

| STUDENT DETAILS: | | Student number: | |
|---|---|--|--|
| Name: | | | |
| Address: | Permanent Address: | | |
| | | | |
| Phone: | | | |
| E-mail: | | | |
| Number of ID: | | | |
| | | (Please attach a copy of ID) | |
| ORGANISATION/PERSON RESPONSIBLE FOR PAYMENT: (if other than student) | | LANGUAGES SPOKEN | |
| Name: | Mother Tongue: | | |
| Address: | Other Languages spoken: | | |
| | | | |
| Phone: | Intensive Course Private <input type="checkbox"/> Group <input type="checkbox"/> | Regular Classes Private <input type="checkbox"/> Group <input type="checkbox"/> | |
| E-mail: | REMARKS | | |
| NUIT: | | | |
| | | Número Único de Identificação Tributária | |

| Policies of the Nova Escola de Línguas: | Intensive Courses Portuguese: |
|--|--|
| <p>Regular Portuguese classes:</p> <ul style="list-style-type: none"> Portuguese classes at the Nova Escola de Línguas last 90 minutes and are given in small groups (2 to 5 students) or on an individual basis. On special request classes of 60 or 120 minutes can be organised. Portuguese language classes are given at our premises, except if special arrangements have been made. An additional fee will be charged per each lesson given outside the school (regardless if lessons are given back to back at the same location). Students must contact the school by means of phone, SMS or e-mail at least 24 hours before the start of a scheduled class to notify the school of a cancellation or schedule change. Any cancellations or schedule changes made after this time will be marked as taken class and subsequently charged to the student. The Nova Escola de Línguas has a monthly billing cycle which runs from the 21st of a month to the 20th of the next month. In the last week of each month students will receive an invoice for the classes taken during the past billing period. Invoices will be mailed to the students and copies are obtainable from the school's administration. Invoices need to be paid within 5 days of the date of issue. | <ul style="list-style-type: none"> Intensive courses can start at any day of the month. The exact start date for a course depends on the availability of students and teachers. 40 hour intensive courses last two or four weeks and classes are given from Monday to Friday at our premises to a group of students or on a individual basis. An Intensive Group Course has to be completed within three months of the first day of the course. After three months the value of the remaining hours of a course are credited to the students account and lessons will be considered and charged as regular classes. Students will receive an invoice for the intensive course during the first days of the course. These invoices have to be paid during the first week of the course. |
| <ul style="list-style-type: none"> Invoices are issued in MZN and can either be paid in MZN or in USD at the exchange rate of the Banco de Moçambique of the day of payment. Payments can be done in cash, by cheque at the school or by money transfer into the school's account. In case of a money transfer, proof of payment need to be brought or e-mailed to the school. Note that all fees/costs associated in the money transfer need to be paid by the student. Students can also pay their invoices by means of PayPal (nelmaputo@gmail.com). Unfortunately the school has no facilities to receive credit/debit card payments. Payment details can be obtained from the school. | |

Maputo,/...../20.....
Date

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Signature of the student

Nova Escola de Línguas, Lda, 112 Rua Comandante João Belo, Bairro Central, Maputo
21 32 20 55 - 825 71 18 63 - nelmaputo@gmail.com - www.novaescoladelinguas.com