



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 course* purchase if your friend enrolls in any of our Spanish courses! Your friend doesn't have to take the same class as you. Discount cannot be combined with other offers.

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 2017

1. Tierra Educational Center offers high quality, well designed and progressive courses at different Spanish levels, each with a standard duration of 10 classes and a maximum of 8 students per class.
2. Regular (once/week) Spanish group 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.
3. 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.
4. The credit for classes 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.
5. Advance registration and payment is required to secure a place in a class.

Make-up class Policy: If desired, a private **one-hour make-up lesson** can be purchased at a discounted rate of **\$35** for current students, up to a limit of 2 hours per term.

Referral Program: Refer a friend to Tierra and receive **\$50 off** your next course purchase if your friend enrolls in any of our Spanish courses!. Your friend doesn't have to take the same class as you. Discount cannot be combined with other offers. Both you and your friend must purchase an entire 10 class course in order to receive the discount.

Refund Policy: If you must cancel, contact us as soon as possible. For group classes, a **\$100 administrative fee** will be charged, and the remainder can only be refunded up to **72 hours before the first 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.

Severe Weather Policy: Tierra will cancel classes when PPS 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 students affected. 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.

Please contact **us** at admin@tierracenter.com 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!