



St Benedict's Catholic College – Learning Spanish – Booking Form

Terms & Conditions – Learning Spanish

Before completing the booking form, please read and sign the following terms and conditions:

1. Tuition is provided in an after school class. There are 30 lessons each academic year. Lessons will be for 1 hour from 3.35 pm to 4.35 pm on Thursdays.
2. Once lessons have been paid for, it is expected that students will attend all sessions. Fees will not be refunded or extra classes run in the event of a student's absence for any reason. If a lesson is cancelled by the teacher then this will be made up at a later date. If alternative arrangements cannot be made, a refund will be offered.
3. Fees are required on the following dates and **must be paid one term in advance.**

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| Autumn Term: | payment must be made no later than 21st September 2016 |
| Spring Term: | payment must be made no later than 14th December 2016 |
| Summer Term: | payment must be made no later than 15th March 2017 |
4. Lessons may be discontinued only at the end of a term and **after 5 weeks' notice in writing** to the Finance Department or by emailing langs@stbenedicts.essex.sch.uk. If notice is not given, parents are liable for a term's fees.
5. St Benedict's Catholic College reserves the right to alter the above 'Terms and Conditions' if necessary, and will give a terms notice in writing.

I have read and agreed to the terms stated above.

Parent/Carer: (Please sign & print)

Contact Email Address:

Student's Name: **Date:**

Please sign and return ONE COPY of this form to St Benedict's Catholic College, Finance Department