



Tutoring Registration Form

Adult's Name(s): _____ Home Phone: _____ Cell Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____ How did you hear about us? _____

Emergency Contact Name: _____ Relation: _____ Emergency Phone: _____

Student First & Last Name: _____ Birth date: _____ Age: _____

School: _____ Grade Fall 2011: _____

Most recent level of Spanish completed at school: _____ Grade: _____ Book used: _____

Other exposure to Spanish? _____

Desired focus for tutoring: _____

Tutoring Rates & Programs

Circle desired program	Spanish Tutoring – Private and Semi-Private Lessons	
	50 min. class	90 min. class
One-on-one tutoring at Viva el Español	\$45	\$73
One-on-on tutoring at your home	\$65	\$93
Semi-private classes at Viva el Español	\$33 / student	\$53 / student

Form of payment:

You will be billed at the beginning of each month for all lessons completed the previous month.

Cash _____ Check #* _____ *Please make check payable to ¡Viva el Español! Please indicate child's name on check.
A \$25 processing fee will be charged for returned checks.

Visa Mastercard Name on Card: _____

Card#: _____ Exp Date: _____

Signature: _____ Yes, keep my card on file for future payments.

Cancellation Policy

Please give us 24 hours notice if you will not be able to make your scheduled appointment. Cancellations made less than 24 hours notice subject to 50% fee. I have read the above cancellation policy. Parent Initials: _____ Date: _____

Complimentary Assessment - (for office use only)

Name: _____ Date: _____ Time: _____ Instructor: _____ Confirmed: _____ Came? _____

Notes: _____

Please mail or FAX this form to: Viva el Español 3451 Golden Gate Way, Lafayette, CA 94549 Ph: 925-962-9177 FAX: 925-962-9127
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For office use only: _____ MB _____ CC _____ Card
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¡Viva el Español! Internet Publishing Policy and Parent Authorization Form

The Viva el Español web site contains information about our programs, our staff, and our events. The web site is located at www.vivaelespanol.org and www.LamorindaSpanish.com. We also publish an electronic newsletter to parents of current and prospective students using the Constant Contact service (www.constantcontact.com).

We wish to use our web site and newsletter to highlight school activities, classroom projects, and student achievements. We would like to be able to publish individual student works, as well as photographs of students at school activities. In order to do this, however, we request your permission for allowing work by and/or photographs of your child to be published on the web site and in the newsletter.

Student photographs shall not be identified by students' names on the web site. Student photographs shall be identified only by students' first name in the electronic newsletter. Students' personal information such as addresses or phone numbers shall not be published or made available via our web site or electronic newsletter.

If you have any questions about this policy, or become aware of any unauthorized use of our web site or electronic newsletter, please contact us at (925) 962-9177.

Please complete the form below.

I give permission to ¡Viva el Español! to publish (check the following):

- Yes No Individual student work by my son/daughter, including but not limited to drawings and writing
- Yes No Photographs of Viva el Español activities that may contain my student's photograph on the Viva el Español web site and electronic newsletter

I understand that any work published on the Viva el Español web site is available world-wide to anyone with access to the Internet. I also understand that Viva el Español cannot protect my student's classroom work or photograph against unauthorized uses or copyright violations. I agree to hold Viva el Español, and its officers, employees or agents harmless for any unauthorized uses or copyright violations arising from the publication of my student's work and/or photograph published on the Viva el Español web site. In addition, I release any claims against Viva el Español and its officers, employees or agents for any damages, awards, claims, or liabilities that may arise from any unauthorized uses or copyright violations of my student's work and/or photograph.

Date: _____ Name of Student: _____

Name of Parent: _____ Signature of Parent: _____