

GENERAL CONDITIONS

COURSES

APPLICATION

Please complete and **sign** our application form.

A payment of 65€ (enrolment fee) is necessary to reserve **placement**. Upon receipt of this payment, **placement** will be reserved and Club de Español, Spanish as a foreign Language will issue a confirmation. The remaining balance must be paid at least one week prior the program's start date.

You must bring a copy of your passport or NIE.

Please send the completed application by e-mail, fax, or regular mail to:
Mail: Admission Office, CLUB DE ESPAÑOL. C/ Monte Esquinza, 28. 28010 Madrid
Fax: 00 34 91 319 2131
E-mail: spanish@club-de-espanol.com

PAYMENT DETAILS

BANK TRANSFER: Account Holder: Hiedra Centers,S.L.U.

Bank Name: ING

ACCOUNT NUMBER: 1465 0100 98 1900041682

IBAN: ES28 1465 0100 98 1900041682

Swift Code: INGDE33XXX

CASH: Euros

*To pay by personal check, please contact the school for information about possible supplementary charges.

SCHEDULE, CHANGES AND MAKING-UP OF CLASSES

GROUP CLASSES

If you miss a class is not possible to make it up.

Classes that fall on a national or local holiday (Madrid) cannot be recovered. If two holidays occur within one week of class, (Monday to Friday) one day of the missed lessons will be made up.

Club de Español reserves the right to modify any group course if it does not have the minimum number of students required for a particular level or time (4 STUDENTS). In this case, 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.

ONE TO ONE CLASSES/TWO STUDENTS GROUP

Classes that fall on a national or local holiday (Madrid) will be recovered. In case of cancellation from the student, classes must be cancelled 24 hours in advanced.

Upon payment of the enrolment fee, the student accepts all terms and conditions outlined above.

PLACEMENT TEST AND LEVELS

Students will take a placement test prior to class assignment to determine the appropriate class level. Each course has an individual curriculum to ensure rapid acquisition of language skills in order to achieve specific goals.

SATURDAY AND EARLY-MORNING CLASSES

Classes beginning before 9:00 am and classes on Saturday will have a supplement of 3€/Hour. Please contact the school for further information.

STUDENT CANCELLATION

Any changes made to a confirmed course and/or accommodation will incur a charge of 75€.

If a student discontinues their course but wishes to recommence, they must pay an administrative fee of 25€.

REFUNDS	MORE THAN 3 WEEKS BEFORE STARTING THE COURSE	LESS THAN 3 WEEKS BEFORE STARTING THE COURSE	AFTER STARTING THE COURSE
ENROLMENT FEE	0 %	0 %	0%
REST OF TUITION	90 %	75 %	0%
ACCOM. DEPOSIT	100 %	100 %	100%
ACCOMMODATION	100 %	50 %	0%

All refunds carry an additional administrative charge of 10%, **up to a maximum of 100€.**

Club de Español, Hiedra Centers, S.L.U. **cannot be held responsible for cancellations due to uncontrollable circumstances: health problems or personal problems. In this case the school will try to find the best solution for both parties.**

Refunds will be done within 15 working days from the cancellation.

If **Club de Español, Spanish as a foreign language** cancels a class, a **refund** will be made within 30 days. Please note that program **representatives/agents** may have refund policies that are different from those of Club de español/Hiedra Centers S.L.U.

ACCOMMODATION

A payment of 65€ (non-refundable) is necessary to reserve **an accommodation.**

Double rooms are only available for two people who book together.

Prices for alternative types of accommodation (i.e. - Private apartments, hostels, hotels, etc. are available upon request). Private apartments are available all year round, but **are usually only available for periods of 4 or more weeks.**

All accommodation is arranged **beginning** the Sunday evening before the course begins **and ending** the Saturday morning after the course ends. **The quoted prices are for this same period.** If it is impossible to arrange arrival and departure times in accordance with these days, extra nights **can usually be arranged upon payment of a supplement.**

Full **payment** must be paid at least one weeks prior to the program's start date.

Do you need to improve your spanish skills?

INTENSIVE CLASSES
FROM (15 H.) **90€**

ONE TO ONE
CLASSES
FROM **27€**
PER HOUR

SPANISH COURSES
FOR ALL LEVELS

CLUB DE ESPAÑOL
SPANISH AS A FOREIGN LANGUAGE
A MEMBER OF THE *Club Ivy* GROUP

hiedra centers

CLUB DE ESPAÑOL
SPANISH AS A FOREIGN LANGUAGE
Monte Esquinza 28. 28010 Madrid, España.
TELÉFONOS: (34) 902 884 054 (from Spain)
(34) 91 702 1747 / 91 319 1075 (from abroad or Spain)
FAX: (34) 91 319 2131
EMAIL: spanish@club-de-espanol.com
WEB: www.club-de-espanol.com

MEET: ALONSO MARTÍNEZ - COLÓN - RUBÉN DARIO - SERRANO
BUS: 14 - 16 - 17 - 18 - 27 - 150 - 45 - 5

CLUB DE ESPAÑOL
SPANISH AS A FOREIGN LANGUAGE
A MEMBER OF THE *Club Ivy* GROUP

Centro Acreditado

general spanish

INTENSIVE	20 CLASSES/WEEK	MAX. 8 STUDENTS	1 WEEK	120 €
			4 WEEKS	430 €
			12 WEEKS	1.195 €
			WEEK(+12)	95 €

All intensive classes are 45' in length - This type of course at certain times of the year can have up to 10 students.

EXTENSIVE	3 HOURS/WEEK	MAX. 12 STUDENTS	4 WEEKS	95 €
			12 WEEKS	260 €
			24 WEEKS	495 €
			36 WEEKS	695 €
			+ WEEK	25 €
EXTENSIVE	6 HOURS/WEEK	MAX. 12 STUDENTS	4 WEEKS	180 €
			12 WEEKS	495 €
			24 WEEKS	915 €
			36 WEEKS	1.295 €
			+ WEEK	48 €
EXTENSIVE	9 HOURS/WEEK	MAX. 12 STUDENTS	4 WEEKS	260 €
			12 WEEKS	695 €
			24 WEEKS	1.295 €
			36 WEEKS	1.800 €
			+ WEEK	68 €

The start date for standard extensive courses will vary according to the calendar established at the beginning of each month, please contact Club de Español.

To begin a course earlier, it is necessary to contract each week up to the official course start date, according to the following prices:

EXTENSIVE COURSE 3 HRS/WEEK: 25€/WEEK. - EXTENSIVE COURSE 6 HRS/WEEK: 45€/WEEK.

one to one classes and two students group

ONE-TO-ONE CLASSES	STUDENTS CAN CHOOSE THEIR SCHEDULE AND MAY CANCEL CLASSES 24 HOURS IN ADVANCE	1 HOUR	29 €
		12 HOURS	340 €
		24 HOURS	660 €
		36 HOURS	975 €
		100 HOURS	2.200 €
TWO STUDENT GROUP	STUDENTS CAN CHOOSE THEIR SCHEDULE AND MAY CANCEL CLASSES 24 HOURS IN ADVANCE	1 HOUR	20 €
		12 HOURS	230 €
		24 HOURS	440 €
		36 HOURS	575 €
		100 HOURS	1.200 €

DELE preparation / spanish for specific purpose

ONE-TO-ONE CLASSES	STUDENTS CAN CHOOSE THEIR SCHEDULE AND MAY CANCEL CLASSES 24 HOURS IN ADVANCE	12 HOURS	420 €
		24 HOURS	770 €
		36 HOURS	1.080 €
TWO STUDENT GROUP	STUDENTS CAN CHOOSE THEIR SCHEDULE AND MAY CANCEL CLASSES 24 HOURS IN ADVANCE	12 HOURS	280 €
		24 HOURS	500 €
		36 HOURS	650 €
GROUP	STUDENTS CAN CHOOSE THEIR SCHEDULE AND MAY CANCEL CLASSES 24 HOURS IN ADVANCE	24 HOURS	330 €
		36 HOURS	450 €

Contact the school or visit our website www.club-de-espanol.com for further information.

spanish in company/home

ONE-TO-ONE CLASSES	STUDENTS CAN CHOOSE THEIR SCHEDULE AND MAY CANCEL CLASSES 24 HOURS IN ADVANCE	12 HOURS	430 €
		24 HOURS	760 €
		36 HOURS	1.075 €
GROUP	MAXIMUM 5/6 STUDENTS PER GROUP	1 HOUR	36 €

SUPPLEMENTS: Estimated time of the journey in public transport: Half an Hour per Day: 3€/Day. One Hour per Day: 6€/Day. One Hour an a Half per Day: 12€/Day.

accommodation services

	SELF CATERING	BED&BREAKFAST	HALF BOARD	FULL BOARD
HOST FAMILY single room	215 € / WEEK	275 € / WEEK	370 € / WEEK	420 € / WEEK
FLATSHARE single room	215 € / WEEK	—	—	—

Enrolment fee: 65€ (non-refundable).



Books + Enrolment Fee: 65€.

This fee includes registration, one student book, one exercise book, and free internet access.

Please contact the school or the website www.club-de-espanol.com for further information.

The school is open from 9:00 to 21:00