

## Registration form

(All fields with (\*) must be filled out)

### Participant

Male\*    Female\*

Surname\* .....  
First name\* .....  
E-mail address\* .....  
Address .....  
Zip code .....  
Company\* .....  
Tel. no. private .....  
Tel. no. business .....  
Mobile no.\* .....  
Remarks .....

Placement Test based on\*    Cornelsen Placement Test    Self- assessment

### Language Courses / Business Workshops

Language course \*in .....    Workshop\*  
Course type .....  
Start of course .....

Course (Please tick)    One-on-one    Semi-private    Small group

Level (Please tick)    A1    B1    C1  
    A2    B2    C2

### Level assessment

- A1    With little knowledge of the language.
- A2    Copes with simple situations, but with much effort.
- B1    Manages to be understood in everyday situations, but with mistakes.
- B2    Confident when speaking and expresses oneself without much difficulty.
- C1    Has a good command of the language and is able to converse on broad range of subjects.
- C2    Speaks the language almost the same as the mother tongue.

## Terms and Conditions

1. Lessons last one and a half (1.5) hours on a regular basis, unless arranged otherwise. For workshops and specific courses see under: "Course Overview".
2. Registration to all courses is binding, but enrollment cancellation is possible. Cancellation must be made 2 weeks prior to the start of the course. A fee of CHF 250.00 will be charged for cancellations made after that period. There will be no charges if a replacement is provided.
3. For semi-private/ or group courses **AspireLingua** will charge the entire course fee for cancellations made during the course period or non-attendance at the beginning of the course. Exceptions may be granted for special circumstances. **AspireLingua** reserves the right to lessen the number of lessons or continue as semi-private or cancel the course if the minimum number of students/participants is not attained.
4. For interruption of one-to-one courses due to unforeseen events, the remaining number of lessons will be valid for the duration of one year from the date of enrollment. Paid lessons not taken within the mentioned duration will be forfeited. For one-to-one courses paid by companies, the remaining lessons are transferable to another employee of the company.
5. Absences from semi-private and group courses due to illness and other reasons will not be compensated. One-to-one lessons/or company lessons must be cancelled 24 hours before the date booked. **AspireLingua** is entitled to charge the lessons for late cancellations at the regular rate. All cancellations must be done directly to the training center by mobile phone (+41 76 389 03 85) or by e-mail: [aspirelingua@gmail.com](mailto:aspirelingua@gmail.com).
6. The terms of payment are according to terms indicated on the invoice or in the training agreement.
7. **AspireLingua** is entitled to appoint a substitute teacher temporarily or permanently.
8. Books, exam fees and extra training materials are not included in the course fees.
9. The course venue must be provided by the company course participant/s. The place where the lessons will take place should be well-equipped.
10. Certification of the language course attended/participated can be obtained from **AspireLingua**. However, a minimum number of attendance/ participation is required.

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Place and Date

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Signature