Minnaar van Wyk
Personalized Language Services

Registration form

Participant's name .....

Company .....

Business Unit .....

Adress .....

.....

Registration for ☐ English ☐ German ☐ .....

Course type ☐ One-on-one ☐ Small Group ☐ Intensive course

☐ Specialized coaching ☐ Examiniation preparation ☐ .....

Number of hours authorized: ..... (hours)

Contact person in HR .....

Cost splitting

To be completed by manager

Name .....

Function .....

Telephone number ..... Fax ..... Email .....

Cost splitting Participant ..... CHF, i.e. ..... % Employer ..... CHF, i.e. .....%

Terms and Conditions

1. Lessons last 1,5 hours, unless arranged otherwise.
2. Course participants are responsible for providing a suitably equipped venue.
3. Books and other course materials are not included in the course fees
4. Should the students need to cancel a lesson for any reason, pre-paid lessons will be rescheduled as agreed upon with the trainer.
5. Should the trainer need to cancel any lessons due to illness or unforeseen circumstances, pre-paid lessons will be rescheduled as agreed upon with the students.
6. If a lesson cannot take place due to unforeseen circumstances on the part of the student(s), 24-hour advance notice of cancellation is required in order to avoid charges. Less than 24-hour notice entitles the trainer to payment in full.
7. Payment in advance, based upon the agreed number of course hours, is required for registration.

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Place, Date Signature Employee Signature Manager

Hammerstrasse 14
CH-4058 Basel

Fon +41 79 748 96 21
Fax +41 62 691 00 64

m@van-wyk.com
www.van-wyk.com