

Foreign Language Studies

ENROLLMENT FORM



DATE (mm/dd/yy)

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PERSONAL INFORMATION

LAST NAME

.....

FIRST NAME

.....

EMAIL

.....

ADDRESS

.....

CITY

.....

STATE

ZIP CODE

DAYTIME PHONE

.....

EVENING/CELL PHONE

.....

OCCUPATION

.....

PLACE OF EMPLOYMENT

.....

WHERE DID YOU HEAR ABOUT RENNERT NY?

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COURSE SELECTION

Please check language of interest:

Spanish

Mandarin

French

German

Arabic*

Japanese*

Italian*

Portuguese*

Other*

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* Only available for Private and Semi-private classes

Please check class type:

Small Group Classes | (Monday–Thursday or Saturday classes)

One Level	16 weeks = 32 hours	\$640
Two Levels	32 weeks = 64 hours	\$1,220
Half-Level	8 weeks = 16 hours	\$355

Private Classes

4 hours	(\$80/hour)	\$320
8 hours		\$580
16 hours		\$1,110
24 hours	(\$68/hour)	\$1,635

Semi-private classes | 2 or 3 students.

2-student class	4 hours	\$240/student
2-student class	8 hours	\$432/student
2-student class	16 hours	\$832/student
2-student class	24 hours	\$1,200/student
3-student class	4 hours	\$160/student
3-student class	8 hours	\$288/student
3-student class	16 hours	\$555/student
3-student class	24 hours	\$800/student

Conversation Club | Multi-level session with teacher guidance

8-week membership	16 hours	\$160
16-week membership	32 hours	\$320
One-day Workshop	3 hours	\$60

Other

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COURSE SCHEDULE

Please let us know what **days** of the week you are available. Check all that apply.

Group **Weekday** classes run from 6:30 p.m.–8:30 p.m.

Group **Saturday** classes run from 11:00 a.m.–1:00 p.m.

Monday

Tuesday

Wednesday

Thursday

Saturday

COURSE STARTING DATE

(mm/dd/yy)

This might not be your first time learning a language. In your opinion, what level do you think you should start?

Beginner 1

Beginner 2

Advanced Beginner 1

Advanced Beginner 2

Lower Intermediate 1

Lower Intermediate 2

Mid-Intermediate 1

Mid-Intermediate 2

Upper Intermediate

Advanced

We will determine your level based on the results of your official Language Level Assessment later in the process.

Are you an employee or member of an organization in our Preferred Partner Program?

Name of Organization

Group-class students can join **one-off** Conversation Club sessions for only **\$20**.

Yes, I want to join Conversation Club

How many sessions?

FEES

- An additional **\$25 registration fee is applicable to first-time students**; for returning students, the application fee is waived.
- **Books and other materials** may be required and are not included in the tuition rate, but are available for purchase at Rennert.
- **Discounts**
Students aged 60 and over, veterans, and full-time students and over are eligible to receive a 10% discount on tuition. All must provide proof of status.

PAYMENT INFORMATION

NOTE: Payments must be received **at least one week before the start of the next session** in order to confirm classes.

Use payment information on file

Cash Check (personal or corporate) payable to Rennert New York

Credit Card Visa Amex MasterCard Discovery

Card Number

Name of Card Holder

\$

Exp. Date

CVV code

Amount to charge

I authorize Rennert New York to charge my credit card in the amount above.

Signature of Card Holder

Date

Continue →

Foreign Language Studies

Program Policies



Cancellation Policy

(signature required to complete registration)

1. DECISION NOT TO ATTEND PRIOR TO START OF COURSE

Group Classes:

Full tuition is refundable minus the Registration Fee for all program cancellations received prior to the first day of class.

Private Lessons:

Cancellation of private lesson course prior to the course start date must be made at least 24 hours prior to the first class to be eligible for a full refund, minus the Registration Fee. Cancellations made less than 24 hours prior to class start will be refunded less the cost of the first class and the Registration Fee.

2. DECISION TO WITHDRAW AFTER COURSE START:

Group Lessons (8-week bookings)

- When the cancellation occurs within the first 2 weeks, Rennert will retain the first 4 weeks' tuition and refund the remainder (four week's tuition) minus all nonrefundable fees.
- When the cancellation occurs after the program midpoint (in the fourth to eighth week), no refund will be issued.

Group Lessons (16+-week bookings)

- When the cancellation occurs within the first 4 weeks of the paid period, Rennert will retain the first 4 weeks' tuition at the non-discounted rate and refund the remainder minus all nonrefundable fees.
- When the cancellation occurs after the first 4 weeks but before or at the program midpoint (i.e. the 8th week for 16 week bookings), Rennert will retain a pro-rated amount of the tuition at the non-discounted rate. A refund will be issued minus any nonrefundable fees.
- When the cancellation occurs after the program midpoint, no refund will be issued.

Private and Semi-Private Lessons

Private lessons are all given on a customized schedule, so refunds are made on any unused lessons at the non-discounted rate. However, any private lesson cancelled less

than 24 hours before the scheduled lesson will not be re-scheduled and will not be subject to a refund. Any student wishing to cancel a regularly scheduled private lesson must do so at least 24 hours in advance of the lesson in order to be able to re-schedule that lesson. For lessons cancelled less than one business day 24 hours prior to the scheduled lesson time, or is a no show for a scheduled lesson, the student will be charged for the lesson with no make-up class.

All cancellations and re-schedules MUST be made through the Foreign Language Department; not through the teacher.

Media & Communication Policy

- Students agree to provide Rennert with a personal email address. Rennert will send to this address information about their program(s) of study, school news and updates, as well as additional promotional materials. Students will have the option to unsubscribe from all non-program communications at any time.
- Rennert reserves the right to use written feedback from students gathered via surveys in its marketing and outreach efforts.
- Students give Rennert permission for use of photos from classes and school activities in publicly distributed promotional material, printed or electronic. Students also give Rennert permission for the use of quotes from internal feedback forms/surveys for those same materials. Rennert must request permission for additional materials such as taped interviews individually.
- Students who do not wish to have their photos or quotes appear in Rennert promotional materials must inform the school directly that they wish to rescind that permission.

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Signature of Student

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Date

Email this form to languages@rennert.com
Or fax to (212) 867-7666