

Registration Process



Course arrangements

ESADE-Executive Language Center reserves the right to change course arrangements if necessary. For educational or other reasons, it may be necessary to rearrange groups according to the students' language level or change the course's timetable, even after the course has started.

Small groups policy

—Intensive and Combined Courses: Groups of 2–5 students may be reorganised into intensive mini-group courses. This arrangement combines face-to-face time as a group (including the Cultural Programme and assignment/project sessions) with tutor-guided individual work. This formula offers more personalised attention, focused on the needs of each participant, thereby guaranteeing faster progress in less time.

- *Mini-group of 5 students: 17 contact hours per week.*
- *Mini-group of 4 students: 14.5 contact hours per week.*
- *Mini-group of 3 students: 12 contact hours per week.*
- *Mini-group of 2 students: 9.5 contact hours per week.*

—Other courses: If the minimum number of students do not sign up for the course, ESADE-ELC reserves the right to adapt the timetable to the small-group format.



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 under the Spanish public health system. If you are covered by private insurance, consult your insurance company policy for medical assistance in Spain. Please request full information about the procedure to follow should you need medical assistance.



Students from Non-EU countries

Private insurance to cover medical care in Spain should be arranged. Consult your insurance company about the specific details and exact procedures to follow should you need medical care.

ESADE
Executive
Language Center



Registration & Payment of tuition fees

ESADE-ELC must have received the course fee or the corresponding bank-transfer receipt at least one week before the start of the course. If you are paying by bank transfer, please send us a copy of the bank transfer documents along with your 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.

Enrolment deadline: One week before the start of the course. We do not guarantee a place in the course for enrolments received after the deadline.

Early-bird discount: 10%, applicable only to course fees received 8 weeks before the starting date for the following courses:

- Intensive courses
- Combined courses (not applicable to individual course tuition)
- Semi-intensive courses

Late enrolment fee: €25, applicable to enrolments received after the deadline.



Cancellation policy

If you cancel your enrolment 4 weeks before the course is due to begin, 100% of the amount paid will be reimbursed. If you cancel your enrolment up to 1 week before the course is due to begin, a 25% cancellation fee will be charged. If you cancel your enrolment less than 1 week before the course starts, a 50% cancellation fee will be charged. No refunds will be made once courses have begun.

Note: The cancellation policy does not apply only in the event that a student is unable to obtain a visa to enter Spain. We will request the letter of denial from the embassy as justification in order to refund of the total amount paid.



How to enrol

Please make sure that you enclose a photocopy of your passport and send it along with your completed Registration Form and payment, no later than one week before the start of the course, to:

ESADE-Executive Language Center

spanish@esade.edu

Av. Esplugues, 92-96

08034 Barcelona (Spain)

T +34 934 952 095

F +34 934 952 092

On-line enrolment at **www.esade.edu/spanish**

2012 Spanish Courses Registration Form

Personal details (Please write clearly in BLOCK CAPITALS)

First name _____
 Surname(s) _____
 Title: Mr Mrs Miss Ms _____
 Passport number _____
 Mandatory. Without this number we cannot process your enrolment.
 Passport photocopy _____
 Date of birth (DD/MM/YY) _____
 Occupation _____
 Nationality _____
 Permanent address _____
 Street _____
 Town _____ Postcode _____
 Country _____
 Telephone _____ Fax _____
 email _____

Accommodation & airport pickup

Do you require airport pickup? Yes No
 Do you require accommodation? Yes No
 If yes, which would you prefer?
 Shared apartment Homestay Halls of Residence
 Complete apartment Hotel Make own arrangements
 Altiro, our recommended housing agency, will contact you soon to
 arrange accommodation.

Your level of Spanish (Tick as appropriate)

Speaking Listening Reading Writing
 Advanced _____
 Upper intermediate _____
 Lower intermediate _____
 Elementary _____
 Absolute beginner (No knowledge of Spanish)
 Have you studied Spanish before? Yes No
 If so, number of course hours: _____
 When was your last Spanish course? _____

Confirmation

After carefully reading the Registration process, please tick the box and sign below to confirm that you accept the School's terms and conditions for registration.

Signature

Requested courses & duration

Intensive

Start date (DD/MM)	2012
End date (DD/MM)	2012

(Your course should start on one of the days marked Start in the calendar)

Number of weeks	x	Weekly fee =	Course fees
	x	€	= €

Semi-Intensive

February	€820
Summer	€380

Modules

Meetings and Presentations	February	July	€380
Intercultural Relations	April	July	€380
Negotiating in Spanish	June	July	€380
Number of modules	x	Module fee	= Total fees
	x	€	= €

Combined

One week	€985
Two weeks	€1.970
Three weeks	€2.955
Four weeks	€3.940
Start date (DD/MM)	2012
End date (DD/MM)	2012

DELE

DELE Preparation Course	*€875
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*Exam fees included

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 home country

Spanish representation abroad (e.g. the 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 along
 with my Registration Form.

I have paid all bank charges.

Deutsche Bank. Bank account number: 0019 0020 93 4010122794

SWIFT CODE: 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 _____

Expiry date (MM/YY): _____ C V V : _____

Cardholder's name _____

Cardholder's signature _____