



# BASIC LANGUAGE COURSE

## LANGUAGE COURSE *(choose below)*

FRENCH

GERMAN

RUSSIAN

SPANISH

## PERSONAL DATA

FULL NAME: \_\_\_\_\_  
Last First Middle Nickname

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER: \_\_\_\_\_

CIVIL STATUS: \_\_\_\_\_ RELIGION: \_\_\_\_\_

COMPLETE HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE (Home): \_\_\_\_\_ MOBILE: \_\_\_\_\_

EDUCATIONAL ATTAINMENT: \_\_\_\_\_

COLLEGE/ UNIVERSITY ATTENDED: \_\_\_\_\_

## PROFESSIONAL DATA

INSTITUTIONAL AFFILIATION/ POSITION: \_\_\_\_\_

COMPLETE OFFICE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE (Office): \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

(To be filled up by the Department of Modern Languages)

DATE OF REGISTRATION: \_\_\_\_\_

ACKNOWLEDGEMENT RECEIPT NO.: \_\_\_\_\_

OFFICIAL RECEIPT NO.: \_\_\_\_\_

CHECK NO: \_\_\_\_\_  
*[for check payments only]*

CHECKED BY: \_\_\_\_\_

# REGISTRATION AND PAYMENT:

Registration Period: until 06 September 2017

1. Please accomplish and sign the Registration Form, then submit it together with 2 photo ID (1x1, colored or b/w) to the Department of Modern Languages.

Monday-Friday: 8:30am - 12:00nn; 1:00-3:30 pm

2. Upon submission, you will receive an Official Receipt Request Form. With this Form, you may then proceed to pay the prescribed course fee.

Course Fee: Php 5,000 (Php 4,500 for Ateneo employees)

Modes of Payment: Cash or Bank Check (Payable to: Ateneo de Manila University)

Please present your Official Receipt Request Form when paying at the Ateneo Cashier's Office during office hours. Afterwards, kindly submit a copy of the Official Receipt to the Dept. of Modern Languages.  
Monday to Friday: 8:30am-12:00nn; 1:00-3:30pm

Refund Policies:

1. For confirmed cancellations before the start of classes: 50% of the fully paid course fee.
2. For confirmed cancellations after the start of classes: No refund.
3. If the Department dissolves a course due to insufficient number of registered participants: 100% of the fully paid course fee.

For more information, please contact:

Department of Modern Languages  
Ateneo de Manila University  
2nd Floor, Horacio de la Costa Hall  
Katipunan Road, Loyola Heights,  
Quezon City 1108

Telephone: (632) 426-6001 Loc. 5350 & 5351

Facsimile: (632) 426-6001 Loc. 5351

E-Mail: [modernlanguages.soh@ateneo.edu](mailto:modernlanguages.soh@ateneo.edu)