

EHBA APPLICATION

REGISTRATION – RETURNING STUDENT

Asociación Bilingüe Hispánica de Edmonton
Edmonton Hispanic Bilingual Association

For students who attended classes from Fall session 2010

One form per person. Complete all sections.

Read “School Policies” on the back of this form before signing at the bottom.

Cheques payable to “EHBA” or “Edmonton Hispanic Bilingual Association”

All prices include GST (Registration 860336783).



REGISTRATION SESSION YEAR 20 ____ (check appropriate session) <input type="checkbox"/> Fall (Sept – Dec) <input type="checkbox"/> Winter (Jan – April) <input type="checkbox"/> Spring (April - June)										FOR OFFICE USE ONLY			
										TUITION FEES			
										Adult	\$190.00		
										Senior (65& up)	\$120.00		
										Child/Youth	\$140.00		
CONTACT INFORMATION										COURSE MATERIALS			
Last Name										First Name			
Address										City/Town			
Postal Code										Telephone			
E-mail													
Occupation / Interests:													
Any allergies/medical conditions that we should be aware of:													
Last EHBA course I took was Level 1, 2, 3, 4, 5,,6, Advanced ____ When? _____													
ADULT COURSE REQUESTED (PLACE AN 'X' IN THE BOXES)													
DAY OF WEEK		<input type="checkbox"/> Tuesday (7:00-9:30pm)				<input type="checkbox"/> Saturday (10:00-12:30pm)							
PROGRAM		<input type="checkbox"/> Adult/Teen				<input type="checkbox"/> Senior (65&up)				Total Materials		\$	
LEVEL		1	2	3	4	5	6	AR	C1	C2	Tuition	\$	
If registering in 2 different classes (must pay 2 tuition fees in order to take 2 classes)			TUE LEVEL				SAT LEVEL						
CHILDREN / YOUTH PROGRAM SATURDAYS ONLY													
PARENT OR GUARDIAN'S NAME										TOTAL		\$	
CHILD OR YOUTH'S CURRENT AGE				EMERGENCY PHONE NUMBER								Cash or Cheque # _____	
Is the child or youth currently taking any Spanish programs? (circle) Yes No If yes, for how long? _____ Where? _____													
Does the child or youth speak Spanish at home on a regular basis?													
I first learnt about these Spanish courses through: (CIRCLE ALL BOXES that apply)										NOTES:			
Word of mouth, from:		Advertisement: Printed / Online				The Web / Phone Books							
EHBA student: former /current	Friend/relative Colleague, Other:	Edmonton JOURNAL: EducSupplement Country Asides	METRO	VUE	GOOGLE	TELUS (yellow) pages							
	_____		GATEWAY (UofA)	EHBA: Poster or Brochure	EHBA Website	CAN (yellow) pages							
IMPORTANT! All information presented on this application form will be added to our secure internal database. We do not sell, give, or share information with 3 rd parties. All information is <u>only</u> for EHBA use. By signing this form, I have read, understood and agree to the terms and conditions contained in the EHBA “ School Policies ” stipulated on the back page.													
IMPORTANT ! PLEASE SIGN HERE:						DATE:			PAID STAMP & DATE				

EHBA School Policies

Asociación Bilingüe Hispánica de Edmonton
Edmonton Hispanic Bilingual Association

All students of the EHBA agree to abide by the following policies and must **sign** to this effect on their registration application form.
The following policies protect and ensure fairness is maintained for all students at the EHBA.

Registration:

- **ALL FEES MUST BE PAID IN FULL BEFORE A STUDENT MAY ATTEND A CLASS**
- **Students registering on the first day of class or after may not enter a class until they have fully registered and paid all fees due**
- In-person **registration** for each term will take place **prior** to the first class, at session(s) held at the school; after which **late registration** starts
- All fees are payable at registration by **cash** or **cheque** only
- Every application form must be **SIGNED, (Agreeing to the school Policies)**
- **Students registering on a class day, after classes have started, must wait until the break before entering the class to minimize class disruptions**

Fees:

- All fees are due by the **first day of class**
- Paying by class attended is not permitted
- All cheques should be made payable to the "**Edmonton Hispanic Bilingual Association**" or "**EHBA**"
- If a cheque is issued to the EHBA by a student and it is returned by the bank (**NSF**), the student must **immediately** pay the EHBA the amount of the cheque **plus a \$50 service charge** and they are not permitted to attend any further classes until payment has been received
- **Tuition Receipts** given are for **tuition** amounts only and do **not** include other amounts such as textbooks or CDs
- The EHBA will not make the **Tuition Receipts** out for any amount other than the **actual tuition amount** charged/paid; nor combine multiple Tuition Receipts onto a single Tuition Receipt
- The name on each individual **Tuition Receipt** will be the **student's name**, no exceptions
- Young students wishing to take an adult level class must pay the **adult class fee**, not the child/youth class fee
- The **senior** rate only applies to students that are **65 and over**, (must show ID)

Cancellation:

- Classes may be cancelled by the EHBA, and students will be fully refunded if the students do not wish to switch to another class
- **Notice, in writing, must be given to the EHBA Administrator of Student Services, if a student wishes to cancel their registration**
- **FULL REFUNDS** will **only be given**, if notice of cancellation, is received by the EHBA Administrator of Student Services by the end of the second class. **FULL REFUNDS** will not be considered **after the second class**.
- Notice of cancellation **after the second class** will be subject to a 50% service charge, **NO REFUNDS** will be given **after the fourth class**.
- **Tuition Receipts** issued to students wishing to cancel their registration **must be returned** to the EHBA **before** any refund will be considered, no exceptions
- If a **Tuition Receipt** is lost a student cannot obtain a refund **under any circumstances**

Class Attendance:

- Attendance at classes for which a student is registered is not mandatory but **no refunds** will be given for classes missed by a student unless the student cancels their registration, (see **Cancellation**)
- A student's absence from a class does not constitute withdrawal nor entitle a student to a refund
- Students may **make-up** a missed class by attending the same-level class on the alternate day of the week, (if available)
- During the Fall and Winter terms a student may only attend one class per week, (i.e., cannot attend both classes per week unless registered and paid tuition for 2 classes in one semester)
- No-one may **sit-in** on a class without the permission of an EHBA Co-ordinator or Administrator of Student Services
- Students may **transfer** to another level or day **only with the permission of an EHBA Administrator of Student Services**, provided there is sufficient space to accommodate more students, (at the **Administrator's** discretion)
- Students may **not transfer** between classes of the same level on the same day once they are placed into a class

General:

- There is **no smoking** allowed anywhere inside the school
- The EHBA does not lend textbooks to students, they must be purchased
- Books must be returned 14 days after purchase and be in good re-sellable condition in order to receive a full refund or exchange
- The EHBA does not give out or sell student e-mail IDs to anyone and always uses BCC for broadcast e-mails
- The EHBA limits e-mails to students to only EHBA-related subjects
- The registrant agrees **not** to hold the EHBA, or the Edmonton Public School Board, **liable** for damages to property (including automobiles), or personal injury resulting from or out of **accidental** occurrences upon or at the premises, the halls, rooms, sidewalks, parking lots and yards adjacent to the school at times and hours during which the EHBA operates under rental contract with the School Board