



Asociación Bilingüe Hispánica de Edmonton



New Student Registration Form

- One Form Per Student; Please Complete All Sections.
- Prices do NOT include GST; registration 860336783.

Winter Term

Spring Term

Fall Term

Contact Information (* = required information)

Last Name*:		First Name*:	
Address*:		City/postal code*:	
Email*:		Phone*:	

Course Enrollment

Level: 1 2 3 4 5 6 AC

Day of Instruction: Tuesday Evening (7:00 – 9:30 pm) Saturday Morning (10:00 – 12:30) If Saturday Class is NOT OFFERED I can attend Tuesday Yes No

Note: Saturday classes are subject to having enough student enrollment. In the event that we are unable to offer the particular level you registered for, we will notify you the first day of class. At which time you can either change to a different level or day or request a full refund.

How did you hear about us? (please mark all that apply)

ETS ad Road sign Friend/Colleague Google Coffee News Belgravia newsletter

Other(s): _____

Important Note: All information disclosed in this registration form will be safely secured in our database. We do not sell or share our information about students with anyone. Emails will ONLY be sent out by EHBA to keep students updated about what is going on in the school. Students will ONLY be called to notify them of class cancellations. EHBA Does Not Send Spam.

I have read and agree to the terms and conditions established in the "EHBA policies" document, attached to this registration form, on this _____ day of _____ of 20_____.

Signature: _____

OFFICIAL USE ONLY

Adult - \$270.00 + GST (\$283.50): <input type="radio"/>	Course Material Alua 1 (\$65.00): <input type="radio"/>
Senior - \$220.00 + GST (\$231): <input type="radio"/>	Course Material Alua 2 (\$65.00): <input type="radio"/>
Student - \$240.00 + GST (\$252): <input type="radio"/>	Other: _____ \$ _____
Method of Payment Cash <input type="radio"/> Cheque <input type="radio"/> # _____	Total: \$ _____

Additional Notes:	Paid Stamp & Date	Receipt #

EHBA Policies

All students at EHBA (the Edmonton Bilingual Hispanic Association) must agree with to the policies of the organization.

Registration:

1. All fees must be paid in full before the first day of class.
2. Students may register before the start of each term in one of three ways:
 - Online (www.ehba.org)
 - Fill in registration form in person. Students can pay in person by cash or cheque.
 - Download, print and complete the registration form obtained from the EHBA website and mail it to:

**Edmonton Hispanic Bilingual Association
P.O. Box 52118 Garneau, Edmonton, AB T6G 2T5**

A signed cheque with the corresponding fee must also be included. Registrations by mail **MUST** be received before the 1st day of class.

3. Registration dates and times are posted on EHBA's website.
4. Students may register **NO** later than two weeks after the 1st class.

Fees:

5. All cheques must be made payable to the "Edmonton Hispanic Bilingual Association" or "EHBA".
6. If an NSF cheque is issued to EHBA, the student must immediately pay EHBA the amount of the cheque plus a \$30 administrative fee.
7. Paying by class is not allowed.
8. No refunds or fee reductions will be allowed due to missed classes by the student.
9. The senior rate **ONLY** applies to students 65 and over upon display of valid photo ID.

Cancellation:

10. EHBA reserves the right to cancel a course if the number of students is insufficient. In such a case, all registered students will be refunded their registration fees by cheque.

Withdrawals and Refunds:

11. Withdrawals are only allowed until the end of the first week of class.
12. Students who need to withdraw after registration, may either have their full tuition fee applied to the next term, or get a refund (minus a \$50 administrative fee).
13. Books may not be returned.

Class Attendance:

14. Students are allowed to make-up a missed class by attending the same-level class on the alternate day of the week (if available).
15. Students may only attend one class per week (either Tuesday or Saturday), unless they have registered and paid tuition for two classes in one term.
16. Students may transfer to another level, day, or class **ONLY** after sufficient space to accommodate the student has been verified and written permission has been given by EHBA administrative staff and instructors. No transfers will be allowed after the second week of class.

Revised: November 2nd, 2018.