



THE HELLENIC CENTRE

16-18 Paddington Street Marylebone, London W1U 5AS

T: 020 7563 9831

F: 020 7486 4254

E: greekcourses@helleniccentre.org

www.helleniccentre.org

# GREEK LANGUAGE COURSES

## ENROLMENT FORM

STUDENT NUMBER:

<b>Surname</b>	<b>First Name</b>	<b>Mr/Mrs/Miss/Ms</b>
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<b>Address</b>	<b>Telephone</b>
	<b>Email</b>

<b>Occupation</b>	Age Group <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-45
<b>Nationality</b>	<input type="checkbox"/> 46-55 <input type="checkbox"/> 56 and over

Have you studied at the Hellenic Centre before? <input type="checkbox"/> YES <input type="checkbox"/> NO	Have you studied Greek before? <input type="checkbox"/> YES <input type="checkbox"/>
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How did you hear of the Hellenic Centre Courses?	<input type="checkbox"/> Internet	<input type="checkbox"/> Hellenic Centre Website	<input type="checkbox"/> Word of Mouth
	<input type="checkbox"/> Other .....		

<b>Course(s)</b> <input type="checkbox"/> Class (Please indicate level) <input type="checkbox"/> Private tuition <b>Level(s)</b>	<b>Term</b> <input type="checkbox"/> Autumn <input type="checkbox"/> Winter <input type="checkbox"/> Summer <input type="checkbox"/> Winter & Summer
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<b>Day(s)</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>Time(s)</b> <b>Academic Year</b>
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<b>Payment Method</b>	<b>Fee of £</b> ..... paid by <input type="checkbox"/> Cash <input type="checkbox"/> Cheque or postal order payable to <u>The Hellenic Centre</u> <input type="checkbox"/> BACS
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<b>Concessions</b>	<input type="checkbox"/> Hellenic Centre Member <input type="checkbox"/> Full-time Student <input type="checkbox"/> Westminster ResCard Holder
(proof of identity required)	<input type="checkbox"/> OAP <input type="checkbox"/> Registered Unemployed <input type="checkbox"/> Registered Disabled

### **PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE SIGNING THE FORM**

**TERMS & CONDITIONS OF ENROLMENT**

- Fees are payable in advance, are exclusive of books and are not charged pro rata.
- Fees must be paid in full, ten days before the start date unless otherwise specified. Any enrolment received after the specified registration period is subject to a £5 administrative fee.
- No enrolment will be processed and no student will be able to attend classes until full payment is received.
- Once payment is received your place is guaranteed and you are expected to turn up on the first day of your course. A receipt will be sent upon request.
- Concessionary fees apply only to the following: Hellenic Centre Members, OAPs, Full-Time Students, Westminster ResCard Holders, Registered Unemployed, Registered Disabled. Proof of identity is required.
- Students are advised to consider carefully their circumstances and personal commitments before enrolment as no cancellations or refunds will be possible once the term commences.
- Students who opt to pay a discounted fee and register for both Winter and Summer terms, rather than enrolling for each term separately, register for a block of lessons taking place over a period of two terms. No fee refund or fee transfer is possible if they cannot attend any of the two terms once the Winter term commences
- Fees will be refunded only if a written cancellation note is received before the beginning of the term. The following charges apply: £20 if cancellation note is received 15 days before the term commences, £30 if it is received between 15 days and the day before the term commences. Fees cannot be transferred to cover payment for a course in another academic year. If the Hellenic Centre cancels a course the full course fee will be reimbursed.
- Further terms and conditions apply to students booking private tuition, which are outlined in a contract between the student(s) and the Centre.

**I HAVE READ THE TERMS & CONDITIONS OF ENROLMENT AND AGREE TO ABIDE BY THEM**

<b>SIGNATURE</b> .....	<b>DATE</b> .....
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<b>FOR OFFICE USE ONLY</b>	
Payment of £..... <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE OR POSTAL ORDER <input type="checkbox"/> BACS	Received on ..... by .....
The Hellenic Centre, 16-18 Paddington Street, Marylebone, London W1U 5AS    Telephone: 020 7487 5060    Fax: 020 7486 4254 Hellenic Community Trust, a Company limited by guarantee—Charity Reg. No 1010360    Registered office: Caprini House, 163/173 Praed Street, London W2 1RH - Reg in England No. 2643543	