

Registration form

Spanish Courses 2009 - 2010

Personal details (Please write clearly in BLOCK CAPITALS)

First Name

Family Name or Surname

Title Mr Mrs Miss Ms

Passport Number

Mandatory. Without this number we cannot process your enrolment!

Date of birth (DD/MM/YY)

Occupation

Nationality

Permanent Address

Street

Town

Postal code Country

Telephone

Mobile

E-mail

Accommodation & Airport pick up

Do you require airport pick up? Yes No

Do you require accommodation placement? Yes No

If yes, which do you prefer?

Shared apartment Homestay Student Residence

Complete apartment Hotel Own arrangement

Our recommended housing agency "Altiro" will contact you soon to sort this out.

Your level of Spanish (Tick the appropriate definition)

Speaking Listening Reading Writing

Advanced

Intermediate High

Intermediate Low

Elementary

Absolute Beginner (you have no knowledge of Spanish)

Have you studied Spanish before? Yes No

If so, number of hours studied:

When was your last Spanish course?

Confirmation

After thoroughly reading the important notes, please tick the check box and sign below to confirm you accept the school's terms and conditions of registration.

Signature

Requested courses & Duration

Intensive

Starting date (DD/MM) 2010

Finishing date (DD/MM) 2010

(Your course MUST start in one of the days marked as Start in the calendar)

Number of weeks x Price p/week = Price per Course
x € = €

Semi-intensive

October edition 785 €

March edition 785 €

Summer edition 355 €

Modules

Intercultural Relations July

Negotiating in Spanish July

Meetings and Presentations July

The Job Search Process July

Number of Modules x Price p/Module = Total Price
x € = €

Combined

One week 1.200 €

Two weeks 2.400 €

Four weeks 4.800 €

Starting date (DD/MM) 2010

Finishing date (DD/MM) 2010

Other information

How did you hear about us? (you can tick more than one box)

Website/Internet ESADE-ELC alumni

Through a friend who lives in Barcelona / in my country

Spanish representation abroad (e.g. a Spanish Embassy)

An agency (please specify):

My University (please specify):

Methods of payment

I have arranged a **bank transfer** for € and include a copy of the transfer document with the Registration Form.

I have paid all bank charges at my end.

Deutsche Bank. Bank account number: 0019 0020 93 4010122794

CODI SWIFT: DEUTESBBXXX

IBAN: ES36 0019 0020 93 4010122794

Bank Reference: ESADE-Executive Language Center.

Please charge to my **credit card** €

Visa Mastercard American Express

Card number - - -

Expires (MM/YY)

Name of cardholder

Signature of cardholder

Registration process

Important notes

Payment of fees

Your fees should be paid 15 days before the course begins. If you are paying by bank transfer, please send us a copy of the bank transfer documents with the Registration Form. ESADE-Executive Language Center is not responsible for your bank charges. If you do not pay your bank charges at the time of transfer, we will make an extra charge when you arrive.

Cancellation policy

If you cancel your enrolment more than 15 days before the course starts, you will be charged a 25% cancellation fee. If you cancel less than 15 days before the start of your course, you will be charged for 50% tuition. Once the course has started no refunds can be given.

Course arrangements

ESADE-Executive Language Center reserves the right to change course arrangements and fees if necessary. Once the course has started, we reserve the right to move you to another class more appropriate to your language level. The School reserves the right to reschedule courses lowering the total amount of hours should enrolments not meet the required minimum of 5 or 6 people.

- courses with 4 students: 20 hours per week.
- courses with 3 students: 15 hours per week.

Health insurance

Students from - EU countries: If you are covered by your country's national insurance system, you should request an E111- Form which entitles you to free medical assistance from the Spanish public health system. If you are covered by private insurance, consult your insurance for medical care in Spain. Please request full information about the procedure to follow should you need medical care.

Students from Non - EU countries

You will have to arrange private insurance to cover medical care in Spain. Consult your insurance company about the specific details and exact procedures to follow should you need medical attention.