

HITCHIN LANGUAGE CENTRE LTD

Paynes Park House
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Hitchin
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Tel: 01462 431804

enquiries@hitchinlanguagecentre.co.uk www.hitchinlanguagecentre.co.uk

GROUP CLASS ENROLMENT FORM – half term starting week beginning 6th September 2021

1. Please return this form with payment as follows: Seven weeks: £63 (1 hour classes) / £94.50 (90 minute classes). Please note that all ‘in person classes’ for the Autumn Term will be 60 minutes’ duration.
2. You can pay by online bank transfer to Hitchin Language Centre or by posting a cheque payable to the tutor to the address above. Re-enrolling students are requested to pay their tutor directly where possible.

Electronic payments to:

Payee: Hitchin Language Centre Ltd

Sort Code: 09-01-50

Account no: 02402416

Reference: tutor initials+day+time (eg SCMON6)

(Please inform the Centre by email to enquiries@hitchinlanguagecentre.co.uk once you have transferred the fee)

2. Your enrolment fee is based on the standard tuition rate of five or more students in the class and therefore may be adjusted if numbers are lower.
3. We do not cash cheques until the course commences and fees are refundable if cancellation notice is received before the course starts. Receipts are available on request.

Our Conditions of Enrolment for Group Classes (overleaf) have been revised to reflect CovidSafe operations. Please read these before completing the form below and tick the box to confirm that you have read and accept the conditions.

PLEASE COMPLETE AND RETURN TO HITCHIN LANGUAGE CENTRE AT THE ABOVE ADDRESS

Name of Student:.....

Address:.....

Tel. No..... Mobile. No..... Email.....

I wish to enrol for the following course

Language: Level: Tutor:

Day of week: Time:..... Starts date:

I have read and accept the ‘Conditions of Enrolment for Group Classes’ of Hitchin Language Centre Ltd (PTO)

I agree to pay £..... for the half term of the above course.

Signed:..... Date:

PLEASE COULD YOU TELL US WHERE YOU HEARD OF THE CENTRE? (place a tick below)

- Sign in window - personal recommend - HLC website - Web search - Other (please state)

Data Protection: Your details will be kept on our system solely for the purpose of sending you information about language classes at Hitchin Language Centre. They will not be made available to any third party at any time and will be securely managed. Please contact us to have your details removed.

Conditions of Enrolment in Group Class

1. Fees are payable before the course commences and are paid in half-termly blocks with no reductions for classes missed. Fees are non-refundable after the start date of the course.
2. A course place can only be guaranteed when fees are received.
3. Your initial enrolment fee is based on the standard tuition rate, which assumes that the class has five or more students. In the event that there are fewer than five enrolled at the start date of the course, students will be offered the opportunity of commencing the course at a higher hourly rate or having the enrolment payment returned in full.
4. If for any reason you should not wish to continue with the classes then you must inform your tutor before the end of the half term period; failure to do so will mean you being charged for the next half term block.
5. Students attending 'in person' classes are required to comply with precautions set out in the HLC Covid Advice to Students document available on our website and emailed to students on enrolment.
6. 'In person' classes are conducted in small groups indoors without masks. These classes may revert to an online format at any time if required to comply with local or national CovidSafe requirements.