

# REGISTRATION FORM

## Junior students (12 to 16 years old)

Please, complete BOTH SIDES in BLOCK CAPITALS and forward to ALCE Idiomas with payment proof of required deposit and a passport-sized photo.

### PERSONAL DETAILS

SURNAME: ..... SURNAME: .....

NATIONALITY: ..... NATIVE LANGUAGE: ..... PASSPORT No.: .....

PLACE AND DATE OF BIRTH: ..... DAY: ..... MONTH: ..... YEAR: .....  MALE  FEMALE

HOME ADDRESS: ..... TOWN/CITY: ..... POSTCODE: ..... COUNTRY/STATE: .....

Tel.No.: ..... E-MAIL: ..... EMERGENCY/SUMMER Tel. No.: .....

FATHER'S NAME: ..... OCCUPATION: .....

Tel. No.: ..... E-MAIL: .....

MOTHER'S NAME: ..... OCCUPATION: .....

Tel. No.: ..... E-MAIL: .....

**BROTHERS AND SISTERS:**  YES  NO **How many?.....**

NAME: ..... SEX: ..... AGE: .....

.....  
.....  
.....

### ACCOMMODATION

FAMILY  RESIDENTIAL DO YOU LIKE PETS?  Yes  No

List any allergies (pets, grass...), illnesses or dietary restrictions that a host family should know about before hosting you. Please, indicate if you take medicine for your allergies:

.....  
.....

### HOBBIES AND INTERESTS

.....  
.....

### COURSE DETAILS

CURRENT LEVEL OF SPANISH:

A1 Beginner  A2 Elementary  B1 Pre-Intermediate  B2 Intermediate  C1 Advanced  C2 Proficiency

How many years have you studied Spanish? .....

PROGRAMME TOTAL NUMBER OF WEEKS: .....

ARRIVAL: Day: ..... Month: ..... Year: .....  Bus  Train  Plane Flight Company and No.: ..... Time: .....

DEPARTURE: Day: ..... Month: ..... Year: .....  Bus  Train  Plane Flight Company and No.: ..... Time: .....

ALCE IDIOMAS AGENT/REPRESENTATIVE: .....



# ENROLMENT CONDITIONS - JUNIORS (12-16)

## REGISTRATION

- Please complete the Registration Form and send it, with one passport-sized photo to the agent/representative whose name is shown on the enrollment form, or to Alce Idiomas if there is no agent in your country.
- The Registration Form must be accompanied by a deposit of €260 per individual student, or 10% of net total for groups.
- On receipt of Registration Form and required deposit, Alce Idiomas sends confirmation of booking, Enrollment Certificate and a pro forma invoice with acknowledgment of payment received and statement of balance fees.
- The enrollment is only valid when it has been confirmed by Alce Idiomas.
- The deposit is deductible from the course net total, but it is non-refundable unless for any reason the enrollment cannot be accepted by Alce Idiomas.
- The outstanding balance of fees is payable THREE WEEKS BEFORE course start.

## GENERAL CONDITIONS

- The school reserves the right to refuse any enrollment, or change the price or programme shown in our brochure, without prior notice.
- When they register, students have to have a valid passport and make their own travel and insurance arrangements.
- Students are expected to attend classes regularly and on time, and comply with Alce Idiomas norms and regulations. Students breaking these will be expelled from our school and repatriated at their parents or guardians' expense.
- Any damage to school or homestay or residence property, whether intentional or not, must be paid for by the student's parents/guardians in full.
- Alce Idiomas shall not be liable for any loss, damage, injury, expense, delay or inconvenience suffered or incurred in as a result of any circumstance outside the control of the school.
- Return travel arrangements to Oviedo are the student's parents' and/or the abroad collaborating organization's total responsibility.

## COURSE CANCELLATION

Cancellation of courses must be notified to Alce Idiomas in writing. A cancellation fee of ONE week's course and accommodation will be charged if the cancellation is made less than 10 (TEN) days prior to the commencement of the course. Should the course be abandoned by the students before completion, no refund of fees is possible. In the event of absence from lessons no refund is possible, nor is there any entitlement to prolongation of the period at school. In special cases the school director will exercise her discretion. No reimbursement will be made for students expelled from the school for disciplinary reasons.

**PAYMENT DETAILS** Payments in EUROS can be made by bank transfer/wire or by credit card.

Bank transfer/wire to our account

**Bank Name:** Santander  
**Bank Address:** Avda. Galicia, 8 - 33005 Oviedo - Spain  
**Account Name.:** S. Valles Fernández - Alce Idiomas  
**IBAN:** ES40 0049 2019 2623 1423 5081  
**BIC/SWIFT:** BSCHEMXX

**Credit Card**      **Number:**

**CCV Code:** .....      **Card Expiration Date:** ...../.....

**Card Holder's Name:** .....      **Card Holder's Signature:** .....

N.B.- ALL BANK CHARGES ARE THE RESPONSIBILITY OF THE PAYER.

- \* If you choose to pay by credit card, an extra charge of 3% will be added to due total amount.
- \* Please, enclose photocopies of all relevant bank transfers when sending your completed Registration Form.
- \* The STUDENT'S NAME is to be quoted on all accompanying documents.
- \* Payments are to be made in full, THREE WEEKS BEFORE the course starts

## DECLARATION:

This booking can only be accepted if the bottom part of the form is completed by the parent or guardian of the student. We must have a contact address and telephone number for the duration of the course in the event of an emergency.

I confirm that (student's name) ..... is in good health, has a full medical insurance and does not suffer from any physical or mental illness.

Furthermore, I confirm that he/she is under the authority of Mrs. Soledad Valles, legal representative of Alce Idiomas, during his/her course and must obey their guidelines.

I accept the conditions, course dates and prices set out in the corresponding leaflet.

Parent/Guardian's NAME: .....      Signature: .....

Address during student's stay in Spain: .....

Phone Number: .....      E.mail: .....

AGENT'S NAME/STAMP:

