

**ENROLMENT FORM**

(please mark according to your needs)

Language: \_\_\_\_\_

Language level:

 A1     A2     B1     B2     C1

Type of course:

- SZ Language Cycle 30                       SZ Language Cycle 60     Shape up
- SE Language Express 30                       SE Language Express 45     SE Language Express 60
- TOP-Training (1-2 persons): \_\_\_\_\_ lesson hours, 45min. each

Course start: \_\_\_\_\_ . \_\_\_\_\_ 201\_

- Payment:
- 
- monthly (in advance)

 single payment

Surname:	First name:
Street address:	Postal code / City:
Billing address :	
E-mail address:	
Telephone number:	

Date: \_\_\_\_\_ Signature/Company seal: \_\_\_\_\_

I understand the terms and conditions listed on the back and agree with my signature.



## TERMS AND CONDITIONS OF INLINGUA SALZBURG

### 1. Validity

Following terms and conditions apply to all enrollments for a language course at inlingua Salzburg (group courses as well as one-to-one training). They also apply to future contracts.

### 2. Enrollment

inlingua Salzburg accepts enrollments, change of bookings as well as cancellation of a language course only in written form (either via Fax, e-mail or personally). Each application is binding.

### 3. Teaching Method

The lessons are given by the inlingua method. Each lesson hour lasts 45 minutes including a short break. Lessons are given at the time agreed, there is no compensation for missed classes. This also applies to illness and other reasons which do not fall within the sphere of the school. The school reserves the right to take appropriate action if a participant, for example, by frequent absence without relearning or other extremely disturbing behavior, disrupts the atmosphere during the lessons.

### 4. Withdrawal:

Should the language training be cancelled because of a reasonable causes up to 3 weeks before start of the course, only Euro 60,- handling fee will be charged. With cancellations later than 3 weeks before the start of the class, the course fee cannot be refunded. Place of jurisdiction: Salzburg

### 5. Course fee

Course fees have to be paid at least 3 weeks before the course starts. Should the course be booked less than 3 weeks before the course, so the total amount is due immediately. Course fees include the placement test, enrolment fee and the course certificate. inlingua Salzburg is exempt from VAT. Payment is possible by bank transfer or cash. All bank charges have to be paid by the student.

### 6. Group lessons / Guarantee:

Minimum age for general group courses: 16 years. Group size: from 3 to max. 6 participants.

Should there be less than three enrolments you have the following options:

with 2 participants:

a) reduction of lesson hours by one third

with one participant:

a) Individual lessons: one-third of the paid group units can be consumed in the TOP Training

b) Postpone course to a later date

c) 100% refund of the course fee

### 7. Individual Instruction:

Scheduling is flexible. Lessons can be arranged or cancelled with the office by phone or e-mail till 4:00 p.m. the previous weekday. Any lessons cancelled or not taken after this time will be charged. Individual lessons are valid for 1 year. Lessons not consumed within 1 year are lost.

### 8. Protection of privacy:

All personal details of the participants will be kept strictly confidential. The details will not be distributed to 3<sup>rd</sup> parties and are used solely for inlingua Salzburg internal purposes for specific customer information.