



# ABC

## Language School Pattaya Application Form

N°.....

Surname: ..... Name: .....

Age: ..... Gender: ..... Nationality: .....

Email Address: .....Place of birth.....

Physical Address: .....

How did you hear about Easy ABC Language School?.....

Home Tel. No. (.....) ..... Mobile Phone: (.....).....

Course: .....Start: ..... Finish Date/Hours:.....

### Terms and Conditions for Group Courses

Our classes are planned for a maximum of about 16 students and **no new classes** will open until we have a minimum enrollment of 4 students. One teaching unit is equal to 120 minutes including a small break (coffee break).

#### **Fees:**

All fees are to be paid in full either in Thai Baht or Euros prior to the start of any course. Rate-payment is not possible. With your registration, a deposit payment of at least 30% of the total enrollment fee must be made. Payments can be made in cash, bank transfer or by credit card (+3%). We don't accept cheques.

#### **Cancellations and Refunds:**

Our classes are planned for a limited number of students, therefore we regret that **fees are not refundable** after the course has started. As well, no partial refund can be granted for classes not attended. Easy ABC Language School cannot accept any responsibility for unforeseen changes in a student's circumstances that may prevent attendance.

All cancellations and requests for refunds must be received in writing (including email) by the language school at least 5 working days prior to the start of the course. The following charges will apply:

- If received more than 10 working days prior to the start of the course, 10% of the total course fee.
- If received between 10 working days to 5 working days prior to the start of the course, 30% of the total course fee.
- No refund will be granted, if less than 5 working days prior to the start of the course.
- Books and learning material that has been purchased shall not be refunded.

Fees will be fully refunded if a course is canceled due to an insufficient number of students. No refund for any other reason beyond our control, for example, a flood, power outage, etc. If a regular teacher is absent or unable to teach, Easy ABC will try to arrange a substitute teacher to continue the course. A course interruption or a change of teacher, whether for a short or long period of time, is not a fault and no reason to initiate legal action against it.

Private lessons can be postponed for a maximum of 3 times within a 20-hour course without any deductions. The cancellation must be made at the latest 1 day before the lesson starts. For courses of more than 20 hours, 3 cancellations may only be made for each block of 20 hours taught. If the cancellation is on the same day of the lesson or if there was NO cancellation, we will deduct at least 2 hours. Lost time in a group course cannot be added or made up. Up to 100 hours can be kept up to 1 year (12 months), more than 100 hours up to 2 years (24 months) starting from the course start date.

#### **Rules and Regulations**

With your signature, partial or full payment you agree to the above mentioned conditions and rules, with no exceptions. The school requires students to obtain an ID card and to kindly refrain from smoking while in the premises. Friends or other persons who are not enrolled are not permitted to join or to sit in on classes. In case that a student is going to be absent from a class, the student must inform only the school's office at least 1 day in advance, otherwise your class attendance will be cut by 2 hours. Cancellation notifications must be given to the office staff only, not to the teacher. Easy ABC Language School reserves the right to refuse admission. Easy ABC does not accept the responsibility for any injury that student may sustain in the vicinity of the school premises.

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Date / Student's Signature

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Date / Administrator Officer