



ADULT REGISTRATION

Student's name: _____ **OR**
Company class representative _____

New student(s) (Referred by: _____) Current student Former student

PLEASE CHECK HERE IF ALL CONTACT INFORMATION IS THE SAME AS PREVIOUS

(If checked above, you do not need to fill out contact info again below in box)

Home phone # _____ Work # _____ Cell # _____

Email Address 1 _____ Email Address 2 _____

Language _____ Level _____

FOR COMPANY / GROUPS ONLY:

Student's Name:	Occupation
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Schedule: Day _____ Time _____

Location _____

Start date _____

Enclosed please find \$ _____ check # _____ cash

_____ Date _____

Signature of the student or the representative of the group

For Office Use Only

Class ID _____ Instructor _____

Target completion date for class _____

Entered in Add. B. G_ I_C_ Exc. C. _____ Exc. D. _____ Inv # _____ and date sent _____

Forms received in person _____ by mail _____ Date _____



Agreement between Larson's Language Center and the Student

I, _____, student of _____ (language):

- 1. Agree to spend time studying the lessons and completing the assignments and understand that records of attendance and assignments will be recorded. Students will be graded on quizzes and a final test.
2. Agree to read and sign the Student Handbook.
3. Agree to notify Larson's Language Center if unable to attend a class for any reason, even at the last minute.
4. Agree that my classes will be cancelled for weather when ANY school in Benton County is closed. The cancellation of evening classes will be notified by email at least one hour prior to the class start time, and the class will be made up at a later date.
5. Agree that if a class is missed a make-up lesson can be arranged at the rate of \$35.00 per hour, according to the instructor's availability. Otherwise, students are responsible for studying the lesson on their own and must request a copy of any missed handouts, activities, vocabulary and phrase lists from a fellow student, or get them from the instructor in the next class.
6. Agree that registration is not refundable, and tuition is only refundable five weeks prior to the start date. There will be \$15 fee for making split payments. In this case, the first payment is due before the class starts, and the balance is due five weeks after the class start date. Students making payments for tuition are still responsible for the entire amount.
7. Agree to notify Larson's Language Center within four weeks of the final class as to whether the student will continue with the next level.
8. Agree to return any books and Cds loaned, or pay for them in the case of damage or loss.
9. Agree that if a private lesson is canceled, the office must be notified (by e-mail, a phone call, or message on the answering machine) at least 48 hours before the scheduled class, or the class will be considered missed. If 48 hours notice is given, that class will be rescheduled at no extra cost. These students have the authority to determine their schedule, but rescheduling is only allowed 3 times per private course. The only exception which allows a class cancellation without notice is weather related.

The signing of this agreement indicates that everything is well understood.

X _____ Date _____
Signature of the student or the representative of the group

FOR COMPANY / GROUPS ONLY:

X _____ Date _____ X _____ Date _____
Signature of the student Signature of the student

X _____ Date _____ X _____ Date _____
Signature of the student Signature of the student

X _____ Date _____ X _____ Date _____
Signature of the student Signature of the student