



PRIVATE CLASS CONTRACT

Student Information:

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE (HOME): \_\_\_\_\_ (WORK): \_\_\_\_\_

COURSE INFORMATION: LANGUAGE: \_\_\_\_\_ LENGTH OF COURSE: \_\_\_\_\_ HOURS

STARTING DATE: \_\_\_\_\_ DAYS: \_\_\_\_\_ TIME: \_\_\_\_\_

COURSE:

DATE: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

REGISTRATION: \_\_\_\_\_

COURSE: \_\_\_\_\_

MATERIAL: \_\_\_\_\_

TOTAL: \_\_\_\_\_

NOTES: \_\_\_\_\_

POLICIES

**Private Lessons:** Students may re-schedule private lessons by requesting the change at least 24 hours in advance of the scheduled class through the LW administrative office, regardless of the reason for wanting to re-schedule. Failing to do so will result in having to pay the full amount for the missed class.

\_\_\_\_ Initials

**Refunds:** If a student taking private classes chooses to withdraw from a course, he or she may receive a refund for lessons not taken. Lessons taken will be charged at standard private rates. Currently, the standard private rate is \$50, which may be greater than the rate applied in this agreement. Registration and material fees are not refundable.

\_\_\_\_ Initials

**Note:** This contract expires exactly six months from the contract date. Students must sign a new contract after the expiration of this contract or if registering for a new course.

SPECIAL AGREEMENTS: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Signature of LW USA Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)