

Enrolment form 2020 - ONLINE courses

First name:	Last name:	<input type="radio"/> Female <input type="radio"/> Male	Date of birth: ____ / ____ / ____
Street:	Town:		Postcode:
Country:	Phone:	Passport number:	Occupation:
SKYPE ID:		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 ONLINE course from ____ / ____ / ____ **to** ____ / ____ / ____ **- ____ week(s)**

One-to-one*
 Intensive Course
 Extensive Course

*Number of lessons: _____
 *Preferred timetable: _____
 *Frequency of lessons (lessons / week): _____
 Total amount: _____

Payment method
 Bank transfer
 Credit Card

How did you hear about TANDEM SAN SEBASTIÁN?

Special notes:

CENTRO DE IDIOMAS DONOSTIA, S.L., como responsable del tratamiento, le informa que sus datos son recabados con la finalidad de: gestión de matrículas, gestión administrativa y de alojamientos, envío de comunicaciones informativas sobre cursos complementarios, plazos de matriculación y tramitación de exámenes oficiales, envío de informes de seguimiento de alumnos, entrega de documentación y títulos, envío ofertas y promociones de la escuela, participación en actividades y eventos. La base jurídica para el tratamiento es la base legal para el tratamiento de sus datos es la ejecución de la formación académica y todos los servicios complementarios suscritos con este centro. Para cumplir con la finalidad prevista, sus datos podrán ser comunicados a: administración tributaria; Bancos, cajas de ahorros y cajas rurales. Cualquier persona tiene derecho a solicitar el acceso, rectificación, supresión, limitación del tratamiento, oposición o derecho a la portabilidad de sus datos personales, escribiéndonos a la dirección de nuestras oficinas, o enviando un correo electrónico a info@tandemsansebastian.com, indicando el derecho que desea ejercer. Puede obtener información adicional en nuestra página web https://www.tandemsansebastian.com/cursos-de-espanol/services/Politica_Privacidad.php

I have read and I agree to the enrolment terms

Place _____ date ____ / ____ / ____ signature: _____

Terms and Conditions for Online Courses

All students must have a Skype personal account and will receive by mail the Skype invitation for their lessons.

Spanish online individual courses:

We accept students at all levels, starting any day from Monday to Friday. There is a bonus pack from 5 lessons you can choose. All lessons are 45 minutes and from Monday to Friday.

Spanish online courses in group:

Our **group size** is from 3 to 8 students. All lessons are 45 minutes and from Monday to Friday. Starting any Monday.

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 (20 lessons / week):** 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.
- **Extensive Course (4 lessons / week):** If there are 2 students in a group they will receive 2 hours per week instead of 3 hours (4 lessons). If there is only one student in a level he/she will receive 1 hour individual lessons per week instead of 3 hours of group lessons.

Spanish Test: All students with previous knowledge must complete our level test and send it to us at least 2 days before the beginning. You can find the test on our website www.tandemsansebastian.com or if you prefer, we can send you a copy by email.

Course price includes: Tuition, level testing, class material, certificate of attendance (for individual courses >15 lessons , > 20 group lessons).

Cancellation: Students must give written notice of cancellation to TANDEM San Sebastian by email. In case of cancellation before the start of your course, we will retain 60 € of the deposit. 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, the school will refund the full amount.

If student is absent during any part of the course or decides to cancel his or her course after it has started no refund will be made.

Public holidays: On public holidays Spanish lessons run as usual or are made up along the same week. At TANDEM you don't miss a lesson. **Holiday calendar 2020:** January 20; March 19; April 10 and 13; May 1; July 31; October 12; December 8. We do not offer group classes from 21/12/2020 to 4/1/2021, but during the Christmas holidays the TANDEM office remains open.

Course payment

The total amount must be paid before the course start date. The minimum for doing a course is: 1 week for Intensive Courses, 4 weeks for Extensive Courses, 5 lessons bonus pack for private lessons.

Payment can be made by BANK TRANSFER to our bank account. Please send us a copy of the transaction or a screenshot to our mail.

Bank address : CAJA LABORAL, Avda. de la Libertad,10 - 20004 San Sebastián. IBAN: ES20 3035 0060 47 0600086226 and SWIFT CODE: CLPEES2M, or with credit card (Visa or MasterCard). For payment with credit card you can contact us by mail or call us.

All fees are in Euro (€). One lesson is 45 minutes.

There is a € 30 administration fee only for group courses (not for private lessons). This fee will be paid only once a year.