



PLEASE SEND THIS FORM (2 PAGES) TO:  
ENFOREX SPANISH LANGUAGE SCHOOL  
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

## Personal details

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

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

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

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

DAY/MONTH/YEAR OF BIRTH ..... / ..... 19 ..... AGE ..... COUNTRY .....

MALE  FEMALE PASSPORT N° ..... PHONE (.....) (.....) .....

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

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

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

ADDRESS IN SPAIN DURING THE ENFOREX 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. ....	.....	.....	.....	..... / ..... / .....	..... / ..... / .....

### SPAIN (ALL YEAR ROUND)

- ALICANTE  BARCELONA  CADIZ  GRANADA  MADRID  MALAGA  MARBELLA  PAMPLONA  SALAMANCA  SEVILLE  TENERIFE  VALENCIA
- OTHER .....

### SUMMER CAMP IN SPAIN

- BARCELONA  GRANADA  MADRID  MARBELLA ALBERGUE  MARBELLA ALBORÁN  MARBELLA ALEMÁN  SALAMANCA  SEVILLE  VALENCIA
- OTHER .....

### LATIN AMERICA (ALL YEAR ROUND)

- ARGENTINA - BARILOCHE  ARGENTINA - BUENOS AIRES  ARGENTINA - CORDOBA  ARGENTINA - MENDOZA  BOLIVIA - SUCRE
- CHILE - SANTIAGO DE CHILE  COSTA RICA - CORONADO  COSTA RICA - FLAMINGO BEACH  COSTA RICA - HEREDIA  COSTA RICA - MONTEVERDE
- COSTA RICA - PLAYA JACO  CUBA - HAVANA  CUBA - SANTIAGO DE CUBA  CUBA - TRINIDAD  PERU - CUSCO
- DOMINICAN REPUBLIC - SANTO DOMINGO  DOMINICAN REPUBLIC - SOSUA  ECUADOR - QUITO  GUATEMALA - ANTIGUA  MEXICO - GUANAJUATO
- MEXICO - OAXACA  MEXICO - PLAYA DEL CARMEN  MEXICO - PUERTO VALLARTA  OTHER .....

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

HOW DID YOU HEAR OF ENFOREX? .....

NOTES .....

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 .....

## Invitation Letter

Do you require it?  Yes  No PASSPORT NUMBER .....

DAY/MONTH/YEAR OF BIRTH ..... / ..... 19 ..... AGE .....

ENFOREX WILL SEND OUT INVITATION LETTER ONLY IF THE TOTAL COST OF THE PROGRAM HAS BEEN PAID

To be sent: ADDRESS .....

EXPRESS COURIER (110 €)  REGULAR POST (FREE)

## Airport transfers

IF YOU WOULD LIKE TO BE MET AT THE AIRPORT AND TRANSFERRED TO YOUR ACCOMMODATION, PLEASE COMPLETE THE DATA BELOW. PLEASE ADVISE ENFOREX 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:  ALICANTE  BARCELONA  GERONA  GIBRALTAR

GRANADA  JEREZ  MADRID  MALAGA  PAMPLONA  SALAMANCA

SEVILLE  TENERIFE NORTE  TENERIFE SUR  VALENCIA  VALLADOLID

OTHER .....

AIRLINE .....

FLIGHT N° .....

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

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

DEPARTURE AIRPORT .....

Yes, I want a bus to summer camp in:

BARCELONA  GRANADA  MADRID  MARBELLA  SALAMANCA

SEVILLE  VALENCIA  OTHER .....

ONE WAY  TWO WAYS

OUR DRIVER WILL MEET YOU HOLDING AN ENFOREX 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. PLEASE SEE IN LATIN AMERICA COURSE DESCRIPTION, SPECIAL PACKAGE AND CONDITIONS FOR LATIN AMERICA DESTINATIONS



# Accommodation

IF YOU WOULD LIKE US TO ARRANGE YOUR ACCOMMODATION, PLEASE INDICATE YOUR PREFERENCES BELOW:

- STANDARD HOST FAMILY
  - PREMIUM HOST FAMILY
  - STUDENT RESIDENCE & GUEST HOUSE
  - STANDARD SHARED APARTMENT
  - SUPERIOR SHARED APARTMENT
  - PRIVATE APARTMENT, Nº of ROOMS .....
  - SINGLE ROOM
  - DOUBLE ROOM
  - DOUBLE ROOM FOR SINGLE USE
  - TRIPLE ROOM
  - SHARED ROOM, WITH WHOM? .....
  - WITH NO MEALS
  - WITH BREAKFAST (BED & BREAKFAST)
  - WITH BREAKFAST & DINNER (HALF BOARD)
  - WITH BREAKFAST & LUNCH & DINNER (FULL BOARD)
- NOTES .....

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

DO YOU MIND PETS?  Yes  No      Do you smoke?  Yes  No      Do you mind a family who smokes?  Yes  No

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? .....

LAUNDRY IS INCLUDED IN THE HOME STAY ACCOMMODATION IN SPAIN. A DEPOSIT IS REQUIRED FOR ACCOMMODATION IN APARTMENTS AND RESIDENCES. WATER AND ELECTRICITY ARE INCLUDED IN THE FEES. WE WILL ALSO SEND YOU INSTRUCTIONS ON HOW TO REACH YOUR ACCOMMODATION BY PUBLIC TRANSPORT ALONG WITH CONFIRMATION OF YOUR BOOKING. YOU SHOULD ARRANGE TO ARRIVE ON SUNDAY PM AND LEAVE ON SATURDAY AM. IF YOU ARRIVE EARLIER OR DEPART AFTER THE DESIGNATED TIMES, THERE WILL BE EXTRA NIGHT CHARGES. YOU SHOULD ALSO ADVISE YOUR HOST FAMILY OR THE SCHOOL OF YOUR ESTIMATED TIME OF ARRIVAL. EVERY EFFORT WILL BE MADE TO ARRANGE ACCOMMODATION AS REQUESTED. HOWEVER, THIS CANNOT BE GUARANTEED IN THE CASE OF LATE BOOKINGS.

## Travel and Medical Insurance

STUDENTS ARE ADVISED TO GET THEIR OWN MEDICAL INSURANCE BEFORE DEPARTURE. ENFOREX CAN PROVIDE INSURANCE:  Yes, Nº of WEEKS .....  No

## Payment

TO CONFIRM YOUR BOOKING A DEPOSIT OF 250 € DEDUCTABLE FROM THE TOTAL (NON REFUNDABLE) MUST BE PAID EITHER TO ENFOREX 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 OR PERSONAL CHEQUES WON'T BE ACCEPTED.)

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

### BANK ACCOUNT (€) EUROS

**BANK NAME** BANKINTER SWIFT Code & BIC BKBKESMMXXX  
**ACCOUNT NAME** IDEAL EDUCATION GROUP, S.L.  
**IBAN NUMBER** ES18-0128-0023-1201-0003-2137  
**ACCOUNT NUMBER** 0128-0023-1201-0003-2137  
**BRANCH ADDRESS** MARQUÉS DE URQUIJO, 11 - 28008 MADRID - SPAIN

\* PLEASE FAX 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 Nº .....

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.

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

I AGREE WITH ALL THE ENFOREX CONDITIONS.

SIGNATURE OF STUDENT

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

LOCAL REPRESENTATIVE





# Guarantees & General conditions

- Enforex is a fully private enterprise and accredited center of the **Instituto Cervantes**.
- Enforex guarantees that all programs, accommodation, and complementary services described in the dates/prices brochure for the year 2012 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 national and international organizations: eduSpain, NAFSA, Ideal Quality Certificate, AATSP, AEEM, AMACFE, FEDELE, AECAE, ACTFL & ELITE.
- Our academic centers in Alicante, Barcelona, Granada, Madrid, Marbella, Salamanca, Seville, Tenerife and Valencia have been approved by the Association Eduespaña and by the Madrid Chamber of Commerce.
- Enforex guarantees a maximum of 10 students per classroom.
- The **Enforex conditions do not apply to partner schools**. Each partner school has its own conditions. For more information, please contact our Head Office.
- Students should be aware that they may appear in Enforex's promotional materials or photos.
- The published offers cannot be accumulated. All offers are subject to availability. There will be no changes made to bookings that have been received prior to the promotion. All offers and promotions will be applied at the time of the booking. Discounts that became available after the first enrollment are not valid.
- In the exceptional case that there is only 1 or 2 students enrolled on a course in the same level group, the number of lessons per week will be reduced slightly.
- Any complaints need to be given in writing and within the first 24 hours. Otherwise students will lose the right to any compensation, refund or changes. Enforex will accept any suggestions or requests only on an information level and to improve our services.

#### ACCOMMODATION:

- 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/her 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 accommodation.
- 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 and there will be no refund.

#### HOLIDAYS:

- Please check <http://www.enforex.com/holidays-spain.html> for updated holidays before planning your trip to Spain (see page 7).
- In case of two holidays within one week (Monday to Friday), one day of the missed lessons will be recuperated (except Cadiz, Malaga & Pamplona).
- There will be no refund of classes missed due to national or local holidays except for One on One classes which will be recuperated in any case.

## General courses Cancellations / Changes

#### COURSES CANCELLATIONS:

- All program fees must be paid at least 3 weeks prior to arrival otherwise Enforex reserves the right to cancel the student's place.
- The 250 € deposit will not be returned for any cancellations made.
- 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 an Invitation 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 (100 €) however the accommodation must be paid in full for the original program length (subject to availability).

#### HIGH SCHOOL CANCELLATIONS:

- 250 € will be charged for any cancellation made with more than 3 months notice.
- A 2.000 € cancellation fee will be charged for the High School program with less than 3 months notice.
- Once the High School program has started no refund will be given.

#### SUMMER RESIDENTIAL PROGRAM CANCELLATIONS:

- 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.

## 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 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.

#### OPTIONAL INSURANCE:

- Students are not covered for any illnesses, accidents, loss of personal property (neither at their accommodation nor in or out of the classroom). Enforex recommends the use of an optional insurance, which is available to all students who wish to contract it.

#### 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 accommodation go up, Enforex will notify the student ahead of time of said changes. This price list replaces the previously existing one and is valid from 1<sup>st</sup> January 2012 until 31<sup>st</sup> December 2012 for all programs taking place between these two dates. Enforex is not responsible for typographical errors and/or misprints contained in this brochure.

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

Customer Service  
**help@enforex.es**

Ask for the general brochure in your own language!

[www.enforex.com](http://www.enforex.com)