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ITALIAN LANGUAGE SERVICES AT THE ITALIAN CULTURAL INSTITUTE LONDON  
COURSES@ICILONDON.UK TELEPHONE: 02078231887 SEPTEMBER 2017-JULY 2018



# CONDITIONS *and* ENROLMENT FORM

Please read the following terms and conditions carefully.

Fees must be paid in full at least one week before the term starting date. A receipt will be issued upon request. **Before enrolling, you are advised to examine your personal commitments and circumstances (such as family, employment and health), as we regret that no fees are refundable under any circumstances unless the course is cancelled. No partial refund can be given for classes not attended and no postponement can be allowed. Absences cannot be rescheduled.**

A written cancellation must be received at least two weeks before the beginning of the term. Fees will be refunded only if a course is cancelled due to an insufficient number of students. We aim for a minimum class size of six, and a maximum of 14. Once you have sent us your enrolment form and payment, you simply turn up on the first day of your course. No written confirmation will be sent to you. In the unlikely event of cancellation, we will notify you. Concessions apply to full-time students currently at school and senior citizens (over 65), on presentation of valid documentation. See specific course listing for fees.

**A discount of £10 is given for a fully paid booking made before 4 September 2017 (Term 1), before 18 December 2017 (Term 2) and before 16 April 2018 (Term 3).**

We cannot guarantee that the same teacher will teach the continuing course.

*mr / mrs / ms / miss* surname .....

*first name* .....

*address* ..... *postcode* .....

*telephone* ..... *email* .....

*nationality* ..... *occupation* .....

*age below 18* { } *19-25* { } *26-35* { } *36-45* { } *46-55* { } *56 and over* { }

How did you hear of our courses? .....

Unless you are a complete beginner, or studied at the Institute last term, you must have an assessment before registering for a course. If you attended the Institute last term, what was the class level, teacher, day and time of your course? .....

I wish to enrol for the following  
*courses* .....

*day(s) and timings* .....

Please, read the conditions carefully and sign below:

I understand the conditions of booking and agree to abide by them, I pay £ .....  
by cheque payable to "Italian Language Services Ltd" [ ] by cash [ ] by card [ ] by bank transfer [ ]

*signature* ..... *date* .....

Please, send me notifications of cultural events at the Institute by post { } by email { }