



# BILINGUAL RESOURCES GROUP, INC. CLASS REGISTRATION FORM

Full Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of student(s) if different from above: \_\_\_\_\_

Occupation: \_\_\_\_\_

Course Title: **Spanish Level 1**, Baton Rouge

Course Start Date: \_\_\_\_\_

**BEGINNER SPANISH 1.0** (16 hours): This course is for beginners who have some knowledge Spanish and would like to continue building their existing vocabulary and learn how to conjugate verbs in the present tense. Students will be able to conjugate 4 essential verbs in the present tense.

Notes: \_\_\_\_\_

**Return your completed registration form with payment of \$400/person to:**

Bilingual Resources Group, Inc.  
5900 Warwick Ct.  
New Orleans, LA 70131  
 *Check enclosed.*

Ph: (504) 253-0364 / Fax: (504) 910-8499

**Cancellation & Refund Policy:**

1. Seating is allocated in order of receipt of registration form and payment of fees. Payment is required prior to class commencing or position cannot be guaranteed. Payments must be received at least 14 days in advance of course commencement unless otherwise arranged with BRG staff.
2. Written cancellation received less than ten days prior to the commencement of the course will be subject to an administration fee of **\$25** per person. Written notice should be directed to the Program Director.
3. No refunds will be given for cancellations received within seven days of commencement of the course
4. If no written cancellation is received prior to the course, and the participant does not attend on the day of, then the participant or the company will be charged the full course fees.
5. Transfer of course registration less than ten days prior to course commencement will be subject to an administration fee of **\$25** per person. Written notice should be directed to the Program Director.
6. If a participant cannot attend, a substitute can attend in their place. Written notification should be directed to the Program Director.
7. BRG reserves the right to cancel or postpone a course in the event of unforeseen circumstances or insufficient numbers.
8. In the event a course is cancelled, participants will automatically be placed in the next available course or participants may request a full refund at no cost.

**Privacy Policy:**

Bilingual Resources Group, Inc. is committed to protecting your privacy & the confidentiality of information provided to us as per the Privacy Act of 2001. The information you provide is necessary for the processing of your registration & updating your current records with us. The information will be used to contact you regarding registrations, cancellations, current & future developments, and other prospective events that may be of interest to you. Students may opt out of receiving marketing material by contacting BRG to unsubscribe.

Initial \_\_\_\_\_