

SF Spanish

DIVERSE LANGUAGE INSTRUCTION FOR ALL LEVELS AND AGES

CLASS AND CANCELLATION POLICIES

Welcome to SF Spanish! We are dedicated to giving you personally tailored lessons in Spanish writing, reading, and speaking in a casual, conversation-based learning environment. **Before beginning classes with us, please read this document to familiarize yourself with our policies. Then, sign and return this document to SF Spanish before your first class so we know you've read it. We also recommend that you retain a copy for your records.**

The Assessment Class

If you have previous experience in Spanish, you must take an initial Assessment Class before signing up for Group Classes. This is a one-on-one class with an instructor in which he or she evaluates your Spanish speaking, reading, and writing proficiency. If you do not have any prior experience studying Spanish, you do not need to take this class. Furthermore, if you have not taken Group Classes with us for 6 months or more, you will need to retake this class before starting your lessons with us again. You do not need an Assessment Class to take Private Classes, but you may wish to take one in order to find out your Spanish proficiency level.

An Assessment Class is 1 hour long and costs \$55.

Group Classes

Group Classes are scheduled to meet once a week and are on-going. We keep classes small in order to help students develop Spanish speaking skills in small group discussions. Classes contain no more than 6 students and no less than 2 students. New students who have never purchased classes with SF Spanish before must purchase a minimum of an 8-class package to start. Current students may purchase a minimum of a 4-class package to renew class credit. Please schedule all newly purchased classes upon purchase to ensure continuity of your class time slot. You can rearrange your schedule on the MindBody registration system: <https://clients.mindbodyonline.com/classic/admhome?studioid=35589>.

Group Classes are \$30.00 per class.

Private Classes

Private Classes are one-on-one with an instructor. These classes can be purchased and scheduled individually or as a package.* We encourage you to buy and schedule a package in advance on the MindBody registration system to ensure regular meetings with a specific instructor.

60-minute Private Classes are \$60.00 per class.

90-minute Private Classes are \$83.00 per class.

** Please note that Director of SF Spanish Romina's prices for Private Classes are different, and she only has a discount on a package of ten 90-minute classes. Please contact us for details.*

Semi-Private Classes

Semi-Private Classes are for two people with an instructor. This is ideal for friends or couples who wish to study Spanish together. These classes can be purchased and scheduled individually or as a package.* We encourage you to buy and schedule a package on MindBody in advance to ensure regular meetings.

Each Semi-Private Class is \$47.50 per student.

**Please note that Director of SF Spanish Romina's prices for Semi-Private Classes are different. Please contact us for details.*

Cancellations

It is your responsibility to let us know in advance if you would like to cancel a class. You have the freedom to cancel or reschedule a class yourself on the MindBody registration system here: <https://clients.mindbodyonline.com/classic/admhome?studioid=35589>. Alternatively, you can let us know by e-mail (sfspanish@ymail.com) or phone (415-735-4184) if you want to cancel or reschedule, and we will make the change for you. This is only available during office hours. After hours or on weekends, please make the changes directly on the MindBody system at the link above.

Classes canceled early have the credit for that class returned to your account; classes canceled late do not have the credit returned to your account. See below for details about the windows of time within which a specific kind of class can be canceled early.

If an instructor is ill or has an emergency, we will do our best to find a substitute. When a substitute is found, the class will continue as scheduled, and we will notify you of the change before the class begins. If a substitute cannot be found, however, the class will be canceled, and the credit for that class will be returned to your account. We will notify you about the change as soon as possible.

The Assessment Class

We require 24 hours or more notice to cancel an Assessment Class without penalty.

Group Classes

We require 48 hours or more notice before a Group Class to cancel your participation without penalty.

If a student cancels 48 hours or more before a Group Class containing only 2 students, we will cancel the class and notify the remaining student. Credit will be returned to the remaining student's account. If a student cancels less than 48 hours before that Group Class begins, though, it will continue as scheduled.

Private Classes

We require 24 hours or more notice if you wish to cancel a Private Class without penalty.

Semi-Private Classes

We require 24 hours or more notice if you wish to cancel a Semi-Private Class without penalty.

Agreement

Please sign and return this form to SF Spanish to let us know that you have read and understood our Class and Cancellation Policies. This form must be signed and returned before you begin classes with us. If you have any questions, you can contact the SF Spanish office at 415-735-4184 or sfspanish@ymail.com.

Signed _____ Date _____

Print Name _____