

Spanish course Enrolment

Spanish courses for adults



Holiday language courses



Junior Spanish courses



Summer Camp for children



Spanish courses for groups



alicante

vitoria




ZADOR
Spanish
Schools



How to enrol: Conditions and Notes

Booking procedure

- Fill in the **enrolment form**, scan and send it by email or **print the enrolment** and send it by fax or post.
- Consult **how to do the payments** and arrange to pay the deposit or the full amount. For adult Courses, a € 150 deposit is required; for Junior and Children Programmes a € 300 deposit is required. The deposit will be deducted from the total price.
- If you pay by Bank Transfer, send by fax or by email the copy of payment. If you pay by credit card, fill the **Form to Pay by Credit Card**, and send it by fax or email with a copy of the Card Holder's Passport and a copy of the credit card.
- Once the enrolment form and the copy of payment have been received, we will send you an email or a fax confirming your Spanish course, with an invoice for the total amount. Registration in a Spanish course will not be valid unless we receive the copy of payment of the deposit or the total amount.
- One week before the beginning of your Spanish language course, you will be supplied with the information concerning the Spanish course, the accommodation, the transfer and insurance. You will also receive Zador Student Handbook with the information you need to prepare yourself for your trip.
- For Junior and Children Courses the total payment should be made at least 4 weeks before the beginning of the Programme.
- For Adult Courses if you pay by bank transfer, Draft check or Credit Card, the total payment must be made 15 days before the arrival. If you pay in cash the amount due, you must pay the first day at the Spanish school.

Accommodation

- Students with arranged accommodation should arrive the day before the course and depart the day after. To arrive earlier or stay later, normally it will not be a problem. There will be a fee charged for any extra days you require.
- Student should inform ZADOR and the host family of his/her time of arrival.
- In Adult Programmes, for all kind of accommodation a deposit of € 150 is required and refunded if there are no damages. Payment must be made at Zador Spanish School the first day of the course.

Airport pick-up service

- Student should send the flight information at least 1 week prior to arrival: place, time, flight number.
- Student should inform ZADOR using the Emergency Phone in case of any delay.

Emergency phone number

- Alicante emergency phone:
+ (34) 657991735
- Vitoria emergency phone:
+ (34) 636960511

Please, take into account that they are not info lines. Use these 24-hour emergency phones, only for urgent messages when the Spanish Schools are closed.

Visa

- For Visa application, we will provide a document proving the registration at the school, the course and the accommodation booked once we have received the payments.
- To prepare the documents we would need the following details about the student: complete name, complete address, a copy of the passport (by email or fax), date of birth, name of the father, name of the mother, a passport-sized photo.
- Visa support fee: Free for Normal letter, €30 for certified letter, €75 for Express letter to USA and Europe and €100 for Express letter to South America, Asia, Africa and Oceania.
- ZADOR is not responsible for rejected VISA.
- Please, read the Information on Visa application carefully.

Payments

The total payment must be in Euros and at least 4 weeks before the beginning of the course for Junior and Children Programmes and 2 weeks before for Adult Courses. In all cases, the exact amount of the invoice must arrive at ZADOR, Spanish school.

By Bank Transfer (Please, remember you must pay all the bank charges. Send us a copy of payment and indicate the student's name and the date of the course).

Bank Transfer to Alicante

Bank: CAJA DE AHORROS DEL MEDITERRÁNEO

Address: Urb. Rincón de Loix, Of. 0135 Benidorm 03503 SPAIN

SWIFT: CAAM ES 2A

Payable to:

ZADOR Alicante Servicios Lingüísticos S. L.

Account (IBAN):

ES 57 2090 0135 09 00 40286780

Bank Transfer to Vitoria

Bank: CAJA LABORAL POPULAR, MONDRAGÓN

Address: Fundadora Siervas de Jesús, 29 Of. 79 - 01001 Vitoria SPAIN

SWIFT: CLPE ES 2M

Payable to: Cercas Bajas, S.L.

Account (IBAN):

ES 98 3035 0073 52 0730054421

By International Draft Cheque to the addresses specified below. It is necessary to add an amount of € 25 (cheque collection charges).

By Postal payment like Western Union to ZADOR Alicante Servicios Lingüísticos S. L. CERCAS BAJAS S.L. (Vitoria)

By Credit Card (VISA, MasterCard, American Express, Eurocard): Please fill the **Authorization form** in, and send it with a copy of your passport and a copy of the card by fax or email. You have to send a separate authorization for each payment you make. To pay by credit card, you must add a 3.5% of the deposit or of the total invoice amount.

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 the student decides to take another course)
- Less than 15 days, the price of 1 week of the total invoice is retained (course, accommodation and other contracted services).
- If the student begins the course, 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 or Alicante. Any other court system will be renounced.

Some notes

- ZADOR will not accept any liability for injury, theft or damage caused by students to persons or properties during the stay.
- Students agree to assume all the risk and responsibilities surrounding the participation in the Programme and release and exonerate Zador, their officers and employees from and against any present or future claim, loss, or liability for injury to person or property which students may suffer.
- If the student decides to travel during the booked period and he/she does not attend the lessons, no refund will be made.
- The discounts in the courses prices will only be applied when the total amount of the Spanish course is paid in advance.
- Only in case of serious problems with the accommodation, the student can change it without paying the accommodation arrangement fee again (€ 30).
- The Schools close on the **National and Local holidays** specified on the Price List and there will be no make up classes, unless specified in the price list.
- The student, unless specified otherwise, authorises Zador to use the possible photographic or video material in which s/he may appear for exclusive advertising use by ZADOR, Spanish schools.
- Please remember that you must have your own medical, accident and liability insurance for your stay in Spain.

zador spanish schools alicante & vitoria spain

alicante: Avda. Constitución, 14 - 1º Izda. 03002 Alicante SPAIN. Tel./Fax: 0034 965 142 371 alicante@zadorspain.com

vitoria: Cercas Bajas, 15 01001 Vitoria SPAIN Tel. 0034 945 234 895 Fax: 0034 945 234 910 vitoria@zadorspain.com

Enrolment for Adult Spanish Courses

The enrolment can be sent by post, fax or email to

ZADOR Alicante: Avda. Constitución, 14 – 1º Izda. 03002 Alicante SPAIN. TEL/Fax: +34 965 142 371 alicante@zadorspain.com

ZADOR Vitoria: Cercas Bajas, 15 01001 Vitoria SPAIN. TEL. +34 945 234 895 Fax: +34 945 234 910 vitoria@zadorspain.com

Personal details

Name _____ Family Name _____

Age _____ years old Day/Month/Year of birth ____/____/____

Male Female Nationality _____ Passport N° _____

Home Address _____

City _____ ZIP _____

State or Province _____ Country _____

Occupation _____ Studies _____

Phone number ____/____/____ Fax ____/____/____
(Country code, city, and phone)

Email _____ Cell phone number _____

Please print clearly—most information will be communicated through email

Personal hobbies _____

Describe your personality in a few words _____

Emergency Contact _____

Contact person, relationship, telephone, and email in your country in case of notifications during the study abroad programme in Spain.

Course Features

General Spanish	Specialized Spanish	One on One	Holiday courses	Long-Term Spanish	Other Programmes
Standard, Intensive Super Intensive Intensive Plus	Business Spanish DELE Diplomas Teacher Training Spanish & Culture	One-to-one 15 One-to-one 20 One-to-one 25 One-to-one 30	Spanish & Excursions Spanish & Sailing Spanish & Windsurf Spanish & Water sports Spanish & Golf Spanish & Wine Spanish & Tennis	Standard, Intensive Spanish & Culture Semester in Spain Academic Year	Spanish & Internship Spanish for University Spanish for Vocational Training Access, Spanish & Fine Arts.

City: Alicante Vitoria Kind of Spanish Course _____

Number of weeks _____ Course from ____/____/____ to ____/____/____

Mother tongue _____

Other languages Language: _____ Level _____

Language: _____ Level _____

Language: _____ Level _____

Please tick the box according to your skills and abilities per level

Levels	Listening	Speaking	Reading	Writing	Grammar	Vocabulary
Level 1 (Beginners)						
Level 2 (Elementary 1)						
Level 3 (Elementary 2)						
Level 4 (Lower Intermediate)						
Level 5 (Intermediate)						
Level 6 (Upper Intermediate)						
Level 7 (Advanced)						
Level 8 (Superior)						

Please tick the box according to the European Frame of Reference for Languages:

A1 A2 B1 B2 C1 C2

I have studied Spanish for _____ years Approximate number of hours _____

Reasons to study Spanish _____

Accommodation details

Family full board, Family half board, Shared flat single room, Shared flat double room, Apartment for 1 person, Apartment for 2 or for 3 people, Hotel ****, Hotel ***

Do you need accommodation? Yes No Type of accommodation _____

Arrival date ____/____/____ Departure date ____/____/____ Number of Nights _____

Do you smoke? Yes No Do you mind a family who smokes? Yes No

Do you mind a family with pets? Yes No If yes, please specify _____

Special requirements (allergies, diets, medical problems...) _____

Are there any other habits you have that should be taken into account when placing you in housing?

Other services: Transfer and Insurance

Transfer to Alicante from Valencia, Murcia or Alicante airport.

Transfer to Vitoria from Bilbao, Biarritz, Vitoria airport.

If you would like **pick-up service** please complete the information below.

Arrival place _____ Arrival date ____/____/____ Arrival time ____:____

Coming from _____ Airline _____ Flight number _____

Departure place _____ Departure date ____/____/____ Departure time ____:____

Going to _____ Airline _____ Flight number _____

If you do not know this information when registering, please send us an email with this information at least 1 week before the arrival date.

Insurance from ____/____/____ to ____/____/____

Please, specify the dates for which you want the insurance

Optional activities not included in the price

Sports: Horse riding, individual tennis lessons, golf lessons, Spa, Gym, both in Alicante and Vitoria

Cultural & Social Activities Alicante: Castle, Archaeological Museum, Individual flamenco lessons, Tapas dinner

Cultural & Activities Vitoria: Cathedral, Contemporary Museum, Tapas dinner

Excursions Alicante: Valencia, Elche, Calpe, Villajoyosa

Excursions Vitoria: San Sebastian, Bilbao with Guggenheim Museum, Burgos, Rioja with Wine Tasting

Sports activities _____

Cultural activities _____

Excursions _____

Other requests

Please, indicate if you have other requests:

Payment

To make the reservation, payment of the deposit is required (150 Euros for Adult Courses), which will be deducted from the total price.

Deposit payment Bank Transfer Bank Cheque Credit Card Postal Payment

Total payment Bank Transfer Bank Cheque Credit Card In cash at the school the 1st day

▪ *Please, remember that the total payment must be done at least 2 weeks before the beginning of the course. All the payments must be in Euros. In all cases, the exact amount of the invoice must arrive at ZADOR, Spanish school. All payment charges will be your responsibility.*

Signature

By signing below, I acknowledge that I have read and understood, and I accept the terms and conditions of enrolment stated above and I guarantee that all the information included in this form is true.

____/____/____
Application Date

Signature

Printed name

zador spanish schools alicante & vitoria spain

alicante: Avda.Constitución, 14 - 1º Izda. 03002 Alicante SPAIN. Tel./Fax: 0034 965 142 371 alicante@zadorspain.com

vitoria: Cercas Bajas, 15 01001 Vitoria SPAIN Tel. 0034 945 234 895 Fax: 0034 945 234 910 vitoria@zadorspain.com

Enrolment for Junior & Children Spanish Courses

The enrolment can be sent by fax (+ 34 965 142 371), email (alicante@zadorspain.com) or post to
ZADOR Alicante Servicios Lingüísticos - Avenida de la Constitución, 14 – 1º Izquierda - 03002 Alicante Spain

Personal details

Name _____ Family Name _____

Age _____ years old Day/Month/Year of birth ____/____/____

Male Female Nationality _____ Passport N° _____ Exp. Date _____

Home Address _____

City _____ ZIP _____

State or Province _____ Country _____

Father's Name _____ Mother's Name _____

Phone number ____/____/____ Fax ____/____/____
(Country code, city, and phone)

E-mail _____

Please print clearly—most information will be communicated via email

Personal hobbies _____

Describe your personality in a few words _____

Family Data

Father Last Name _____ First Name _____

Occupation _____ Business Tel. _____

Email address _____ Cell phone number _____
Please print clearly

Mother Last Name _____ First Name _____

Occupation _____ Business Tel. _____

Email address _____ Cell phone number _____
Please print clearly

Student lives with Both parents Mother only Father only Other _____

Parents are Married Divorced Separated Other _____

Emergency Contact _____

Contact person, relationship, address, telephone, and e-mail in your country in case of notifications during the study abroad in Spain.

Course and language level details

Junior Programmes Tennis Camp & Spanish lessons Spanish & Tennis lesson Spanish & Sailing Spanish & Windsurfing

Children Programmes Spanish & Tennis Camp Spanish & Activity Camp Spanish & Watersports Camp Spanish & Golf Camp

Number of weeks _____ Course from ____/____/____ to ____/____/____

Mother tongue _____ Other languages _____

Please tick the box according to your skills and abilities per level

Levels	Listening	Speaking	Reading	Writing	Grammar	Vocabulary
Level 1 (Beginners)						
Level 2 (Elementary 1)						
Level 3 (Elementary 2)						
Level 4 (Lower Intermediate)						
Level 5 (Intermediate)						
Level 6 (Upper Intermediate)						
Level 7 (Advanced)						
Level 8 (Superior)						

Please tick the box according to the European Frame of Reference for Languages:

A1 A2 B1 B2 C1 C2

I have studied Spanish for _____ years Approximate number of hours _____

Reasons to study Spanish _____

Accommodation details

Arrival date ____/____/____ Departure date ____/____/____ Number of Nights ____

Are you travelling with a companion? Yes No Same accommodation? Yes No

Shared bedroom? Yes No Name of companion _____

Do you smoke? Yes No Do you mind a family who smokes? Yes No

Do you mind a family with pets? Yes No If yes, please specify _____

Special requirements (allergies, diets, medical problems...) _____

Are there any other habits you have that should be taken into account when placing you in housing? _____

Transfer details

* Transfer service from 8 am to 10 pm from Alicante airport, Alicante train station or Alicante bus station is included in the Fees for Junior and Children. From other places and before 8 am and 10 pm, there is an extra charge.

▪ If you would like pick-up service, please complete the information below.

Transfer from Alicante airport Alicante train station Alicante bus station Other _____

Arrival place _____ Arrival date ____/____/____ Arrival time ____:____

Coming from _____ Airline _____ Flight number _____

Departure place _____ Departure date ____/____/____ Departure time ____:____

Going to _____ Airline _____ Flight number _____

If you do not know this information at the time of registration, please send us an email with this information at least 1 week before the arrival date.

▪ If you do not need pick-up service, please specify mean of transport, arrival date and time and contact details of accompanying person if different from the parents: _____

Other requests

Please, indicate if you have other requests:

Payment

To make the reservation, payment of the deposit is required (300 Euros for Junior & Children Courses), which will be deducted from the total price. An enrolment is not valid until the payment of this amount is received. Please, indicate the method of payment.

Deposit payment Bank Transfer Bank Cheque Credit Card Postal Payment

Total payment Bank Transfer Bank Cheque Credit Card Postal Payment

▪ The total payment must be done at least 4 weeks before the beginning of the course. All the payments must be in Euros. In all cases, the exact amount of the invoice must arrive at ZADOR, Spanish school. All bank charges will be your responsibility. If you pay by bank transfer, please indicate it is OUR Transfer; if you pay by credit Card, please add a 3.5% of the total amount; if you pay by Bank Cheque, add 25 €, if you pay by Postal order, please add the cost of the payment order.

▪ **Bank Transfer** (Please, Fax or e-mail us a copy of the wire transfer indicating clearly the student's name)

Bank name: CAJA DE AHORROS DEL MEDITERRÁNEO

Branch Address: Urb. Rincón de Loix, Of. 0135 Benidorm 03503 SPAIN

SWIFT Code & BIC: CAAM ES 2A

Account name: ZADOR Alicante Servicios Lingüísticos, S.L.

Account (IBAN Number): ES57 2090 0135 09 00 40286780

▪ **Credit Card:** Please, fill Credit Card Authorization form

▪ **Bank cheques / Postal Order** to Zador Alicante Servicios Lingüísticos, S.L. Avenida de la Constitución, 14 – 1º Izquierda. 03002 Alicante SPAIN

Signature of student or parent (Printed name and signature)

By signing below, I acknowledge that I have read and understood, and I accept the terms and conditions of enrolment stated above and I guarantee that all the information included in this form is true. My son/daughter has my permission to apply for and to participate in an international study experience organized by ZADOR Spanish school.

_____/_____/_____
Application Date

Signature of parent/guardian

Printed name of parent /guardian

zador spanish schools alicante & vitoria spain

alicante: Avda. Constitución, 14 - 1º Izda. 03002 Alicante SPAIN. Tel./Fax: 0034 965 142 371 alicante@zadorspain.com

Parental permission form for Junior and Children Courses

Please, send us a signed consent from the parents or legal guardians

I am _____
the parent and/or legal guardian of _____
(First and last name of the student)

- My son/daughter has my permission to apply for and to participate in an international study experience organized by ZADOR Spanish School.
- **MEDICAL RELEASE AUTHORIZATION:** I /We _____ the legal guardians of _____ hereby authorize ZADOR Spanish School, and its representatives, to seek medical attention on behalf of the student named above in the event of sickness, accident, or other emergency during the program. I/We also authorize any physician to release any information acquired in the course of examination or treatment. I/We certify that the above information is correct. This authorization shall be valid for the entire duration of the ZADOR program.
- My son / daughter has my permission to:
 - ◀ come back to the host family in the evening at _____ from Monday to Thursday.
 - ◀ return to the host family in the evening at _____ from Friday to Sunday.
- My son / daughter has my permission to:
 - ◀ smoke Yes No
 - ◀ Travel alone or with his/her friends Yes No

(Please, take into account that, according to the Spanish laws, it is forbidden for people under 18 years old, drinking alcohol in bars, discos, restaurants... and in the streets).

- Other restrictions:

Signature of parent/guardian Printed name of parent /guardian _____/_____/_____
Date

Payments by credit card authorization

Please send this document by fax (Alicante: 00 34 965 142 371, Vitoria: 00 34 945 234 910) or by email (alicante@zadorspain.com, vitoria@zadorspain.com), a copy of your passport and a copy of your credit card.

Credit Card details

Card type



VISA



Master Card



American Express



Eurocard

Card Number _____

Card verification value _____

(The three last digits on the back of your credit card number. This value protects you from online fraud by verifying that you are in possession of the card you are attempting to use)

Expiration Date (month/year) _____/_____/_____

Card Holder/s _____
(Such as appearing in the card)

Card Holder/s details

Address of the Card Holder _____

City _____ ZIP _____

State or Province _____ Country _____

Passport or Identity Card Number of the Card Holder _____

Authorization and signature

** Please, write the amount in numbers and in capital letters*

I accept, agree and authorize ZADOR Spanish School to charge the amount of € _____
(_____ Euros) to my/our credit
card specified above.

Authorization Date: _____/_____/_____
(day) (month) (year) Signature _____
Printed name and signature

** Please, note that payments will be charge in Euros to the current Exchange rate.*

** The information of the Credit Card will only be used for the charge mentioned above.*

zador spanish schools alicante & vitoria spain

alicante: Avda. Constitución, 14 - 1º Izda. 03002 Alicante SPAIN. Tel./Fax: 0034 965 142 371 alicante@zadorspain.com

vitoria: Cercas Bajas, 15 01001 Vitoria SPAIN Tel. 0034 945 234 895 Fax: 0034 945 234 910 vitoria@zadorspain.com