

Conditions of enrolment

AGE

The minimum age for adult courses is 16 years old and for Summer Camp 14 years old.

ARRIVAL AND DEPARTURE

On your first day you will take a level test at 8:30 and we will then confirm level and timetable. Classes can be in the morning or in the afternoon depending on the level and places available in each group. Students who have reserved accommodation should arrive on the Sunday before the course begins. Departure is normally on the Saturday after the course ends. Extra nights might be possible at extra cost. No compensation will be granted for any lesson lost due to the placement test or guided visit on the first day.

INSURANCE

Students are not insured by Españolé International House Valencia against illness, accident, theft, damage or loss of personal items and the school cannot assume responsibility in case of such occurrences. You should check if your country has health insurance arrangements with Spain. If this is the case, you should obtain all forms and documentation before leaving your own country. (European Community nationals are insured through the state insurance fund against accident and illness. Non-European Community nationals should have an international health insurance policy that is valid for Spain). Health insurance is essential for all students; full private insurance is always recommended (travel, cancellation, property loss etc.). Make sure that your medical insurance covers all possible emergencies.

MEDICAL INSURANCE: Españolé offers the possibility of arranging a medical insurance for the students (see price list).

CANCELLATION

All cancellations must be notified in writing to Españolé International House Valencia. For cancellations made up to a month before the course is due to start, the school will refund all fees paid except the non-refundable deposit (200 €). For cancellations made between a month and a week before the course is due to start, the school will refund all fees paid minus a 25% of the total invoice and the non-refundable deposit (200 €) which will be kept as cancellation fee. In case a cancellation is made at short notice (a week or less before the course is due to start) the school will return all paid fees minus a 40% of the total invoice and the non returnable deposit (200 €) which will be kept as cancellation fee. No refund will be made once the course and/or accommodation period has started. The school reserves the right to cancel courses when insufficient bookings are made and to change students to other courses. If such a change is proposed, a full refund of fees, including the deposit, will be made if requested instead.

PUBLIC HOLIDAYS

There will be no lessons on some public holidays. No compensation will be made for these days; only private lessons can be made up. In case of two public holidays in the same week one of the days will be made up. Note that both national and local holidays may be subject to change, check with us the exact closing dates before enrolling. On the public holidays when the school is closed, classes are replaced by a free excursion. If a public holiday occurs at the start of the course students should reserve their place on the excursion before arrival.

POSTPONEMENT

You may postpone your starting date if necessary by notifying the school a minimum of 7 days before the beginning of the course. All fees will be transferred to a later starting date.

LATE ARRIVALS OR ABSENCES

If you arrive after the starting date of the course or are absent the course, no refund will be granted.

TRANSFERS

Españolé International House Valencia organises transfers on arrival and departure from the airport and stations in Valencia at extra cost (see price list). To guarantee the transfer we need to know the arrival details (date, time, place, and flight number) at least two days before your arrival. In the event of last minute changes, the student should inform the school (by phoning the emergency number) otherwise we couldn't assure the transfer.

ATTENDANCE, PUNCTUALITY AND PERSONAL DISCIPLINE

The school requires all registered students to attend all timetabled classes at the given time. Students should respect the basic school rules both for courses and accommodation. In the case of serious misconduct, the student may be requested to leave immediately, in which case no refund will be made. The school will be the sole arbiter of what constitutes a serious misconduct. All students adjudged guilty of serious misconduct will be required to pay for any damage caused.

Transfers & Other fees

Airport, train or bus station transfers

One person	75,00 €
Two or more	40,00 €

Other fees

Courier/express mail	Price on request depending on destination
Medical insurance	15€/week
Changes on accommodation after arrival	100,00 €

How to enroll

You have to complete and send the enrolment form, you can do it:

On our website	www.espanole.es
By e-mail	info@espanole.es
By WhatsApp	+34 96 353 04 04
By post	Españolé International House Valencia C/ Caballeros, 36 46001 Valencia, Spain

Or you can enroll through a representative of Españolé International House. To reserve your course and accommodation you will have to submit a non-refundable deposit (200 €). This deposit is part of your course and enrolment fees, and will be deducted from the total. Unless a special arrangement is made, the rest of the fees must be paid at least two weeks before the course starts. Once we receive your deposit or proof of payment, we will send you a confirmation letter, detailed information about the course and your invoice. The confirmation letter can be used to help you obtain a visa (if applicable). Before applying for a course, please make sure you read the Conditions of Enrolment.

How to pay

You may transfer fees in the following ways:

- By bank transfer to:
Account name: **Todo Idiomas S.L.**
Bank: **CAJA DE AHORROS Y PENSIONES DE BARCELONA (La Caixa)**
Account: **2100 4602 46 2200036346**
IBAN: **ES78 2100 4602 4622 0003 6346**
BIC: **CAIXESBB**
- By Visa or Mastercard (see enrolment form)
- By paying directly to our local agent

Enrolment form

www.espanole.es/enrolment_form.pdf



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www.ihvalencia.com

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