

Spanish Courses
& Cursos de Inglés

Winter/Invierno 2012



where
Language,
Familia,
& Culture
Connect

*We are enrolling
students for 2012
Winter courses!*

We use specialized techniques that enable students to learn more quickly and effectively. Each class is a little family, each supporting one another. Students learn to speak the language in real-life situations for their needs. **AND CLASSES ARE REALLY FUN!**

Public Conversational Spanish courses will begin the week of January 9th. All adult courses are 10 weeks long and meet Mon or Tues from 6-8pm or Sat 10-12. If this doesn't work for you, ask how to form your own group! Or inquire about private lessons.

LACA, Donde idioma, familia y cultura conectan. Ofrecemos cursos privados de Inglés y para grupos, incluyendo los lugares de trabajo. Cada clase es una pequeña familia, cada uno ayuda al otro. Utilizamos técnicas especializadas que permiten a los estudiantes a aprender con mayor rapidez y eficacia.

For more information please contact Brenda Graves-Croom:

Phone: 317-693-7603 ext 7640
Fax: 317-693-7678 **Email:**
brenda_gravescroom@lacainc.com
Visit: www.lacainc.com,
click on icon "Download
Registration Packet"

***Last day to
register is
December 16th, but
register by December
2nd for discount.***

**Request LACA registration
reminders by email!**

President, Brenda Graves-Croom
LACA Language School & Services
At the Indianapolis Urban League
777 Indiana Avenue
Indianapolis, Indiana
46202-3130



November 2011

Dear Student:

Thank you for your interest in LACA Language School Spanish Courses!

There are several forms enclosed, including one registration form and two refund policy forms. Please be sure to complete the 3rd & 4th page of this registration packet and give us a call, especially if you are new to LACA. Your input is vital. We want to speak with you and touch base personally on all the details.

LACA Spanish Courses are held primarily at the Indianapolis Urban League building, 777 Indiana Avenue, Indianapolis. Winter 2012 courses start the week of **January 9th**. Each course meets either Mon or Tues 6-8pm for 10 consecutive weeks, no class on Martin Luther King Jr. Day. Also available 5 week courses on Saturday 10-12pm (you will need a different packet to register for the Saturday course). During the enrollment period we will confirm the day each class will meet, so we will need to know your availability and desired level.

Your payment is your commitment! The deadline to enroll is **Friday, December 16th**. Note the “early bird” special and “buddy” special described in the attached documents. Please let us know if you encounter any conflicts in scheduling or delays in completing your registration or payment, so that we may try to work with you to solve any problems.

This is not your typical language class! You will have fun! We focus on comprehension and conversation, which is supplemented with grammar, reading and writing. No quizzes or tests! Self-study is highly encouraged.

Be sure to keep the extra refund policy form for your own records and return the other with your signature, as well as the registration form.

Please make payment to: LACA Language School & Services

Mail to: Brenda Graves-Croom
LACA **at the Urban League**
777 Indiana Avenue
Indianapolis, IN **46202-3130**

Visit www.lacainc.com for class descriptions, although we are working to update these, and please call us at 317-441-4546 with any questions. Thank you!

Sincerely,
Brenda Graves-Croom, President

777 Indiana Avenue
Indianapolis, In 46202-3130



**LACA Language School & Services
Refund Policy Form**

Please be sure to read this entire document and sign in the appropriate place. (your copy)

Full payment is expected from students during the **registration period November 8th-December 16th**. Courses start the week of **January 9th** and last consecutive 10 weeks. Payment can be made by credit card in person or over the phone, check or money order through mail or in person, or cash in person. The payment should be sent with a completed registration and refund policy form.

Each LACA class must have a **minimum of five students** registered and paid in full by the last day of registration in order to take place. This insures that all parties involved, students and instructors, will be prepared beforehand. This provides a window of time in which all parties can make alternate plans should the class not take place due to lack of registrants. If the class does not fill to the minimum size, class would be canceled, students notified and payments returned. *If there were any doubt that the class would not fill to the minimum size, it is still important that the students send their payments so they would be counted. **Your payment is your commitment!** The payment would be set aside until the class was confirmed to take place.*

Class fee is \$175. Any payment received after December 16th must include a \$20 late fee (for a total of \$195.) Students that enroll early or enroll with a friend will be rewarded with a discounted fee. The “early bird” special discounted fee is \$154 and the deadline is December 2nd. The “buddy” special discounted fee is also \$154 and the deadline is December 16th. Students repeating the same class owe \$75, but can only repeat the same class once at this rate.

Any student can receive a refund if they are unable to complete a LACA class within certain conditions. The non-refundable portion of the registration payment is \$25.00. Contact LACA at least 7 days prior to the start of class, receive back all but the non-refundable portion. Withdraw the first day of class, 50% will be refunded. *No refunds will be provided after the first day of class.* The student should actually speak with the instructor during business hours in order to withdraw from a class for a refund. Voice mails, emails, faxes, and letters cannot be accepted.

In case of a refund, the student can expect to receive it by mail within 30 business days from their withdrawal from the class.

What options do I have if I don't qualify for a refund?

Any student who paid in full and does not qualify for a refund after the given time:

- 1) Is able to reserve their seat in any upcoming classes at no additional costs.
- 2) May discuss with the instructor the possibility of one-on-one tutoring.
- 3) May receive a receipt for charitable donation to use for a tax credit.

Student: *I have read the class refund policy form and I agree to accept the terms as stated.*

Signature: _____ Date: _____



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What options do I have if I don't qualify for a refund?

Any student who paid in full and does not qualify for a refund after the given time:

- 4) Is able to reserve their seat in any upcoming classes at no additional costs.
- 5) May discuss with the instructor the possibility of one-on-one tutoring.
- 6) May receive a receipt for charitable donation to use for a tax credit.

Student: *I have read the class refund policy form and I agree to accept the terms as stated.*

Signature: _____ Date: _____

**777 Indiana Avenue
Indianapolis, In 46202-3130**



**LACA Language School & Services
Course Registration Form**

Please complete ALL blanks with the appropriate information or indicate “not available”– NA. This information may be needed to provide alternative means of contacting you in the future for whatever reason, ie. Regarding refunds, missed classes and make-up work, informational electronic bulletins and emails, or re-scheduled classes due to bad weather. Please turn this in with the signed refund form before the start of your course.

Contact Information – Please complete all that apply.

First Name:		Last Name:	
Home Phone:		Cellular/Pager:	Work Phone:
Facsimile:		Home address:	City:
Zip Code:		Email address:	

Spanish Course Information--Please mark which course applies to you.

Beginning Level 1 __ Level 1.5 __ Level 2 __ Level 2.5 __ Level 3 __ Level 3.5 __ Level 4 __ Level 4.5
 __ Level 5 __ Spanish Intermediate Level __ Spanish Advanced Level __ Other ____

Payment Information--Please mark which payment option(s) applies to you.

I am registering by the “early bird” deadline date December 2nd, paying at the reduced rate of \$154. __

I am registering with a “buddy” by the deadline date December 16th, paying at the reduced rate of \$154. __

I am registering by myself by the December 16th deadline at the regular rate of \$175. __

I am registering after the December 16th deadline at the late rate of \$195. __

I am registering for a “repeat” class at the reduced rate of \$75. __

*I need to make a payment arrangement. __ I plan to pay \$ ____ on dates _____

Enclosed is a check/money order for \$ ____, or I will be sending a payment for \$ ____ on (date) _____

I am paying by credit: ⁱdebit __ ⁱⁱpersonal credit __ ⁱⁱⁱcorporate credit __

****A credit card fee will be applied to total payment based on half of the going percentage rate. See endnotes.**

Please respond to ALL that apply with checks, not just your preference. –I am available from 6-8PM on:

Mondays __ Tuesdays __ /Saturdays __ (if you check here, you will need a different packet)

What is your experience, if any, learning Spanish?

How did you find out about LACA?

*Payments should be made in full by midpoint of course (5th week). **LACA is charged for each credit card payment transaction, but student only pays half of the fee.

ⁱ 2.25% of \$154, is \$3.47, pay \$1.73; of \$175 is \$3.94, pay \$1.97; of \$195 is \$4.39, pay \$2.19.

ⁱⁱ 2.35% of \$154, is \$3.62, pay \$1.81; of \$175 is \$4.11, pay \$2.06; of \$195 is \$4.58, pay \$2.29.

ⁱⁱⁱ 3.10% of \$154, is \$4.77, pay \$2.39; of \$175 is \$5.43, pay \$2.72; of \$195 is \$6.04, pay \$3.02.

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