



LANGUAGE EXCHANGE INTERNATIONAL

Foreign Language Application for Enrollment

Please complete the application form (please print) and return it with either a \$50 deposit or a full payment at your earliest convenience. Space will not be retained in any class until your application and deposit are received. Full payment must be received at least 24 hours prior to commencement of the course. The completed application and the payment must be sent to our main campus at:

LANGUAGE EXCHANGE INTERNATIONAL,
500 N.E. Spanish River Boulevard, Suite 19, Boca Raton, Florida 33431
Phone: (561) 368-3913 Fax: (561) 368-9380 E-Mail: LEIForLang@aol.com

First name _____ Last name _____
 Address _____
 City _____ State _____ Zip code _____
 Phone (daytime) _____ Phone (evening) _____
 E-mail address _____ Fax _____

How did you hear about LANGUAGE EXCHANGE INTERNATIONAL? _____

Previous experience in foreign languages _____

Reason for taking the course _____

Language _____ Level _____

Type of instruction Small group Semi-private Private

Starting date _____ Number of weeks / hours _____

Meeting days _____ Meeting times _____

Tuition _____ Payment received _____

Method of payment Cash Check Credit card Credit card company _____

Credit card number _____ Expiration Date _____

Name of the cardholder _____ Signature of cardholder _____

Cancellation Policy

Private and semi-private instruction students are required to give at least a 24-hour notice of cancellation and must call LEI directly. The school will then notify the instructor. Acceptable means of cancellation outside of regular office hours include: message on answering machine, fax or e-mail. No-shows and late cancellations will be charged at the rate of one hour for every class missed.

ALL SCHEDULING CHANGES MUST BE MADE THROUGH LANGUAGE EXCHANGE INTERNATIONAL.

Individual students who are part of the group may not "make-up" a missed class unless the entire group and instructor have agreed to re-schedule the class. LANGUAGE EXCHANGE INTERNATIONAL observes the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (including the following Friday), and Christmas day. The school is closed on these days and group classes will be rescheduled to the following meeting day.

Refund Policy

It is your right to withdraw your application and receive a full refund within three business days of the execution of your application. After three business days the deposit will be applied to the \$50.00 processing fee, and becomes non-refundable. Tuition is non-refundable after the commencement of class. Should LEI cancel the course at any time, you are entitled to a full refund.

I have carefully read the entire application. I understand and agree to the tuition, cancellation and refund policies and also understand that this is a legal and binding document.

Signature of applicant

Date

Language Exchange International

Date