



GENERAL CONDITIONS

- Enforex is a private company owned by Ideal Education Group. Enforex schools are accredited by the Cervantes Institute and other institutions. Head Office: Gustavo Fernández Balbuena 11, 28002 Madrid, Spain. Tax Identification Code (CIF) B-79946729. IDEAL EDUCATION GROUP SL, registered in the Mercantile Registry of Madrid Volume 868, book 0, folio 154, section 8, page N°-17.285.
 - Enforex guarantees that all descriptions of programs, accommodation, and complementary services in the 2020 dates/prices are updated (and all special arrangements and/or agreements must be set in writing and signed by Enforex).
 - The personnel in charge of airport transfer 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, NAFSA, Ideal Quality Certificate, AATSP, ALTO, AMACFE, FEDELE, AECAE, ACTFL and ELITE.
 - Our academic centers in Alicante, Barcelona, Granada, Madrid, Marbella, Salamanca, Seville, Tenerife, and Valencia have been approved by the association eduSpain and by the Madrid Chamber of Commerce.
 - Enforex guarantees a maximum of 12 students per classroom in the Intensive courses, DELE, SIELE, and Chamber of Commerce courses, and 15 students in Workshops, Summer Camps and Junior program.
 - Enforex's conditions do not apply to partner schools. Each partner school has its own conditions. For more information, please contact our Head Office.
 - Enforex reserves the right to use all photos and videos taken during the student's stay. Students should be aware that they may appear in IEG's or partner's promotional material, unless the student expressly states upon arrival at the school that he/she does not wish to appear.
 - In the case of a serious disciplinary offence or repeated bad behavior, the student will be expelled from the program contracted with Enforex without the right to a refund.
 - Published offers cannot be combined. 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.
 - The application fee is valid for one year from the first reservation made for all IEG schools in Spain and Latin America. In other words, any courses reserved during a 12-month period can be made using the same application fee.
 - 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.
 - If a student cannot attend a private class, they must inform Enforex in writing at least 72 hours ahead of time if they wish to make up the class.
 - In cities where programs are also available at other schools with Ideal Education Group, classes can be combined at any time.
 - Any complaints must be submitted in writing and within the first 24 hours to help@enforex.com. This ensures that we can take care of the issue as soon as possible and seek a quick resolution. Only complaints made during the student's stay have the right to any possible compensation, refund, or changes. Any complaints made after departure will only be accepted as suggestions in order to improve our services.
- ### COURSE ACCREDITATION
- A personalized Enforex certificate of attendance and completion will be issued for studies in accordance with the guidelines established by the Instituto Cervantes and the current legislation regulating non-accredited education.
 - The certificate will contain the name of the course taken, course level, and number of hours completed. The name of the school in which the classes 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.
 - The certificate of attendance and completion will only be issued to students who attend at least 85% of their classes and is not valid as an official document in accordance with the legislation regulating non-accredited education.
- ### CREDIT NOTES
- Credit issued due to exceptional circumstances is only valid for up to 12 months from the date of

- issuance. Once the 12-month period ends, the student loses the right to the credit or refund. Credit is valid only for the geographic region for which it was issued (i.e., credit issued for Spain is not valid for programs in Latin America) and is not transferable to other students.
 - Credit notes can not be converted into a refund.
- ### 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; priority is given to students who register 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 must notify the person in charge during their first day of the program.
 - All students must 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.
 - The student will be charged for property damages caused either intentionally or through negligence.
 - If there is damage and no one is directly responsible, the cost of repairs will be divided among all students in the apartment or residence.
 - At Enforex, respect for others and for the rules is essential for our programs to run smoothly. Students' failure to follow the established rules will be grounds for withholding the accommodation security deposit. Some examples of behaviors that merit forfeit of the accommodation deposit include: having guests stay overnight, making loud noises, smoking in the bedrooms, having parties, consumption of alcohol, consumption of any narcotic or harmful substance, and any other conduct that Enforex management considers inappropriate.
 - In the case of a serious disciplinary offence or repeated bad behavior, the student will be expelled from the accommodation contracted with Enforex without the right to a refund.
 - Apartments and student residences may be substituted by other types of accommodation, at the same price, during the high season.
 - If you reserve a shared double room (shared with another student) and there is no other student with whom you can share the room, we reserve the right to change your room at any time.
- ### GENERAL COURSE CANCELLATIONS AND CHANGES
- #### ENFOREX COURSE CANCELLATIONS
- All program fees must be paid at least 4 weeks prior to arrival. Otherwise, Enforex reserves the right to cancel the student's placement.
 - The € 210 / \$ 250 deposit will not be returned for any cancellations made. For cancellations made less than 6 weeks before the start date, the minimum charge of the cancellation fee is the application fee plus 2 weeks of program and accommodation.
 - All refunds, under any circumstances, are subject to an administration fee of 9% (or a minimum of EUR 65/USD 90). I.e., when a refund is issued, Enforex will retain 9% as well as the EUR 210/ USD 250 deposit.
 - All students who wish to cancel their program (course and/or accommodation) prior to arrival must notify Enforex in writing by email registration@enforex.com or by certified mail.
 - Cancellations not received via one of the two aforementioned means will not be accepted.
 - In no case whatsoever will a refund be made for the cost of the program or accommodation once the program has started (unless the cancellation guarantee has been purchased).
 - For each change before arrival to your confirmed booking (start dates, program, or services) for programs in Spain and Latin America, € 25 / \$ 25 will be charged for administrative costs. Changes after arrival of destination, school, accommodation or program are free for courses in Costa Rica, Ecuador, Mexico, and Spain (subject to availability, paying the price difference if applicable). For all other changes after arrival to your confirmed reservation for programs in Spain and Latin America, € 210 / \$ 250 will be charged for administrative costs. All changes are subject to availability.
 - Course break: 1 free week off for every

- 4 weeks of study (1 week notice required. Students will be charged for their full stay at our accommodation, including breaks, in order to keep their reservation). 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 Acts of God, health issues, or personal problems.
- ### PARTNER SCHOOLS AND THIRD PARTIES CANCELLATION
- Participants that cancel their Spanish + Internship or Volunteer program at IEG schools in Spain or Latin America, or any program at partner schools in Latin America, more than 4 weeks before it is scheduled to begin will be charged a € 500 / \$ 600 cancellation fee. If this program is canceled less than 4 weeks before the program start date, the full price of the program will be charged. For cancellations of a private apartment or hotel reservation, no refund or credit towards the purchase of other products will apply.
- ### SUMMER RESIDENTIAL PROGRAM CANCELLATIONS
- For the confirmation of reservations made 4 weeks or less before arrival, the total invoice must be paid in full at the time of enrollment.
 - A penalty of € 850 will be applied to cancellations made in the last four weeks prior to arrival.
 - No refunds will be granted one week before or anytime after arrival in any case.
- ### INTERNATIONAL STUDENT TRAVEL INSURANCE
- Without insurance, students are not covered for any trip/program cancellations before arrival or for any illness, accident, or loss of property (inside or outside accommodations or classroom) during their start. Enforex recommends that all students purchase optional International Student Travel Insurance, at a cost of €30/\$35 per week. This plan covers cancellations prior to arrival in certain circumstances with justification (due to illness, visa issues, etc.) and includes medical and civil responsibility insurance during the program.
- ### PREMIUM CANCELLATION GUARANTEE
- To avoid cancellation expenses in the case of cancellation after arrival, Enforex recommends students purchase a Cancellation Guarantee at a cost of €40/\$50 per week. It must be purchased and paid in full upon booking. Students who purchase the Cancellation Guarantee can cancel all or part of their program for any reason without justification.
- ### CANCELLATION SERVICE CONDITIONS
- The cancellation service must be bought at the time of booking. Cancellations can only be made after arrival.
 - All refunds will incur an extra cost of 9% (minimum of €65 / \$90).
 - 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 up to Wednesday, otherwise both the week of cancellation and the following week will be charged.
 - The cost of the cancellation service will not be reimbursed.
 - In order to cancel a language program, the student must give notice via email to seg@iegrupo.com. The day after the email is sent will be considered the day the course has been officially canceled. Cancellation is only valid once an email has been received. For this reason, it is important that the student is certain that the email has been received. The money will be returned within 30 days of the official cancellation date.
 - The cancellation service must be signed and paid in full upon enrollment in order to be valid. You can add extra services but not decrease the coverage.
 - 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, 20% of the amount to be refunded will be charged to cover administrative costs.
 - Only valid for our schools in Spain; Guanajuato, Oaxaca, and Playa del Carmen in Mexico; Quito in 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 a student's 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. These certificates do not hold any official validity; they serve only as confirmation of a course to be taken at 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 express mail to the student.
 - If a student visa is rejected, Enforex will refund the cost of the program minus € 310/\$ 350, 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 a refund. If this original copy is not received by Enforex, 100% of the cost of the program will be charged.
 - Any refund from Enforex if a student visa is rejected will be subject to a 9% charge (a minimum of € 65/\$ 90).
- ### AIRPORT TRANSFER SERVICES
- Flight information (place, date, time, 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 the airport shuttle 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 exceptional case that other students who have reserved a private airport transfer service with us and arrive around the same time, our driver reserves the right to combine the transfers.
 - In the event of delays 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 for updated holiday information before planning your trip to Spain www.enforex.com/holidays-span.html
 - Classes missed due to national or local holidays will not be made up or refunded. When more than one holiday falls in the same week (Monday – Friday), either one day of the missed classes can be made up or a 20% discount will be applied to the corresponding course week price for a 1 or 2-week program; if students prefer to receive the discount they must notify us at the time of enrollment. One-to-One classes will always be made up.
- ### PROTECTION OF PERSONAL DATA
- In compliance with Spanish Law 15/1999, December 13th, regarding the protection of personal data, Enforex would like to inform you that your personal details within these general conditions will be stored in a database (that IEG is liable and responsible for) and used solely for the commercial and operative purposes of the company. By accepting these general conditions, you give your consent to the aforementioned treatment of your personal details and their use for the aforementioned purposes. At the same time, you have the right to request that we inform you of your rights to access, correct, and cancel such information within the established terms of the prevailing legislation, by writing to the following address: Enforex, Gustavo Fernández Balbuena 11, 28002 Madrid (Spain).
- ### AGREEMENT
- Upon signing the registration form or paying the program fees, the student accepts all of the conditions described above. If, under any circumstances, outside of Enforex's control, accommodation prices increase, Enforex will notify the student ahead of said changes. The prices in this document supersede all previously existing prices and are valid from January 1, 2020 to December 31, 2020 for all programs taking place between these two dates. Enforex is not responsible for typographical errors and/or misprints contained in this price list. Printed in August 2019 and subject to change. Find the most updated version online at: www.enforex.com/brochures/pricelist-2020.pdf