



Enforex
Since 1989

The Soul of Spanish

SPAIN AND LATIN AMERICA



The Leading Spanish Language Institute

APPLICATION FORM 2017



APPLICATION FORM

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

Gustavo Fernández Balbuena, 11 | 28002 Madrid | Spain
Phone: +34 91 594 37 76 | registration@enforex.com



Enforex

Since 1989

PERSONAL DETAILS

LAST NAME	HOME ADDRESS
FIRST NAME	
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE DAY/MONTH/YEAR OF BIRTH	CITY ZIP CODE
NATIONALITY	STATE
PASSPORT N°	COUNTRY
NATIVE LANGUAGE	PHONE MOBILE PHONE
2 ND NAME, ADDRESS AND PHONE NUMBER WE SHOULD CONTACT IN CASE OF EMERGENCY. <input type="checkbox"/> PARTNER <input type="checkbox"/> PARENTS <input type="checkbox"/> OTHER	OCCUPATION
	SKYPE
	E-MAIL
HAVE YOU EVER STUDIED IN SPAIN BEFORE?	
HOW DID YOU HEAR OF ENFOREX?	
WHAT IS YOUR LEVEL OF SPANISH? <input type="checkbox"/> A0 (Absolute beginner) <input type="checkbox"/> A1 (Beginner) <input type="checkbox"/> A2 (Elementary) <input type="checkbox"/> B1 (Intermediate) <input type="checkbox"/> B2 (Advanced) <input type="checkbox"/> C1 (Superior) <input type="checkbox"/> C2 (Mastery)	
NAME, TELEPHONE, E-MAIL AND ADDRESS OF YOUR SPANISH TEACHER	

COURSE SELECTED Please register me for the following program(s)

COURSE NAME	CITY/SCHOOL	N° WEEKS	LESSONS/WEEK	START DATE	FINISH DATE
A.					
B.					
C.					
D.					

DESTINATIONS IN SPAIN

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

SUMMER CAMPS IN SPAIN

- BARCELONA
- MADRID
- MALAGA
- MARBELLA - Elviria
- MARBELLA - Centro
- MARBELLA - Las Chapas
- SALAMANCA
- VALENCIA

DESTINATIONS IN LATIN AMERICA

- ARGENTINA - Buenos Aires
- ARGENTINA - Cordoba
- BOLIVIA - Sucre
- CHILE - Santiago de Chile
- COLOMBIA - Bogota
- COLOMBIA - Cartagena de Indias
- CUBA - Havana
- CUBA - Santiago de Cuba
- CUBA - Trinidad
- PERU - Cusco
- COSTA RICA - Sto. Domingo de Heredia
- COSTA RICA - Playa Jacó
- DOMINICAN REP. - Santo Domingo
- DOMINICAN REP. - Sosua
- ECUADOR - Quito
- GUATEMALA - Antigua
- MEXICO - Guanajuato
- MEXICO - Playa del Carmen
- MEXICO - Oaxaca
- OTHER

ACCOMMODATION If you would like us to arrange your accommodation, please indicate your preferences below:

- HOST FAMILY
- STUDENT RESIDENCE
- SHARED STUDENT APARTMENT
- PRIVATE APARTMENT
- SHARED ROOM, with whom?
- SINGLE ROOM
- DOUBLE ROOM
- DOUBLE ROOM FOR SINGLE USE
- TRIPLE ROOM
- NO MEALS
- WITH BREAKFAST
- WITH BREAKFAST AND DINNER (HALF BOARD)
- WITH BREAKFAST, LUNCH AND DINNER (FULL BOARD)

CITY/SCHOOL	TYPE OF ACCOMMODATION	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 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 (DIETS, 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.

AIRPORT TRANSFERS At an additional cost. 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 a.m./p.m.

AIRLINE FLIGHT N°

COMING FROM (CITY)

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

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

DAY/MONTH/YEAR OF DEPARTURE

DEPARTURE TIME a.m./p.m.

AIRLINE FLIGHT N°

DEPARTING FROM (CITY)

- Yes**, I want a bus to summer camp in
 BARCELONA MADRID MALAGA MARBELLA
 SALAMANCA VALENCIA OTHER
 One way Round trip

Our driver will be waiting for you holding an Enforex sign with your name on it at the arrival lounge of the airport. If your flight is delayed, changed or canceled, please contact us as soon as possible at: +34 636 450 998. 24 hour notice is required in order to guarantee transfer service. For Latin American destinations, please refer to course descriptions and conditions.

TRAVEL HEALTH INSURANCE

Students are advised to get their own medical insurance before departure. Enforex can provide insurance: € 20 (per week for courses in Spain & Cuba) / \$ 30 (per week for courses in Latin America. It is mandatory to take out civil liability and medical/accident insurance in Argentina and Chile). The student's passport number is required. **Yes**, n° of weeks No

INVITATION LETTER

Do you require it? Yes No Enforex will send out invitation letters only if the total cost of the program has been paid.

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 (Santo Domingo de Heredia), Ecuador and Mexico.

The cost is 9% of the total invoice (non-refundable) and has to be paid in full upon application. Yes No

AGREEMENT AND PAYMENT

Yes, I have read and agree with the Enforex Terms and Conditions (please refer to the general conditions on the next page). To confirm your enrollment a (non refundable) deposit of € 150/ \$ 200 from the total must be paid either to Enforex or to our local representative (students who require a visa may have other/additional conditions). This deposit is not an additional cost. The remaining fees must be paid at least four weeks before arrival. For express mail, please refer to page 16. 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.

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

Bank name SABADELL
Swift Code and BIC BSABESBBXXX
Account name IDEAL EDUCATION GROUP, S.L.
Branch Address Enrique Larreta, 12 - 28036 Madrid - SPAIN
BANK ACCOUNT (€) EUROS
IBAN number ES26-0081-0298-4800-0121-4223
Account number 0081-0298-4800-0121-4223
BANK ACCOUNT (\$) US DOLLARS
IBAN number ES24-0081-0298-4200-7053-0365
Account number 0081-0298-4200-7053-0365

* Please FAX US a copy of the wire transfer with your name clearly visible.

Fill this out **ONLY** if you are paying by VISA or Master Card.



VISA MASTER CARD (Transactions with other credit cards are not accepted)

NAME OF CARD HOLDER

ID / PASSPORT OF HOLDER

CREDIT CARD N°

EXPIRATION DATE

CARD VERIFICATION NUMBER (ON BACK OF CARD)

TOTAL AMOUNT ENCLOSED OR AUTHORIZED FOR CHARGE

AUTHORIZED SIGNATURE

Please note that payments via credit card in US \$ will be charged in Euros at the current exchange rate.

SIGNATURE OF STUDENT/LOCAL REPRESENTATIVE

GUARANTEES AND GENERAL CONDITIONS



Enforex
Since 1989

- Enforex is a private company owned by Ideal Education Group. It is also accredited by the Cervantes Institute and other institutions. Head Office: ENFOREX ENGLISH FOR EXECUTIVES, S.L., C/ Gustavo Fernández Balbuena 11, 28002 Madrid, Spain. Tax Identification Code (CIF) A-48265169. ENFOREX ENGLISH FOR EXECUTIVES, S.L. is registered in the Mercantile Registry of Madrid, Volume 2611, Section 148, Page N° M-45391, Inscription: 1ª.
- Enforex guarantees that all descriptions of programs, accommodation, and complementary services in the 2017 dates/prices brochure are accurate (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, NAFA, 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 Eduespaña and by the Madrid Chamber of Commerce.
- Enforex guarantees a maximum of 10 students per classroom.
- 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 he/she does not wish to appear upon arrival at the school.
- 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 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. 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 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 verification will only be issued to students who attend at least 85% of their classes.

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 should notify the person in charge during their first week of 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.
- Enforex does not guarantee accommodation for the family members or friends of enrolled students, as priority regarding available accommodation is given to Enforex students.
- 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.
- 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 rules established will be grounds for keeping their accommodation guarantee deposit. Some examples of behaviors that merit forfeit of the accommodation deposit include: having guests stay overnight, making loud noises, smoking in bedrooms, having parties, the consumption of alcohol, the consumption of any narcotic or harmful substance, 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.

AIRPORT PICK-UP SERVICES

- 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 airport pick-up 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 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 www.enforex.com/holidays-spain.html for updated holiday information before planning your trip to Spain (see page 16).
- Lessons 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 lessons can be made up or a 10% discount will be applied to the corresponding course week price; if students prefer to receive the discount they must notify us at the time of enrollment. One to One lessons will always be made up.

GENERAL COURSE CANCELLATIONS/CHANGES ENFOREX COURSES 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 € 150 / \$ 200 deposit will not be returned for any cancellations made.
- Credit issued is valid for one year from the date of issue. Credit is valid only for the geographic region for which it was issued (i.e., credit issued for Spain is not valid for courses in Latin America) and is non-transferable.
- All refunds, under any circumstances, include 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% + € 150 / \$ 200). Refunds of less than € 100 will be paid via check issued in Spain at no extra cost if the student is still in Spain. If the student is outside of Spain, the refund will be paid by bank transfer and will include a minimum € 35 administration fee.
- All students who wish to cancel their program (course and/or accommodation) prior to arrival should notify Enforex in writing by fax, e-mail (registration@enforex.com) or letter. Cancellations not received via one of the 3 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 (except if the refund guarantee has been purchased).
- Changes of destination, school, accommodation or program are free for courses in Costa Rica (Santo Domingo de Heredia), Ecuador, Mexico, and Spain (subject to availability, paying the price difference if applicable). For all other changes to your confirmed reservation for programs in Spain and Latin America € 150 / \$ 200 will be charged for administrative costs, at any time after arrival. All changes are subject to availability.
- Course break: 1 free week off for every 8 weeks of study (4 weeks notice required). 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 Act of God, health 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, or a private apartment or hotel reservation, up to 4 weeks before it is scheduled to begin will be charged a € 500 / \$ 600 cancellation

fee. If this program is canceled within 4 weeks of the program start date, the full price of the program will be charged.

SUMMER RESIDENTIAL PROGRAM CANCELLATIONS

- For the confirmation of reservations made 4 weeks or less before arrival (for International Summer Camps 4 weeks or less), the total invoice must be paid in full at the time of enrollment.
- For summer camps a € 1,000 penalty will be applied to cancellations made in the last four weeks prior to arrival.

PREMIUM CANCELLATION GUARANTEE

9% of the total amount paid → any reason → you can cancel all or part of the course.

INSURANCE CONDITIONS

- The insurance is only valid upon students' arrival at the school.
- Any refund of the insurance amount 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 on a Monday, otherwise both the week of cancellation and the following week will be charged.
- The cost of insurance will not be reimbursed.
- In order to cancel a language program, the student must give notice via e-mail to segdiegrupo.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 insurance must be signed and paid in full upon enrollment in order to be valid.
- 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, 9% of the amount to be refunded will be charged to cover administrative costs.
- Only valid for Spain, Guanajuato, Oaxaca, Playa del Carmen in Mexico, 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 the 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, as these certificates do not hold any official validity, but 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 charge the student € 100 per invitation letter sent, the € 150 / \$ 200 deposit 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 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 include a 9% charge + € 150 / \$ 200.

OPTIONAL INSURANCE

- Students are not covered for any illnesses, accidents, loss of personal property (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.

AGREEMENT

- Upon signing the registration form or paying the program fees, the student accepts all of the conditions described above. If, under any circumstances, uncontrollable by Enforex, accommodation prices increase, Enforex will notify the student ahead of said changes. This price list supersedes the previously existing price list and is valid from January 1, 2017 to December 31, 2017 for all programs taking place between these two dates. Enforex is not responsible for typographical errors and/or misprints contained in this brochure. Printed in August 2016 and subject to change. Update scheduled for September 2016.

Find the most accurate version online at:

www.enforex.com/brochures/prices.pdf



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CUSTOMER SERVICE
help@enforex.com



SEND US YOUR FEEDBACK
www.enforex.com/questionnaire

Member of /accredited by:



Spanish in the Spanish World



10 Colleges of Spanish Language

Alicante | Barcelona | Granada | Madrid | Malaga
Marbella | Salamanca | Sevilla | Tenerife | Valencia

20 Destinations in Latin America

Argentina | Bolivia | Chile | Colombia | Costa Rica | Cuba
Dominican Republic | Ecuador | Guatemala | Mexico | Peru

8 International Summer Camps

Barcelona | Madrid | Málaga
Marbella | Salamanca | Valencia



Enforex

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