



THE LANGUAGE SERVICES DEPARTMENT
PRESENTS:

SPANISH 101
BASIC SPANISH FOR THE WORKPLACE
AND EVERYDAY LIFE

(BEGINNER'S AND INTERMEDIATE
COURSES ARE AVAILABLE)

GROUPS (LIMIT OF 12 STUDENTS)

10 Weeks (Beginner and Intermediate Available)

2 hours (per week)

\$179.00

Classes focus on group practice and team building with a more direct cultural perspective. (All prices are set on a per person basis.)

***CORPORATE PROGRAM** (LIMIT OF 12 STUDENTS)

10 Weeks (Beginner and Intermediate Available)

2 hours (per week)

\$179.00 + Plus set up fees

Classes focus on group practice and team building with a more direct cultural perspective. With your input, we will customize a curriculum that fits your group, industry, profession or specific business project. (All prices are set on a per person basis.)

*Specialized groups include additional options such as tailored vocabulary, on-site trainings, additional material, etc. As such, additional fees may be required.

Classes include:

- ~ Textbook
- ~ Additional Cultural Materials

Classes are available at the Hispanic Center of Western Michigan, 1204 Grandville SW, Grand Rapids 49503, or also on-site (additional mileage fees may apply). All classes are designed with a focus on verbal communication and spoken Spanish. If you are interested in participating, please fill out the attached form or, if you have further questions, please feel free to contact us at 616-742-0914.

The Hispanic Center of Western Michigan has a long history of serving the community and helping to bridge the cultural and communication gap that exists in the region. We appreciate your interest in utilizing our Language Services Department to learn more about other languages and cultures. Please fill out the form below and return it to the Hispanic Center to begin setting up your classes. You can mail it to:

**Hispanic Center of Western Michigan
1204 Grandville SW
Grand Rapids, MI 49503**

Or fax it to:

616-233-0662

CLASS REGISTRATION FORM

Date: _____

Organization Name: _____ Phone: _____

Individual Name: _____ Phone: _____

Address: _____

Location where services preferred: Worksite [] Hispanic Center [] Other []

Other site preferred: _____

Preferred Schedule (i.e. Mondays 4 pm -6 pm) _____

Current level of proficiency: Poor [] Good [] Very Good []

I am: An individual looking to join a general class []

Part of an already existing group []

Important Notes:

- ~ Payment is due in full prior to the first class session.
- ~ Preferred schedule is not guaranteed as classes are subject to availability.
- ~ Classes held at the Hispanic Center will take place at 1204 Grandville SW, Grand Rapids. Classes held at work site are subject to additional fees for mileage and travel expenses. Please contact us at 616-742-0914 if you have questions regarding these fees.
- ~ Cancellation Policy: 24 hours notice is required to reschedule an upcoming class session (Preformed group session only).
- ~ Refund Policy: Refunds are available with 48 hour notice when cancelling an entire class session set (for corporations). A \$50 fee will still be assessed. Once classes have begun, no refunds will be granted. Individuals canceling a class may do so 5 days before class begin to receive 100% refund.

If you have any questions regarding our policies or registration, please feel free to contact us at 616-742-0194. For a list of all the services that we provide to the community, please visit us at www.hispanic-center.org.