

THE LANGUAGE SCHOOL

69 Broad Street, Red Bank - New Jersey 07701 www.TheLanguageSchool.com
Tel: (732) 530-0265 Fax: (732) 530-6755 E-mail: info@TheLanguageSchool.com

Adult Lessons (18 and over)

NAME: _____ DESIRED LANGUAGE: _____

ADDRESS: _____ TEL (H): _____

_____ TEL (W): _____

E-MAIL: _____ CELL: _____

- Teachers: All teachers are native speakers; we conduct our lessons as much as possible in the foreign language.
- Schedule: There is no set schedule. Classes start at any time of the year and are scheduled daytime, afternoons or evenings. We schedule lessons with you to fit your as well as our teacher's schedules.
- Materials: We pick the appropriate materials for each individual student at the time of the class considering the level and need of the students. Students are responsible for the cost of all materials (books, CD's, etc.)
- Duration: Regular classes last 55 minutes, but 1 ½ or 2 hour classes as well as intensive programs can be arranged.

PRIVATE LESSONS: One (1) student per instructor (55 minute classes)

Tuition - 3 payment options:

1. Payment for each lesson on the day of the class: **\$75.00** per lesson.
With this option, a **\$150.00** security deposit is required. The deposit will be returned to the student upon completion of the lessons, unless the student continues to take classes.
2. Prepayment of five, 55 minute lessons: **\$360.00** (reflects a **\$72.00** hourly rate). No refunds.
3. Prepayment of ten, 55 minute lessons: **\$690.00** (reflects a **\$69.00** hourly rate). No refunds.

Changes: Changes or cancellations are ONLY possible 48 hours in advance. For Monday lessons, changes or cancellations MUST be made by Saturday, before 12:00 Noon, the week before. We cannot accommodate last minute changes, as we are scheduling our teachers, classroom space as well as other students. Please be understanding of this policy, we have many students to consider.

Cancellation Fee: Lessons canceled with less than 48 hour notice (for any reason) must be paid for in full.

Cancellation Policy: There are no refunds / make-ups if a student misses or cancels class with less than 24 hrs. notice.

SEMI-PRIVATE LESSONS: Two (2) students per instructor (55 minute classes)

Tuition – 2 payment options:

1. Prepayment of five, 55 minute lessons: **\$265.00 per person** (reflects a **\$53.00** hourly rate). No refunds.
2. Prepayment of ten, 55 minute lessons: **\$510.00 per person** (reflects a **\$51.00** hourly rate). No refunds.

Cancellation Policy: There are no refunds or make-ups if a student misses a class.

GROUP LESSONS: Available upon request for families, companies, etc., who have a group of 3-6 students of the same ability level and the same schedule. For larger groups, please speak with our staff.

INTENSIVE PROGRAMS ARE AVAILABLE UPON REQUEST : Please speak with our staff.

I agree to the terms and conditions of this agreement. (Kindly read and acknowledge the back of the form):

DATE: _____

SIGNATURE: _____



Dear Students/Dear Parents:

Occasionally students of ours, or parents of our students have asked our teachers for their personal phone numbers in order to contact them for either help with their assignments or to arrange for lessons off-site.

Please note that our teachers sign a written contract with *The Language School* that expressly prohibits them from teaching off-site or to set up any kind of private teaching arrangements with our students. Kindly refrain from putting our staff into an awkward or unprofessional position by asking them either for their phone numbers or to teach off-site, as they are legally not permitted to do so.

If you have any questions regarding assignments, kindly call our office and we will be happy to pass any messages along to the teachers and get back to you.

Acknowledged: _____

SCHEDULING CLASSES:

In order to avoid constant schedule changes for our teachers, and then consequently, for our other students, we ask you all to observe the following courtesy:

Please schedule your next appointment from week to week and then please adhere to the class you scheduled a week in advance. If you need a different time or day from one week to the other, we will remain flexible and work with you on accommodating you. However, if you are not sure if and when you can come the following week, please look at all your other appointments and all other schedules first, and then call us to make the next appointment and then kindly adhere to it.

If there is an emergency or some unusual circumstance, we will always try to help you out, as you know from past experience, but we can no longer accommodate several schedule changes within a week or the day before the actual class. It is not fair to our teachers, who need to know when they are working, and to the other students, who constantly get switched around to accommodate others.

With this in mind we are also changing the actual cancellation period to 24 hours, with the understanding that in extreme circumstances, we will always work with you.

I appreciate your patronage, as well as your understanding, and look forward to another year of enjoyable and productive language learning.

Kindly acknowledge the above with your signature: _____