during our open house or make an appointment.

By Telephone:

(207) 772-0405, You may register by telephone using VISA, MasterCard or Discover.

By Fax:

(207) 221 1207 You may register by fax using VISA, MasterCard or Discover.

By Mail:

The Language Exchange - PO Box 4833 - Portland, Maine 04112 You may register by mail using credit cards, checks or money orders payable to The Language Exchange along with a completed registration form.

Before you register, please make sure that you have read our school policies at www.immersionprograms.com

Full Name: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Email address: \_\_\_\_\_

How did you hear about The Language Exchange?: \_\_\_\_\_

Previous experience with foreign languages: \_\_\_\_\_

Reasons for taking the course: \_\_\_\_\_

Selected course: \_\_\_\_\_ Language selected: \_\_\_\_\_ Level: \_\_\_\_\_

- checkbox All-day workshop, checkbox Private lessons, checkbox Special event, checkbox Half-day workshop, checkbox Semi-private lessons, checkbox Weekly group class

Meeting days/times: \_\_\_\_\_ Starting date: \_\_\_\_\_ Number of weeks/hours: \_\_\_\_\_

Payment information: Total tuition: \_\_\_\_\_

Are you a returning student, senior citizen (65+), or full-time student with valid ID? Yes - No

Method of Payment: checkbox Check or Money order checkbox Cash checkbox Credit Card

Credit card company: checkbox MasterCard checkbox VISA checkbox DISCOVER

EXPIRATION DATE: \_\_\_/\_\_\_/\_\_\_ 3-Digit Security Code on the back of your card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registration, Confirmation, Refund Policies

- Registrations for group classes or workshops will be accepted on a first come first serve basis until we reach our maximum number of students.
The maximum number of students per group class is 10. Special workshops may accommodate more students.
Low enrollment: The minimum number of students per class is 4. The Language Exchange, Inc. reserves the right to cancel classes or workshops for extraordinary circumstances.
Registrations and payment must be received before classes begin. Late registrations may result in the cancellation of classes and workshops.
You will not receive confirmation of enrollment. Please plan on attending as scheduled.
To guarantee that classes be carried through to the end, THERE WILL BE NO REFUND AFTER THE FIRST NIGHT OF CLASS (unless specific arrangements have been made with the Director.)
Tuition for workshops is non-refundable (unless the workshop was canceled for insufficient enrollment).
Private and semi-private lessons: Any appointment not canceled with at least a 24-hour notice will be charged.