



Cicero Languages International

42 Upper Grosvenor Road • Tunbridge Wells • Kent TN1 2ET

Tel. +44 (0)1892 547077 Fax +44 (0)1892 522749

Email: info@cicero.co.uk Internet: www.cicero.co.uk

Foreign Language Tuition - Booking Form

Course

Language _____ Total number of lesson units @ 60 minutes _____

Dates and times as per schedule attached or to be agreed in advance

Course to be held at _____

Course fees £ _____

Travelling or other expenses (where applicable) £ _____ per visit / course

Student Details

Surname _____

First name(s) _____

Address _____

Tel. number - home _____ work _____

Email address _____ Profession _____

Name and address for invoice (where not as above)

Name _____

Address _____

Terms and conditions

1. Courses fees must be received by the school at least seven days before the course is due to start.
2. The course materials will be selected according to the client's needs, agreed with the client in advance and invoiced separately.
3. If any lessons are cancelled by the student they can be rescheduled subject to the following charges:
If a lesson is cancelled or rescheduled more than one week in advance: 10% of the lesson fee.
If a lesson is cancelled or rescheduled more than 24 hours but less than one week in advance: 40% of the lesson fee.

Where less than 24 hours' notice is given, the fee for that lesson is not refundable.

Dated _____

Signed _____