***Application Form***

 **\*Required Field, please type or print legibly**

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| **PART 1. Applicant Information** |

**Applicant Name: Last name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial \_\_\_\_\_**

**Date of Birth\*: MM / DD /YYYY Sex\*: Female** [ ]  **Male** [ ]

**Country of birth\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Native Language\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred communication**: [ ]  Email [ ]  Phone [ ]  Text U.S. Telephone #\***:(\_\_\_\_\_\_) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_**

**Email Address\***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**U.S. Address\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency contact name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Emergency contact telephone #\*: (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How did you hear about us?** [ ]  **A Friend** [ ]  **Google Search** [ ]  **Facebook/Instagram** [ ]  **Other: **

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| **PART 2 A: Program Information** |

**Language of interest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Level**\_\_\_\_\_\_\_\_\_ **Day(s)**\_\_\_\_\_\_\_

**Start Date\*:** **End Date\*:**

[ ]  **8-week Program $230.00/16hrs.** [ ]  **$50.00 Registration** [ ] **Book $ \_\_\_\_\_\_\_\_\_**

[ ]  **Private Class or another package:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Level: \_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **Total Amount $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PART 3 CONFIRMATION and AGREEMENT** |

**School Admission Policy**

For admission into Tampa Language Center students must complete the school application and provide a valid picture I.D.

**Program Calendar, Schedule and Pricing**

Classes are based on the current Tampa Language Center program schedule. Minor deviations from the published schedule may take place but will not affect the total number of classes. Pricing is based on the current Tampa Language Center price list. You should not sign this Application for Admission before reviewing the official program calendar, schedule, and price list. Prices and schedules are subject to change.

**Refund Policy**

**If Withdrawal or Cancellation occurs:** **The School Will Refund**

 More than one week prior to start date 100% of tuition Please Initial: 

More than three days but less than a week prior to start date 70% of tuition Please Initial: 

Less than three days prior to start date No refund Please Initial: 

**COURSE CANCELLATION POLICY FOR 8 WEEK PROGRAMS**

Students may submit a request to cancel enrollment seven (7) days prior to the course start date in order to receive a full refund. Students who submit a written cancellation notice within three (3) to six (6) days prior to the course start date will only receive a ***70% tuition refund***. Cancellation notices submitted after two (2) days prior to the course start date **do** **not qualify** for a refund. Registration fee is not refundable if the student requests to cancel enrollment. There is no refund for students who start a program late.

**\*Private Classes are entitled to 1 absence with credit per month only if you notify 24 hours in advance via email or by calling the office AND enroll for a minimum of six (6) hours the following month.**

**School Activities and Events**

Tampa Language Center hosts school activities both in school and in the community. This may even require transportation to and from such outings. Teachers are there to guide and coordinate and will not be held responsible for your well-being and/or your belongings. If you chose to participate in a school-related event, you agree and recognize that you are a willing participant in such events, and Tampa Language Center will not be held liable or responsible for any incidents or injuries that may occur.

[ ] **I have read, I understand, and I accept the Terms and Conditions from the above agreement.**

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Signature of Applicant or Guardian Date