

# Enrolment form Autumn 2020

|             |            |  |                                  |
|-------------|------------|--|----------------------------------|
| First name: | Last name: | <input type="radio"/> Female<br><input type="radio"/> Male | Date of birth:<br>____/____/____ |
| 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><br><input type="checkbox"/> Intensive Course 20<br><input type="checkbox"/> "Bildungsurlaub" course | <b>Individual Courses:</b><br><input type="checkbox"/> One-to-One - ____ lessons/week<br><input type="checkbox"/> Minigroup - ____ lessons/week | <b>Special Programmes:</b><br><input type="checkbox"/> Teacher Training Course |
|---|---|--|

**Activity Package:**

Surf \_\_\_\_ week(s)       Yoga experience \_\_\_\_ week(s).       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"/> Student residence - Bed&Breakfast | <input type="checkbox"/> Student residence - Half board | <input type="checkbox"/> I don't need any accommodation |
|--|---|---|

|  |  |   |
|--|--|---|
| <input type="checkbox"/> single room<br><input type="checkbox"/> double room<br>If double room, together with: _____ | Do you smoke? <input type="radio"/> yes <input type="radio"/> no<br>Do you have any allergies? <input type="radio"/> yes <input type="radio"/> no<br>If yes, please specify: _____ | Special diet? <input type="radio"/> yes <input type="radio"/> no<br>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 **together with your Spanish level test**.
- After we have received your booking **we will reply to you immediately by email**.
- For the definitive 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:

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 together with the enrolment form. 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.

## 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:** we have adapted our terms and conditions to this situation, so they are more flexible for our students and we don't charge any cancellation fee. Students must give written notice of cancellation to TANDEM San Sebastian by email. In case of cancellation no later than 10 days before the start of your course, we will retain 60 € of the deposit. Less than 10 days before the course beginning we will retain 120 €. In both cases, the amount will be valid as a voucher for 2 or 4 online lessons or a face-to-face course in Tandem San Sebastian for 12 months, from the original start date of your course.

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.

Whenever necessary, face-to-face courses will be substituted by online courses, and there will be no tuition refund.

**Spanish classes and 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.

**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.

Due to the health crisis of COVID-19 and the regulatory measures taken by the government our **group size** is from 4 to 6 students. We accept students at all levels, however if we do not have a group at your level, or if there are less than 4 students in the group we reserve the right to reduce the number of lessons per week. If there are 3 students in a group they will receive 15 lessons per week instead of 20. If there are two students in a group they will receive 12 lessons per week and if there is one student in a level she/he will receive 10 lessons per week instead of 20.

**There is a free Open Workshop (60 min) per week:** Spanish pronunciation and phonetics, conversation, idiomatic expressions, etc

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 (€).