



Enforex

Since 1989

The soul of Spanish

Spain & Latin America



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The Leading
Colleges of
Spanish

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Spanish
Language Schools
in Latin America

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International
Summer Camps
in Spain

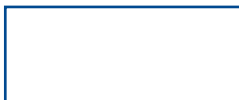
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University Pathway
Programs in Spain

2016

ENROLLMENT FORM

ideal
education group



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

Head Office

Gustavo Fernández Balbuena 11
28002 Madrid | Spain
Phone: +34 91 591 21 17
Fax: +34 91 594 51 59
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 Nº PHONE (.....) (.....)

PARENT'S NAME (OR SPOUSE) FAX (.....) (.....)

PARENT'S PHONE NUMBER (OR SPOUSE) E-MAIL

ADDRESS IN SPAIN DURING THE ENFOREX COURSE (IF KNOWN) WORK PHONE WORK FAX

..... OCCUPATION

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 GRANADA MADRID MALAGA MARBELLA SALAMANCA SEVILLE TENERIFE VALENCIA
- OTHER

SUMMER CAMP IN SPAIN

- BARCELONA MADRID MALAGA MARBELLA ALBERGUE MARBELLA ALBORÁN MARBELLA ALEMÁN SALAMANCA 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 - SANTO DOMINGO DE HEREDIA COSTA RICA - TAMARINDO
- CUBA - HAVANA CUBA - SANTIAGO DE CUBA CUBA - TRINIDAD DOMINICAN REPUBLIC - SANTO DOMINGO DOMINICAN REPUBLIC - SOSUA
- ECUADOR - QUITO GUATEMALA - ANTIGUA MEXICO - GUANAJUATO MEXICO - OAXACA MEXICO - PLAYA DEL CARMEN
- PERU - CUSCO OTHER

HAVE YOU EVER STUDIED IN SPAIN BEFORE?

HOW DID YOU HEAR OF ENFOREX?

NOTES

IF "0" IS A COMPLETE BEGINNER AND "9" A FLUENT SPEAKER, WHAT IS YOUR LEVEL?

0 1 2 3 4 5 6 7 8 9

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 LETTERS ONLY IF THE TOTAL COST OF THE PROGRAM HAS BEEN PAID.

TO BE SENT TO: ADDRESS

EXPRESS COURIER (PLEASE REFER TO PAGE 7) 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 MADRID MALAGA SALAMANCA SEVILLE

TENERIFE NORTE TENERIFE SUR VALENCIA VALLADOLID

OTHER

AIRLINE

FLIGHT Nº

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 MALAGA MARBELLA SALAMANCA VALENCIA

OTHER

ONE WAY TWO WAYS



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

- | | | |
|---|--|--|
| <input type="checkbox"/> HOST FAMILY | <input type="checkbox"/> SINGLE ROOM | <input type="checkbox"/> WITH NO MEALS |
| <input type="checkbox"/> STUDENT RESIDENCE & GUEST HOUSE | <input type="checkbox"/> DOUBLE ROOM | <input type="checkbox"/> WITH BREAKFAST (B&B) |
| <input type="checkbox"/> SHARED APARTMENT | <input type="checkbox"/> DOUBLE ROOM FOR SINGLE USE | <input type="checkbox"/> WITH BREAKFAST & DINNER (HALF BOARD) |
| <input type="checkbox"/> PRIVATE APARTMENT, Nº OF ROOMS | <input type="checkbox"/> TRIPLE ROOM | <input type="checkbox"/> WITH BREAKFAST, LUNCH & DINNER (FULL BOARD) |
| | <input type="checkbox"/> SHARED ROOM, WITH WHOM? | |

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: 15 € (PER WEEK FOR COURSES IN SPAIN & CUBA) / \$ 30 (PER WEEK FOR COURSES IN LATIN AMERICA. IT IS MANDATORY TO TAKE OUT CIVIL LIABILITY AND MEDICAL/ACCIDENT INSURANCE IN ARGENTINA AND CHILE). THE STUDENT'S PASSPORT NUMBER IS REQUIRED.

Yes, Nº OF WEEKS No

Agreement & Payment

TO CONFIRM YOUR ENROLLMENT A (NON REFUNDABLE) DEPOSIT OF 150 € / \$200 FROM THE TOTAL MUST BE PAID EITHER TO ENFOREX OR TO OUR LOCAL REPRESENTATIVE (STUDENTS WHO REQUIRE A VISA MAY HAVE OTHER/ADDITIONAL CONDITIONS. PLEASE REFER TO THE GENERAL CONDITIONS ON PAGE 23). 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 IN 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 SABADELL **SWIFT CODE & BIC** BSABESBBXXX

ACCOUNT NAME IDEAL EDUCATION GROUP, S.L.

BRANCH ADDRESS ENRIQUE LARRETA, 12 - 28036 MADRID - SPAIN

BANK ACCOUNT (€) EUROS

IBAN NUMBER ES26-0081-0298-4800-0121-4223

ACCOUNT NUMBER 0081-0298-4800-0121-4223

BANK ACCOUNT (\$) US DOLLARS

IBAN NUMBER ES24-0081-0298-4200-7053-0365

ACCOUNT NUMBER 0081-0298-4200-7053-0365

* PLEASE FAX 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
COURSE
ACCOMMODATION
HEALTH INSURANCE
AIRPORT TRANSFER
EXTRA DAYS
OTHERS
TOTAL COST
MINUS DEPOSIT (150 € / 200 \$)
TOTAL REMAINING

Yes, I HAVE READ AND AGREED WITH ALL THE ENFOREX CONDITIONS (MENTIONED ON PAGE 23) AS WELL AS ANY PARTICULAR CONDITIONS SOME PRODUCTS MAY HAVE.

SIGNATURE OF STUDENT/LOCAL REPRESENTATIVE

.....

DATE OF APPLICATION / /



Guarantees & General conditions

- Enforex is a private company owned by Ideal Education Group. It is also accredited by the **Cervantes Institute** and other institutions. Head office: ENFOREX ENGLISH FOR EXECUTIVES, S.L., C/ Gustavo Fernández Balbuena 11, 28002 Madrid, Spain. Tax Identification Code (CIF) A-48265169. ENFOREX ENGLISH FOR EXECUTIVES, S.L. is registered in the Mercantile Registry of Madrid, Volume 2611, Section 148, Page Nº M-45391, Inscription: 1ª.
- Enforex guarantees that all descriptions of programs, accommodation, and complementary services in the 2016 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, NAUSA, 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.
- In cities where programs are also available at other schools with Ideal Education Group, classes can be combined at any time.
- 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.

COURSE ACCREDITATION

- A personalized certificate will be issued for studies in accordance with the guidelines established by the Instituto Cervantes and the current legislation regulating non-accredited education.
- This certificate will contain the name of the course taken, course level and number of hours completed. The name of the school in which the class(es) were given, dates of enrollment and level achieved will also be included.
- This certificate is not valid as an official document in accordance with the legislation regulating non-accredited education.
- 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 accommodation 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 www.enforex.com/holidays-spain.html for updated holiday information before planning your trip to Spain (see page 7).
- Missed classes due to a public holiday will be made up in the same week.
- When 2 public holidays fall in the same week, one day will be made up in the same week and for the missed classes of the second holiday there will be a 20% discount of the corresponding course week price. One to One classes will always be made up.

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 150 € / \$200 deposit (450 € for the Internship program) will not be returned for any cancellations made.
- For cancellations prior to 2 weeks before the arrival date, there will be a penalty of 150 € + 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 is valid for one year from the date of issuance. Credit is valid only for the geographic region for which it was issued (i.e., credit issued for Spain is not valid for courses in Latin America) and is non-transferable to another student.
- 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) 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, accommodation or program at no extra charge (subject to availability and paying the price difference if applicable).
- Course break: 1 free week off for every 8 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 25% of the total cost.

SPANISH + INTERNSHIP CANCELLATION:

- Participants that cancel their Spanish + Internship 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 6 months in advance.
- 2.000 € will be charged for High School program cancellations made less than 6 months before the program is scheduled to begin.
- 50% of the total invoice will be charged for High School program cancellations made less than 1 month before the program is scheduled to begin.
- For cancellations less than 2 weeks before the High School program begins or once the High School program has started no refund will be given.

SUMMER RESIDENTIAL PROGRAM CANCELLATIONS:

- Changes on summer camp programs and destination are not allowed.
- Of 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:

4% 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 or 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:

6% 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 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@legrup.com. The day after the e-mail is sent will be considered the day the course has been officially canceled. 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, Guanajuato, Oaxaca, Playa del Carmen in 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 150 € / \$ 200 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 1st January 2016 until 31st December 2016 for all programs taking place between these two dates. Enforex is not responsible for typographical errors and/or misprints contained in this brochure. Printed in August 2015 and subject to change. Update scheduled for September 2015. Find the most accurate version online at: www.enforex.com/brochures/prices.pdf

Emergency Enforex phone

+34 636 450 998

Customer Service

help@enforex.es

Send us your feedback

www.enforex.com/questionnaire

Member of / accredited by:



Spanish in the Spanish World



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Leading Colleges of Spanish

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

8

International Summer Camps

Barcelona | Madrid | Malaga | Marbella | Salamanca | Valencia

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Destinations in Latin America

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

2016
ENROLLMENT FORM



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