

ENROLMENT FORM FOR SPANISH COURSES

PERSONAL INFORMATION

Name		Surname	
Home address			
City		Post Code	
Country			
Telephone		Mobile	
E-mail			
Date of Birth		Citizenship	
Sex			
ID/Passport		Mother Tongue	
Religion		How did you get to know us ?	
Studies		Occupation	

What **level** of Spanish do you think you have? _ **A1** Beginner _ **A2** Basic _ **B1** Intermediate
_ **B2** Advanced _ **C1** Superior _ **C2** Proficiency

COURSE

Course type: Intensive	☐	One to One	☐	Dele Preparation	☐
Number of weeks		Starting date		Completion date	
Accommodation : Yes	☐	No	☐	Airport Transfer: Yes	☐
				No	☐

TERMS AND GENERAL CONDITIONS

These terms and conditions are for all CIBELES LANGUAGE CENTRE courses and services. Partner schools may have additional conditions. CIBELES LANGUAGE CENTRE,S.L. is a private company. The registered office address is C/Corazón de María 9 Bajo B. 28002 MADRID, SPAIN. CIF: B87508792.

Registration:

Course registration and payment

Registration can be done in the following ways:

1. Through the internet on our web site www.cibeleslanguage.com
2. Via e-mail sending this questionnaire to : info@cibeleslanguage.com
3. By ordinary mail, sending the Registration Form to: Cibeles Language Centre . C/Corazón de María 9 Bajo B. 28002 MADRID .ESPAÑA

• To book a course, an upfront payment of 200€ has to be paid and will be deducted from the total price of the course.

The payment can be done by:

(1)Bank transfer, indicating the participant's name (Only in euros) to: CIBELES LANGUAGE CENTRE,S.L.; Name of the bank: CAJAMAR; Address: Vía Complutense, 41, 28805 Alcalá de Henares, Madrid España;

SWIFT / BIC: CCRIES2AXXX; IBAN ES20 3058 0988 1527 2001 1149 (all bank charges paid by student)

(2) Credit Card (Visa, Master Card) * NOTE: All credit card payments for accommodation fees are subject to a commission charge of 3% (VISA, MASTERCARD)

(3) In cash, when the inscription is made directly in the school office.

Please, make sure you take into account the date of the beginning of the course by looking at the school calendar with the course dates and bank holidays in our website: www.cibeleslanguage.com
 We will send you via e-mail the confirmation of your course and the amount due to be paid
 Around 10 days before the beginning of the course, and once the payment for the remaining amount of the course has been made, we will send you confirmation of payment and information on your accommodation (if applicable).
 CIBELES LANGUAGE CENTRE will send you the address of your accommodation and a map of the city.
 All registrations are subject to confirmation due to limited vacancies and availability.
 Intensive courses will require a minimum number of 4 students and a maximum of 10 to take place.
 If the group had 3 students, the number of hours would be reduced to 75% of the total number. If the group had 2 students , the number of hours would be 50% of the total number and if there was one student only , 25%.
 CIBELES LANGUAGE CENTRE,S.L. reserves the right of cancelling and refunding 100 % of the money paid if there are not enough students for the course.

1. CONTRACT

On finalising enrolment in a course (and accommodation) over the internet, by fax, online booking or in writing, students must accept this terms and General Conditions, as well as CIBELES LANGUAGE CENTRE's rules. No signatures are necessary for the agreement. Payment confirms the acceptance of all the conditions of the agreement.

1.3 The contract is personal and non-transferable.

2.CONDICIONES DE CANCELACIÓN INDIVIDUALES

2.1 If cancellations are made up to 21 days prior to the course/programme, students will get 100 % of the amount paid back, except 200 € of administrative costs.

2.2 Cancellations made less than 21 days in advance of the course/programme will not have the right of refund for any of the services contracted.

2.3 Accommodation services, whatever their form, are nonrefundable once they have been contracted.

2.4 Students who start but do not finish their programme will not be reimbursed any course fees.

**Refunds will be made by electronic transfer to the client who made the payment*

3. CERTIFICATE OF ATTENDANCE

3.1 Course certification will only be issued to students who attend at least 80% of their classes, complete their work or other activities.

3.2 This certificate is not valid as an official document in accordance with the legislation regulating non-accredited education. It is a personalised certificate of attendance.

4. VISAS

4.1 Students from the European Union do not require a visa to enter Spain. Students from other countries must enquire about obtaining a visa at the Spanish embassy or consulate in their country.

4.2 The certificate certifying enrolment (invitation letter) can ONLY be issued by the school when the enrolment form and a copy of the passport have been received and full payment of the program has been received via bank transfer.

4.3 Once the visa has been obtained, Cibeles Language Centre will inform the embassy or consulate if the course is cancelled by the student.

4.4 If students have to cancel due to visa denial, they must send an official original certified document (with date, signed and stamped) which clearly states the name of the student, passport number and requested visa directly from the Spanish embassy. In order to obtain a refund of the upfront payment, the cancellation (with the denial document) has to be received in writing by Cibeles Language at least 21 days before the planned course starts.. Cibeles Language will refund the upfront payment minus 200 euros of possible administration costs (bank charges, faxes, phone calls, etc.). If the cancellation is received in less than 21 days before the course starts, there will be no refund.

5. BANK HOLIDAYS

· The school will be closed during the official public holidays in Madrid which are published in the school calendar. During the bank holidays, classes will not take place and will not be refunded. One to One classes will be held on other days.

6. IMAGE RIGHTS AND PROTECTION OF PRIVATE DATA

6.1 Students accept that Cibeles Language takes photos and videos during classes and/or various activities for the use of the school. If a student disagrees, he/she will have to notify it to the school when registering for classes.

6.2 In compliance with the current laws with respect to the protection of private data, we inform students that private data and information will be processed and stored in data files property of Cibeles Language Centre,S.L., located at (C/Corazón de María 9 Bajo B, 28002, Madrid, España), on which the student will be able to exercise their rights to access, correction and cancellation, in accordance with the terms and conditions provided for in the applicable regulations related to the protection of privacy: Ley Orgánica 15/99 de Protección de Datos de carácter personal de 13 de diciembre.

7. CONFLICT RESOLUTIONS AND LIABILITY

7.1 Any conflict regarding the course/programme, will be solved by the Jurisdictional bodies in accordance with the applicable law.

7.2 Cibeles Language is not responsible or liable for accidents occurring outside the school premises (e.g. at accommodation or excursions).Cibeles Language is not liable for theft or illnesses in or outside the school.

I agree to the terms and conditions of Cibeles Language Centre.

Signature:

at:Date:../../...

