

# REGISTRATION FORM

Advanced registration with full payment is required to reserve your place.

Class Level: \_\_\_\_\_(BEG / INT / ADV) Days & Start Time: \_\_\_\_\_(e.g., M/W 6pm)

Start Date: \_\_\_\_\_ Class Number: \_\_\_\_\_

Payment in the amount of \$ \_\_\_\_\_

**(Beginners: Please include \$20 in addition to the class fee for the Beginner's Workbook)**

**Payment Type:** Cash  Check  Credit Card

If paying by check, please write the class number and starting date/time of your class on your check.

Cash and Credit card payments must be made in person or by phone.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cellular \_\_\_\_\_ Work \_\_\_\_\_

Company: \_\_\_\_\_ Profession: \_\_\_\_\_

How did you find out about El Taller?

Google Search Engine  Craig's List  Other Web Search Engine

Online Yellow Pages  Printed Yellow Pages  Taller Sign/Flyer on Door

Taller Flyer  Advertisement  Friends/Word of Mouth

Attended Event at El Taller

Other \_\_\_\_\_

Interests:

What are your interests?

Children Classes  Art Workshops  Dance Workshops

Music Workshops  Concerts  Latin American Culture

Art Exhibits  Trips to Latin America

Other \_\_\_\_\_

To register and pay by check, please print and fill out this form, and send with your check for your complete tuition made out to El Taller Latino Americano to:

Spanish Classes  
The Latin American Workshop  
P.O. Box 1261, Cathedral Station -- New York, NY 10025-1261

## PAYMENT AND REFUND POLICY

**TO REGISTER FOR A CLASS:** Full tuition must be submitted with a completed registration form. Payment may be made in cash, money order or check (made payable to El Taller Latino Americano). Payment by Credit Card (MasterCard and Visa only) may be done in person or over the phone.

**REFUNDS:** If you decide after your first class that you do not wish to continue, your tuition will be refunded minus a \$25 administrative fee.

**MAKING UP CLASSES:** You may make up a maximum of 2 of your regularly scheduled classes by attending classes at your level held at other times. You must schedule make-up classes with El Taller's office in advance, and you must make-up classes during the same semester period. For the sake of your own progress, we encourage you to plan to attend all classes with your own group.

**RETURNED CHECKS:** You will be charged \$20 for any returned checks.

ET Use Only: Please check the following  
for Credit Card registration  
Type of Payment: SWIPE  MOTO