ENROLLMENT FORM

PLEASE, FILL OUT USING CAPITAL LETTERS
Fields marked with * are mandatory

ESTUDIO Sampere

1. PERSONAL DETAILS

Last name:* _____ First name:* _____

Gender: ☐F ☐M ☐Other ☐Prefer not to say D.O.B:* ___/ ___ / _____ Nationality: _____

Former Estudio Sampere student ☐ Yes ☐ No

Mobile:* _____ Emergency phone number: _____

Email:* _____ ID/Passport n°*: _____

Street: _____ House/flat n°: _____

Town: _____ Post code: _____ Country: _____

I heard about Estudio Sampere through _____

Will you need a student visa in order to study with us? ☐ Yes ☐ No

Current Spanish level: ☐ Complete beginner ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2

2. COURSES

Destination: ☐ Alicante ☐ Madrid ☐ Salamanca ☐ Cuenca (Ecuador) ☐ La Habana (Cuba)

Duration: From: ___ / ___ / _____ to: ___ / ___ / _____ Total n° of weeks: _____

SPAIN

☐ Intensive 10
☐ Intensive 20
+ Conversation lessons
☐ 5 ☐ 10
+ Private lessons
☐ 5 ☐ 10

Other programs:
☐ Long-term Spanish course
☐ Spanish course + university preparation
☐ Extensive course
☐ DELE Exam preparation course
☐ Conversation club
☐ Summer Camp Alicante and Salamanca
☐ Premium program

CUENCA (ECUADOR)

☐ Intensive 20
+ Private lessons
☐ 5 ☐ 10

Other programs:
☐ Volunteer program
☐ Health program
☐ Living the Andean Roots program

LA HABANA (CUBA)

☐ Intensive 20
☐ Intensive 25

Other programs:
☐ Travel & Study Cuba

Dancing lessons:
☐ 3 lessons/week
☐ 6 lessons/week

☐ Private lessons
Number of lessons: ___One-to-one ___ Two-to-one ___ Online

3. ACCOMMODATION

Would you like to book accommodation with us? ☐ Yes ☐ No Note: Additional charges apply for extra nights and special dietary requirements.

Duration: From: ___ /___ /_____ to: ___ / ___ / _____ Total n° of weeks: _____

☐ Host family (half board):
☐ Single room
☐ Double room*

☐ Student room** (no meals):
☐ Single room

☐ Residence (half board):
☐ Single room
☐ Double room (only for Salamanca Summer Camp)

☐ Private apartment
☐ Hotel/Hostel

*Double room option only available for students travelling together.
**Student room option only available for students between 18 and 35 years old.

☐ Vegetarian ☐ Vegan ☐ Gluten-free ☐ Lactose-free ☐ Other _____

4. ARRIVAL INFORMATION

Do you wish to book our airport transfer service for an additional fee?* ☐ Yes ☐ No
*Only available on Saturdays and Sundays from 08:00am to 22:00pm

Date of arrival: _____ Time: _____ Arrival airport: _____

Flight n°: _____ ☐ Madrid-Barajas ☐ Alicante ☐ Quito ☐ Guayaquil ☐ La Habana

ENROLLMENT CONDITIONS

All enrollments are subject to these conditions.

HOW TO ENROLL

- Complete the registration form with your personal details, course preferences (city, start date, duration), accommodation needs if applicable, and arrival information, including transfer service if required.
- Return the registration form to our representative in your country or to Estudio Sampere (and follow the instructions of our representative or of Estudio Sampere for payment).
- Pay a 250 Euros deposit, deductable from the total amount of the course (via wire transfer or credit card)

CONFIRMATION

Upon reception and acceptance of the registration form, the following documents will be sent to our representative or to you:

- Invoice for the full amount of the fees due.
- Spanish level test.
- Student handbook with directions, maps and important information about your stay in Spain, Ecuador or Cuba.

If a **STUDENT VISA** or **RESIDENCE PERMIT** is required, please note that the letter of invitation and any documents required for the visa application will only be issued and sent once full payment for the course and accommodation has been received. If your application is refused by the Spanish Embassy, Consulate or the Immigration Office, we will refund the full payment after the deduction of an administrative charge of 350 Euros, following reception of the refusal letter. Once the visa or residence permit has been granted, no refund of the course fees will be made under any circumstances.

CONDITIONS OF ENROLLMENT

- Classes take place in the morning or the afternoon subject to the school's availability. We do our best to respect preferences for a morning or afternoon timetable however we cannot guarantee a particular timetable.
- School Holidays and Absences: Estudio Sampere Schools will be closed on National and Local Holidays (except for private lessons). No compensation, price reduction, refund, credit, additional lessons, or extension of the course will be granted for lessons or days when the school is closed due to holidays listed in our brochure and price list. Likewise, no compensation or make-up classes will be offered for lessons missed as a result of student absence, for any reason not attributable to the school. This includes absences due to personal reasons, illness, travel, visa issues, or any other circumstance beyond the school's responsibility.
- Payment and Fees: course and accommodation fees should be received by Estudio Sampere no later than two weeks prior to the start date of the course. Course and accommodation fees are calculated in complete weeks. Any part of a course week is accounted for as a full week, and 3 extra nights or more of homestay/student room are counted as a full week. No compensation, price reduction, refund, credit, additional lessons or extension of the course will be given for either services/ lessons included in the fees and not used or for late entry, absence, or early departure from a course without formal cancellation. In the case of cancellation of private lessons, the School must be informed at least 24 hours before the start of the lesson. Otherwise, the class will be counted as taken.
- Cancellation, Postponement or Curtailment of a Course: Enrollment may be cancelled, free of charge, provided that written notice is received no later than 2 weeks before the start date of the course. For cancellations received less than 2 weeks before the start date, the first week will not be refunded. Enrollment may be postponed, free of charge, provided that written notice is received no later than 7 days before the start date. Estudio Sampere may levy some charges to cover costs due to last minute postponement. Acceptance of enrollment is made on the understanding that the student will remain for the duration of the course as specified in the enrollment. In the event of a student leaving before the end of the agreed period, the course may be curtailed or cancelled, free of charge, provided that written notice is received by Estudio Sampere no less than 2 weeks before the new end date of the course. If no notice or insufficient notice is given, course fees must be paid for a minimum of 2 weeks. Enrollment fee is non refundable. To request a cancellation or refund, please send an email to sampere@sampere.com stating your name, invoice number and reason for cancellation or refund. The refund will be made by bank transfer within a maximum period of 14 days.
- Cancellation, Postponement or Curtailment of Accommodation (Homestay, Student Room, Residence): Enrollment for accommodation (homestay, student room, residence) may be cancelled, free of charge, provided that written notice is received no later than 2 weeks before the starting date of the accommodation. For cancellations received less than 2 weeks before the start date, the first week is nonrefundable. Enrollment may be postponed, free of charge, provided that written notice is received no less than 7 days before the start date. Estudio Sampere may levy some charges to cover costs due to last minute postponement. Acceptance of enrollment for accommodation is made on the understanding that the student will remain for the duration of the agreed period as specified in the enrollment. In the event of a student leaving before the end of the agreed period, accommodation may be curtailed or cancelled, free of charge, provided that written notice is received by Estudio Sampere at least 2 weeks before the new departure date from the accommodation. If no notice or insufficient notice is given, accommodation must be paid for a minimum of 2 weeks. Hotels are paid for the booked period and Estudio Sampere will not be held responsible for any refunds due to cancellation or change of accommodation. Placement fee is non refundable. To request a cancellation or refund, please send an email to sampere@sampere.com stating your name, invoice number and reason for cancellation or refund. The refund will be made by bank transfer within a maximum period of 14 days.

PROCESSING OF PERSONAL DATA

In accordance with the current Spanish Organic Law on the Protection of Personal Data and the General Data Protection Regulation (GDPR) of the European Union, Estudio Sampere informs students that their personal data, including their image and voice, will be treated with the utmost confidentiality and solely for academic and administrative purposes. Estudio Sampere, S.A. with registered office at C/ Don Ramón de la Cruz, 83, 28006, Madrid, Spain, as data controller, will include the personal data you supply in its filing systems for processing. To request access, rectification, erasure or restriction of the processing of personal data or to object to the processing, in the event of the requirements established in the General Data Protection Regulation, as well as in Organic Law 3/2018, of 5 December, on Personal Data Protection and guarantee of digital rights, you can send a letter to the following email address: sampere@sampere.com. The contemplated purpose and use of the data themselves and their processing is to organise the courses, programmes and/or provide the services offered by this company. Your data may also be used for sending commercial information regarding the services provided or marketed by the school. Estudio Sampere may communicate your personal data to the school(s) where the chosen course(s) or programme(s) are provided and the companies that handle your accommodation, transport and or social/cultural and leisure activities. Should you decide to enroll at the schools ESTUDIO SAMPERE CUENCA, located at Hermano Miguel, 3-43 (Escalinata) Cuenca, Ecuador and/or ESTUDIO SAMPERE LA HABANA located at Vista Alegre 264, entre Luz Caballero y Juan Bruno Zayas, La Habana, Cuba, you authorise the transfer of your data outside the European Union.

IMAGE USE CONSENT

I give permission to Estudio Sampere, S.A. to use photos and videos in which I appear for promotional and informational purposes related to the school. This includes use in brochures, at school facilities, on the company's website, on its social media channels, or on any other websites directly related to the school.

I also understand and accept that these materials may be shared with Estudio Sampere's official partners, who may use them for promotional purposes on their own websites, social media channels, and printed materials (such as brochures).

☐ I agree ☐ I do not agree

NEWSLETTERS AND COMMERCIAL OFFERS

☐ Please check this box if you want to be included in our monthly newsletter and receive useful information related to learning Spanish and special promotional offers.

By signing below, I hereby consent to the processing of the personal data that I have provided and declare my agreement with Terms and Conditions of the enrolment procedure.

Signature: _____ Date: _____