



49 West 28th Street FL 3, New York, NY 10001 Ph: 212-603-9685
Please send it back to : info@speakitalynyc.com

Date _____

Full Name _____

Address _____ # _____

City _____ State _____ Zip _____

Home phone _____ Mobile _____

Course / Translation Project _____

Day of the week _____ Time _____

Amount of payment \$ _____ Check Visa Master Card American Express

Card # _____ exp date _____ security code _____

Name on card _____

Billing address (if different) _____

For payment by check please send it to Speakitaly NYC - 49 West 28th Street FL 3, New York, NY 10001

Cancellation Policy

GROUP CLASSES:

- LEVEL 1: All requests for full refunds on Level 1 group classes (minus a non-refundable fee of \$50) must be submitted to Speakitaly NYC by email and received at least 10 business days prior to the scheduled first day of class. Pro-rated refunds are allowed after the first class but no refund is given after the second class or for missed classes.
- LEVEL 1+ and UP: If attendance for any level 1+ and up is confirmed by you, no refund is allowed in any circumstance if notified after 24 hours of said confirmation.
- No make up classes are included in the cost of the course unless agreed upon enrollment.
- Speakitaly NYC reserves the right to reassign teachers after a course has started if unforeseen circumstances occur.

PRIVATE CLASSES:

- Private class packages must be used within 90 days from last attended class and no refund is allowed in any circumstance.
- The fee for private lessons is charged in full if cancellation is made less than 24 hours in advance. Your cancellation must be received during business hours (9AM to 7PM) in order to be considered.
- Speakitaly NYC reserves the right to reassign teachers after a course has started if unforeseen circumstances occur.
- If you don't like your first class, we will assign you a new teacher and waive that class. We allow up to two change of teachers.

EVENTS:

Non exchangeable and non refundable in any circumstance.

TRANSLATIONS/APOSTILLES:

When a project is commissioned, the order can't be canceled unless the cancellation email is received within 15 minutes.

Signature _____