



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

**Head Office**  
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registration@enforex.es

## 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 N° ..... PHONE (.....) (.....)  
PARENT'S NAME (OR SPOUSE) ..... COUNTRY CITY  
PARENT'S PHONE NUMBER (OR SPOUSE) ..... FAX (.....) (.....)  
PHONE NUMBER ..... COUNTRY CITY  
ADDRESS IN SPAIN DURING THE ENFOREX COURSE (IF KNOWN) ..... E-MAIL .....  
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	COLOMBIA - BOGOTA	COLOMBIA - CARTAGENA	COSTA RICA - CORONADO	COSTA RICA - PLAYA JACO
COSTA RICA - TAMARINDO	COSTA RICA - SANTO DOMINGO DE HEREDIA	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 "O" IS A COMPLETE BEGINNER AND "9" A FLUENT SPEAKER, WHAT IS YOUR LEVEL?

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 ..... / ..... / ..... 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 MADRID MARBELLA SALAMANCA VALENCIA

OTHER .....

ONE WAY TWO WAYS

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 CANCELLED, PLEASE CONTACT US 24 HOURS IN ADVANCE AT THIS NUMBER: +34 636 450 998 OR WE WILL NOT BE ABLE TO GUARANTEE YOUR TRANSFER SERVICE. FOR LATIN AMERICAN DESTINATIONS, PLEASE REFER TO COURSE DESCRIPTIONS AND CONDITIONS.



## Accommodation

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

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

## Travel 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 €/350 \$ 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. FOR EXPRESS MAIL, PLEASE REFER TO PAGE 7. NO COURSE FEES WILL BE REFUNDED AFTER THE COURSE HAS STARTED (CANCELLATION POLICY IS AVAILABLE ON 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\* ..... TO OUR REPRESENTATIVE

..... VISA OR MASTER CARD

BANK NAME	BANKINTER	SWIFT CODE & BIC	BKBKESMMXXX
ACCOUNT NAME	IDEAL EDUCATION GROUP, S.L.		
BRANCH ADDRESS	MARQUÉS DE URQUIJO, 11 - 28008 MADRID - SPAIN		
BANK ACCOUNT	(€) EUROS		
IBAN NUMBER	ES18-0128-0023-1201-0003-2137		
ACCOUNT NUMBER	0128-0023-1201-0003-2137		
BANK ACCOUNT	(\$ US DOLLARS		
IBAN NUMBER	ES11-0128-0023-1901-4000-1934		
ACCOUNT NUMBER	0128-0023-1901-4000-1934		

\* PLEASE FAX TO 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 Nº .....

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

CARD VERIFICATION NUMBER (ON BACK OF CARD): .....

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

AUTHORIZED SIGNATURE:

PLEASE NOTE THAT PAYMENTS BY CREDIT CARD IN US \$ WILL BE CHARGED IN EUROS AT 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 €/350 \$)	.....
TOTAL DUE	.....

I HAVE READ AND AGREED WITH ALL THE ENFOREX CONDITIONS.

SIGNATURE OF STUDENT

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

LOCAL REPRESENTATIVE



## Guarantees & General conditions

- Enforex is a private enterprise owned by Ideal Education Group. It is also accredited by the **Cervantes Institute** and many other institutions.
- Enforex guarantees that all descriptions of programs, accommodation, and complementary services in the 2014 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, NAFSA, Ideal Quality Certificate, AATSP, ALTO, 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.
- Enforex's 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 upon enrollment. Discounts that became available after the first enrollment are not valid.
- 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.
- Any complaints need to be given in writing and within the first 24 hours (of starting classes, of arriving to accommodation, etc. depending on what the complaint is regarding). 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.

### MINIMUM ATTENDANCE:

- 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 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 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 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.

### 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 <http://www.enforex.com/holidays-spain.html> for updated holiday information before planning your trip to Spain (see page 7).
- When there are two holidays in the same week (Monday to Friday), one day of the missed lessons will be made up (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 made up in all cases.

## General course 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 €/350 \$ deposit (450 € for the Paid Job and Internship programs) will not be returned for any cancellations made.
- For cancellations prior to 2 weeks before the arrival date, there will be a penalty of 250 € + 5% of the total cost. For cancellations made during the last 2 weeks before arrival, there will be a penalty of 250 € + 10% of the total cost.
- Credit issued must be used within one year.
- All refunds will have an administration charge of 10% (a minimum of 65 €). Refunds of less than 100 € will be paid by a 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 their arrival should notify Enforex in writing by fax, e-mail ([registration@enforex.es](mailto:registration@enforex.es)) or letter. Cancellations not received via one of the 3 aforementioned means will not be accepted.
- No refunds can be given for any cancellations made during your stay. Exceptions can be considered on request, but a minimum of 4 weeks of your program will be charged.
- After arrival, students may change their destination, school, or program at no extra charge (subject to availability). Changes to accommodation will incur a fee of 100 €.
- Course break: 1 free week off for every 12 weeks of the course (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.
- Cancellation fee after an Invitation Visa is issued is a minimum of 350 € or 35% of the total cost.

### SPANISH + PAID JOB / SPANISH + INTERNSHIP CANCELLATION:

- Participants that cancel their Spanish + Internship / Spanish + Paid Job program up to 4 weeks before it is scheduled to begin will be charged a 450 € cancellation fee. If this program is cancelled within 4 weeks of the program start date, the full price of the program will be charged.

### HIGH SCHOOL CANCELLATIONS:

- 250 € will be charged for cancellations made more than 3 months in advance.
- 2.000 € will be charged for High School program cancellations made less than 3 months before the program is scheduled to begin.
- Once the High School program has started no refund will be given.

### SUMMER RESIDENTIAL PROGRAM CANCELLATIONS:

- No refund will be given 2 weeks before arrival or once the program has started.
- 50% of the course fee will be charged for cancellations made from 2 to 4 weeks before arrival.

## Cancellation Guarantee

### GOLD:

#### 6% of the total amount paid

#### ...only applicable under the following circumstances:

- The participant secures employment that lasts at least one year.
- Serious illness or accident resulting in hospitalization.
- Death of the insured, their spouse, direct ascendants, descendants, siblings.
- Being called to court proceedings or as a member of an electoral board.
- Summons for major surgery with hospitalization of the insured and their spouse.
- Placement for the adoption of a child.
- Organ transplant to or from the insured, their spouse, direct ascendants, descendants, siblings, brother/sister-in-law, son/daughter-in-law, father/mother-in-law.
- The cancellation of a registered and insured companion obliging them to travel alone.
- Bankruptcy of the travel agency or cancellation of the trip by the airline.
- Natural disasters.
- Terrorist attack.

### PREMIUM:

#### 9% of the total amount paid

#### ...any reason

#### ...you can cancel all or part of the course

- You can cancel for any reason.

### GENERAL CONDITIONS:

- The insurance is only valid upon the students' arrival at the school.
- Any refund of the insurance amount will incur an extra cost of 5% (minimum of 65 €).
- 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 [seg@iegrupo.com](mailto:seg@iegrupo.com). The day after the e-mail is sent will be considered the day the course has been officially cancelled. 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. If the student is covered under the Gold Cancellation Insurance, then they will have up to 15 days, starting from the day the e-mail has been sent, to provide proof showing that the reason for the cancellation meets the conditions of the insurance. If the student is covered by the Premium Cancellation Insurance, this step is not necessary. The money will be returned within 30 days of the official cancellation date.
- The insurance must be signed and paid at least 15 days before arrival 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, 10% of the amount to be refunded will be charged to cover administrative costs.
- Only valid for Spain, 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 in 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 the express mail to the student.
- If a student visa is rejected Enforex will charge the student 100 € per invitation letter sent, the 250 € 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 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 optional insurance, which is available to all students who wish to purchase 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 2014 until 31<sup>st</sup> December 2014 for all programs taking place between these two dates. Enforex is not responsible for typographical errors and/or misprints contained in this brochure.

Member of / accredited by:



## Spanish in the Spanish World



### 24 Spanish Language Schools

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

### 9 International Summer Camps

Barcelona | Granada | Madrid | Marbella | Salamanca | Seville | Valencia

### 20 Destinations in Latin America

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



# Enforex

DATES & PRICES

# 2014

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