#  PERSONAL DETAILS

1. Name : ………………………………………………………………………………….…………………………

 [ ]  Male [ ]  Female

1. Place of Birth : ………………………………………………………………………………………….……….………..
2. Date of Birth (*D*-*M*-*Y)*:………………………………………………………………………………………….….……….……….
3. Nationality : ………………………………………………………………………………………….….……….……….
4. Passport # : ……………………………………………………………………………………………………………….
5. Permanent address : ………………………………………………………………………………………………………………..
6. Phone / Mobile # : ………………………………………………………………………………………………………………..
7. E-mail address : …………………………………………………………………………………………………………………
8. Company/Organization: ……………………………………………………………………………………………………………….
9. Occupation : …………………………………………………………………………………………………………………
10. Education : …………………………………………………………………………………………………………………
11. Languages spoken : …………………………………………………………………………………………………………………

**B. LANGUAGE PROGRAM:**

 ***[ ]  Indonesian***

 1.Current proficiency of the language:

 *[ ]*  *None* *[ ]  Survival / Basic [ ]  Intermediate* *[ ]  Advanced*

 *Please explain: …………………………………………………………………………………*…………………………………………………

 ……………………………………………………………………………………………………………………………………………………………..

 2. Emphasis: *[ ]*  *Speaking [ ]*  *Reading [ ]  Listening [ ]  Writing*

3. Special requests related to your interests:

 *Please explain:* …………...…………………………………………………………………………………………………………………….

 …………………………………………………………………………………………………………………………………………………………….

 4. Expected result upon the completion of the training.

 *Please explain:* *…*…………………………………………………………………………………………………………………………………

 *…*…………………………………………………………………………………………………………………………………………………………..

 5. Course Date: ………………………… to …………………………*(dd/mm/yy)*

 Preferred Days: *[ ]* Monday *[ ]*  Tuesday [ ]  Wednesday [ ]  Thursday

 [ ]  Friday [ ]  Saturday

 Preferred Hours: *[ ]*  *Session 1*: 08.00 – 09.30 *[ ]*  *Session 2*: 10.15 – 11.45

 *[ ]*  *Session 3*: 13.00 – 14.30 *[ ]*  *Session 4*: 15.00 – 16.30

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## METHODs OF PAYMENT

[ ]  **TELEGRAPHIC TRANSFER** to:

**WISMA BAHASA**

        A/C. 026 1978 141

Swift code: BNINIDJA

PT. Bank Negara Indonesia

         Jl. Adisucipto 37, Yogyakarta, Indonesia

 *[ ]* **PayPal,** to**:** [PayPal.Me/wismabahasa](https://www.paypal.me/wismabahasa)

## PAYMENT ACCOUNT

 [ ]  Personal [ ]  Company

## TERMS AND CONDITIONS

1. For personal account student, payment should be made in advance. This regulation is also applied for re-buying student. Wisma Bahasa will automatically suspend the lesson if payment is not yet received.
2. The payment should be transferred in full payment.
3. In case the payment is made by telegraphic transfer, please send us a copy of the telegraphic transfer.
4. Any class cancellation shall be notified no later than 1 working day prior to class commencement. Otherwise, one is subject to 50% of charge.
5. To indicate the presence in the class, every student is to affix their signature on the attendance list we have prepared every time they attend the class.
6. At the beginning of the first meeting, the teacher will provide short briefing to his/her students about the schedule, syllabus, and class terms and conditions.

By signing this form you agree to the terms and conditions above.

 *Signature*

*Full name:.…….……………………………………….*

 *Date :* [ ] [ ] -[ ] [ ] -[ ] [ ]  (dd-mm-yy)