



ADULT GROUP CLASS REGISTRATION FORM

Name _____ Occupation _____

Email _____ Phone (____) _____

Street _____ City _____ State _____ Zip _____

Course _____ Term _____

How did you hear about Tierra? _____

Why do you want to study Spanish? _____

Referred by: _____

Referral Program: Refer a friend to Tierra and receive **\$50 off** your *next group class* registration if your friend enrolls in any of our Spanish courses! Your friend doesn't have to take the same class as you. Discount can only be applied once to a payment and cannot be combined with other offers, however there is no limit to the number of referral discounts you can get.

I have read and agree to the policies of Tierra Educational Center (on back of this page):

Signature _____

Date _____

Thank you for choosing Tierra Educational Center, LLC!

5745 NE Glisan St. Portland OR 97213 | www.tierracenter.com | (503) 213 - 3677



GROUP CLASS POLICIES

Updated Jan 2020

1. Tierra Educational Center (TEC) offers high quality, well designed and progressive courses at different Spanish levels each with a standard duration of 10 classes. Group class size is between 4 and 9 students.
2. By enrolling at TEC, students agree to abide by our **Code of Conduct** and **Photo Policy** posted visibly in common areas of our building. You can request copies of both at the front desk.
3. Regular (once/week) Spanish courses meet for **1 hour and 50 minutes**, with a 5 minute break in the middle. Intensive (twice/week) Spanish courses are **90 minutes** in length, with no break.
4. Depending on availability, some Regular (once a week) courses may be joined at the mid-point for the second half (5 classes) at the beginning of the mid-term session.
5. A course registration payment is for personal use, is **non-refundable and non-transferable** between students and only valid for the specific term noted on your registration form and/or payment.
6. The registration fee for a group class cannot be pro-rated by class. The actual cost of an individual class is much higher than the pro-rated class value based on the course fee.
7. Space in group classes is limited. **Advance registration and payment in full is required to secure a place in a class.**

Age Restrictions: Enrollment in our small-group Spanish classes is **open only to adults age 18 and over**. For students under the age of 18, please inquire about our private tutoring services.

Missed Class Policy: Due to space limitations and our commitment to preserving a comfortable group dynamic, we are not able to arrange for anyone to make up a class by attending a different group class where the student is not enrolled. As a courtesy, if you contact us after missing a class, we will send you an email with a description of the material covered in the class and any homework given. Please also inquire about our discounted **private one-hour make-up lessons** for current students.

Severe Weather Policy: TEC may cancel classes on days when Portland Public Schools and local colleges decide to close due to inclement weather. In this event, **we will post a closure notice on our website** and will make every effort to contact all affected students by email and phone. *There will be no refunds or pro-rated discounts or credits for cancellations due to weather.* We will do our best to schedule a make-up class; however, because of schedule constraints, this cannot be guaranteed – we appreciate your understanding.

Cancellation/Withdrawal Policy: If you must cancel your registration, contact us as soon as possible at admin@tierracenter.com. Due to the organizational and administrative costs of planning small-group courses, we can only offer a refund of tuition minus a **\$100 administrative fee** up to **72 hours** before the start time of the course. **Course fees will be non-refundable if you cancel your registration less than 72 hours' before the first class session or at any point thereafter.**

In the unlikely event that TEC must cancel a course due to low enrollment, or other unforeseen circumstances we will notify students as soon as possible. Students may either receive a full refund of any fees paid, transfer their registration to another course during that same term (based on availability), or use the fees paid as credit towards a course the following term. **TEC is not responsible for losses incurred to students due to travel, class materials or other arrangements.**

Please **contact us** at admin@tierracenter.com or call 503-213-3677 with any questions, concerns, or feedback about your Spanish class at Tierra. Visit our website, tierracenter.com, to find detailed and updated information about our course schedules and programs, prices, policies, and special events.

Thank you for choosing Tierra Educational Center to pursue your Spanish learning goals!