

GENERAL CONDITIONS 2010

1. REGISTRATION AND BOOKING

In order to reserve a course with you must complete the enrolment form, send it to us and pay a deposit of €20 per Person (€120 if you are booking accommodation). Once the deposit is received, we will send you a confirmation. The amount paid at the time of the reservation will be discounted from the bill.

2. PRICES AND COURSES

The course prices are per person and include school fees and a certificate if requested.

Groups are formed with a minimum of 3 people, maximum 6. In the case that there is not a sufficient number of students in an intensive course, the hours of the course will be reduced and private or semiprivate classes of 1 or 2 people will be offered as follows:

Intensive 1 – has 5 private hours (1 person) or 7 semiprivate classes (2 persons) per week

Intensive 2 – has 10 private hours (1 person) or 14 semiprivate classes (2 persons) per week

Classes are held Monday through Friday in the mornings and/or afternoons. If classes cannot take place due to circumstances that are beyond our control or force majeure there is no compensation nor classes postponed nor refund.

3. MODE AND CONDITIONS OF PAYMENT

The payment of €20 or €120 (if you are booking accommodation) to reserve a course is due at the moment of its reservation by means of CASH or:

- Banktransfer to: Academia de Español - Marcela Zarza
IBAN: ES56 2100 1510 37 0200254901 –
Swift: CAIXESBBXXX
(Please write down name and course beginning date)

The balance due for courses and/or accommodation should be paid before of the first day of school by means of cash or transfer. Bank fees to be paid for by the student.

If the students wishes to pay with credit card, there is a surcharge of 3%.

4. CANCELLATIONS

Intensive courses begin on Monday and are charged per week. Should the student start or finish in the middle of the week, fail to finish the course, or not attend class, there is no price reduction.

You may cancel without penalty if cancellations are made in writing and received by the school at least one week before course starts (two weeks in July and August).

Cancellations of private classes are to be reported at least 48 hours prior to class. Those cancellations received with fewer than 48 hours' notice will be fully charged.

If cancellations are received with fewer than seven days' notice before the start of the course (fourteen days in July and August), the school will retain the deposit of €20 or €120 as cancellation fee.

5. ACCOMMODATION

Accommodation will be booked upon availability. The school will contact you if the accommodation desired is not available and will offer you other options as close as possible to your choice. The minimum stay is a week. Any stay shorter than 1 week will be charged as a full week. Any extra days will be charged on a per day basis. There is a charge of €25 for cleaning, except in Hotels or Aparthotels.

If you are staying in a shared apartment or with a host family, food is not included. Student is responsible for his/her own food unless discussed personally with the family.

6. NATIONAL HOLIDAYS

The school is closed on national and local holidays. School fees are not refunded. Private and semiprivate classes will be made up at a later time.

7. ACTIVITIES

If you have booked activities but you do not attend or you drop them, there is no refund nor are the hours recovered another day. If the wind, surf, kite or bike instructors consider the conditions suitable for the activities, all enrolled students should participate.

If activities cannot take place due to weather conditions, a credit note for that specific activity can be issued. This credit note can be transferable and is to be used within six months.

8. INSURANCE

It is mandatory that the student hold valid insurance in Spain. The school is not liable should accidents occur.

9. MINIMUM AGE

Minimum age for participants is 18 years if travelling on their own.

Date: _____

Signature _____