

# Enrolment form 2023

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? <input type="radio"/> A1.1 Absolute beginner <input type="radio"/> B1 Pre-intermediate <input type="radio"/> C1 Advanced <input type="radio"/> A1.2 Beginner with previous knowledge <input type="radio"/> B2 Intermediate <input type="radio"/> C2 Mastery <input type="radio"/> A2 Elementary			
Spanish course from ____/____/____ to ____/____/____ ( ____ weeks)			
<b>Group Courses:</b> <input type="checkbox"/> Intensive 20+2 Workshops <input type="checkbox"/> Combined 25 (20+2W+3 one-to-one) <input type="checkbox"/> Combined 28(20+2W+6 one-to-one) <input type="checkbox"/> Combined 30 BU (20+2W+6+2)) <input type="checkbox"/> Long-term Intensive 20+2WS	<input type="checkbox"/> Internship Programme <b>Individual Courses:</b> <input type="checkbox"/> One-to-One - ____ lessons/week <input type="checkbox"/> Minigroup - ____ lessons/week <b>Online Courses:</b> <input type="checkbox"/> One-to-One - __-lessons pack <input type="checkbox"/> Minigroup - __-lessons pack	<b>Special Programmes:</b> <input type="checkbox"/> Teacher Training Course <input type="checkbox"/> Teacher Training online <input type="checkbox"/> DELE examination Course <input type="checkbox"/> 55+ Spanisch & Culture Course	
<b>Activity Package:</b> <input type="checkbox"/> Surf Experience <b>E1</b> _ week(s) <input type="checkbox"/> Yoga Experience <b>E2</b> _ week(s) <input type="checkbox"/> Basque Gastronomy Experience <b>E3</b> _ week(s) <input type="checkbox"/> <b>E4</b> _ week(s) <input type="checkbox"/> Basque Culture Experience <b>E5</b> _ week(s) <input type="checkbox"/> <b>E6</b> _ week(s)			
<b>Accommodation</b> 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 <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: _____	
<b>Payment method</b> for the down payment of 150 € <input type="checkbox"/> Bank transfer <input type="checkbox"/> Visa Card <input type="checkbox"/> MasterCard			
How did you hear about TANDEM SAN SEBASTIÁN?			
Special notes:			
<i>I have read and I agree to the enrolment terms</i>			
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: CLPEES2MXXX

- 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 to our bank account just before the starting of the course.

In case you have booked accommodation with us your accommodation address will be sent a week 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 **includes:** level testing, information folder, class material, first course book, certificate of attendance, use of library, the organisation of some cultural and leisure activities, and **TANDEM® Intercambio**, when possible.

**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, 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 a face-to-face course in Tandem San Sebastian for 12 months, from the original start date of your course or for 2 / 4 online lessons.

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.

One lesson is 45 minutes. The classes may be also held in the early afternoon.

**We accept students of all levels. In case there are less than 3 students in the group**, the price of the course does not vary, but the number of lessons per week will be adapted as follows: if there are 2 students in the group, 15 lessons per week will be taught instead of 20. In the case there is one student, 10 private lessons per week will be taught instead of the 20 group classes. In these cases we offer the possibility of **complementing the lessons** with homework and self-learning with digital resources supervised by our teachers.

**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 any lesson. Holiday calendar 2023: January 20; April 7 and 10; May 1; July 25 and 31; August 15; October 12; November 1; December 6 and 8. We do not offer group classes from 25/12/2023 to 05/01/2024, 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.

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

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