

New student form

Fill as many fields as you can and want at this time.

About the student

Name

Email address

What pronouns do you use?

She

He

They

Other

Would you like to receive news or information about offers, events, resources, etc?

No newsletters, I'm talking three to five emails a year, tops.

Important info such as price or condition changes will still be sent.

Yes

No

Maybe

Age (optional)

Phone number (optional)

Device/s available for lessons

Computer/ laptop

Tablet

Smartphone

Other

Native language/s

Other language/ s spoken

Target language

Spanish

English

Current level in target language (more than two can be selected)

Absolute beginner

Early intermediate

Proficient

Seasoned beginner

Seasoned intermediate

Final boss kind of level

When and if you have studied in the past, what **methods worked best** for you?

What would you say are **your strengths** in terms of studying and/ or learning?

What would you say are **your weaknesses** in terms of studying and/or learning?

What is **your goal** in terms of language learning?

Can you tell me **a bit about yourself** about work, studies, interests, hobbies..?

Any **conditions or disabilities** that may affect our lessons that you think I should know about?

Anything else I didn't ask about you would like me to know?

For example, upsetting topics to avoid, special needs, etc.

Are there any **topics** that you would prefer to **avoid**?

Any sounds that you find particularly unpleasant?

Is there an adjustment (withing possibility) that would help you relax?

Homework

We'll do a **lot of practice during class**, however, staying active between lessons is very important in order to **solidify your learning**. However, it can also be a source of stress, so it is **always voluntary and you choose how to approach it**.

Which option sounds best for you at the moment?

- I want to do homework, but I really lack the discipline. If I have done my homework, I want us to review it together briefly in class and if I HAVEN'T done my homework, I want to dedicate some time during the class to doing it.**
- I want to do homework, and would like to know it gets attention, so I'd like it to be reviewed briefly during class.**
- I want to do homework, and I will do it independently of checking it during class or not, I don't need any extra encouragement.**
- You can give me homework, but I probably won't do it, so if I don't talk about it I want it to be ignored and move on.**
- No homework for me, please. I don't even want the pressure.**

You can also explain what would work best for you in the text box:

About the teacher: conditions of service

This section is **mostly about my main Terms and conditions**, but written in a **less formal** way.

When you agree to have classes with me, **you essentially agree to these terms**, so it is important that you know the main ones in order to make informed decisions.

Once you have read and understood it, tick the box underneath each paragraph to indicate you understand and agree to it.

If you don't understand something, leave it for now, and we will review it together.

Fees, payments and returns

(Section 2 of [Terms and conditions](#))

Prices of the lessons and lesson packages can be found on www.anchoaescastilla/prices.

I have read and understood the pricing.

If you buy a package, and **haven't used or lost any classes** from it, you have 14 days from the day of payment to change your mind and receive a refund.

I have read and understood the refund timeframe and conditions.

If you buy a package, and **have used or lost classes** from it, but no longer want or need classes, you can **give, transfer or sell the remainder** to someone else (on your own terms). If you do, you will let me know in writing of whom is receiving them. Alternatively, you can also **donate** them to a fund/ pool for people who can't afford them.

I have read and understood the transfer and donation system.

If you buy a class or a package, you have **one natural year to use it from the time of purchase.**

I have read and understood the expiry date of classes and packages.

Classes and packages are **paid at least the day before class.** Failure to do so without any notice may result in the loss of a slot in the calendar.

I have read and understood when to pay for classes.

Cancellations

(Section 4 of **Terms and conditions**)

Cancellations need to be notified the day before a class is scheduled, otherwise it may be considered a no-show and lost (or removed from a package). Arriving more than **20 minutes**

late to class without previous notice is considered a late cancellation and can result in a loss of the class.

These cases **don't apply to technical problems** outside of the learner or the teacher's control (like electricity or broadband outages), unless happening repeatedly or suspected of it being used as an excuse with deceptive intent.

I have read and understood the correct cancellation procedure.

I have read and understood technical issues are not included, but they may be.

However, in good faith, since not all things can be foreseen, I offer one "freebie" or "strike". This means if you have one lateness or late cancellation event, I will make a note of it, but it will be exempt of loss, and **no-shows and late cancellations will start incurring in loss after that one.**

If I cancel or I am late without giving proper notice (the one I expect on your end), **your count goes down** one point.

I have read and understood the "cancellation score" system.

Referrals

Most of my students have found me by recommendation from someone else.

As a thank you, I offer a **free lesson** for the student that referred me, once the **new, referred student purchases their first ten lessons** (either in one or two packages, or in ten individual

lessons).

Please note, this won't apply if a referred student requests a refund.

I have read and understood the referral system.

Conduct

(Section 5 of [Terms and conditions](#))

The class space is meant to be a safe and inclusive space, **LGBTQIphobia, ableism, racism, etc. are not welcome.**

Moderate or unaware misbehaviour by either party will be addressed either **in class or in writing** afterwards, to correct it and improve onwards.

Gross misbehaviour on the part of the learner will result in a **cessation of the service without the right to a refund** and if applicable, reported to the relevant authority.

I have read and understood the conduct expectat

That's it!

Any questions or further comment?

Name and Surname

Date

Signed

I can't or don't know how to sign electronically. I am checking this box as a signature.

