

Please **complete this form** with your details and read our enrolment conditions form before completing the level test.

STUDENT CONTACT DETAILS:

Surname:
Name:
Date of Birth:

Address:

Postcode:

Email:

Telephone:

(This part will be completed by the teacher)

Nivel asignado:

Profesor responsable:

Fecha:

Enrolment Procedure

CONCESSIONS

? To be eligible for a **10% discount on any of our courses** you must have been enrolled on any course in the last two terms (six months.) For an **extra 5% discount** you must book at least **2 week prior to the start of the course** .

? A **10% discount** also applies for all courses to full-time students, senior citizens (+65) and those in receipt of the Jobseekers Allowance, subject to presentation of valid documentation at the time of enrolment. To be eligible for these discounts, students must enrol in person at the Instituto and present their proof of eligibility.

? All three of the above discounts can be applied for at the same time up to a maximum of **25%** discount.

? Students must apply for any appropriate discount at the time of enrolment. No discounts can be applied retrospectively.

? Payments can **only** be made by card or bank transfer. We regret that we can no longer accept cheques.

? Enrolment is automatic once payment and the application form have been received. Students will be notified in advance if a course has been cancelled. We regret that we cannot accept payment of fees by instalments. Fees are exclusive of books.

CANCELLATIONS AND REFUNDS.

? Students should consider their personal commitments and circumstances before enrolment as we regret that **no fees are refundable under any circumstances** once the course has started. No partial refund can be granted for classes not attended and no postponement can be allowed.

? Cancellations must be made in writing enclosing the receipt, at least **one day** before the beginning of the course and are subject to a **10% charge** of the total course fee.

? The Instituto Cervantes reserves the right to cancel a course in cases of insufficient student numbers or unforeseen circumstances, in which case a full refund will be made.

? The Instituto Cervantes reserves the right to change teachers during a course. Occasionally trainee teachers may participate in the classes.

? The Instituto Cervantes reserves the right to change, in exceptional cases, and by giving notice in advance, the timetable of some class sessions .

? Students must apply for any appropriate discount at the time of enrolment. No discounts can be applied retrospectively.

CHANGES

? Students should consider their personal commitments and circumstances before enrolling in a class, as they will need prior approval from the Instituto to move to another class, and this can only be done during the first two weeks of the course. No changes are allowed in Intensive and crash courses.

Any change of level - for example from A11 to A12 - has to be approved and signed by the teacher.

IF YOU HAVE NO KNOWLEDGE OF SPANISH .

? Choose any of our Inicial 1 or Inicial 1&2 courses.

IF YOU HAVE STUDIED SPANISH BEFORE.

? You will have to take a **placement test**. We recommend you visit the Instituto Cervantes to do this in person. However, if this is not convenient, a telephone test can be arranged.

Please make an appointment for your 15-minute oral test, by calling **0207 235 0353**. Before your appointment, please download the written level test from our website, complete it and remember to bring it with you.

IF YOU ARE CONTINUING YOUR STUDIES WITH US.

? To enrol for the next course level (i.e. Intermediate, Advanced...) you must have gained the certificate for the level you have just completed.

ENROLMENT AND PROCEDU RES.

? Once your level has been established, or if you are a beginner, you can enrol either in person at our office or by filling in the enrolment form and sending it to us with the appropriate payment to: *Instituto Cervantes, 102 Eaton Square, London SW1W 9AN* with the envelope marked ‘

? All courses require a minimum of 5 students, with a maximum of 17, in order to run.

? In exceptional cases where courses run with fewer students than the required 5, class hours could be reduced and students will be offered to finish the course in different timetable.



Instituto Cervantes

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Inicial

Intermedio

Avanzado

Superior

Please do not forget to send or take with you the writing test (letter) together with this answer sheet.