



## how to enrol

- You can send it by fax to:  
Alicante: 00 34 965 14 23 71.  
Vitoria: 00 34 945 23 49 10.

## process of enrolment

- Select the course you want to take.
- Decide which other services (accommodation, insurance, transfer and optional activities) you want.
- Send to us a letter, a fax or an e-mail if you have any questions or you want to receive a quotation for your course.
- Complete the Enrolment Form. Make sure you sign it.
- Arrange to pay a deposit or the total of the fees. For all courses, a deposit of € 150 is required. This amount will be deducted from the total price.
- Send the Enrolment Form and the copy of payment: by post, fax or e-mail.
- Once the registration has been processed, you will receive a letter of confirmation along with a detach invoice of a total amount.
- Two weeks before the course starts, you will be supplied with the information concerning the course, the accommodation and the city (and transfer and insurance if requested).
- The total payment should be made before the beginning of the course or the first day of the course at school.
- Discounts will only be applied in when the total payment is made in advance.
- All bank charges for the deposit or course payment will be at the student's expense. If there is any mistake in the deposit amount, it will be regularised in the total invoice of the course.

## cancellations

The cancellation fees vary depending on the period of notice given:

- Up to 15 days before the beginning of the course, the full amount is refunded except the deposit. (This amount is valid as deposit for one year if you decide to take another course).
- Less than 15 days, the amount corresponding to 2 weeks from the total invoice is retained (course, accommodation and other contracted services).
- If the student begins the course later the starting date, does not attend the course or leaves it before completion, no refund will be made.
- The corresponding amount is refunded only in case of serious illness or death of the student or a direct relative (father, mother, brothers, sisters, spouse, sons or daughters). A document of proof is required in these cases.
- If ZADOR has to cancel a course, the full amount received will be refunded.

Any complaint about the course should be made during the course period to our staff. In the case of a legal action, the student and Zador will be subject to the Spanish court in Álava. Any other court system will be renounced.

## payments

Payments should be made in euros by:

- BANK TRANSFER** (Please, remember you must pay all the bank charges –OUR Transfer and send us the SWIFT code). Send the transfer to

### Alicante

**Bank: CAJA DE AHORROS DEL MEDITERRÁNEO**

**SWIFT: CAAM ES 2A**

**Payable to ZADOR Alicante Servicios Lingüísticos S. L.**

**Account (IBAN): ES 57 2090 0135 09 00 40286780**

### Vitoria

**Bank: CAJA LABORAL POPULAR, MONDRAGON,**

**SWIFT: CLPE ES 2M**

**Payable to ZADORfon Hispania, SL**

**Account (IBAN): ES 91 3035 00 79 21 0790022718**

- INTERNATIONAL DRAFT CHEQUE SENT BY POST** (you must add the bank charges - € 20) payable to:  
ZADOR Alicante Servicios Lingüísticos, S.L.  
Avda. de la Constitución, 14 – Entlo. Izda.  
03002 ALICANTE (Spain)  
ZADORfon hispania, S.L.  
Cercas Bajas, 15 bajo  
01001 VITORIA (Spain)
- CREDIT CARD:** Send the authorisation properly completed and signed, a copy of your passport as well as a copy of your credit card. (You must add the bank charges - 3.5%).
- IN CASH AT SCHOOL** (except the deposit which must be paid when you enroll).

## some notes

Please remember that you must have your own medical, accident and civil responsibility insurance. ZADOR is unable to accept the responsibility for injury, theft or damage caused to persons or property during the stay.

A minimum of 3 students is required to form a group. Should the desired group be unavailable, the student can opt between:

- An individual course, which will entail 1/3 part of the hours of the course chosen when there is only one student (90 minutes per day of class with the teacher, plus 2 hours 30 minutes of guided work in the lab: listening, reading and writing) and 2/3 part of the hours of the course chosen when there are 2 students (3 hours of class with the teacher and an hour of work in the lab). The student(s) will receive guided work in the laboratory until getting the total hours of the course selected.
- Cancelling the course; ZADOR will refund the entire amount paid by the student, including the deposit (excluding any bank charges paid by the student).

All the students with arranged accommodation should arrive the evening before the beginning of the course and leave the day after the end of the course.

Remember that the school closes the public on holidays specified in the Price List, and that those days are not recoverable, except if it is specified in the price and dates list.

The student, unless specified otherwise, authorises Zador to use the possible photographic material in which he/she may appear for exclusive advertising use by ZADOR, School of Spanish.

Enrolment

PERSONAL DETAILS									
Mr/Ms Surname				Name			Date of birth		
Address (Street, No, floor – City – Post Code)									
Country		Tel.					Country		
Passport No.					E-mail				
Profession				Company/University					
Company position				University studies					
Company Address			Work Phone			E-mail			
Contact person, address , phone, e-mail in your country in case of notification during your stay in Spain:									

COURSE FEATURES - Mark with <input checked="" type="checkbox"/>									
General Courses			Spanish for Specific Purposes			Spanish for Academic Purposes			
Standard			Business Spanish			Spanish and Master's Degree in International Trade			
Intensive			DELE Diplomas		Level	University Access			
Super-Intensive			Teacher Training			Superior Vocational Training Access			
Super-Intensive Plus			One-to-one	Lessons/day		Spanish and Fine Arts (Specify specialty)			
			Specify one-to-one lessons subjects						
Long term Courses			Spanish and Leisure Courses			Other courses			
Standard			Spanish and golf individual 18 holes			Internship Programme			
Intensive			Spanish and golf group 18 holes			Custom Designed Courses for groups			
Super-Intensive			Spanish, sports and adventure			Combined Course Alicante-Vitoria			
Super-Intensive Plus			Spanish and sailing			Combined Course Vitoria-Alicante			
Spanish and Culture			Spanish and windsurfing						
Business Spanish			Spanish and Wine Tasting in La Rioja						
Junior Programs									
Spanish & activities		Spanish & sailing		Spanish & windsurfing		Spanish & Nautical		Spanish & Tennis	
If you want a combined course, specify the type and duration of the course in each city:									
In Alicante:									
In Vitoria:									
Duration	1 week	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	Other duration:		
Dates	From				To				
Localidad	In Alicante				In Vitoria				

LEVEL OF SPANISH Mark with <input checked="" type="checkbox"/>									
	Listening	Speaking	Reading	Writing	Mother tongue:				
Level 1 ( <i>Beginners</i> )					I speak the following languages:				
Level 2 ( <i>Elementary 1</i> )									
Level 3 ( <i>Elementary 2</i> )					I have not studied Spanish				
Level 4 ( <i>Intermediate 1</i> )					I have studied Spanish for			years	
Level 5 ( <i>Intermediate 2</i> )					I have studied Spanish			hours	
Level 6 ( <i>Intermediate 3</i> )					Reasons to study Spanish				
Level 7 ( <i>Advanced</i> )					Job	Studies	Pleasure		
Level 8 ( <i>Superior</i> )					Others				

ACCOMMODATION Mark with <input checked="" type="checkbox"/>									
	Without accommodation	With accommodation	No board	Breakfast	Half board	Full board			
	Family								
	Shared flat								
	Residence								
	Apartment		For 1 person		For 2 people		For 3 people		
	Hotel		For 1 person		For 2 people		For 3 people	Name of the Hotel	
	Rural house		For 1 person		For 2 people		For 3 people	Name of the Rural House	
Dates	From				To		Number of nights		
Other details	Smoker	Non-smoker	I do not want a family with pets		I have allergies				
I need a special diet:									
My hobbies are									
Please, specify any other request:									

OTHER SERVICES Mark with <input checked="" type="checkbox"/>									
	Tránsfer	Arrival place			Date		Time		
		Departure place			Date		Time		
	Insurance	(Specify the dates for the insurance) From:						To	
OPTIONAL ACTIVITIES (Please, indicate the name and date of the activity)									
Social activities					Cultural activities				
Sports activities					Excursions and trips				

PAYMENTS (In €) Mark with <input checked="" type="checkbox"/>									
Applicable Offers									
	9 months early booking		6 months early booking		3 months early booking				
	2 students together		3 students together		4 students together				
Discounts for former students of the language school: Free enrolment fee.									
Payment of the deposit									
	Bank transfer	International draft cheque			VISA				
	Card Number				Code		Expiration date		
Card holder									
Payment of the rest of the invoice amount, except the deposit									
	Bank tranfer	International draft cheque				In cash at school the first day			
	VIS – Card Number					Code			
	Card holder					Expiration date			
By signing below, I acknowledge that I have read, understood and accept the terms and conditions of enrolment stated above									
Signature									
Printed name and signature / Date									