

TRAINING ORDER

Tel : (+352) 40 39 910
 Fax : (+352) 48 61 02
 E-Mail : info@prolingua.lu

Prolingua use only				
Student				
Company				



I, the undersigned

Mrs Miss Mr

Name		
First Name		
Address		
Zip code & Town		
Tel Office		
Tel private		
Fax		
E-mail		
D.o.B.	/	/ 19
Nationality		
Profession		
Employer		

register myself to the following language training

Training extensive Code : _____
 intensive Code : _____
 Session from : ___/___ to : ___/___ 200__

Language Deutsch English Español
 Français Nederlands Lëtzebuergesch
 Italiano Português

Level 1 2 3
 4 5 6
 7 8 Con
 Toeic/TFI Tec

Schedule Morning Lunchtime Evening
 from : _____ to : _____ o'clock

Days Mo Tu We Th Fr

Cost of the training		€ 3% Tax incl.
Educational materials incl.		

The cost of the training is taken in charge by

Company		
Contact person		
Street		
Town		
Tel / Fax		
E-mail		

General conditions

- I will attend on the dates agreed for the commencement and the duration of the training. I am aware that if I interrupt or cease attendance before the end of the session, I will not be entitled to any reimbursement, except in the case of illness lasting for at least one month in the case of extensive courses and at least one week in the case of intensive courses. Furthermore, I will be obliged to present a medical certificate in order to obtain reimbursement for the certified period of absence.
- I recognise that PROLINGUA Language Centre is entitled to cancel the training if only **two** persons are validly enrolled. In this case, I may claim reimbursement of the total costs of training. If only **three** persons are enrolled, PROLINGUA Language Centre will apply the following procedure:
 for extensive courses: 60 minutes per session instead of 75 minutes or 100 minutes instead of 120 minutes;
 for intensive courses: from Monday to Thursday from 9.00a.m until 11.45 a.m or from 6.00p.m until 8.45 p.m.
- I absolve PROLINGUA Language Centre from any liability concerning any possible loss or theft on its premises.
- It is understood that Luxembourg holidays will be observed.
- Before my first lesson, my level of knowledge will be ascertained by means of a test. I will only be able to progress to a higher level if I obtain at least 65% (beginners and pre-elementary levels), or 55% (at other levels) in the final test (only for extensive courses).
- A course evaluation will be sent within two weeks of the end of the training, provided that I have attended at least 50 % of the lessons.
- I agree to settle the costs of the training and registration on receipt of this contract, or, in the case of payment by bank transfer, within 5 days. (Normal terms of payment in the case of settlement by a company or other organisation).
- If I do not fulfil my obligations to this contract, PROLINGUA Language Centre will be entitled to withdraw its services and to exclude me from the training without any reimbursement or compensation whatsoever. I agree to pay any legal costs thus incurred.
- If I am forced to cancel this registration, I must do so in writing to reach PROLINGUA Language Centre at least fifteen days before the commencement of the training. I will then be entitled to a 100% reimbursement of the costs of the training.
 - If my cancellation reaches PROLINGUA Language Centre between 14 and 7 days before the commencement of the training I will be able to claim reimbursement of 50% of the costs of the training.
 - If my cancellation reaches PROLINGUA Language Centre between 6 and 4 days before the commencement of the training I will be able to claim reimbursement of 25% of the costs of the training.
 - Less than 4 days before the commencement of the training a cancellation is no longer possible. I will not be entitled to any reimbursement.
 - The costs of registration are in no circumstances reimbursable, and remain due.
- In the event of the training being taken over by a third person, company, or other organisation, I remain fully bound by the obligations resulting from this contract.
- PROLINGUA Language Centre hereby recognises my registration for the training and agrees to abide by all its contractual obligations to me.

Luxembourg, the _____ day of _____ 200__ _____
 Student signature