



Foreign Language Studies

Registration Form

1. Personal Information

Name: _____ Date: _____
Last Name First Name

Address: _____
Street

_____ City State Zip Code

Daytime Phone: _____ Email: _____

Cell/Evening Phone: _____ Fax: _____

Occupation: _____ Place of Employment: _____

Where did you hear about Rennert New York? _____

2. Type of Course

<input type="checkbox"/> Small Group 10-week sessions All sessions total 20 hours of instruction Tuition = \$400 per course*	<input type="checkbox"/> Private Minimum block of 10 hours Tuition = \$70 per hour*
<input type="checkbox"/> Semi-Private Minimum block of 10 hours Tuition = \$52.50 per student per hour*	<input type="checkbox"/> Organized Group Program designed to satisfy goals of group. Minimum of 3 students, block of 20 hours Tuition = \$400 per student*

*One-time registration fee of \$25 applicable to first time students. Books and other materials may be required for the course and are not included in the tuition rate, but are available for purchase at Rennert New York during office hours. Senior citizens (60 and over) receive a tuition discount of 10%.

3. Enrollment Information

Language: _____ Period of study: _____
Start and End Dates

Course meeting on: _____ from: _____ at: _____
Day(s) Meeting Time Location

_____ TUITION (see rates above)
 _____ REGISTRATION FEE (\$25 if applicable)
 _____ BOOK FEE (if applicable)
 _____ TOTAL

Mail or Fax signed and completed form to:

Rennert New York
216 East 45th Street
New York, NY 10017
www.rennert.com/languages
languages@rennert.com
Tel. (212) 867-8700
Fax: (212) 867-7666

4. Personal Information

I am including my advance payment as follows:

- Cash**
- Credit Card Payment** **AMEX** **VISA** **MASTERCARD**
- Check (personal or corporate) payable to Rennert New York**
- Cashier's Check or Money Order payable to Rennert New York**

Card Number: _____ Expiration Date: ____/____

I authorize Rennert New York to charge my credit card in the amount of \$_____.

5. Your Agreement (signature required to complete registration)

I have read and understand Rennert New York's registration form and certify that the information provided by me is accurate and complete.

6. Cancellation Policy (signature required to complete registration)

Small Group and Specialty Courses: All tuition is refundable less the \$25 registration fee for all program cancellations received in writing at least 7 days prior to the first class session. No refunds will be given after the first class. Missed classes cannot be refunded or replaced.

Private and Semi-Private Courses: Any student wishing to cancel a regularly scheduled lesson must do so at least one business day (24 hours) in advance of the session. All cancellations or reschedules MUST be made through the Foreign Language Studies Department, not through your teacher. For class sessions cancelled less than one business day prior to the designated meeting time, or for which a student fails to attend without making prior arrangements, the student will be charged for the session.

I certify that I have read and understand Rennert New York's cancellation policy and agree to abide by its conditions.

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Day(s) Meeting Time Location

Total Cost: \$ _____

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Date Signature of Student