



TANDEM

ESCUELA INTERNACIONAL MADRID

MARQUÉS DE CUBAS 8, 28014 MADRID

TL. +34 915322715

WWW.TANDEM.MADRID.COM

STARTING DATES FOR INTENSIVE, SPECIAL INTENSIVE, COMBINED COURSES AND COURSES + INTERNSHIP

Courses start every Monday for beginners to advanced levels.

TANDEM MADRID makes up all classes and activities that might otherwise be lost due to national or local public holidays, independent of the course type, the length of booking, the number of public holidays in the week. You never miss a class!

PUBLIC HOLIDAYS

- 2nd January (Monday) > New Year bank holiday
- 6th January (Friday)* > Epiphany
- 20th March (Monday) > San José Day
- 14th April (Friday) > Good Friday
- 1st May (Monday) > International Workers' Day
- 2nd May (Tuesday)* > Madrid Community Holiday
- 15th May (Monday) > Saint Isidro Madrid
- 14th August (Monday) > Feast of the Assumption
- 13th October (Friday) > National Day of Spain
- 3th November (Friday) > All Saint's Day
- 10th November (Friday) > Celebration of the Virgen de la Almudena
- 7th December (Thursday) > Spanish Constitution Day
- 8th December (Friday) > Immaculate Conception
- 25th December (Monday) > Christmas bank holiday

* Public holidays listed above may undergo future changes due to Madrid's local laws.
Responsibility can not be assumed, should any such changes regarding local or national holidays occur.

CHRISTMAS HOLIDAYS

From 23rd December 2017 to the 1st January 2018.

IMPORTANT, PLEASE NOTE:

- Classes are held from Monday to Friday. The school is closed on Sundays.
- 1 lesson = 45 minutes
- Timetable of general courses: 9.30 -13.00 / 15.00
- Groups have a maximum of 10 students in all courses, except in evening courses, where the maximum is 12. The minimum number of students is 4.
- The average number of students in each class / course is 6.
- The minimum age for students is 16.
Students under 18 years of age need written permission from their parents.
- All prices are in EUROS (€).



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TANDEM MADRID SPANISH COURSES PRICES FOR 2017

Registration fee: 50 €

GENERAL COURSES

- **Intensive Course (22 lessons/week)**

4 lessons per day of language tuition + 2 lessons/week Spanish and Conversation.

1 week	20 lessons	215 €
2 weeks	40 lessons	395 €
3 weeks	60 lessons	592 €
4 weeks	80 lessons	790 €
5 weeks	100 lessons	985 €
6 weeks	120 lessons	1.158 €
Additional week		190 €

- **Super Intensive Course (32 lessons/week)**

20 lessons/week/group + 10 lessons/week in small group + 2 lessons/week Spanish and Conversation.

1 week	30 lessons	375 €
2 weeks	60 lessons	710 €
Additional week		345 €

Accredited in Germany (Hamburg, Berlin, Nordrhein-Westfalen, Mecklenburg-Vorpommern, Rheinland-Pfalz, Sachsen-Anhalt, Schleswig-Holstein) as "Bildungsurlaub".

- **Combined Course (group + one-to-one, 32 lessons/week)**

20 lessons/week/group + 10 lessons one-to-one/week + 2 lessons/week Spanish and Conversation.

1 week	20+10 lessons	510 €
2 weeks	40+20 lessons	975 €
Additional week		475 €

Accredited in Germany (Hamburg, Berlin, Nordrhein-Westfalen, Mecklenburg-Vorpommern, Rheinland-Pfalz, Sachsen-Anhalt, Schleswig-Holstein) as "Bildungsurlaub".

- **Long-term Course (22 lessons/week)**

20 lessons/week/group + 2 lessons/week Spanish and Conversation.

12 weeks	240 lessons	2.040 €
24 weeks	480 lessons	3.440 €
32 weeks	640 lessons	4.200 €
Additional week		130 €



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• Gap Year + DELE Exam Preparation Course

24 lessons / week / group + DELE preparation and Academic Spanish for University (4 weeks)
+ 2 lessons/week Spanish and Conversation.

24 weeks	576 lessons	4.150€
32 weeks	768 lessons	5.475€
Additional week		175€

• Course + Internship in Madrid (22 lessons/week)

20 lessons/week/group + 2 lessons/week Spanish and Conversation.
Minimum age 18 years, max. 30 years. Internship period: from 12 weeks to 1 year.

4-weeks Spanish Course+ Internship	80 lessons	1.150€
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• One-to-One (20/30/40 lessons/week)

Timetable to be confirmed by TANDEM. Starting from 20 lessons. Lessons last 45 minutes.

20 private lessons	760€
30 private lessons	1.140€

In the event of two students enrolling for the same Individual course, we will offer each student a 15% discount on the course fee and they will have classes together.

1 private lesson	38€
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Optional: lunch and/or cultural programme with Spanish teachers.

SPECIAL COURSES

• Spanish via Skype

- You are going to do a course at Tandem... and you want to get to know us before you arrive and be fully prepared.
- You have done a course at Tandem and you want to continue learning Spanish with your favourite teacher.
- You have to prepare for a meeting or an interview in Spanish.
- You have to prepare for an official exam (DELE, CCSE, SIELE, etc.)
- You are a Spanish language teacher and you want to update your skills and knowledge...
- You need to come to Spain, and to obtain a visa you need to have an A2 level in Spanish.
- You are going to study at a university in Madrid and you want to improve your Spanish level before you start.

1 to 10 lessons	36€
+ 10 lessons	32€

You can organise your classes with your teacher for any day of the week, from Monday to Sunday, from 08.30 to 22.00 (Spanish time). Each Spanish class lasts 45 minutes.

• Superlearning Spanish Course (One to One private lessons)

This course, focused on Super learning and the Suggestopedia method, allows you to learn Spanish language in an amazingly effective way.

1 week	20 private lessons	760€
1 week	30 private lessons	1.140€



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SUMMER COURSES

- **Summer Junior Programme (individuals)**

AGE: 15-17. SPANISH COURSE: 4 classes/day 09:30-13:00.

CULTURAL PROGRAMME: daily activities from Monday to Friday, as well as a weekend trip.

ACCOMMODATION AND BOARD: Family home, single room, full board. TRANSFER: from and to the airport. Madrid transport pass. Travel Insurance.

2 weeks	1.250€
4 weeks	2.500€

Special service: host families accompany the student to the school 75€/week.

Courses starting dates: 26th of June and 3th of July 2017.

Also for closed groups / Personalised quotes on request

- **Summer Junior Programme in El Escorial (closed groups min. 8 students)**

AGE: 11-16 years. DATES: June, July and August. SPANISH COURSE: 4 hours/day.

CULTURAL PROGRAMME: daily activities from Monday to Friday, as well as a weekend trip to Madrid.

ACCOMMODATION AND BOARD: Accommodation in the Real Colegio Alfonso XII, San Lorenzo de El Escorial, double room with full board, sports facilities. TRANSFER: from and to Madrid airport - San Lorenzo del Escorial.

2 weeks	1.300€
4 weeks	2.600€

EVENING SPANISH LANGUAGE COURSES

Registration fee: 30 €

- **Evening Course: 2 days per week**

4 lessons/week/group. All levels. From 4 to 24 weeks. Free Spanish level test.

Timetable:

- Monday and Wednesday or Tuesday and Thursday
4 lessons/week/group

- Weekend Course: 1 day per week
Friday morning or afternoon and Saturday morning

4 weeks	16 lessons	115€
8 weeks	32 lessons	225€

You can organise your classes with your teacher for any day of the week, from Monday to Sunday, from 08.30 to 22.00 (Spanish time). Each Spanish class lasts 45 minutes.

SPANISH WITH PASSION

- **Spanish and gourmet passion**

1-week intensive Spanish course + 2 gourmet activities	535€
2-week intensive Spanish course + 4 gourmet activities	720€

- **Spanish and a passion for art**

1-week intensive Spanish course + 2 visits to museums	380€
2-week intensive Spanish course + 4 visits to museums	535€



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- **Spanish classes and passion for flamenco**

20 Spanish lessons/week – 4 lessons/day + 2 lessons about the current social, economic and politic situation in Spain + 5 private flamenco lessons (1 hour/lesson)

1 week	20 Spanish lessons + 5 flamenco classes	405€
2 weeks	40 Spanish lessons + 10 flamenco classes	765€

* These programmes must be booked at least one month in advance.

Other types of Spanish courses or different visits are available on request; please ask for a quote.

TANDEM MADRID - EXAMINATION CENTRE

- **Preparation Course for the Official Spanish Proficiency Diploma (D.E.L.E.)**

We have courses to prepare students for the "Certificado Inicial", "Diploma Intermedio" and "Diploma Superior" exams. Examination centre for level A2.

DELE Morning Course (5 days/week)

20 lessons/week in a group + 10 private lessons/week DELE preparation.

TIMETABLE: Mornings: 9:30-13:00 general Spanish course / 13:30-15:00 private lesson for the DELE exam.

1 week	510€
2 weeks	975€

DELE Evening Course (1 or 2 days/week)

4 lessons/week/group. All levels. From 8 to 24 weeks. Free Spanish level test. Timetable: on request.

8 week	32 lessons	225€
12 weeks	48 lessons	330€

DELE Preparation Course via Skype

For both residents in Spain or in other countries who already have a basic or higher level of the Spanish language, our DELE preparation course via Skype is the most comfortable way to prepare for this exam.

1-10 classes	36€
+ 10 classes	32€

- **CCSE (Nationality exam)**

TANDEM MADRID is a centre accredited by the Cervantes Institute for the examination and preparation of the CCSE exam (Constitutional and Socio-cultural Knowledge of Spain), required to obtain Spanish Nationality.

1 day course/week • 12 lessons/month in a group

Timetable: Friday afternoons (18.00 - 21.15) or Saturday mornings (10.00 -13.15).

Enrolment fee: 30 €

12 lessons per month (4 classes of 3 hours)	120€
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- **SIELE Exam**

SIELE is "The International Evaluation Service of the Spanish Language", an online evaluation and certification service to test Spanish language ability. It is suitable for students and professionals alike, whose mother tongue is not Spanish and who need to demonstrate their linguistic ability to academic institutions, businesses and public administration.

TANDEM Madrid has exam dates available for SIELE Global every normal working Friday of the year.

The times of the SIELE Global exam is from 15.00 to 18.00 and from 18.30 to 21.30.



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TEACHER TRAINING COURSES

• Individual ELE Training Course for non-native speakers

Non-native Spanish teachers in primary or secondary schools, universities and private language centres, who are interested in teaching E/LE and want to improve their knowledge of Spanish in the classroom and who, at the same time, would like to obtain the necessary didactic tools for their work as teachers.

People who want to apply for an ERASMUS + grant.

This course consists of 20 language class units in an advanced group (B2 or C1) + 10 individual refreshment lessons to update teachers on the didactics of teaching ELE, made-to-measure the actual needs of the teacher: 9.30-15.00 (6 lessons/day)

1 week	30 lessons	555€
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• Experience Tutorials and Practice Lessons during 2 intensive weeks

If you already have specific ELE training but you're in need of more self-confidence and have little or no classroom experience in teaching Spanish, this is your course.

From Monday to Friday from 09.30 to 14.00 all year long.

2 weeks 4.5 hours/day (45 hours).

2 weeks	390€
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ERASMUS GRANT

Erasmus KA1 Mobility grants promote the mobility of individuals. Our courses are aimed at European teachers and other experts in the field of adult education, but especially at teachers of Spanish as a foreign language. Participants can apply for a scholarship for our training courses through Erasmus+. The grants generally cover travel expenses, course and accommodation fees. Individuals cannot apply directly for grants and should instead contact their university, college or organization. Organizations that are involved in adult or school education can apply for an Erasmus KA1 Mobility grant to send members of their staff to attend the following courses, which we offer all year round:

- General Spanish courses for all levels (A1/A2/B1/B2/C1/C2).
- Teacher Training (group courses for C1/C2 levels on specific dates).
- Business Spanish.
- D.E.L.E. preparation courses and examination for individual or closed groups.
- One-to-One training courses.
- Specific programmes for closed groups.

In order to receive all necessary support with your application as well as to be well prepared for the course, please contact us to pre-register. Shortly after the pre-registration, you will receive a confirmation mail.

We can also send you a detailed course programme on request.

TANDEM MADRID is registered with the European Commission Authentication Service (ECAS) with the Participant Identification Code (PIC) 946576247.



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ACCOMMODATION 2017 - PRICES PER WEEK/EUROS

Accommodation registration fee: 30 €

Indicated prices are for 7 nights.

• HOTEL ***

Single room with private bathroom, phone, TV, breakfast; very close to the school.

Quote on request*

80€ / 110€ Per night.

• FAMILIES

Single room + breakfast	175 € (extra night 25 €)
Single room + half board	225 € (extra night 33 €)
Single room + full board	255 € (extra night 37 €)
Double room + breakfast	155 € (extra night 22 €)
Double room + half board	196 € (extra night 28 €)
Double room + full board	235 € (extra night 33 €)

• FAMILIES PLUS (with private bathroom)

Single room + breakfast	260 € (extra night 37 €)
Single room + half board	305 € (extra night 43 €)
Single room + full board	330 € (extra night 47 €)
Double room + breakfast	225 € (extra night 32 €)
Double room + half board	270 € (extra night 38 €)

• SHARED FLATS

With use of bathroom and kitchen, expenses included.

Single room 180€.

Double room 130€.

• PRIVATE APARTMENTS / STUDIOS

– Studio 1 Person	From 1-14 days 77 €/day. + 15 days 74 €/day.
– Studio 2 People	From 1-14 days 82 €/day. + 15 days 80 €/day.

PLEASE NOTE:

- Week price = Sunday to Saturday
- Supplement for special diets: 26 €/week
- Supplement for accompanying minors by taxi: 35 €/day
- Reservations for double rooms only accepted for people travelling together.
- Students must check into accommodation after 12 noon on Sundays and check out before 12 noon on Saturdays.
- Changes of accommodation need to be made on Sundays after 12 noon.



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• TANDEM MADRID STUDENT RESIDENCE (with shared kitchen)

Price includes: Bed sheets, blankets, cleaning service, use of kitchen, air conditioning, TV with satellite channels; telephone, free Wi-Fi Internet access, own car park; free Internet access in the Reception area.

The accommodation is available from 12:00 noon on the Sunday prior to the first day of the course (Monday) until 11:00 noon on the Saturday after the last day of class (Friday).

– Single room + private bathroom	1 to 13 nights 46 €/day. 14 to 41 nights 44 €/day.
– Double room + private bathroom	1 to 13 nights 58 €/day. 14 to 41 nights 56 €/day.

Breakfast: 4 €/day

• SUMMER TANDEM MADRID STUDENT RESIDENCE (from June to September)

Single room + private bathroom + breakfast	40 €/day
Single room + private bathroom + half board	43 €/day
Single room + private bathroom + full board	46 €/day

OTHER SERVICES

• Spanish level test

At the end of your course you can take a final level test. 40 €

• Airport transfer (one-way)

65 €

• Travel insurance

Fee for European Citizens: 22 €/week

Additional Week: 6 €

Fee for NON-European Citizens: 27 €/week

Additional Week: 8 €



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GENERAL CONDITIONS

Upon signing the inscription form or payment of reservation fee, the student accepts the terms and conditions underwritten in this document.

1. The course fee includes: welcome pack, enrolment, course book, information about the school and Madrid, some cultural activities, Internet and Wi-Fi access at the school, attendance and level certificate (please note that our courses don't lead to an official certificate). TANDEM PARTNER Service, film and music CD loan service. We offer a student assistance service (purchase of tickets, information on transport, etc.). Tutorial sessions with teachers. International Student Identity Card (Isic). There is a registration fee of 50 € apart from the course fee.

2. Not included in the course fee: Airport transport, travel health insurance, some activities in the cultural program, final examination, Examination fees.

3. Included in the accommodation fee 30 €: organizing and scheduling accommodation.

4. To reserve: please send us your completed registration form by post or email. You can also register online using the form on our website: www.tandemmadrid.com

5. Payment: Upon receipt of your registration form we will email you to confirm your reservation with a breakdown of the course and accommodation fees. You will be requested to pay a deposit of 200 €, which will be deducted from the final invoice (this is non-refundable). After receiving payment of the deposit (200 €) or the total amount of the program, you will be formally registered at the school. You will receive the confirmation of your course, a level test and detailed information about the course and accommodation.

If this advance payment is not received within the prescribed period, we reserve the right to cancel the reservation. We will not accept payment without receiving the enrolment form. The remainder of the course and accommodation fees must be paid in Euros, by bank transfer 15 days prior the start date of the course or in cash or by credit card on the first day of the course in our office. Discounts are only possible in cash and bank transfer payments. Payment should be made to our bank account at:

TRIODOS BANK

Bank 1491, Agency 0001, DC 27, Account 2077137723
IBAN: ES4914910001272077137723 BIC: TRIOESMMXXX

Please send us a copy of the bank receipt by email (spanishcourses@tandem-madrid.com).

Please include your name and the type of course you are attending.

All bank commissions are payable by the student.

Group programs: to book, the institution in charge of the group must pay 20% of the full price at least 4 weeks before arrival.

6. Courses: TANDEM Madrid will place the student in a suitable group for his/her level. Any level or schedule changes requested by the student must be approved by the Head of Studies and is subject to availability. The student will be given a schedule in the week prior to the beginning of his/her course. Nevertheless we reserve the right to change the latter according to our organizational needs. The minimum age for students is 16 years old, except in the Junior Courses; students younger than 18 need a written authorization from their parents. Violence or disrespect to other students or TANDEM employees (due to religion, gender or sexual orientation) may result in the student being expelled from the school.

7. Cancellation, postponement or interruption of courses: if cancellations are made by the students 2 weeks or more prior to the course start date, TANDEM MADRID will refund the full cost of the program (if full payment was made in advance), with the exception of the 200 € course deposit. No refund will be made for cancellations of courses cancelled within 15 days of the course starting date. Cancellations will not be accepted unless made in writing. For security reasons, cancellations cannot be made over the phone.



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Number of students per class: groups will have a minimum of 4 students and a maximum of 12 students. If there are not enough students to make up a group, before the course starts or during its development, students will be offered a place in a smaller group or one-to-one class, and the teaching time will be reduced according to the paid amount. Students who start but do not finish their program will not be refunded any amount of course and accommodation fees.

8. Cancellation, postponement or interruption of accommodation: The student must notify us of his/her approximate arrival time in Madrid at least one week before the course begins. EUROPA PLUS TANDEM (TANDEM MADRID's partner agency which arranges accommodation and airport transport) reserves the right to change the accommodation before the student's arrival for another one of similar or identical characteristics without prior notice and at no additional cost. Double room bookings will be accepted only for people who travel together. Students will not be refunded for the postponement or cancellation of accommodation once the course has started and the student has stayed in the accommodation.

TANDEM will keep 100 € if a cancellation of accommodation is made within 15 days before the course's beginning date.

If the student requests a change of accommodation, a fee of 30 € will be charged. Any changes, when requested, are subject to availability. If the change entails additional costs, the student will be notified of this and will have to cover these costs before the change takes place. Except in special cases, all changes of accommodation must be made after 12 noon on the Sunday. The student must comply with the landlord's/accommodation rules. Failure to comply with the rules may result in the student being expelled from the accommodation.

9. Airport pick-up service: Flight information (departure city, date and flight number) must be confirmed in writing at least one week prior to arrival, otherwise TANDEM MADRID will accept no responsibility for picking up the student from the airport and no refund will be given or if delays and changes to flight schedules are not notified in advance. We will provide the student a telephone number in which he/she can contact the person in charge of transportation. This person will wait at the most 60 minutes after the planned time of flight's arrival. If the student does not contact him/her, the service will be cancelled. However, the student must pay for it.

10. Insurance: All students taking courses have insurance cover. TANDEM accepts no responsibility for accidents that occur outside the school, or for the loss or theft of personal belongings on our premises. We therefore recommend you take out an insurance policy in your country of origin.

11. Holidays: Classes that fall on a national holiday (Madrid) are always recovered at a later date.

12. Visas: for students from non-EU member states. EU citizens (from the European Union) do not need a visa to attend courses. Non-EU citizens (from countries that are not in the European Union) should contact the relevant Spanish Embassy or Consulate for information on the requirements for studying in Spain. If the student needs a letter of confirmation from the school to apply for a visa, the program and accommodation fees must be paid in full before the requested documentation will be sent. Payment in this case will only be accepted by bank transfer. When TANDEM MADRID receives it, the letter of confirmation will be sent to the address provided by the student. If the student prefers to have the documentation sent by courier (e.g.: UPS), he/she must pay the delivery costs in advance. This applies both to individual students and group programs. The student is responsible for his/her visa application process at all times, TANDEM MADRID accepts no responsibility whatsoever in the event of visa refusal. If the student is unable to attend a course because his/her visa was refused, he/she must submit the official document of refusal (with the date, signature and stamp) issued by the relevant Spanish Embassy or Consulate, clearly indicating the student's name, passport number and visa application. For a refund of the advance payment, TANDEM MADRID must be notified of the cancellation in writing (attaching the document of refusal) at least 15 days prior to the course's starting date. The same conditions as in point 7 are applicable to refusal of entry. Discounts and promotions do not apply to courses that require the aforementioned letter of confirmation.



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14. Data protection:

I. In accordance with the Organic Law 15/1999 of December 13, on personal data protection, we inform the Student that upon signing this document, the Student consents that data presented upon inscription will be included in a file called TANDEM International School S.L. The aim is to use this file to manage the Student's academic, economic and administrative development in TANDEM International School, S.L.

Additionally, we state that for the duration of the Student's inscription at the school, images of the Students may be taken and used for the photographs or video collections, to be used as graduation photographs and other designed to inform and/or make other activities the school known to the public via paper publications or to be included on their web page www.tandemmadrid.com, as well as to be included in information flyers belonging to TANDEM Escuela Internacional, S.L. The processing of the Student's images is done with all the respect due to the individual in accordance with the Organic Law 1/1982 of May 5, Protection of Civil Right to Honor, to personal and family privacy and image, by eliminating any caption or film that may go against their basics rights.

These images will not have other uses than those hereby expressed, nor will they be assigned to third parties, except by those expressed in this authorization.

II. Personal data transfer or communication. Payment of school fees through financial or banking bodies necessarily included the transfer of personal data to these third parties. In turn these data will be under the protections of the ministries, public bodies and organisms and what these may demand of TANDEM International School, S.L. In any case, the assignments and transfer of information will done within the rules of law, not being to use the data for any other for purposes other than those for which they have been collected.

III. The exercise of rights. Regarding personal data provided, the Student has the right to access, rectify and cancel this information , by sending a written request addressed to TANDEM Escuela Internacional, S.L.

LOPD – Secretaría Académica. Calle Marqués de Cubas, 8, CP 28014, Madrid or via e-mail to the following address: tandem@tandem-madrid.com. In the same way the Student can state at any moment his/her opposition to TANDEM Escuela Internacional, S.L. or its close associates to sending any commercial communications.

15. Duration and scope of these general conditions: These General Conditions are to be applied and are annexed to the specific conditions established in the specific program of the academic year given to the Student. Both documents are considered the contract of non-academic education that governs the relationship between the school and the Student.

The general conditions of this contract will be implemented for the duration of any course the Student may undertake, as of the date s/he signed the contract, and upon which, with the exception that these may be modified, will be applied to the courses and program that the Student may access in the future via subscription to the Specific Conditions of each course, in other words, through the subscription of a specific program in the future undertaken by the Student. When the General Conditions of his/her contract are modified, these will be updated through different specific documents of each course: these are the date that the contract comes into force will be included in its Specific Conditions.

16. Along with the Teaching Contract, the Student will be handed an information leaflet about the school as well as a specific program of the course s/he has just paid for. Herein, the Student must declare having received these General Conditions by signing the contract.

On signing the registration form or paying the course fees, students accept all the conditions as described above.