



49 W 28th Street, FL 3, New York, NY 10001 - Ph (212) 603-9685

Please send back to: info@speakitalynyc.com

DATE _____ FULL NAME _____
ADDRESS _____ # _____
CITY _____ STATE _____ ZIP _____
MOBILE PHONE _____ HOME _____
COURSE/ CLASS _____
DAY OF THE WEEK _____ TIME _____

AMOUNT OF PAYMENT \$ _____ *CHECK [] VISA [] MASTER CARD [] AMEX []
CARD NO. _____ EXP. _____ CVV _____
NAME ON CARD _____
BILLING ADDRESS (if different) _____

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

CANCELLATION POLICY

GROUP CLASSES

- 1) LEVEL A1.1: All requests for full refunds on Level A1.1 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.
- 2) LEVEL A1.2 and UP: If attendance for any level A1.2 and up is confirmed by you, no refund is allowed in any circumstance if notified after 24 hours of said confirmation.
- 3) No make-up classes are included in the cost of the course unless agreed upon enrollment. You will though have the chance to buy 2 make up classes at a discounted rate.
- 4) Pro-rated refunds are allowed after the first class but no refund is given after the first class or for missed classes under any circumstances. Refunds are not possible though if the group has less than 3 attendees
- 5) We may reschedule the start date of a course for a week if we haven't reached the minimum number of students. You will always be informed of the change.
- 6) If you purchase a course/class for another person, you are the person who holds responsibility on behalf of such a person.
- 7) Speakitaly NYC reserves the right to reassign teachers after a course has started if unforeseen circumstances occur.
- 8) Speakitaly reserves the right to cancel a student's enrollment if their behavior is not considered proper or safe for both attendees and the teacher.
- 8) If you sign up for a group course in which only one or two students remain for any given reason, the class will change to 1 hour as the curriculum to cover will be completed in less time.
- 9) IN PERSON CLASSES: Please arrive 10 minutes prior to your class and no later than 10 minutes after the starting time to avoid interruptions during class. Once the teacher is with the group, we can't guarantee that she/he will be able to hear the doorbell. If you know you will be running late, please let her/him know beforehand. Thanks for your understanding.
- 10) ONLINE CLASSES: No attendees other than the registered student are allowed during the lesson.
- 11) PACKAGES RENEWAL: Please be aware that all renewals for private class packages and group courses made by email or phone are subject to the cancellation policy signed upon enrollment.

* Please Note: "If attendance for any level A1.1 and up OR a new set of private classes is officially confirmed, no refund is allowed if notified after 24 hours"

PRIVATE CLASSES

- 1) Private class packages must be used within 60 days from the last attended class and will expire after 6 months from purchase. No refund is allowed in any circumstance.
- 2) 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.
- 3) Speakitaly NYC reserves the right to reassign teachers after a course has started if unforeseen circumstances occur.
- 4) 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
- 5) If classes are suspended by the student for any reason for longer than 60 days, or if you cancel 3 consecutive classes, Speakitaly NYC reserves the right to reassign teachers and time slots.

- 6) IN PERSON CLASSES: Please arrive 10 minutes prior to your class and no later than 10 minutes after the starting time to avoid interruptions during class. Once the teacher is with the group, we can't guarantee that she/he will be able to hear the doorbell. If you know you will be running late, please let her/him know beforehand. Thanks for your understanding.
- 7) ONLINE CLASSES: No attendees other than the registered student are allowed during the lesson.
- 8) PACKAGES RENEWAL: Please be aware that all renewals for private class packages and group courses made by email or phone are subject to the cancellation policy signed upon enrollment.
- 9) Private packages are refundable only if the request is received within 24 hours of purchase. The starting date must be no later than 6 months from purchase.

ALCOHOL CONSUMPTION AT SCHOOL

Speakitaly NYC neither provides nor condones alcoholic beverages on its premises, nor can be expected to monitor its consumption. Accordingly, subscribing registrants agree not to seek to hold Speakitaly NYC LLC accountable for any injuries, even arguably sustained, caused by the consumption of alcoholic beverages before coming to our premises and when attending a class on our premises. I am responsible for all my actions and I fully understand that I am giving up substantial rights including the right to sue. I acknowledge that I am signing the agreement freely and voluntarily and intend by my signature below to be a complete and unconditional release of all liability to the greatest extent allowed by law.

NYC COVID-19 UPDATED GUIDANCE

To ensure the safety of our staff and students, Speakitaly NYC complies with the updated guidance issued by the City of New York for indoor spaces. You can review the most recent policy at nyc.gov/keytonyc

As the situation continues to evolve, we reserve the right to cancel/postpone all in-person classes and activities, or to switch to virtual classrooms. No refunds are allowed for such situations. Please review the complete Terms & Conditions to our services for more information.

SIGNATURE _____