



RELLENE EN LETRAS MAYÚSCULAS / FILL IN USING BLOCK LETTERS



INFORMACIÓN PERSONAL
PERSONAL DATA

APELLIDOS / *SURNAME*

NOMBRE / *NAME*

FECHA DE NACIMIENTO (D/M/A) / *BIRTHDATE (D/M/Y)*

NACIONALIDAD / *CITIZENSHIP*

NÚMERO DE PASAPORTE / *PASSPORT NUMBER*

HOMBRE / *MALE* MUJER / *FEMALE*

DIRECCIÓN ACTUAL / *CURRENT ADDRESS*

DIRECCIÓN PERMANENTE / *PERMANENT ADDRESS*

TELÉFONO / *PHONE*

MÓVIL / *CELL PHONE*

CORREO ELECTRÓNICO / *EMAIL*

OCUPACIÓN / *OCCUPATION*



RELLENE EN LETRAS MAYÚSCULAS / *FILL IN USING BLOCK LETTERS*



CURSO DE ESPAÑOL
SPANISH COURSE

CURSO / *COURSE TYPE*

NÚMERO DE LECCIONES POR SEMANA / *NUMBER OF LESSONS PER WEEK*

NÚMERO DE SEMANAS / *NUMBER OF WEEKS*

FECHA / *DATE*



OTROS CURSOS
OTHER COURSES

INTERNSHIP PROGRAMME	NUMBER OF WEEKS	COMMENTS
TRAINING COURSE FOR SPANISH TEACHERS	NUMBER OF WEEKS	
SUMMER JUNIOR PROGRAMME	NUMBER OF WEEKS	



NIVEL DE ESPAÑOL
PRESENT LEVEL OF SPANISH

LENGUA MATERNA / *MOTHER TONGUE*

NIVEL HABLADO / *SPOKEN LEVEL*

NIVEL ESCRITO / *WRITTEN LEVEL*



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ALOJAMIENTO [OPCIONAL] ACCOMMODATION [OPTIONAL]

ALOJAMIENTO / ACCOMMODATION

SI / YES NO

FECHAS (DESDE-HASTA) / DATES (FROM-TO)

/ / - / /

TIPO / TYPE

SELECCIONE DE LA SIGUIENTE LISTA / SELECT FROM THE FOLLOWING LIST

- APARTAMENTO PRIVADO / PRIVATE APARTMENT
- PISO COMPARTIDO / SHARED FLAT
- FAMILIA DESAYUNO / MEDIA PENSIÓN / PENSIÓN COMPLETA
FAMILY WITH BREAKFAST / HALF-BOARD / FULL-BOARD
- HOSTAL / HOSTEL
- HOTEL ***
- HOSTAL MEDIA PENSIÓN / HOSTEL HALF BOARD
- RESIDENCIA DE ESTUDIANTES DE VERANO
SUMMER STUDENT RESIDENCE

ATENCIÓN:
LAS HABITACIONES DOBLES SE RESERVARÁN SÓLO PARA PERSONAS QUE VENGAN JUNTAS AL PROGRAMA.
LLEGADA: EL DOMINGO ANTES DEL COMIENZO DEL CURSO.
SALIDA: EL SÁBADO DESPUÉS DEL PROGRAMA.

NOTE:
DOUBLE ROOMS CAN ONLY BE RESERVED FOR PEOPLE COMING TOGETHER FOR THE PROGRAM.
ARRIVAL: THE SUNDAY BEFORE THE COURSE BEGINS.
DEPARTURE: THE SATURDAY AFTER THE END OF THE COURSE.

FUMADOR / SMOKER

SI / YES NO

ALERGIAS / ALLERGIES

SI / YES NO

TIPO / TYPE

DIETA ESPECIAL / SPECIAL DIET

**TRANSFER DEL AEROPUERTO AL ALOJAMIENTO /
AIRPORT TRANSFER TO ACCOMMODATION**

SI / YES NO



ESTADO DE SALUD STATE OF HEALTH

DEBERÁ ENVIAR COPIA DE SU SEGURO MÉDICO / DE ACCIDENTES / VIDA / RESPONSABILIDAD CIVIL QUE CUBRA SU ESTANCIA EN ESPAÑA, O SI LO DESEA TANDEM PUEDE REALIZAR LOS TRÁMITES DEL SEGURO
PLEASE SEND A COPY OF VALID HEALTH / ACCIDENT / LIFE / CIVIL RESPONSIBILITY COVERING YOUR STAY IN SPAIN, OR IF YOU WISH, TANDEM CAN ORGANIZE YOUR INSURANCE COVERAGE

¿DESEA QUE TANDEM LE TRAMITE EL SEGURO? / WOULD YOU LIKE TANDEM TO ORGANIZE YOUR INSURANCE COVERAGE?

SI / YES NO



CONDICIONES GENERALES GENERAL CONDITIONS

INCLUIDO EN LA MATRÍCULA DE INSCRIPCIÓN / INCLUDED IN THE ENROLMENT FEE (45 €):
ADMINISTRATION EXPENSES, EDUCATIONAL MATERIAL (A TEXTBOOK, PHOTOCOPIES).

INCLUIDO EN LA MATRÍCULA DEL CURSO / INCLUDED IN THE COURSE FEE:
LEVEL-TESTING, COURSE TUITION, FOLDER WITH INFORMATION ON MADRID, SOME OF THE ACTIVITIES IN THE CULTURAL PROGRAMME, CERTIFICATE OF ATTENDANCE, LANGUAGE EXCHANGE WHERE APPLICABLE, FREE USE OF LIBRARY AND MULTIMEDIA ROOM, FREE INTERNET ACCESS; FREE ACCESS TO AN ONLINE SPANISH COURSE (AVE COURSE) FOR STUDENTS WHO ENROL IN A LONG-TERM COURSE.
FREE TANDEM-PARTNER (CONVERSATION EXCHANGE UP TO 2 WEEKS).

NO INCLUIDO EN EL CURSO / NOT INCLUDED IN THE COURSE FEE:
AIRPORT TRANSFER, TRAVEL HEALTH INSURANCE, SOME OF THE ACTIVITIES IN THE CULTURAL PROGRAMME, FINAL EXAMINATION, DELE EXAMINATION FEES.

INCLUIDO EN EL ALOJAMIENTO / INCLUDED IN THE ACCOMMODATION FEE (40 €):
ACCOMMODATION ARRANGEMENTS.

INSCRIPCIÓN / TO RESERVE

PLEASE SEND YOUR COMPLETED ENROLMENT FORM BY POST OR E-MAIL.
YOU CAN ALSO ENROL ONLINE USING THE FORM ON OUR WEB PAGE: www.tandemmadrid.com

ONCE WE RECEIVE YOUR ENROLMENT FORM WE WILL E-MAIL YOU A CONFIRMATION OF YOUR RESERVATION WITH A BREAKDOWN OF THE COURSE AND ACCOMMODATION FEES. YOU WILL BE REQUESTED TO PAY A DEPOSIT OF 200 € PLUS ONE WEEK'S ACCOMMODATION, WHICH WILL BE DEDUCTED FROM THE FINAL INVOICE (NON-REFUNDABLE). YOU CAN PAY THE DEPOSIT USING THE ONLINE PAYMENT FACILITY ON OUR WEBSITE OR BY BANK TRANSFER TO THE ACCOUNT NUMBER INDICATED IN THE PAYMENT SECTION.

IF YOU PREFER, YOU MAY PAY THE COURSE AND ACCOMMODATION FEES ALL AT ONCE.

STUDENTS ENROLLING 1 WEEK OR LESS BEFORE THE COURSE BEGINS WILL BE REQUIRED TO PAY ALL OF THE COURSE AND ACCOMMODATION FEES PRIOR TO CONFIRMING THE RESERVATION.

STUDENTS WHO NEED A LETTER TO OBTAIN A VISA WILL BE REQUIRED TO PAY THE ENTIRE COURSE AND, WHEN APPLICABLE, ACCOMMODATION FEES BEFORE THE LETTER WILL BE SENT.

FULL PAYMENT SHOULD BE MADE BY BANK TRANSFER AT LEAST 2 WEEKS BEFORE THE COURSE STARTS OR IN CASH, IN EUROS (€), ON THE FIRST DAY AT THE SCHOOL.

TANDEM RESERVES THE RIGHT TO CANCEL THE ENROLMENT IF THIS FEE IS NOT PAID WITHIN THE STIPULATED DEADLINE.

THE ACCOMMODATION ADDRESS WILL BE SENT 1 WEEK PRIOR TO ARRIVAL.

PAGO / PAYMENT

PAYMENTS SHOULD BE MADE TO OUR BANK ACCOUNT IN:

TRIODOS BANK
BANK 1491, AGENCY 0001, DC 27, ACCOUNT 2077137723
IBAN: 564914910001272077137723
BIC: TRIOESMXXX

ALWAYS SEND US A COPY OF THE TRANSACTION RECEIPT BY E-MAIL [spanishcourses@tandem-madrid.com].
PLEASE INCLUDE YOUR NAME AND THE TYPE OF COURSE YOU ARE ATTENDING. **THE STUDENT WILL PAY ALL BANK COMMISSIONS.**

GROUPS PROGRAMS: FOR THE RESERVATION THE INSTITUTIONS HAVE TO PAY 20% OF THE TOTAL AMOUNT AT LEAST 4 WEEKS BEFORE THE ARRIVAL.



CONDICIONES GENERALES
GENERAL CONDITIONS

CANCELACIÓN DE CURSO / CANCELLATION, POSTPONEMENT OR CURTAILMENT OF A COURSE

NUMBER OF STUDENTS PER CLASS: MINIMUM 3; MAXIMUM 10. SHOULD NOT ENOUGH STUDENTS ENROL IN A GROUP, TANDEM MADRID RESERVES THE RIGHT TO CANCEL GROUP COURSES UP TO 6 WORKING DAYS PRIOR TO THE COURSE STARTING DATE. IN SUCH CASES A PLACE IN A SMALLER OR INDIVIDUAL CLASS WILL BE OFFERED AND THE TEACHING TIME WILL BE REDUCED TO REFLECT THE GROUP COURSE FEE CHARGED UPON BOOKING. FAILING THIS, THE FULL BOOKING AMOUNT WILL BE REFUNDED. CLASSES TAKE PLACE FROM MONDAY TO FRIDAY.

COURSES TIMES AND DATES ARE SUBJECT TO CHANGE ACCORDING TO TANDEM MADRID'S ORGANISATIONAL NEEDS.

STUDENTS CANCELLING 2 WEEKS OR LESS PRIOR TO ARRIVAL WILL FORFEIT THE DEPOSIT. NO CANCELLATIONS WILL BE ACCEPTED UNLESS THEY ARE MADE IN WRITING. FOR SECURITY REASONS, NO ENROLMENTS CAN BE CANCELLED OVER THE PHONE.

THERE IS NO REFUND FOR CANCELLATIONS AFTER THE COURSE BEGINS.

ACCEPTANCE OF ENROLMENT IS MADE ON THE UNDERSTANDING THAT THE STUDENT WILL REMAIN FOR THE DURATION OF THE COURSE AS SPECIFIED IN THE ENROLMENT FORM. IN THE EVENT OF A STUDENT LEAVING BEFORE THE END OF THE AGREED PERIOD, THE COURSE MAY BE CURTAILED OR CANCELLED AND NO REFUNDS WILL BE GIVEN. HOWEVER, THE STUDENT WILL BE GIVEN A VOUCHER FOR THE REMAINING DAYS OF THE CONTRACTED COURSE, WHICH MUST BE USED WITHIN ONE CALENDAR YEAR OF CONTRACTING THE ORIGINAL COURSE.

THE STUDENT WILL BE REQUIRED TO PAY THE TOTAL COURSE AND ACCOMMODATION FEES BEFORE RECEIVING THE LETTER REQUIRED FOR VISA PURPOSES. IN THE EVENT THAT THE VISA IS DELAYED, A VOUCHER WILL BE GIVEN TOWARDS A COURSE THAT MUST BE TAKEN WITHIN ONE CALENDAR YEAR OF THE DATE ON THE LETTER. HOWEVER, PAYMENT MADE TOWARDS ACCOMMODATION WILL BE FORFEITED.

CANCELACIÓN DE ALOJAMIENTO / CANCELLATION, POSTPONEMENT OR CURTAILMENT OF ACCOMMODATION

EXCEPT IN EXCEPTIONAL CASES, ALL CHANGES OF ACCOMMODATION WILL BE MADE AFTER 12 NOON ON SUNDAYS.

STUDENTS WILL RECEIVE NO REIMBURSEMENT WHATSOEVER FOR POSTPONING OR CANCELLING ACCOMMODATION AFTER THE COURSE HAS BEGUN.

IN CASE OF CANCELLATION OF ACCOMMODATION WITH LESS THAN 2 WEEKS NOTICE: 1 WEEK'S FEES.

RESERVATIONS FOR DOUBLE ROOMS ONLY ACCEPTED FOR PEOPLE COMING TOGETHER.

THERE IS NO REFUND FOR CANCELLATIONS AFTER THE COURSE BEGINS AND START TO LIVE IN THE ACCOMMODATION.

STUDENTS MUST CHECK IN TO ACCOMMODATION AFTER 12 NOON ON SUNDAYS AND CHECK OUT BEFORE 12 NOON ON SATURDAYS.

SERVICIO AEROPUERTO / AIRPORT PICK-UP SERVICES

FLIGHT INFORMATION (DEPARTURE CITY, DATE AND FLIGHT NUMBER) MUST BE CONFIRMED IN WRITING AT LEAST ONE WEEK PRIOR TO ARRIVAL. TO THE CONTRARY, TANDEM MADRID ACCEPTS NO RESPONSIBILITY FOR COLLECTING THE STUDENT FROM THE AIRPORT AND NO REIMBURSEMENT WILL BE MADE.

TANDEM MADRID ACCEPTS NO RESPONSIBILITY FOR COLLECTING THE STUDENT FROM THE AIRPORT IF DELAYS AND CHANGES TO THE FLIGHT INFORMATION ARE NOT NOTIFIED IN ADVANCE.

THIS PRICE (65 €/ONE-WAY) IS ONLY VALID FOR ARRIVALS ON SUNDAY BETWEEN 11.00 AM AND 18.00 PM.

THERE IS A SUPPLEMENT OF 25 € FOR THE REST OF THE WEEK AND OUTSIDE OF THESE HOURS.



CONDICIONES GENERALES
GENERAL CONDITIONS

INSURANCE

ALL STUDENTS IN THE COURSES ARE COVERED BY AN INSURANCE POLICY.

TANDEM ACCEPTS NO RESPONSIBILITY FOR ACCIDENTS THAT MAY OCCUR OUTSIDE OF OUR SCHOOL, NOR FOR THE LOSS OR THEFT OF PERSONAL BELONGINGS ON OUR PREMISES. WE THEREFORE RECOMMEND TAKING OUT AN INSURANCE POLICY IN THE COUNTRY OF ORIGIN.

VISAS: FOR STUDENTS FROM NON-EU MEMBER STATES

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. CERTIFICATES THAT ACCREDIT AND CONFIRM ENROLMENT IN A SPANISH PROGRAMME AT TANDEM MADRID CAN ONLY BE SIGNED, STAMPED AND SENT BY PEOPLE AUTHORISED BY TANDEM MADRID, WHO WILL NOT BE HELD RESPONSIBLE FOR REJECTED VISA APPLICATIONS DUE TO THE FACT THAT THESE DOCUMENTS ARE NOT OFFICIAL AND MERELY SERVE AS CONFIRMATION OF A COURSE IN ONE OF OUR SCHOOLS. SUCH DOCUMENTS WILL ONLY BE SENT TO COVER THE AMOUNT OF COURSE TIME INITIALLY CONTRACTED BY THE STUDENT. TANDEM MADRID WILL SEND THE FOLLOWING DOCUMENTS TO ANY STUDENT WHO REQUESTS THEM (PROVIDED THE TOTAL COST OF THE PROGRAMME HAS BEEN PAID):

- CONFIRMATION OF THE SPANISH PROGRAMME CHOSEN BY THE STUDENT.
- INVOICE FOR THE TOTAL COST OF THE PROGRAMME IN QUESTION (COURSE + ACCOMMODATION).

CONFORME / *AGREEMENT*

FIRMA / *SIGNATURE*

LUGAR Y FECHA / *PLACE AND DATE*