
MAIL IN INSTRUCTIONS

Guarantee your space and **register** for classes or you will experience delays and may be disappointed.

Deadline for application forms: One week before first day of class. [See dates on our home page.](#)

In order to successfully register by mail, please read carefully and follow instructions.

- All application forms must be **filled, dated and signed.**
- Cheques must be enclosed with the proper amount. Cheques cannot be postdated.
- Cheques are payable to “EHBA” or “Edmonton Hispanic Bilingual Association”
- **Application forms and cheques must be received by registration deadline.**
- Only send the application form, the third page titled “EHBA School Policies” are for your records.
- We do not accept faxed application forms
- We do not accept late application forms
- If we receive a cheque with an improper amount or improperly filled, registration will not be considered complete

IMPORTANT! One form per person. Complete all sections. Read “School Policies” on the second page before signing at the bottom. Only send this page, the first and third page is for your records.

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

Tuition Fees:

- **Adults - \$180.00**
- **Child/Youth - \$140.00**
- **Senior (65 & up) - \$115.00**

All prices include GST (Reg. 860336783)



Send application forms and cheques to:

EHBA – Registration
#303, 10305 – 100 Ave.
Edmonton, AB T5J 3C8

EHBA APPLICATION

REGISTRATION – RETURNING STUDENT

Asociación Bilingüe Hispánica de Edmonton
Edmonton Hispanic Bilingual Association

For students who attended EHBA classes recently

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)										FOR OFFICE USE ONLY	
[] Fall (Sept - Dec) [] Winter (Jan - April) [] Spring (April - June)										TUITION FEES	
										Adult	\$180.00
										Senior (65& up)	\$115.00
										Child/Youth	\$140.00
CONTACT INFORMATION										COURSE MATERIALS	
Last Name										NEW FULL KIT	\$135.00
First Name										NEW GetAlong	\$75.00
Phone Number										Spanish Text	\$15.00
E-mail										CD & Text Kit	\$30.00
My occupation/interests are:										2-CDs	\$15.00
I can best use my Spanish to:										Cuaderno 2	\$33.00
Any allergies/medical conditions that we should be aware of:										Repaso	\$26.00
ADULT COURSE REQUESTED (PLACE AN 'X' IN THE BOXES)										Total Materials	\$
DAY OF WEEK	[] Tuesday (7:00-9:30pm) [] Saturday (10:00-12:30pm)									Tuition	\$
PROGRAM	Adult/Teen				Senior (65&up)						
LEVEL	F1	F2	F3	F4	F5	AA	AB	AC			
If registering in 2 different classes (must pay 2 tuition fees in order to take 2 classes)				TUE LEVEL			SAT LEVEL				\$
CHILDREN / YOUTH PROGRAM SATURDAY 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?										RECEIPT #	
Does the child or youth speak Spanish at home on a regular basis?										NOTES:	
I first learnt about these Spanish courses through: (circle)											
Edmonton Journal	Edmonton Sun	Radio/TV	Vue Weekly	Gateway,UofA							
Edmonton Examiner	See Magazine	Phonebook	EHBA Website	Tribuna Latina							
Word of Mouth:				Other:							
IMPORTANT! All information presented on this application form will be added to our secure internal database. We <u>do not</u> 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.										PAID STAMP & DATE	
IMPORTANT !											
PLEASE SIGN HERE:					DATE:						

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 as an auditor.
- 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