



1 **Student Name** (Family Name) _____ (First Name) _____ (Middle Name) _____

Address _____ Apt. _____

City _____ State _____ Zip _____

Telephone: (Home) _____ (Work) _____

Date of Birth / / Social Security # _____ Driver's License _____

Passport ID # _____ Exp. Date _____ Issuing Country _____

Visa Type _____ Exp. Date _____

2 **Type of registration:** Tutorial Format Small Group Format Classroom Format Seminar Format

3 **Name of Course:** _____

Address where classes will be held:

4 Street _____ City _____ Zip Code _____

Telephone Number _____

5 Please circle all the days and times you are available to schedule your tutorial sessions: (Please circle all that apply)

Days: **Mon** **Tue** **Wed** **Thu** **Fri** **Sat** **Sun**

Times: **Morning** (9:00–12:00) **Afternoon** (12:15–6:00) **Evening** (6:15–9:00)

6 **Payment Information** Start Date _____ End Date _____

Registration Fee + \$ _____

1 Session/Week 2 Sessions/Week 3 Sessions/Week

_____ Semesters (1 Semester = 11 Weeks)

Pre-paid Tuition + \$ _____

Pre-paid Tuition _____

Monthly Payment Plan + \$ _____

I, the Undersigned, agree to pay the sum of _____ for a period of _____ months as outlined in the monthly Payment plan contract to Hello World Language Center.

Tuition Per Month _____ X Number of Months _____ = \$ _____ (Total Tuition)

Additional Materials: _____ + \$ _____

I am a member of Hello World's On-Site Corporate Training Program. ID# _____ Company Name _____ Discount - \$ _____

Total Amount Due = \$ _____

7 **Payment Method:** Check Check # _____ Cash Charge

To Make Full Payment by Credit Card or **Partial Payment by Check, Credit Card, Money Order, or Cash Please Complete the Following:

Credit Card Type: Visa MasterCard American Express Card # _____ Expiration Date _____

Name as it appears on Card _____ Cardholder's Signature _____

Payment Amount \$ _____

8 **Below Must be Signed By All Partial Payment Students:

I hereby authorize Hello World to debit my MasterCard/Visa/American Express Card if payment is not made on time with another method for all outstanding balances owed

Automatic Debit Approval Signature _____ Date _____

I, the Undersigned, agree to the policies and provisions outlined in the back of this contract and Hello World Language Center Policy, as they apply to the Hello World Language Program(s) which I am applying for. In addition, I have read and agree to the terms of this Registration Agreement and all of its provisions as outlined on this Registration and Enrollment Agreement, and I agree to comply fully with all of Hello World Language Center's policies. In addition, I verify that I have read and received a copy of this Agreement and the School Catalogue, and have received a copy of the student disclosure materials.

Signed by _____ For _____ Relationship _____
(Please Print Name) (Student Name if under 18) (Must be parent or legal guardian)

Student's Signature _____ Date _____

Agent Name _____ Date _____ Certificate # _____



Course

Each semester is approximately 11 weeks long, and is calculated by total hours. i.e. 18, 36, or 54, etc.
 Each course will be scheduled within the following time slots:

Morning	Afternoon	Evening
9:00 – 12:00P.M.	12:00 – 5:00P.M.	5:00 – 9:00P.M.

Log Sheets

Each student must sign a LOG SHEET for each class. The log sheet is signed by the teacher and the students. If the student missed class, and does not have authorization from a Hello World Director to make up the class, the teacher may sign for the student.

Refund Policy

Due to the cost of customizing our individualized Study Programs, there is no refund or cancellation of any of our programs. However, if a student has an emergency which makes it impossible for him or her to complete their program, and he or she wants to appeal this policy the student must submit an application in person to Hello World Language Center. If the cancellation is approved by a Hello World Language Center Director, tuition will be funded at the following rates:

For Prepayments:

- Registration, Shipping and Material Fees are not refundable.
- 75% Before the first class
- 50% If there are 20% or fewer of the sessions completed, or if the teacher has been assigned.
- 25% If there are 40% or fewer of the sessions completed.
- There is no refund after 40% of the sessions elapsed.

Student's Initials _____

For Monthly Payments:

- Registration, Shipping and Material Fees are not refundable.
- Students will be billed at the highest monthly rate for the courses offered, and students must pay the difference between that and whatever discounted amount plus one month of tuition for all months in which they took classes (i.e. students who took 5 1/2 months will pay for 7 months, students who took 2 1/2 now, will pay for 4 months, etc).

For Overseas Applications:

- Registration, Shipping and Material Fees are not refundable.
- The refund will be the amount paid by the applicant minus (-) the Registration Shipping and Material fees, within 30 days after the date that the student contact school with proof of the Visa Denial. All refunds will be made in US Dollars by money order or check. Any fees for money orders transfer fees, etc. will be paid by the student.

Registration Fee

Tutorials:

If a student has an emergency which makes it impossible for them to complete their program and they wish to cancel the program student must submit an application in person to Hello World Language Center. If the cancellation is approved by a Hello World Directory tuition will be refunded at the following rate:

Pre-Paid Tuition

- 75% Before the first class.
- 50% If there are 20% or less of the sessions completed, or if teacher has been assigned.
- 25% If there are 40% or less of the sessions completed.
- There is no refund after 40% of the sessions have elapsed.

Student's Initials _____

Tuition Payment Plan

Tuition Payment Plan prices are based upon a 3 month or 6 month contract (1 or 2 semesters).
 Cancellation of the contract prior to meeting the minimum 3 month contracted obligation will result in the elapsed sessions being re-calculated at a per-hour rate of \$50.00 hours.
 The student accepts responsibility for payments of any re-calculated tuition that exceeds payments prior to the cancellation of the tutorial.

In the event that Hello World chooses not to meet this obligation of any reason to teach a student, the student will be refunded on a pro-rated basis of the unused tutorial session. (For example: If the student was taught for ten sessions remain, the student will receive a refund of 50%).

Traditional Classroom:

- Traditional Classroom Tuition** 75% Before the start of the first class.
 Non-refundable after the first class.

Student's Initials _____

Cancellations

Students in Tutorial Programs who wish to cancel a session must give at least 24 hours notice to Hello World, and must make arrangements for a make-up session within a one week period of the date session was supposed to occur. If the 24 hours notice is not received, and make-up session is not scheduled within one week of original session, that session will be recorded as having occurred, and will not be able to be made up. Classroom classes cannot be cancelled or made-up. Hello World will attempt to give at least 24 hours notice if a Hello World teacher cannot attend a session. Sessions that Hello World must cancel will be automatically made up at the end of the tutorial period unless other arrangements have been made. Hello World also reserves the right to have a "substitute" instructor teach any class an assigned instructor cannot attend.

Automatic Renewal

Students may automatically renew a Program in writing or verbally. If a student requests an additional semester, it will automatically continue as per this Agreement, and student will be required to comply with the same duration, terms and conditions as in the original semester and of this arrangement.