

## English Express

6666 Harwin Drive, Suite 155, Houston, TX 77036

Tel. 713 337 3775

learn@englexpress.com

[www.englexpress.com](http://www.englexpress.com)

---

# Registration Procedure

## Online Registration

1. Go to [Contacts Page](#) of English Express website. Enter your name, email address, and phone number. In the Comment Box, state which class you are interested in and request a registration form. Alternatively, you can send an email with the information above to [learn@englexpress.com](mailto:learn@englexpress.com)
2. English Express will then email you [a registration form](#), which you can fill out online and email back to English Express along with a copy of a picture ID. (The registration form can also be accessed by clicking on the blue link above.)
3. It is necessary to schedule an English Proficiency Test. This test can be taken online or at the school. The test costs \$35 and pays for the one-time registration fee. Contact the school to set an appointment for the proficiency test.
4. After the student's English level has been determined, English Express will email you the invoice for classes, which can be paid online or at the school. When payment is made, English Express will receive notice, and the student will be officially registered for class.

## Registration at School

1. Contact English Express to set up a registration appointment. Our phone number is 713 337 3775. Our email address is [learn@englexpress.com](mailto:learn@englexpress.com)
  2. During the appointment, the student fills out a registration form and submits his or her picture ID to be copied.
  3. The student then takes the English Proficiency Test, which takes about 45 minutes and costs \$35
  4. Afterwards, a representative of English Express discusses the results of the test with the student, and recommends a class plan to meet the student's objectives.
  5. Finally, an invoice for classes is presented to the student.
  6. Upon payment of the invoice, the student is officially registered for class.
-