



ADULT REGISTRATION

Date \_\_\_\_\_

Student or Company \_\_\_\_\_

New student       Current student       Former student

Referred by: \_\_\_\_\_

Company class representative \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Language \_\_\_\_\_

Level \_\_\_\_\_

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 \_\_\_\_\_



ADULT STUDENT INFORMATION

Student's Name \_\_\_\_\_ Birthday \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone #s: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Educational Background/ Grade Finished \_\_\_\_\_

Occupation \_\_\_\_\_

Language to be learned \_\_\_\_\_ Level \_\_\_\_\_

Previous Education in language to be learned \_\_\_\_\_ yrs/months How often? \_\_\_\_\_

If you have taken languages classes before, how difficult was it for you?

Circle a number 0 1 2 3 4 5  
(not) (very)

Nationality \_\_\_\_\_ Length of time in US \_\_\_\_\_

Contact in case of emergency: Name \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Why do you want to learn another language? \_\_\_\_\_

\_\_\_\_\_

What are the most important things that you would like to learn? \_\_\_\_\_

\_\_\_\_\_

If we have to change the existing schedule what other day and time would you prefer?

Day \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of student



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 the school district in Benton County is closed, and the cancelation of evening classes will be notified by email at least one hour prior to the class start time.
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 four 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.

Signature of student, or representative of the group \_\_\_\_\_ Date \_\_\_\_\_

For Groups

Signature of the student \_\_\_\_\_ Date \_\_\_\_\_ Signature of the student \_\_\_\_\_ Date \_\_\_\_\_

Signature of the student \_\_\_\_\_ Date \_\_\_\_\_ Signature of the student \_\_\_\_\_ Date \_\_\_\_\_