



Fábrica de Idiomas
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 14004 Córdoba, Spain
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info@fabricadeidiomas.com
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Enrolment form

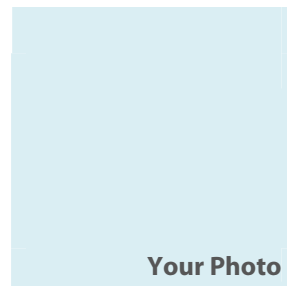
Course type / name

Course date: from _____ to _____
 Number of weeks: _____ Lessons per week: _____

Personal Details

Name & Surname _____ Male _____ Female _____

Date of birth _____ Passport number _____



Contact information

Home tel. _____ Street _____
 Mobile _____ City _____ Postal code _____
 Fax _____ Country _____
 Skype _____ e-mail _____

Languages

Knowledge of Spanish _____ Mother tongue: _____
 none/very little _____ little _____
 intermediate _____ advanced _____
 Other languages you speak/communicate in: _____

Accommodation

Date: from _____ to _____

Shared Flat	Host family single	Apartment	Are you:
single	Host family double	None	Smoking
Shared Flat	1/2 Board	Other:	Non-Smoking
double	Full board		

Please state a second choice: _____ Any special needs? _____

Where and how did you learn about Fábrica de Idiomas?

former student, who? _____ school / University / teacher _____
 advertisement, where? _____ Internet, which search engine? _____
 representation/agent, who? _____ other (please specify) _____

Deposit Payment details

I enclose bank transfer copy _____ I enclose a PayPal confirmation _____

I have read and understood and I agree with the general terms & conditions.

I authorize Fábrica de Idiomas, Soc. Coop. And., to use my personal data supplied by me in Enrolment form in professional and / or commercial purpose, according to the Spanish Organic Law 15/1999 of 13 December (BOE nº 298 of 14 December) about PROTECTION OF PERSONAL DATA (Ley Orgánica 15/1999 de 13 de diciembre de Protección de Datos de Carácter Personal).

DATE AND SIGNATURE

TERMS AND CONDITIONS

AGE: The participants of our courses and cultural programmes must be at least 18 years old.

HEALTH INSURANCE: The health insurance is obligatory. The civil liability insurance is advisable. Fábrica de Idiomas does not provide travel insurance services. That is why every student must take it out in his/her country of origin. It is advisable that the citizens of the EU obtain the European Health Insurance Card to avoid expenses of medical care in case of sickness during the trip. The citizens from outside the EU countries should apply for insurance in their insurance company. Fábrica de Idiomas can help you in managing insurance in a Spanish insurance company during your stay in Spain. Fábrica de Idiomas is not responsible for any incident that may occur outside the school.

PRIVACY POLICY: Your personal details will be used only for reservation procedures and will not be provided to third parties nor published.

ARRIVAL: The time of arrival to our academy is between 5 and 8 p.m. on Sundays. However, we ask you to confirm the estimated time of arrival to Córdoba, even after established hours. On arrival day we will show you the way to the academy and the nearest places to eat.

DEPARTURE: The flats' keys will be returned the last day of your stay on Sundays until 12 at noon.

FIRST DAY: The language level test for Spanish students will be held the first day of class at 8.45 a.m. Classes begin at 9 a.m.

Registration

To sign in to one of our courses you need to fill in the registration form available on our website and send us the confirmation of payment of a deposit of €100. The deposit will be deducted when paying the rest of the course. Please send us the scanned bank transfer receipt by email to: info@fabricaideidiomas.com. Each receipt should include dates, type of course and full name of the participant. All information about the reservation and accommodation procedures, as well as the booking confirmation, will be sent by email to the address provided in the registration form. In case of any disability, please let us know about it and indicate the degree of your dependence to plan better your course and stay. In case of any unrevealed information Fábrica de Idiomas reserves itself the right to refuse giving the course to such person.

Payment methods

I. For general Spanish courses (F. de Español 20, F. Profesional) and specialized courses (Fábrica Flamenca, F., Ecuestre, F. Culinaria and F. Creativa) there are two options:

- Bank transfer
- Pay Pal

The payment procedure:

1. The deposit of €100 when booking more than 30 days in advance.
2. The rest of the course price will be paid within 15 days before the course starts.
3. For promotions and offers the payment dates may change. Fábrica de Idiomas in case of failing payment by the agreed deadline undertakes no obligation to provide courses. The students who make a reservation within 15 days or less before the beginning of the course will pay the full amount. In case of participants from outside the EU countries who need a visa to travel to Spain, we require a payment of 50% of the course at the time of the booking. If you need an invitation to apply for visa, we can provide it to you. This option has a cost of €10 for postage expenses.

II. For courses F. de Larga Duración payments are made by:

- Bank transfer
- Cash

Payment options:

- For full month.
- For full semester in advance.* discount
- For full semester in two instalments.* discount

Cancellations and modifications

1. In the event of a cancellation received 30 days or more before a course is due to start all course payments will be refunded after deducting non-refundable fees (sending a letter of invitation for visa applications etc.). Costs of transfers in case of refund will be covered by the participant.

2. In the event of a cancellation / postponement received 15 days or more prior to the courses:

a) F. de Español 20 or F. Profesional, all course payments will be refunded after deducting the deposit of €100. In the event of a postponement, the deposit of €100 is not lost and can be used during the next course the participant can attend. Costs of transfers in case of refund will be covered by the participant.

b) with specialized classes such as F. Flamenca, F. Ecuestre, F. Culinaria or F. Creativa, all course payments will be refunded after deducting the deposit of €100 and non-refundable fees of €70 applied as for cancellation of specialized classes. In the event of a postponement, the deposit of €100 is not lost and can be used during the next course the participant can attend. Costs of transfers in case of refund will be covered by the participant.

3. In the event of a cancellation / postponement received 14 days or less prior to the courses:

a) F. de Español 20 or F. Profesional, all course payments will be refunded after deduction of €170 of non-refundable fees (first week's tuition), together with any unrecoverable costs of accommodation if school is unable to place another participant in the cancelled accommodation. Costs of transfers in case of refund will be covered by the participant.

b) with specialized classes such as F. Flamenca, F. Ecuestre, F. Culinaria or F. Creativa, all course payments will be refunded after deducting €220 of non-refundable fees (first week's tuition + cancellation of specialized classes), together with any unrecoverable costs of accommodation if school is unable to place another participant in the cancelled accommodation. Costs of refund transfers will be covered by the participant.

4. In the event of a cancellation / postponement once a course has started there are no refunds. Please keep in mind taking out travel and cancellation insurance to cover such eventualities.

5. Participants from outside the EU countries requiring a visa: If after booking the course the visa is denied, we will need a copy of the decision about the visa. Once received, all course payments will be refunded after deducting €30 applied as for cancellation fee.

6. In the event of a change in accommodation:

a) 15 days or more before a course is due to start, no penalty fees will be deducted.

b) 14 days or less before a course is due to start, a handling charge of €50 will be deducted.

7. In the event of a cancellation of accommodation only:

a) 15 days or more before course starts, a handling fee of €50 will be deducted.

b) 14 days or less before course starts, the equivalent of the weekly accommodation will be deducted.

8. In the unlikely event that school has to cancel a course, will offer an alternative course or refund all fees. Costs of transfers in case of cancellation of a course by school will be covered by school.