



www.myspanishacademy.com – 410-750 6100

3697 Park Ave. Ellicott City MD 21043

CHILDREN'S SPANISH CLASS REGISTRATION FORM

MSA use only

Demo lesson date: _____

Student: Beg. - Int - Adv.

Student name: _____

Student age: _____ Student DOB: _____ Male - Female

Group/ class	Schedule

First day of class: _____

Parent names: _____

Phone numbers: (H): _____ (C): _____

Address: _____

City: _____ Zip code: _____

Email: _____

Emergency contact person: _____

-How did you hear about MY SPANISH ACADEMY LLC?

Film and picture release

I give my permission to My Spanish Academy LLC to use my child's photograph or image for video, voice for video or recording for any promotional materials, and release My Spanish Academy LLC of any claim or liability to that use.

Child(s) name(s): _____

Print Name of Parent or Legal Guardian: _____

_____/_____/_____

Signature

Date

MSA Administration



Class Policy & Registration

My Spanish Academy LLC offers fun and interactive small-group Spanish classes for children, with a maximum of 8 students with 50 – 60 minutes class length. We highly recommend attending the classes that are scheduled day/time with regularity. As your child is best served when he/she has a consistent routine, attending the same class with the same children and instructors.

Enrollment: Each new returning student is required to enroll. New students must enroll before first lesson. Returning students must re-enroll before first lesson semester.

Discontinue lessons: 30 Day written notice via email is required from the 1st of the month if you choose to stop lessons during the semester.

Make up: We encourage the highest level of committed and consistency to reach the greatly benefit of the student learning. Notify My Spanish Academy at least **24 hours in advance** if the student cannot attend the lesson. There are no refunds for missed lesson. There are no make-up lessons giving for a late notice or no show. Make-ups are available **only** during the next immediate week in which the student was absent, depending the schedule of the same group. Students are **ONLY** eligible for four (4) make-up classes per semester. **No exceptions.**

Pick-up/Drop-off Policy: It is essential that you drop off and pick up your child on time as we are unequipped to provide childcare outside of class time. Please notify us if someone other than the parent/guardian will be picking up your child.

Copyrights: All materials of My Spanish Academy LLC, including content, text, images, worksheets, crafts, software, audio, video files, documentation and emails remain at all time to sole property of My Spanish Academy LLC. All materials are protected under international copyright, trademark and other intellectual property laws. You may not post, distribute, sublicense, translate or reproduce in any way any copyrighted materials, trademarks or other proprietary information without the prior express written consent of My Spanish Academy LLC.

Please contact us with any questions, concerns, or feedback about your child's Spanish class at MY SPANISH ACADEMY: www.myspanishacademy.com

MSA doesn't guarantee continuity of teachers. Instructors may change at any time due to personal and professional reasons. We reserve the right, at any time in our sole discretion, to modify our policies, tuition rates and schedules.

I agree to release teachers of / and from any claims, demands or liability arising from the participation of my child/children in the Spanish classes.

I have read and agree to the policies of My Spanish Academy LLC

Print Name of Parent or Legal Guardian: _____



Tuition Agreement

The following agreement is between the Parents or Guardians of the fore mentioned student (customer) who are responsible for payments and My Spanish Academy (Service Provider).

By completing this registration and agreeing to its terms, the customer acknowledges that they are legally and financially responsible for the students registered.

To simplify payments, our tuition structure is based on a flat monthly rate.

The payment for sessions is for personal use, it's non-refundable and non-transferable between students not eligible for credit and may not be used for classes that are not included in the tuition. Lessons are valid for the specific term noted on the registration form and/or payment.

All returned or stopped checks are subject to a \$30 fee. Refund Policy: Your payment is refundable before your child's class begins, minus a \$50 administrative fee. No refunds or credits will be given for missed classes.

Two weeks written advance notice is required to terminate enrollment. Tuition and other fees will continue to be charged until a written notice has been received by MSA. We will not provide reimbursement of tuition of remaining classes during the session if students terminate enrollment.

Parent Name: _____

Student Name: _____

Class Schedule	Payment
Please select one:	Please select one:
<input type="checkbox"/> Once per week	-Full Payment \$ _____
<input type="checkbox"/> Twice per week	-Payments of \$ _____ each month x
<input type="checkbox"/> Sat or Sun Club (Two hours)	# _____ of moths

Signature: _____

Date: ____/____/____