

# Enrolment Form

To book your Spanish language course please complete this form and return it by email.

## Personal details

Family name				First name			
Address							
Postcode		City/Town			Country		
Telephone				Passport number			
E-mail				Date of birth (dd/mm/yy)			Gender (M/F)
Nationality				Mother tongue			


## Contact details in case of emergency

Name			
Telephone		E-mail	

## Spanish courses (Please ♥ tick your choice)

General Spanish	Intensive 20	Intensive 25	Intensive 30	Intensive plus	Super intensive
Spanish plus electives (For Intensive 25, 30 and Super intensive)		Spanish life and culture	Grammar skills	Pronunciation and speaking	
		Spanish for business	Spanish for health and medicine		
Leisure electives		Spanish cooking	Spanish and sailing		
Exam preparation	Dele	Abitur ° of lessons			
Special course	Spanish in the teacher's home				
University pathway	Beginners A0-A1	Intermediate A2-B1	Fluent B2+ Express training		Fluent B2+ Academic year
Work and study	Internship	Demipair	Volunteer		
Private tuition	One to one	One to two/three	Online tuition 50'	n° of lessons	
Teen summer programmes	Summer camp (13-16 y.o.)	Host family	Residence	Day programme	
	Summer getaway (16-19 y.o.)	Host family	Residence	Day programme	
To begin (dd/mm/yy)				for (number of weeks)	
Aproximated level of Spanish	Elementary	Preintermediate	Intermediate	Advanced	

## Accommodation (Please ♥ tick your choice)

Host family	Room:	Single	Double	Private bathroom
	Meals:	Breakfast	Half board	Full board
Shared apartments	Single room		Double room	
Central shared apartments	Single room		Double room	
	Single room with private bathroom		Double room with private bathroom	
San Dionisio apartments	Single room with private bathroom		Double room with private bathroom	
Resiolé Marqués apartments 	Single room		Double room	
	Single room with private bathroom		Double room with private bathroom	

Resiolé Gran Vía residence <b>resiolé</b>	Single room with private bathroom	Double room with private bathroom	
Resiolé La Nave residence <b>resiolé</b>	Single room	Double room	
	Single room with private bathroom	Double room with private bathroom	
Resiolé Mercado Student House <b>resiolé</b>	Single room	Double room	Triple room
El Puerto residence	Single room with private bathroom and kitchen		
The City residence	Single room with private bathroom and kitchen	Double room with private bathroom and kitchen	
Arriving on (dd/mm/yy)		Leaving on (dd/mm/yy)	
Smoker	Non-smoker		

**Is there any information we should know (e.g. allergies, food, medical requirements...)?**


**Transfer service** Complete if you require this service

Arrival									
Arriving to		(Complete if you already have the information. It is required 4 days before arriving)							
Valencia airport	Train station	Bus station	Arrival date (dd/mm/yy)					Arrival time	:
Flight/train/bus number									
Departure									
Departing from		(Complete if you already have the information)							
Valencia airport	Train station	Bus station	Departure date (dd/mm/yy)					Departure time	:
Flight/train/bus number									
I require medical insurance. Number of weeks									

**Payment details**

<b>Deposit</b>	Please note that your enrolment can only be confirmed when we receive the deposit.
The payment of the deposit will be made (Please tick your choice)	
By bank transfer	By credit card
<b>The balance</b>	Please note that the balance must be paid 2 weeks before the course starts.
The payment of the balance (total invoice less the deposit) will be made (Please tick your choice)	
By bank transfer	By credit card

I have read and agree with the conditions of enrolment

Date	Signed	Signature of parent (if student under 18)



# Conditions of enrolment

## AGE

The minimum age for adult courses is 16 years old and for Teen summer programmes is 13 years old.

## ARRIVAL AND DEPARTURE

On your first day you will take a level test at 8:30 and we will then confirm level and timetable. Classes can be in the morning or in the afternoon depending on the level and places available in each group. Students who have reserved accommodation should arrive on the Sunday before the course begins. Departure is normally on the Saturday after the course ends. Extra nights might be possible at extra cost. No compensation will be granted for any lesson lost due to the placement test or guided visit on the first day.

## INSURANCE

Students are not insured by Españolé International House Valencia against illness, accident, theft, damage or loss of personal items and the school cannot assume responsibility in case of such occurrences. You should check if your country has health insurance arrangements with Spain. If this is the case, you should obtain all forms and documentation before leaving your own country. (European Community nationals are insured through the state insurance fund against accident and illness. Non-European Community nationals should have an international health insurance policy that is valid for Spain). Health insurance is essential for all students; full private insurance is always recommended (travel, cancellation, property loss etc.). Make sure that your medical insurance covers all possible emergencies.

## MEDICAL INSURANCE

Españolé offers the possibility of arranging a

medical insurance for the students (see price list).

## CANCELLATION

All cancellations must be notified in writing to Españolé International House Valencia. For cancellations made up to a month before the course is due to start, the school will refund all fees paid except the non-refundable deposit (200 €). For cancellations made between a month and a week before the course is due to start, the school will refund all fees paid minus a 25% of the total invoice and the non-refundable deposit (200 €) which will be kept as cancellation fee. In case a cancellation is made at short notice (a week or less before the course is due to start) the school will return all paid fees minus a 40% of the total invoice and the non returnable deposit (200 €) which will be kept as cancellation fee. No refund will be made once the course and/or accommodation period has started. The school reserves the right to cancel courses when insufficient bookings are made and to change students to other courses. If such a change is proposed, a full refund of fees, including the deposit, will be made if requested instead.

## PUBLIC HOLIDAYS

There will be no lessons on some public holidays. No compensation will be made for these days; only private lessons can be made up. In case of two public holidays in the same week one of the days will be made up. Note that both national and local holidays may be subject to change, check with us the exact closing dates before enrolling. On the public holidays when the school is closed, classes are replaced by a free excursion. If a public holiday occurs at the start of the course, students should reserve their place on the excursion before arrival.

## POSTPONEMENT

You may postpone your starting date if necessary by notifying the school a minimum of 7 days before the beginning of the course. All fees will be transferred to a later starting date.

## LATE ARRIVALS OR ABSENCES

If you arrive after the starting date of the course or are absent during/from the course, no refund will be granted.

## TRANSFERS

Españolé International House Valencia organises transfers on arrival and departure from the airport and stations in Valencia at extra cost (see price list).

To guarantee the transfer we need to know the arrival details (date, time, place, and flight number) at least two days before your arrival. In the event of last minute changes, the student should inform the school (by phoning the emergency number) otherwise we will not be able to assure the transfer.

## ATTENDANCE, PUNCTUALITY AND PERSONAL DISCIPLINE

The school requires all registered students to attend all timetabled classes at the given time. Students should respect the basic school rules both for courses and accommodation. In the case of serious misconduct, the student may be requested to leave immediately, in which case no refund will be made.

The school will be the sole arbiter of what constitutes a serious misconduct. All students adjudged guilty of serious misconduct will be required to pay for any damage caused.

## How to enrol

You can enrol through a representative of Españolé International House. To reserve your course and accommodation you will have to submit a non-refundable deposit (200 €). This deposit is part of your course and enrolment fees, and will be deducted from the total. Unless a special arrangement is made, the rest of the fees must be paid at least two weeks before the course starts. Once we receive your deposit or proof of payment, we will send you a confirmation letter, detailed information about the course and your invoice. The confirmation letter can be used to help you obtain a visa (if applicable). Before applying for a course, please make sure you read the Conditions of enrolment.

## How to pay

You may transfer fees in the following ways:

### 1.- By bank transfer to:

Account name: Todo Idiomas S.L.

Bank: Banca March

Bank address: C/Marqués de Dos Aguas, 6, 46002 Valencia

Account: 0061 0349 58 0008660118

IBAN: ES51 0061 0349 5800 0866 0118

BIC: BMARES2M

### 2.- By Visa or Mastercard (see enrolment form)



**resiólé**  
Residencias españolé

