



SPANISH IN Valencia

ENROLMENT RULES 2009

MINIMUM AGE

Minimum age to enrol in the school is 16.

For students under 18, the school needs that the legal representative or legal guardian of the minor, accepts the terms and conditions of the school in a document attached. "Student under 18".

ACCOMMODATIONS ARRIVALS AND DEPARTURES

Students have to inform the school about their arrival details: day, time, flight number, etc., at least 15 days before the arrival date. This is very important for us to arrange that someone will be waiting for you in the apartment and provide you with the key when you arrive in Valencia.

Students should arrive on Sunday before the beginning of the course before 11pm directly to his/her accommodation. Students arriving after 11:00 pm must book and pay the airport transfer service.

One week before the beginning of your course the agent will send you your accommodation details (name, address...). Students have to check out before 12:00 am (noon) on Saturday after the end of their course.

Arriving and departing on different days to the ones exposed above is possible if paying an extra charge (extra nights might be possible at extra cost).

Students staying in apartments must leave a deposit of 50€ on the first day of class.

AIRPORT TRANSFERS

The school can also pick you up at the airport at an extra cost of 50€ (60€ two people coming together).

If the student wants this service he/she has to book it 3 days before his/her arrival.

INSURANCE

The students are insured by the school, inside the school through a third party and outside the school in the activities organized by the school (trips, extra activities outside the school...)

Our students ARE NOT insured by the school against illness, accident, theft, loss of personal effects, or any other inconvenience. The school will not accept any responsibility for such occurrences.

Students should check if their home country has any kind of medical agreement with the Spanish Social Security.

European Community students and Suisse students should obtain the TSE (Sanitary European card). This is an individual card to obtain assistance during a temporal period in any city of the European Community or Switzerland.

Non-European community citizens should have an international health insurance policy valid for Spain.

MEDICAL INSURANCE

The School offers the possibility of arranging a medical insurance for students at an extra cost. See price list.

CANCELLATIONS

Due to internal policy, all cancellations must be notified to the school in advance by writing.

In cancellations made 30 days before the course starts, the school will refund all fees paid deducting just the enrolment fee (45€). The school will keep this amount during the current year for a possible course at a later date. After the end of the current year this amount will be kept by the school.

In cancellations made 15 days before the course starts, the school will refund all fees paid deducting the deposit (150€). The school will keep this amount during the current year for a possible course at a later date. After the end of the current year this amount will be kept by the school.

In cancellations made less than 15 days before the course starts, the school will refund the student just the 60% of the course. The other 40% will be kept by the school during the current year for a possible course at a later date. After the end of the current year this amount will be kept by the school.

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Money WILL NOT be refunded in case a cancellation is made once the course and/or accommodation has started. Only special cases due to illness of the student, or of a close family member, will be considered upon the presentation of a medical certificate.

The school reserves the right to cancel courses when insufficient bookings are made, and to transfer students to other courses. In both cases a full refund of fees, including deposit money, will be made if the student should request so.

Maximum number of students per class is 10, minimum is 3. If the number of students per class is less than 3, the school has the right to reduce the number of class hours to half the total (because this is basically like private lessons). If the student does not want to accept this agreement, he/she will only have the right to be refunded the corresponding amount to the reduced number of hours.

In no case will money be refunded if a student arrives after the beginning of the course, or misses class days, under his/her responsibility. If the student cannot assist one day to his/her class, he will not reclaim the school the refund of the class, there's no possibility to recover it. Students going to miss a whole week have to inform the School 7 days before.

POSTPONEMENT

A student may postpone his/her starting date by notifying the school with a minimum of 7 days before the course starts. All fees will be transferred to a later starting date.

PUBLIC HOLIDAYS

There will be no lessons on public holidays. You can check dates on the manual 2009. No compensation will be made for these days.

TIMETABLE

The school expects that all students will fulfil correctly all class schedules, respecting thus the rest of students. Students will have to complete and send to us the level test at least one week before the start of the course.

Duration of class hours is 50 minutes.

School opening hours:

Monday to Thursday from 09:00 to 18:30

Friday from 9:00 to 17:00.

Time table classes:

09:00 to 10:40: Intensive Course (Morning Pass)

10:40 to 11:00: Break

11:00 to 12:40: Intensive Course (Morning Pass)

12:40 to 13:30: Cooking and Culture Class

12:40 to 13:30: Dele/Business

13:30 to 15:10: Superintensive

15:10 to 15:30: Break

15:30 to 17:10: Intensive Course (Afternoon Pass)

17:10 to 17:30: Break

17:30 to 19:10: Intensive Course (Afternoon Pass)

Low Season: only Morning Pass

High Season: we will offer rotating schedules, for example:

Some of the groups will have Monday-Wednesday-Friday morning pass and Tuesday and Thursday afternoon pass. It will rotate each week, so everyone will be able to enjoy 2 "free mornings" and 3 "free afternoons" or vice versa every week.

FIRST DAY OF CLASS

On the first Monday of his/her course, the student will come to the school at the following times:

Morning Pass- 08:45 am.

Afternoon Pass- 15:15 pm.

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The student will come to the school secretary where he/she will be given the welcome pack and will be told the class to attend.

At 9:00 am or at 15:30 pm, depending on the shift, the student will start directly the Spanish lesson.

NOTE: We want to remind everyone that the first day of class everything is new for you and for us, so please **KEEP CALM** if you have any problems or complaints regarding your accommodation, classes, etc. Once you finish your lessons come to the secretary and we will try to solve your questions and find solutions for your problems.

WEEK ACTIVITIES

Every Monday at 11:00 am the week activities calendar will be hung in the information boards of the school.

Free regular activities:

Monday:

- Every Monday night we celebrate our welcome **PAELLA PARTY!** All students and teachers in the school are invited to come and enjoy a real Valencian Paella.

Tuesday:

- Every Tuesday at 12:40 you can attend a free cooking class with the great Chef Nando!
- Every Tuesday evening you can come to our free tourist visit around the city centre.

Jueves:

- Every Thursday at 12:40 you can attend our free Spanish culture class.

Alternative activities at an extra cost:

The school organizes during the week and weekend some extra activities such as dinners, museum visits, excursions, nights out, etc...Students will be informed of these activities in advance. These activities have an extra cost.

DIDACTIC MATERIAL

School lessons book is included in the price for students taking Intensive and Super-Intensive course for 2 or more weeks. The rest of students will be provided with some photocopies and can also buy the lessons book at an extra cost if they wish.

CERTIFICATES

All students who complete a Spanish course in our School will receive a School Certificate that follows the "Common European Framework of Reference for Languages". However, to receive the Certificate it is necessary to assist to, at least, 80% of the lessons.

STUDENTS BEHAVIOUR

The school expects from the student that he /she follows some basic rules of behaviour that affect the School and the accommodations.

In case of any inappropriate or unacceptable behaviour, the student may be required to leave immediately; in this case no refund will be made. The School is the only arbiter in such cases to decide what constitutes serious misconduct. In any case, ALL students will be required to pay for any damages caused.

When students enrol in our school they agree with all the things above mentioned.

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