



Enforex

Since 1989

LEARN SPANISH  
**THE SOUL OF SPANISH**  
SPAIN AND LATIN AMERICA



The Leading Spanish Language Institute

APPLICATION FORM 2019





## APPLICATION FORM 2019

Please send this form (2 pages) to: Enforex Spanish Language School or our representative.

### PERSONAL DETAILS

LAST NAME	HOME ADDRESS
FIRST NAME	
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	CITY ZIP CODE
DAY/MONTH/YEAR OF BIRTH	STATE
NATIONALITY	COUNTRY
PASSPORT N°	PHONE MOBILE PHONE
NATIVE LANGUAGE	OCCUPATION
NAME, ADDRESS, AND PHONE NUMBER OF PERSON WE SHOULD CONTACT IN CASE OF EMERGENCY	E-MAIL SKYPE
<input type="checkbox"/> Partner <input type="checkbox"/> Parents <input type="checkbox"/> Other	
HOW DID YOU HEAR OF ENFOREX?	
HAVE YOU EVER STUDIED IN SPAIN BEFORE?	
WHAT IS YOUR LEVEL OF SPANISH?	
<input type="checkbox"/> A0 (Complete Beginner) <input type="checkbox"/> A1 (Beginner) <input type="checkbox"/> A2 (Upper Beginner) <input type="checkbox"/> B1 (Intermediate) <input type="checkbox"/> B2 (Upper Intermediate) <input type="checkbox"/> C1 (Advanced) <input type="checkbox"/> C2 (Superior)	
NAME, TELEPHONE, E-MAIL AND ADDRESS OF YOUR SPANISH TEACHER	

### SELECTED COURSE(S) AND DESTINATIONS

COURSE NAME	DESTINATIONS/SCHOOL	N° WEEKS	CLASSES/WEEK	START DATE	FINISH DATE
a.					
b.					
c.					
d.					

<b>DESTINATIONS IN SPAIN</b> <input type="checkbox"/> ALICANTE <input type="checkbox"/> BARCELONA <input type="checkbox"/> CADIZ <input type="checkbox"/> GRANADA <input type="checkbox"/> MADRID <input type="checkbox"/> MALAGA <input type="checkbox"/> MARBELLA <input type="checkbox"/> SALAMANCA <input type="checkbox"/> SEVILLE <input type="checkbox"/> TENERIFE <input type="checkbox"/> VALENCIA <input type="checkbox"/> OTHER	<b>SUMMER CAMPS IN SPAIN</b> <input type="checkbox"/> BARCELONA <input type="checkbox"/> MADRID <input type="checkbox"/> MALAGA <input type="checkbox"/> MARBELLA ELVIRIA <input type="checkbox"/> MARBELLA CENTRO <input type="checkbox"/> MARBELLA LAS CHAPAS <input type="checkbox"/> SALAMANCA <input type="checkbox"/> VALENCIA	<b>DESTINATION(S) IN LATIN AMERICA</b> <input type="checkbox"/> ARGENTINA - Buenos Aires <input type="checkbox"/> ARGENTINA - Cordoba <input type="checkbox"/> BOLIVIA - Sucre <input type="checkbox"/> CHILE - Santiago de Chile <input type="checkbox"/> COLOMBIA - Bogota <input type="checkbox"/> COLOMBIA - Cartagena de Indias <input type="checkbox"/> CUBA - Havana <input type="checkbox"/> CUBA - Santiago de Cuba <input type="checkbox"/> CUBA - Trinidad <input type="checkbox"/> PERU - Cusco	<input type="checkbox"/> COSTA RICA - Sto. Domingo de Heredia <input type="checkbox"/> DOMINICAN REP. - Santo Domingo <input type="checkbox"/> DOMINICAN REP. - Sosua <input type="checkbox"/> ECUADOR - Quito <input type="checkbox"/> GUATEMALA - Antigua <input type="checkbox"/> MEXICO - Guanajuato <input type="checkbox"/> MEXICO - Playa del Carmen <input type="checkbox"/> MEXICO - Oaxaca <input type="checkbox"/> URUGUAY - Montevideo <input type="checkbox"/> OTHER
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### ACCOMMODATION If you would like us to arrange your accommodation, please indicate your preferences below:

<b>TYPE OF ACCOMMODATION</b> <input type="checkbox"/> HOST FAMILY <input type="checkbox"/> STUDENT RESIDENCE <input type="checkbox"/> SHARED STUDENT APARTMENT <input type="checkbox"/> PRIVATE APARTMENT <input type="checkbox"/> THE DORM	<input type="checkbox"/> SINGLE ROOM <input type="checkbox"/> DOUBLE ROOM (With whom?) <input type="checkbox"/> DOUBLE ROOM FOR SINGLE USE <input type="checkbox"/> TRIPLE ROOM (With whom?) <input type="checkbox"/> SHARED ROOM	<input type="checkbox"/> NO MEALS <input type="checkbox"/> WITH BREAKFAST <input type="checkbox"/> WITH BREAKFAST AND DINNER (HALF BOARD) <input type="checkbox"/> WITH BREAKFAST, LUNCH, AND DINNER (FULL BOARD)
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TYPE OF ACCOMMODATION	DESTINATIONS	N° WEEKS	ARRIVAL DATE	DEPARTURE DATE
a.				
b.				
c.				
d.				

## ACCOMMODATION PREFERENCES

DO YOU WANT A PRIVATE BATHROOM (UPON AVAILABILITY AND AT AN ADDITIONAL COST)?  Yes  No

DO YOU NEED A SPECIAL DIET (AT AN ADDITIONAL COST)?  Yes  No SPECIFY:

OTHER REQUESTS (we will do all we can to comply with your preferences, but we cannot make any guarantees)

DO YOU SMOKE?  Yes  No

DO YOU MIND A FAMILY WHO SMOKES?  Yes  No

DO YOU MIND PETS?  Yes  No

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

Laundry is included in the homestay 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 transportation along with confirmation of your booking. You should arrange to arrive on Sunday p.m. and leave on Saturday a.m. If you arrive earlier or depart after the designated times, there will be charges for extra nights. 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.

## TRANSFER SERVICES

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 one week before the course begins.

ARRIVAL TRANSFER  Yes, I want an arrival transfer  No, I don't want an arrival transfer

DAY/MONTH/YEAR OF ARRIVAL

ARRIVAL TIME

AIRLINE Flight number

COMING FROM (CITY)

ARRIVAL TO (SPAIN)

ALICANTE  BARCELONA  GRANADA  GERONA  
 GIBRALTAR  JEREZ  MADRID  MALAGA  
 SALAMANCA  SEVILLE  TENERIFE NORTE  TENERIFE SUR  
 REUS  VALENCIA  VALLADOLID

RETURN TRANSFER  Yes, I want a return transfer  No, I don't want a return transfer

DAY/MONTH/YEAR OF DEPARTURE

DEPARTURE TIME

AIRLINE Flight number

DEPARTING FROM (CITY)

ARRIVAL TO (LATIN AMERICA)

ARGENTINA  COSTA RICA  GUATEMALA  BOLIVIA  
 CUBA  MEXICO  CHILE  DOMINICAN REP.  
 PERU  COLOMBIA  ECUADOR  URUGUAY

CAMP BUS SHUTTLE FROM MADRID TO MALAGA, MARBELLA, SALAMANCA OR VALENCIA

YES, I WANT THE CAMP BUS SHUTTLE  One way  Round trip FROM MADRID TO:  Malaga  Marbella  Salamanca  Valencia

## OTHER SERVICES

CANCELLATION GUARANTEE

Do you want to be able to cancel for reasons mentioned in the General Conditions on the next page? Available for courses in Spain, Costa Rica, Ecuador and Mexico. The cost is 9% of the total invoice (non-refundable) and has to be paid in full upon application.  Yes  No

TRAVEL HEALTH INSURANCE

Students are advised to get their own medical insurance before departure. Enforex can provide insurance: EUR 20 (per week for courses in Spain and Cuba; mandatory for internship programs and students under 18) / USD 30 (per week for courses in Latin America. It is mandatory for Argentina and Chile, internship programs, and students under 18). The student's passport number is required.  Yes, n° of weeks .....  No

INVITATION LETTER (Enforex will send out invitation letters only if the total cost of the program has been paid.)

Do you require it?  Yes,  Express courier, extra cost or  Regular post, free /  No

## AGREEMENT AND PAYMENT

To confirm your enrollment a (non refundable) deposit of EUR 210 (for programs in Spain and Cuba) or USD 250 (for programs in Latin America) from the total must be paid either to Enforex or to our local representative (students who require a visa may have other/additional conditions. Please refer to the general conditions on the next page). This deposit is not an additional cost. The remaining fees must be paid at least 4 weeks before arrival. No course fees will be refunded after the course has started (Cancellation policy is available in our general price list). For cancellation policies, please see the attached general conditions.

Yes, I have read and agree with the Enforex Terms and Conditions.

HOW TO PAY

Please indicate how you would like to pay (Bank or personal checks 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  Visa or Master Card\*  To our representative

Account name IDEAL EDUCATION GROUP, S.L.  
Bank name SABADELL  
Swift Code and BIC BSABESBBXXX  
Branch Address Enrique Larreta, 12 - 28036 Madrid - SPAIN

(€) EUROS ACCOUNT

IBAN number ES26-0081-0298-4800-0121-4223

(\$) US DOLLARS ACCOUNT

IBAN number ES24-0081-0298-4200-7053-0365

\* Fill this out only if you are paying by VISA or Master Card (Transactions with other credit cards are not accepted)

Visa  Master Card

NAME OF CARD HOLDER

ID/PASSPORT NO. OF CARD HOLDER

CREDIT CARD NO.

EXPIRATION DATE

CARD VERIFICATION NUMBER (ON BACK OF CARD)

TOTAL AMOUNT ENCLOSED OR AUTHORIZED FOR CHARGE  EUR  USD

Authorized signature

Without a handwritten signature, your payment will not be processed.

DATE AND SIGNATURE OF STUDENT/LOCAL REPRESENTATIVE



## GENERAL CONDITIONS

- Enforex is a private company owned by Ideal Education Group. Enforex schools are accredited by the Cervantes Institute and other institutions. Head Office: Gustavo Fernández Balbuena 11, 28002 Madrid, Spain. Tax Identification Code (CIF) B-79946729. IDEAL EDUCATION GROUP SL, registered in the Mercantile Registry of Madrid Volume 868, book 0, folio 154, section 8, page N° 17.285.
- Enforex guarantees that all descriptions of programs, accommodation, and complementary services in the 2019 dates/prices are updated (any and all special arrangements and/or agreements must be set in writing and signed by Enforex).
- The personnel in charge of airport transfer 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, ALTO, AMACFE, FEDELE, AECAE, ACTFL and ELITE.
- Our academic centers in Alicante, Barcelona, Granada, Madrid, Marbella, Salamanca, Seville, Tenerife, and Valencia have been approved by the association eduSpain and by the Madrid Chamber of Commerce.
- Enforex guarantees a maximum of 10 students per classroom in the Intensive courses, DELE, SIELE, and Chamber of Commerce courses, and 15 students in the Summer Camps and Junior program.
- Enforex's conditions do not apply to partner schools. Each partner school has its own conditions. For more information, please contact our Head Office.
- Enforex reserves the right to use all photos and videos taken during the student's stay. Students should be aware that they may appear in IEG's or partner's promotional material, unless the student expressly states upon arrival at the school that he/she does not wish to appear.
- Published offers cannot be combined. 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 upon enrollment. Discounts that became available after the first enrollment are not valid.
- The application fee is valid for one year from the first reservation made for all IEG schools in Spain and Latin America. In other words, any courses reserved during a 12-month period can be made using the same application fee.
- In the exceptional case that only 1 or 2 students are enrolled in a course in the same level, the school reserves the right to convert the course into a private or semi-private program which will result in a 50% reduction of class hours.
- In cities where programs are also available at other schools with Ideal Education Group, classes can be combined at any time.
- Any complaints must be submitted in writing and within the first 24 hours to [help@enforex.com](mailto:help@enforex.com). This ensures that we can take care of the issue as soon as possible and seek a quick resolution. Only complaints made during the student's stay have the right to any possible compensation, refund, or changes. Any complaints made after departure will only be accepted as suggestions in order to improve our services.

### COURSE ACCREDITATION

- A personalized Enforex certificate will be issued for studies in accordance with the guidelines established by the Instituto Cervantes and the current legislation regulating non-accredited education.
- This certificate will contain the name of the course taken, course level, and number of hours completed. The name of the school in which the class(es) were given, dates of enrollment, and level achieved will also be included.
- This certificate is not valid as an official document in accordance with the legislation regulating non-accredited education.
- Course certificates will only be issued to students who attend at least 85% of their classes.

### CREDIT NOTES

- Credit issued due to exceptional circumstances is only valid for up to 12 months from the date of issuance. Once the 12-month period ends, the student loses the right to the credit or refund. Credit is valid only for the geographic region for which it was issued (i.e., credit issued for Spain is not valid for programs in Latin America) and is not transferable to other students.
- Credit note can not be converted into a refund.

### 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; priority is given to students who register further in advance.
- In the event that a student is not satisfied with the assigned accommodation for any justifiable reason, the student may move to another accommodation of the same type (up to 3 changes allowed). Students wishing to change accommodation arrangements must notify the person in charge during their first day of the program.
- All students must 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.
- Enforex does not guarantee accommodation for the family members or friends of enrolled students, as priority regarding available accommodation is given to Enforex students.
- The student will be charged for property damages caused either intentionally or through negligence.
- If there is damage and no one is directly responsible, the cost of repairs will be divided among all students in the apartment or residence.
- At Enforex, respect for others and for the rules is essential for our programs to run smoothly. Students' failure to follow the established rules will be grounds for withholding the accommodation security deposit. Some examples of behaviors that merit forfeit of the accommodation deposit include: having guests stay overnight, making loud noises, smoking in the bedrooms, having parties, consumption of alcohol, consumption of any narcotic or harmful substance, and any other conduct that Enforex management considers inappropriate.
- In the case of a serious disciplinary offence or repeated bad behavior, the student will be expelled from the accommodation contracted with Enforex without the right to a refund.
- Apartments and student residences may be substituted by other types of accommodation, at the same price, during the high season.
- If you reserve a shared double room (shared with another student) and there is no other student with whom you can share the room, we reserve the right to change your room at any time.

### GENERAL COURSE CANCELLATIONS AND CHANGES

#### ENFOREX COURSE CANCELLATIONS

- All program fees must be paid at least 4 weeks prior to arrival. Otherwise, Enforex reserves the right to cancel the student's placement.
- The € 210 / \$ 250 deposit will not be returned for any cancellations made. For cancellations made less than 6 weeks before the start date, the minimum charge of the cancellation fee is the application fee plus 2 weeks of program and accommodation.
- All refunds, under any circumstances, are subject to an administration fee to cover the administrative costs of processing a refund (a minimum of € 65/\$ 90), along with the standard fee for reservation changes (9% + € 210/\$ 250). Refunds for overpayment will be subject to a minimum € 35 administration fee.
- All students who wish to cancel their program (course and/or accommodation) prior to arrival must notify Enforex in writing by e-mail [registration@enforex.com](mailto:registration@enforex.com) or by certified mail.
- Cancellations not received via one of the two aforementioned means will not be accepted.
- In no case whatsoever will a refund be made for the cost of the program or accommodation once the program has started (unless if the refund guarantee has been purchased).
- For each change before arrival to your confirmed booking (start dates, program, or services) for programs in Spain and Latin America, € 35 / \$ 35 will be charged for administrative costs. Changes after arrival of destination, school, accommodation or program are free for courses in Costa Rica, Ecuador, Mexico, and Spain (subject to availability, paying the price difference if applicable). For all other changes after arrival to your confirmed reservation for programs in Spain and Latin America, € 210 / \$ 250 will be charged for administrative costs. All changes are subject to availability.
- Course break: 1 free week off for every 4 weeks of study (1 week notice required. Students will be charged for their full stay at our accommodation, including breaks, in order to

keep their reservation). In all other cases, taking a break during your course will incur a fee of € 50 and accommodation must be paid in full for the original program length (subject to availability).

- Enforex cannot be held responsible for cancellations due to Acts of God, health issues, or personal problems.

#### PARTNER SCHOOLS AND THIRD PARTIES CANCELLATION

- Participants that cancel their Spanish + Internship or Volunteer program at IEG schools in Spain or Latin America, or any program at partner schools in Latin America, more than 4 weeks before it is scheduled to begin will be charged a € 500 / \$ 600 cancellation fee. If this program is canceled less than 4 weeks before the program start date, the full price of the program will be charged. For cancellations of a private apartment or hotel reservation, no refund or credit towards the purchase of other products will apply.

#### SUMMER RESIDENTIAL PROGRAM CANCELLATIONS

- For the confirmation of reservations made 4 weeks or less before arrival, the total invoice must be paid in full at the time of enrollment.
- A penalty of € 850 will be applied to cancellations made in the last four weeks prior to arrival.
- No refunds will be granted one week before or after arrival in any case.

#### PREMIUM CANCELLATION GUARANTEE

If you want to avoid cancellation expenses, in case of any need or illness, we recommend that you contract the cancellation service, the cost of which is 9% of the total amount of the invoice. It must be paid upon booking and covers cancellation for any reason at any time after arrival. You may cancel all or part of the program.

#### CANCELLATION SERVICE CONDITIONS

- The cancellation service must be bought at the time of booking. Cancellations can only be made after arrival.
- All refunds will incur an extra cost of 9% (minimum of €65 / \$90).
- The price of the course and accommodation will be charged for the week during which the cancellation is made if the student makes that cancellation up to Wednesday, otherwise both the week of cancellation and the following week will be charged.
- The cost of the cancellation service will not be reimbursed.
- In order to cancel a language program, the student must give notice via email to [seg@tegrupo.com](mailto:seg@tegrupo.com). The day after the e-mail is sent will be considered the day the course has been officially canceled. Cancellation is only valid once an e-mail has been received. For this reason, it is important that the student is certain that the e-mail has been received. The money will be returned within 30 days of the official cancellation date.
- The cancellation service must be signed and paid in full upon enrollment in order to be valid. You can add extra services but not decrease the coverage.
- Students who require and have obtained their visa through Enforex can purchase the cancellation guarantee, however their cancellation will only be considered once the student provides proof of having left the host country. In these cases, 20% of the amount to be refunded will be charged to cover administrative costs.
- Only valid for our schools in Spain; Guanajuato, Oaxaca, and Playa del Carmen in Mexico; Quito in Ecuador; and Santo Domingo de Heredia in Costa Rica.

#### 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 a student's enrollment in a Spanish program at Enforex can only be signed, sealed, and sent by people authorized by Enforex, who will not be responsible for rejected visa applications. These certificates do not hold any official validity; they serve only as confirmation of a course to be taken at one of our schools. 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 express mail to the student.
- If a student visa is rejected, Enforex will refund the cost of the program minus € 310/\$ 350, and any additional basic costs. The student must show Enforex formal proof (original copy) that their visa application has been rejected in order to receive a refund. If this original copy is not received by Enforex, 100% of the cost of the program will be charged.
- Any refund from Enforex if a student visa is rejected will be subject to a 9% charge (a minimum of € 65/\$ 90).

#### 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 optional insurance, which is available to all students who wish to purchase it.

#### AIRPORT TRANSFER SERVICES

- Flight information (place, date, time, 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 shuttle service less than one week prior to arrival, he/she will lose the right to a refund of the cost of that service.
- In the event of delays 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 for updated holiday information before planning your trip to Spain [www.enforex.com/holidays-spain.html](http://www.enforex.com/holidays-spain.html)
- Classes missed due to national or local holidays will not be made up or refunded. When more than one holiday falls in the same week (Monday - Friday), either one day of the missed classes can be made up or a 20% discount will be applied to the corresponding course week price for a 1 or 2-week program; if students prefer to receive the discount they must notify us at the time of enrollment. One-to-One classes will always be made up.

#### PROTECTION OF PERSONAL DATA

- In compliance with Spanish Law 15/1999, December 13th, 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 (that IEG is liable and responsible for) and used solely for the commercial and operative purposes of the company. By accepting these general conditions, you give your consent to the aforementioned treatment of your personal details and 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 following address: Enforex, Gustavo Fernández Balbuena 11, 28002 Madrid (Spain).

#### AGREEMENT

- Upon signing the registration form or paying the program fees, the student accepts all of the conditions described above. If, under any circumstances, outside of Enforex's control, accommodation prices increase, Enforex will notify the student ahead of said changes. This price supersedes the previously existing price and is valid from January 1, 2019 to December 31, 2019 for all programs taking place between these two dates. Enforex is not responsible for typographical errors and/or misprints contained in this price list. Printed in August 2019 and subject to change.  
Find the most updated version online at: [www.enforex.com/prices/prices.pdf](http://www.enforex.com/prices/prices.pdf)

“By being the reference for **Spanish culture**, we transform people’s lives.”



## Spanish in the **Spanish** World



### 11 Spanish Language Campuses

Alicante | Barcelona | Cadiz | Granada | Madrid | Malaga  
Marbella | Salamanca | Seville | Tenerife | Valencia

### 21 Destinations in Latin America

Argentina | Bolivia | Chile | Colombia | Costa Rica | Cuba  
Dominican R. | Ecuador | Guatemala | Mexico | Peru | Uruguay

### 8 International Summer Camps

Barcelona | Madrid | Malaga | Marbella  
Salamanca | Valencia



# Enforex

#### STAY TUNED

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- @enforex
- YouTube enforexschools

#### Head Office

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

ideal  
education group