



## HOW CAN I REGISTER & PAY FOR A COURSE AT ENFOCAMP?

You can find the registration form in the following pages, at our website, [www.enforex.com](http://www.enforex.com) or request it by e-mail: [info@enforex.es](mailto:info@enforex.es) Once you complete this form in capital letters you may send it **by mail, e-mail, or fax:**

- Central Head Office: **ENFOREX**  
C./ Alberto Aguilera, 26. 28015 Madrid (Spain)  
Phone: (+34) 91 594 37 76  
E-mail: [registration@enforex.es](mailto:registration@enforex.es)  
Fax: (+34) 91 594 51 59

First, you must send a **250€\* deposit fee** along with the completed registration form. If you prefer, you may pay up-front at this time for the complete course price (course + accommodation & any additional service). In any case, the complete program cost must be paid in full at least 3 weeks prior to the start of the program. You may pay the deposit and program fees by any of 2 ways:

- Send a bank transfer using the below information. Please do not forget to clearly make transfers payable to "IDEAL EDUCATION GROUP, S.L." include your personal information and the purpose of the payment and send a proof of the transfer by fax or e-mail.

<b>BANK ACCOUNT</b>	<b>Euros</b>
Bank Name:	LA CAIXA
Swift Code:	CAIXESBBXXX
Account Name - BIC:	IDEAL EDUCATION GROUP, S.L.
IBAN Number:	ES97-2100-5641-0402-0001-1400
Account Number:	2100-5641-0402-0001-1400

- Send us your VISA or MASTERCARD (not AMERICAN EXPRESS) information via mail or fax using the aforementioned addresses, and please be sure to indicate the exact amount that you are authorizing us to charge to your credit card.

*\*The 250€ deposit will be deducted from the final invoice and is non-refundable.*

## CANCELLATIONS / CHANGES

### SUMMER RESIDENTIAL PROGRAM CANCELLATIONS

- All program fees must be paid 3 weeks prior to arrival.
- The 250€ deposit will not be returned for cancellations made 3 weeks before arrival.
- A minimum of 4 weeks will be charged for cancellations made or noticed once the course has started or with less than 3 weeks before arrival.
- All refunds will have an administration charge of 10% (a minimum of 65€).
- All students who wish to cancel their program (course and/or accommodation) prior to their arrival should notify ENFOREX in writing by fax, e-mail ([registration@enforex.es](mailto:registration@enforex.es)), letter or telegram. Cancellations not received via one of the 4 aforementioned means will not be accepted.
- Once the chosen program has begun (Spanish course and/or accommodation), the student will not receive any type of refund (except in the cases of cancellation policy).
- ENFOREX cannot be held responsible for cancellations due to Act of God, health or personal problems.
- Cancellation fee after a Visa is issued is a minimum of 350€ or 35% of the total cost.
- Any change of accommodation, school or program after arrival will incur a fee of 125€ (subject to availability).
- Any break during the course of your program will incur the aforementioned fee (125€) however the accommodation must be paid in full for the original program length (subject to availability).
- No refund will be given 10 days before arrival or once the program has started.
- 50% of the course fee will be charged for cancellations made from 11 days to 3 weeks before arrival.

## INSURANCE

### MEDICAL

- All ENFOCAMP students in Spain are covered by a standard insurance policy. To see an overview of the policy you will receive, please check [www.enforex.com/insurance](http://www.enforex.com/insurance). If you would simply like to obtain a wider coverage, we advise you to purchase this in your own country.

### CIVIL LIABILITY

- ENFOCAMP has an accident and civil liability insurance policy that covers minor accidents that may occur within its centers. ENFOCAMP is not responsible for the loss or theft of students' personal property, for which we recommend you take out your own insurance policy.

## GUARANTEES & GENERAL CONDITIONS

- ENFOREX is a fully private enterprise and is accredited by the **Instituto Cervantes**.
- ENFOREX guarantees that all programs, accommodations, and complementary services described in the brochure for the year 2011 are true (any and all special arrangements and/or agreements should be set in writing and signed by ENFOREX).
- The personnel in charge of airport pick-up and transportation to accommodation are insured, completely familiar with the area and know exactly where the students are to be dropped off.
- ENFOREX is a member of the following international organisations: NAFSA, ALTO, UNIÓN LATINA, AEEM, AMACFE, FEDELE & AECAE.
- Our academic centers in Barcelona, Cádiz, Madrid, Marbella, Salamanca, Sevilla and Tenerife have received the **Certificate of Quality in the Teaching of Spanish as a Foreign Language ("CEELE")**, approved by the Philology Department of the University of Alcalá, the Association Edeuspaña and by the Madrid Chamber of Commerce.
- ENFOCAMP guarantees a maximum of 14 students per classroom.
- Students should be aware that they may appear in ENFOCAMP's promotional materials or photos.

### PROTECTION OF PERSONAL DATA

- In compliance with Spanish Law 15/1999, December 13<sup>th</sup>, regarding the protection of personal data, ENFOREX would like to inform you that your personal details within these general conditions will be stored in a database (whose liability and responsibility is IEG-ENFOCAMP), solely for the commercial and operative purposes of the company. By accepting these general conditions you give your consent to the above said treatment and for their use for the aforementioned purposes. At the same time, you have the right to request that we inform you of your rights to access, correct and cancel such information within the established terms of the prevailing legislation, by writing to the address: ENFOREX, C./ Alberto Aguilera, 26, 28015 Madrid (Spain).

### ACCOMMODATIONS

- For registrations received a week or less prior to the beginning of a course, ENFOREX does not guarantee the type of accommodation desired and requested by the student due to the fact that priority is given to those students who have registered further in advance.
- In the event that a student is not satisfied with the assigned accommodation and he/she is rightfully justified in his claim, he/she will be allowed to change to another accommodation of the same type (3 changes maximum) and should let his/her wishes be known to the person in charge during his first week of staying in the program.
- All students should inform ENFOREX or the host family in advance of their approximate time of arrival. In the event that one of the previously mentioned parties is not contacted, ENFOREX will not be held responsible for greeting or picking up the student upon arrival.
- When a student enrolled in a Spanish course requires accommodation for a family member or friend, ENFOREX does not guarantee said accommodation due to the fact that other ENFOREX students have priority regarding the accommodations.
- If a student decides that he/she wants to postpone or take a break from any program for unjustified personal reasons, he/she will lose any right to a monetary refund, and the course will not be made up.

### AIRPORT PICK-UP SERVICES

- The flight information (place, date, hour and flight number) must be confirmed in writing at least one week prior to arrival. Otherwise, ENFOREX will not be held responsible for picking up the student at the airport and there will be no refund.
- If the student cancels the airport pick-up service less than one week prior to arrival, he/she will lose his/her right to a refund of the cost of said service.
- In the event of any delay or changes in flight information without previous notification, ENFOREX will not be held responsible for picking up the student at the airport.

## USEFUL INFORMATION

### VISAS FOR SPAIN

- Citizens of countries belonging to the European Union do not need a Visa to enter Spain.
- Students coming from other countries should obtain information regarding the requirements for obtaining a **Visado (Visa)** at their nearest Spanish Embassy or Consulate. The certificates that accredit and confirm the enrolment in a Spanish program at ENFOREX can only be signed, sealed and sent by people authorized by ENFOREX, who will not be held responsible for rejected Visa applications due to the fact that these documents do not have any official power and merely serve as confirmation of a course in one of our centres. Such documents will only be sent to cover the amount of course time initially contracted by the student. ENFOREX will send out, free of charge and to any student who asks for them, the following documents (if and only if the total cost of the program has been paid):
  - Confirmation of the Spanish program chosen by the student.
  - Invoice for the total cost of the program in question (course + accommodation).
- In the event that the student should urgently need the originals of any of these documents, ENFOREX will send them and charge the cost of the express mail to the student (110€).
- If student visa is rejected ENFOREX will charge the student 100€ per invitation letter sent, the 250€ deposit and any additional basic costs. The student will be obliged to show ENFOREX a clear copy of the original formal proof of the rejected visa in order to receive the refund. If this copy is not received by ENFOREX, 100% of the cost of the program will be charged.
- Any refund from ENFOREX will have a 10% charge.

### AGREEMENT

- Upon signing the registration form or paying the course fees, the student accepts all the conditions described above. If, under any circumstances uncontrollable by ENFOREX, the prices of accommodations go up, ENFOREX will notify the student ahead of time of said changes. This brochure replaces the previously existing one and is valid from January 1<sup>st</sup> 2011 until December 31<sup>st</sup> 2011 for all programs taking place between these two dates. ENFOREX is not responsible for typographical errors and/or misprints contained in this brochure.

Emergency Enfocamp phone  
**+34 636 450 998**

Customer Service  
**help@enforex.es**



PLEASE SEND THIS FORM (2 PAGES) TO:  
**ENFOCAMP**  
OR OUR REPRESENTATIVE

**Head Office**  
Alberto Aguilera, 26  
28015 Madrid - Spain  
Phone: +34 91 594 37 76  
**Fax: +34 91 594 51 59**  
registration@enforex.es  
www.enforex.com

# Personal details

LAST NAME ..... HOME ADDRESS .....

FIRST NAME ..... .....

NATIONALITY ..... CITY .....

NATIVE LANGUAGE ..... ZIP CODE ..... STATE .....

DAY/MONTH/YEAR OF BIRTH ..... / ..... / ..... AGE ..... COUNTRY .....

MALE  FEMALE PASSPORT Nº ..... PHONE (.....) (.....) .....

PARENT'S NAME (OR SPOUSE) ..... FAX (.....) (.....) .....

PARENT'S PHONE NUMBER (OR SPOUSE) ..... E-MAIL .....

PHONE NUMBER ..... WORK NUMBER .....

ADDRESS IN SPAIN DURING THE ENFOCAMP COURSE (IF KNOWN) ..... OCCUPATION .....

..... PHONE .....

# Course selected

PLEASE, REGISTER ME FOR THE FOLLOWING PROGRAM(S)

COURSE NAME	CITY/SCHOOL	Nº OF WEEKS	LESSONS PER WEEK	START DATE	FINISH DATE
A. ....	.....	.....	.....	...../...../.....	...../...../.....
B. ....	.....	.....	.....	...../...../.....	...../...../.....
C. ....	.....	.....	.....	...../...../.....	...../...../.....
D. ....	.....	.....	.....	...../...../.....	...../...../.....
E. ....	.....	.....	.....	...../...../.....	...../...../.....

### SUMMER PROGRAMS IN SPAIN

- BARCELONA SUMMER CAMP
- GRANADA JUNIOR PROGRAM
- MADRID FRANCISCO DE VITORIA SUMMER CAMP
- MARBELLA ALBERGUE SUMMER CAMP
- MARBELLA ALBORÁN SUMMER CAMP
- MARBELLA ALEMÁN SUMMER CAMP
- SALAMANCA CALASANZ SUMMER CAMP
- SEVILLA JUNIOR PROGRAM
- VALENCIA GALILEO SUMMER CAMP
- OTHER .....

NOTES .....

HAVE YOU EVER STUDIED IN SPAIN BEFORE? .....

HOW DID YOU HEAR OF ENFOCAMP? .....

.....

.....

.....

IF "0" IS A COMPLETE BEGINNER AND "9" A FLUENT SPEAKER, WHAT IS YOUR LEVEL?

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

NAME, TELEPHONE, E-MAIL AND ADDRESS OF YOUR SPANISH TEACHER .....

.....

# Airport/Bus transfers

IF YOU WOULD LIKE TO BE MET AT THE AIRPORT AND TRANSFERRED TO YOUR ACCOMMODATION, PLEASE COMPLETE THE DATA BELOW. PLEASE ADVISE ENFOCAMP OF YOUR ARRIVAL DETAILS AS SOON AS POSSIBLE, AT LEAST 14 DAYS BEFORE THE COURSE BEGINS

Yes, I want arrival transfer  No, I don't want arrival transfer

DAY-MONTH/YEAR OF ARRIVAL ..... / ..... / ..... ARRIVAL TIME ..... / ..... AM/PM

COMING FROM (CITY) .....

COMING TO AIRPORT:  BARCELONA  GRANADA  MADRID  MÁLAGA

SEVILLA  VALENCIA  OTHER .....

AIRLINE .....

FLIGHT Nº .....

Yes, I want a bus to summer camp  No, I don't want a bus to summer camp

FROM MADRID TO GRANADA DATE/FROM: ..... / ..... TO ..... / .....

FROM GRANADA TO MADRID DATE/FROM: ..... / ..... TO ..... / .....

FROM MADRID TO MARBELLA DATE/FROM: ..... / ..... TO ..... / .....

FROM MARBELLA TO MADRID DATE/FROM: ..... / ..... TO ..... / .....

FROM MADRID TO SALAMANCA DATE/FROM: ..... / ..... TO ..... / .....

FROM SALAMANCA TO MADRID DATE/FROM: ..... / ..... TO ..... / .....

FROM MADRID TO SEVILLA DATE/FROM: ..... / ..... TO ..... / .....

FROM SEVILLA TO MADRID DATE/FROM: ..... / ..... TO ..... / .....

FROM MADRID TO VALENCIA DATE/FROM: ..... / ..... TO ..... / .....

FROM VALENCIA TO MADRID DATE/FROM: ..... / ..... TO ..... / .....

OTHER .....

Yes, I want return transfer  No, I don't want return transfer

DAY-MONTH/YEAR OF DEPARTURE ..... / ..... / ..... DEPARTURE TIME ..... / ..... AM/PM

DEPARTURE AIRPORT .....

OUR DRIVER WILL MEET YOU HOLDING AN ENFOCAMP SIGN WITH YOUR NAME ON IT IN THE ARRIVALS LOUNGE. IF YOUR FLIGHT IS DELAYED, CHANGED OR CANCELLED, PLEASE CONTACT US WITH MORE THAN 24 HOURS AT THIS NUMBER: +34 636 450 998. OTHERWISE WE WON'T BE ABLE TO GUARANTEE YOUR TRANSFER.

# Travel and Medical Insurance

STUDENTS IN THE SUMMER PROGRAM ARE COVERED BY A LIMITED INSURANCE FOR MEDICAL ASSISTANCE, INCLUDED IN THE PRICE OF THE PROGRAM.

## Uniform PLEASE, CHECK ONE: Yes No

SIZES:  XS  S  M  L  XL

THE UNIFORM IS OPTIONAL AND CONSISTS OF 5 T-SHIRTS, 1 SWEATSHIRT, 2 PAIRS OF SHORTS AND 1 HAT. THE PRICE OF THE UNIFORM IS 75€ AND WILL BE GIVEN TO YOUR SON/DAUGHTER AT CAMP.

## Optional Sports

- |   |   |  |   |
|---|---|--|---|
| <input type="radio"/> TENNIS — BARCELONA, MADRID, MARBELLA (ALL 3 CAMPS), SALAMANCA | <input type="radio"/> 1 <sup>ST</sup> <input type="radio"/> 2 <sup>ND</sup> <input type="radio"/> 3 <sup>RD</sup> <input type="radio"/> 4 <sup>TH</sup> | <input type="radio"/> GOLF — MARBELLA (ALL 3 CAMPS)                  | <input type="radio"/> 1 <sup>ST</sup> <input type="radio"/> 2 <sup>ND</sup> <input type="radio"/> 3 <sup>RD</sup> <input type="radio"/> 4 <sup>TH</sup> |
| <input type="radio"/> PADDLEBALL — MARBELLA (ALL 3 CAMPS)                           | <input type="radio"/> 1 <sup>ST</sup> <input type="radio"/> 2 <sup>ND</sup> <input type="radio"/> 3 <sup>RD</sup> <input type="radio"/> 4 <sup>TH</sup> | <input type="radio"/> SWIMMING — MADRID, MARBELLA (ALBORÁN & ALEMÁN) | <input type="radio"/> 1 <sup>ST</sup> <input type="radio"/> 2 <sup>ND</sup> <input type="radio"/> 3 <sup>RD</sup> <input type="radio"/> 4 <sup>TH</sup> |
| <input type="radio"/> HORSEBACK RIDING — MADRID, MARBELLA (ALL 3 CAMPS) & SALAMANCA | <input type="radio"/> 1 <sup>ST</sup> <input type="radio"/> 2 <sup>ND</sup> <input type="radio"/> 3 <sup>RD</sup> <input type="radio"/> 4 <sup>TH</sup> | <input type="radio"/> SAILING — VALENCIA                             | <input type="radio"/> 1 <sup>ST</sup> <input type="radio"/> 2 <sup>ND</sup> <input type="radio"/> 3 <sup>RD</sup> <input type="radio"/> 4 <sup>TH</sup> |

## Accommodation PLEASE, INDICATE YOUR PREFERENCES BELOW:

- |  |                                |                                |                                    |                                 |                               |                                |
|--|--------------------------------|--------------------------------|------------------------------------|---------------------------------|-------------------------------|--------------------------------|
| <input type="radio"/> RESIDENTIAL CAMP | <input type="radio"/> HOMESTAY | <input type="radio"/> DAY CAMP | <input type="radio"/> ONLY CLASSES |                                 |                               |                                |
| <input type="radio"/> BARCELONA        | <input type="radio"/> GRANADA  | <input type="radio"/> MADRID   | <input type="radio"/> MARBELLA     | <input type="radio"/> SALAMANCA | <input type="radio"/> SEVILLA | <input type="radio"/> VALENCIA |

CITY/SCHOOL	TYPE OF ACCOMMODATION	ARRIVAL DATE	DEPARTURE DATE
A. ....	.....	...../...../.....	...../...../.....
B. ....	.....	...../...../.....	...../...../.....
C. ....	.....	...../...../.....	...../...../.....

PERMISSION TO LEAVE THE GROUNDS?  Yes  No (UNDER PARENT/TUTOR RESPONSABILITY)

DO YOU MIND PETS?  Yes  No

DO YOU SMOKE?  Yes  No

DO YOU MIND A FAMILY WHO SMOKES?  Yes  No

WHAT ARE YOUR HOBBIES? .....

IS THERE ANYTHING ELSE WE NEED TO KNOW (DIETS, MEDICAL PROBLEMS, ALLERGIES, DISLIKE OF PETS) IN ORDER TO HELP US FIND YOU A SUITABLE FAMILY? .....

## Payment

TO CONFIRM YOUR BOOKING A DEPOSIT OF 250€ DEDUCTABLE FROM THE TOTAL (NON REFUND-ABLE) MUST BE PAID EITHER TO ENFOREX-ENFOCAMP OR TO OUR LOCAL REPRESENTATIVE.

**THIS DEPOSIT IS NOT AN ADDITIONAL COST.** THE REMAINING FEES MUST BE PAID AT LEAST THREE WEEKS BEFORE ARRIVAL. COURIER EXPRESS MAILING, PLEASE ADD 110€. NO COURSE FEES WILL BE REFUNDED AFTER THE COURSE HAS STARTED (CANCELLATION POLICY IS AVAILABLE IN OUR GENERAL PRICE LIST). FOR CANCELLATIONS PLEASE SEE THE GENERAL CONDITIONS ATTACHED.

### HOW TO PAY

PLEASE INDICATE HOW YOU WOULD LIKE TO PAY.

BANK TRANSFERS ARE MADE PAYABLE TO IDEAL EDUCATION GROUP, S.L.

**ALL BANK CHARGES ARE PAID BY THE SENDER**

..... BANK TRANSFER\* ..... TO OUR REPRESENTATIVE  
..... VISA OR MASTER CARD

WHAT TO PAY	€ EUROS OR US \$
APPLICATION FEE	.....
TUITION	.....
ACCOMMODATION	.....
AIRPORT TRANSFER	.....
EXTRA DAYS	.....
OTHERS	.....
TOTAL COST	.....
MINUS DEPOSIT (250€)	.....
TOTAL DUE	.....

### BANK ACCOUNT (€) EUROS

**BANK NAME** LA CAIXA **SWIFT CODE & BIC** CAIXESBBXXX  
**ACCOUNT NAME** IDEAL EDUCATION GROUP, S.L.  
**IBAN NUMBER** ES97-2100-5641-0402-0001-1400  
**ACCOUNT NUMBER** 2100-5641-0402-0001-1400  
**BRANCH ADDRESS** CONDE DUQUE, 22 - 28015 MADRID - SPAIN (NOT FOR MAILING)

\* PLEASE FAX (+34 91 594 51 59) TO US A COPY OF THE WIRE TRANSFER WITH YOUR NAME CLEARLY MARKED.

### FILL THIS OUT ONLY IF YOU ARE PAYING BY VISA OR MASTER CARD.

VISA  MASTER CARD (TRANSACTIONS WITH OTHER CREDIT CARDS ARE NOT POSSIBLE)

NAME OF HOLDER .....

ID / PASSPORT OF HOLDER .....

CREDIT CARD N° .....

EXPIRATION DATE: ..... / .....

ID CREDIT CARD SECURITY NUMBER ON THE BACK (CVV): .....

TOTAL AMOUNT ENCLOSED OR AUTHORIZED FOR CHARGE ..... €

AUTHORIZED SIGNATURE:

PLEASE NOTE THAT PAYMENTS BY CREDIT CARD IN US \$ WILL BE CHARGED IN EUROS TO THE CURRENT EXCHANGE RATE.

I AGREE WITH ALL THE ENFOCAMP CONDITIONS.

SIGNATURE OF PARENT OR TUTOR:

DATE OF APPLICATION ..... / ..... / .....

LOCAL REPRESENTATIVE