

# Enrolment form

First name:	Last name:	<input type="radio"/> Female <input type="radio"/> Male	Date of birth: ____ / ____ / ____
Street:	Town:		Postcode:
Country:	Mobile:	Phone:	Passport number:
Occupation:		Email:	

How long have you been learning Spanish? (years of study / hours per week, etc.)

How do you consider your level of Spanish?

- A1.1 Absolute beginner       B1 Pre-intermediate       C1 Advanced  
 A1.2 Beginner with previous knowledge       B2 Intermediate       C2 Mastery  
 A2 Elementary

Spanish course from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ ( \_\_\_\_ weeks)

**Group Courses:**

- Intensive Course 20  
 Intensive Course 24  
 Superintensive Course 30  
 Intensive Course Plus 1  
 Long-term Intensive Course 20

**Individual Courses:**

- One-to-One  
 Minigroup  
 3-Day-Spanish-Course Flex

**Special Programmes:**

- DELE Examination Course  
 Internship Programme  
 Teacher Training Course  
 Business Spanish Course

**Activity Pack** (please check the dates):

- Surf-Experience-Pack \_\_\_\_ week(s)       Gastronomic-Experience-Pack       Culture-Experience-Pack  
 Nature-Experience-Pack       Horse-Riding-Pack \_\_\_\_ week(s)

**Accommodation**

arrival date \_\_\_\_/\_\_\_\_/\_\_\_\_ departure date \_\_\_\_/\_\_\_\_/\_\_\_\_

Apartment with Spanish people  
( & kitchen facilities)

Mixed apartment with TANDEM  
students and Spanish people  
( & kitchen facilities)

Hostfamily with half board  
(breakfast & dinner)

Hotel

Hostel

I don't need any accommodation

single room

Do you smoke?  yes  no

double room

Do you have any allergies?  yes  no

Special diet?  yes  no

if double room, together with:

If yes, please specify:

If yes, please specify:

**Payment method** for the down payment of 150 €  Bank transfer       Visa Card       MasterCard

How did you hear about TANDEM SAN SEBASTIÁN?

Special notes:

*I have read and I agree to the enrolment terms*

Place \_\_\_\_\_ date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ signature: \_\_\_\_\_

## How to book your Spanish course:

- **Complete the enrolment form** and **send it to us** by email or post.
- After we have received your booking **we will reply to you immediately by email.**
- For the definite booking confirmation we will ask you to **pay a deposit of 150 €.**
- You can pay the deposit **by credit card** (Visa or MasterCard) **or by bank transfer.**

For payment by credit card please send us an email or call our office at Tel + 34 943 32 67 05 and indicate cardholder, card number and expiry date.

For payment by BANK TRANSFER please pay to our bank account at:

Bankaddress : CAJA LABORAL, Avda. de la Libertad,10 - 20004 San Sebastián

IBAN: ES20 3035 0060 47 0600086226 and SWIFT CODE: CLPEES2M

- Please **indicate your name and course dates and send us a copy** of the bank payment by email (bank charges have to be paid by the student).

Once the deposit is received, a confirmation of your course and accommodation will be send together with all payment details.

- The remaining amount is to be paid by the first day of the course in TANDEM San Sebastián. If you prefer, you can transfer the total amount until 2 weeks before the starting of the course to our bank account.

In case you have booked accommodation with us your accommodation address will be send 10 days before the beginning of the course with detailed information about your arrival and a map of San Sebastián.

- **Spanish Test:** All students with previous knowledge must complete our level test and send it to us at least 2 weeks before their arrival. You can find the test on our web site [www.tandemsansebastian.com](http://www.tandemsansebastian.com) or if you prefer, we can send you a copy by email or post.

### Terms and Conditions

There is an **administration fee** of 60 € for all courses.

Administration fee, course and accommodation prices **includes:** Tuition, reservation of accommodation, level testing, information folder, class material, 1st course book, certificate of attendance, use of library, organization of some cultural and leisure activities.

**Not included:** Airport transfers, travel insurance, the costs of some activities of the cultural programme, guided visits, entrance tickets and transport costs of the activities.

**Cancellation:** Students must give written notice of cancellation to TANDEM San Sebastian by fax, post or e-mail. In case of cancellation no later than 3 weeks before the start of your course, we will retain 60 € of the deposit. Less than 3 weeks prior to the course beginning we will retain 120 €. In both cases the amount will be valid for another course during the same year in TANDEM San Sebastián.

If student arrives late, is absent during any part of the course or leaves early, if a student decides to cancel his or her course after it has started no refund will be made.

**Holidays without classes 2017:** January 6th; January 20th; April 14th; May 1st; July 31st; October 12th; November 1st; December 8th. Only individual lessons will be made up during the week. On Easter Monday (April 17th) and December 6th school is closed but lessons will be made up during the week. There is no refund or discount when the school is closed on a public holiday.

**Insurances:** TANDEM San Sebastián cannot be held liable for damage or accident to students' persons or property. Students are strongly recommended to take out personal travel insurance before departure. Members of the European Union should bring their European Insurance Card which covers medical assistance in case of illness.

The **minimum age** for all group courses is 16; students younger than 18 years need written authorization from their parents.

Our **group size** is from 3 to 8 students, at high season the maximum is 10 students per group. We accept students at all levels, however if we do not have a group at your level, or if there are only 2 students in the group we reserve the right to reduce the number of lessons per week. Intensive Course: If there are 2 students in a group they will receive 15 lessons per week instead of 20. If there is only one student in a level he/she will receive 10 individual lessons per week instead of 20 group lessons.

Requirements for carrying out a **TANDEM® exchange** are to possess a basic working knowledge of Spanish and attend a course of at least three weeks duration.

One lesson is 45 minutes.

During the high season classes may be also held in the early afternoon.

All fees, administration, course and accommodation, are in Euro (€).