

# Enrolment form 2019

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)

<b>Group Courses:</b> <input type="checkbox"/> Intensive Course 20 <input type="checkbox"/> Intensive Course 24 <input type="checkbox"/> Superintensive Course 30 <input type="checkbox"/> Intensive Course Plus 1 <input type="checkbox"/> Long-term Intensive Course 20	<b>Individual Courses:</b> <input type="checkbox"/> One-to-One <input type="checkbox"/> Minigroup <input type="checkbox"/> 3-Day-Spanish-Course Flex	<b>Special Programmes:</b> <input type="checkbox"/> DELE Examination Course <input type="checkbox"/> Internship Programme <input type="checkbox"/> Teacher Training Course <input type="checkbox"/> Business Spanish Course
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**Activity Pack** (please check the dates):

Surf \_\_\_\_ week(s)       Gastronomic-Experience       Basque-culture  
 60 Plus Experience       Horse-Riding \_\_\_\_ week(s)

**Accommodation** arrival date \_\_\_\_/\_\_\_\_/\_\_\_\_ departure date \_\_\_\_/\_\_\_\_/\_\_\_\_

<input type="checkbox"/> Apartment with Spanish people (& kitchen facilities)	<input type="checkbox"/> Mixed apartment with TANDEM students and Spanish people (& kitchen facilities)	<input type="checkbox"/> Hostfamily with half board (breakfast & dinner)
<input type="checkbox"/> Hotel	<input type="checkbox"/> Hostel	<input type="checkbox"/> I don't need any accommodation

<input type="checkbox"/> single room <input type="checkbox"/> double room If double room, together with: _____	Do you smoke? <input type="radio"/> yes <input type="radio"/> no Do you have any allergies? <input type="radio"/> yes <input type="radio"/> no If yes, please specify: _____	Special diet? <input type="radio"/> yes <input type="radio"/> no If yes, please specify: _____
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**Payment method** for the down payment of 150 €     Bank transfer     Visa Card     MasterCard

**How did you hear about TANDEM SAN SEBASTIÁN?**

**Special notes:**

*In accordance with the provisions of current legislation on the Protection of Personal Data (GDPR), we inform you that your data will be incorporated into the processing system owned by CENTRO DE IDIOMAS DONOSTIA, S.L., in order to provide you with the information requested, and manage all the services offered from our website. Your data will be kept for the time strictly necessary to fulfill the purpose for which it was collected and for as long as your consent persists and has not been expressly revoked. You have the right to obtain confirmation as to whether we at CENTRO DE IDIOMAS DONOSTIA, S.L. are processing your personal data; therefore, you may exercise your rights of access, rectification, limitation of processing, deletion, portability and opposition to the processing of your personal data by sending an e-mail to [info@tandemsansebastian.com](mailto:info@tandemsansebastian.com). For further information you can visit our website: [https://www.tandemsansebastian.com/cursos-de-espanol/services/Politica\\_Privacidad.php](https://www.tandemsansebastian.com/cursos-de-espanol/services/Politica_Privacidad.php)*

**I have read and I agree to the Privacy Policy and enrolment terms and conditions:**

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, complete the Payment Form, 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:

Bank address : 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, organisation 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 post or email. 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.

The school never cancels any course, even if there is only one participant. If the school is forced to cancel a course, activity or service contracted previously by the student, the school will refund the full amount.

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

**Holidays without classes 2019:** January 21st; November 1st; December 6th. Only individual lessons will be made up during the week. On all the other public holidays, lessons will continue as usual or will be made up during the week. No group classes from December 23rd to January 3rd, 2020. 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 authorisation 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. Superintensive Course: If there is only one student in a level he/she will receive 5 individual lessons per week instead of 10 mini-group lessons in addition to the Intensive course.

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.

The classes may be also held in the early afternoon.

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