



## Registration Form



Please scan and email this form to us together with a copy of the student's passport.  
Email to: [tomislav@dubrovnik-language-school.com](mailto:tomislav@dubrovnik-language-school.com)

Your personal data:  Male  Female:

First name.....Last name:.....

Address: .....Nr:.....

.....Country:.....

Date of birth: .....Citizenship:.....

Mobile:..... Parents – Mobile (if student is minor):.....

E-mail student..... E-mail parents .....

### Language course:

Language: .....

Course dates:.....

Number of weeks: .....

- Accomodation in our school residence
- Half-board (breakfast and lunch)
- Full-board (breakfast, lunch and dinner)
- Transfer from/to Dubrovnik airport
- at the arrival  at departure (Fee of 30 Euro per transfer)

### My knowledge of the learnt language is:

- Elementary
- Intermediate
- Advanced

### Signature and booking:

I have read and agree to the conditions outlined on the pages below

.....

Date, place and signature of student or parent/guardian if student is minor

.....

Name of the parents/guardian if student is minor:

## **Registration Terms & Conditions**

In the following text Dubrovnik Language School “Queen Mary” will be abbreviated “DLS”. All courses booked at Dubrovnik Language School (DLS) shall be subject to the following:

**How to register:** Please complete the Registration Form (you can find it at the bottom of our web site) and scan and email it to one of our addresses. As soon as we receive your Registration Form, we will send you the confirmation of your acceptance in the course, along with an invoice detailing the payment due.

**What is included if you book the full program?** – Language course; - Academic and learning materials and books; - Shared room and accommodation in our newly built residence above the Old town of Dubrovnik; - Full board meals (breakfast, lunch, dinner); - Certificate of attendance.

**What is not included in this price?** – Boat excursions at the weekend

**Methods of Payment:** The payment can be made by direct transfer from your bank to the schools account: Name of our bank: Raiffeisen bank; Account holder: Jezicni centar (DLS), Dr. Vladka Maceka 6, 20000 Dubrovnik

**IBAN:** HR1324840081135030774    **SWIFT/BIC:** RZBHHR2XXXX

After you get our confirmation you pay immediately 50% of the course price by bank transfer. The rest you pay at least 30 days prior to departure. The client agrees to pay all charges prior to the beginning of the language course.

**Cancellations:** All cancellations and terminations must be made in writing to one of our offices. If you cancel 30 days or more prior to the language course you will be refunded 80%. If you cancel 30 days prior to a language course we cannot refund anything as we have to cover the cost of already pre-paid accommodation and services. Our school has the right to cancel or alter a course in case of over-bookings or in case of not enough reservations for this course level. We have to inform you immediately by mail or telephone and send you a letter of cancellation. In case of cancellation the transferred money will be completely refunded to you.

**Re-booking:** Each time you request a change of course date after your initial registration our school will charge a re-booking fee of 100 Euro which is payable immediately. (This does not apply to students who are extending their courses). You have the possibility to send another student to the already booked language course instead of yourself, if this person has approximately the same age and the same language level as you. In this case a re-booking fee of 100 Euro will be charged. Our school has not to accept any person you send instead of yourself.

**Liability:** Dubrovnik Language School (DLS) will not be liable in any way to the student in the event of any service, contracted to be supplied by DLS, becoming impossible to supply by reasons of industrial dispute or other causes outside the control of DLS. DLS will not be liable for loss, damage or injury to persons or property howsoever caused, save where the liability is expressly imposed beyond exclusion by statute. DLS will not be liable for any failure to perform its obligation to the Client in whole or part as a result of any of the following circumstances: a) Strikes b) Other industrial action c) Fire at or near our institution d) Civil unrest, dispute or commotion e) Act of God f) Legal action against our institution, not resulting from its negligence, preventing the supply of services.

**Health and Safety:** You agree to give our institution full information and instructions about any medical condition from which your child may be suffering at the commencement of the course. You authorize our language centre to take appropriate action in the event of a medical emergency

**Discipline:** Our institution has a responsibility towards all its students and to the local population, and I agree to accept any disciplinary action, up to and including removal from the Course for misconduct or breaches of our rules that threaten the success of the Course or the well-being of the local community.

**Damage:** You agree to indemnify our institution against all reasonable costs arising out of accidental or deliberate damage caused by you/by your child.