



Terms and Conditions (2017-2018)

Language Courses offered by the School

- Maximum class size is 12 students per class. Minimum class size is 2 students per class. When 1 student does not fit in any ongoing group class, then lesson times are reduced according to the Reduced Lessons Policy. This is stipulated in **Course Description**.
- No lessons are held on public holidays for Intensive Course 20h and Scholar Course; Only for Private Course and 4 hours course lost lessons because of public holidays will be recovered.
- All lessons are of 60 minutes each.
- Course times, course details are subject to change, and any changes will be communicated in advance and in a timely manner
- Prices indicated on the Price List include all local charges and VAT.

Other Services

- The School shall provide host family, self-catering apartments and other types of accommodation services as requested by the students, and shall do its best to ensure that the students receive the best hospitality service possible. This notwithstanding, the School shall not be held responsible for any costs, damages and expenses arising from acts or omissions of host families or other persons entrusted by the School to accommodate its students, unless the School has acted maliciously or negligently.
- The School undertakes to assist the students in all matters relating to their welfare in Spain during the term of their respective course.
- The school shall organise leisure and cultural programmes to supplement its classroom based courses.

Cancellations

- Students may cancel their booking by submitting notice in writing either directly to the School, or via the Representative. Provided that the “Date of Cancellation” shall be taken to be the date on which the School receives notice of the cancellation.
- If the Cancellation Date is not later than four weeks from the start of the course, all fees shall be refunded by the School, except the one charged for getting the VISA for the student.

- No refund shall be given by the School if a student arrives after the first day of the course, is absent during any part of the course or leaves before the end of the course. However, the School binds itself to reimburse School fees if a course is cancelled by the School.

Students with Special Needs, Insurance and Health Care

- The student will give the School sufficient advance notice regarding special needs required.
- While every effort shall be made by the school to accommodate these students' wishes and needs, the School reserves the right to recommend alternative dates and arrangements should this prove necessary.
- Since host families are not necessarily equipped to receive students with special needs, the School recommends that these be accommodated in hotels having the necessary facilities.
- Course fees charged by the School **DO NOT** include insurance cover. Students should check that their insurance policy is valid in Spain or take out a new personal insurance policy prior to their arrival. The student is obliged to inform the School of any illness and special dietary requirements upon registration.

Causing Damage

- If a student causes damage of any kind to property on the School's premises, or any type of accommodation provided by the school, the student will be liable to pay compensation to the School.

Minors

- The School shall, as far as possible, pay particular attention to the welfare of all minors. However, students below 18 years of age will only be accepted upon presentation of a **Parents' Consent Form** (a form that is provided by the School), signed by at least one parent or legal guardian, confirming their consent for the student to attend the School's courses in Spain, and also declaring that they shall not hold the School responsible for any mishap occurring to the student outside the premises of the school, and outside School hours.
- Stipulated curfews are in place in order to ensure the safety and wellbeing of our students. Students are expected to honour these rules that will be communicated to the students on arrival.
- Minor students need to provide a **Parents' Accommodation Consent Form** (a form that is provided by the School), in order to proceed with booking. This form clearly stipulates that the school may not be held responsible for any of their actions since they will be unattended out of our school.

Entry Visa Requirements (*where applicable*)

- Students who require a VISA must apply for a Schengen VISA from their own country so we recommend early application.
- It is hereby understood that obtaining the VISA remains the students' ultimate responsibility and the school

cannot be held responsible in case of VISA refusal or delays in course start date due to lengthy VISA procedures.

Expulsion

- Instituto eCenter expects all its students to be well-motivated, polite and considerate towards members of staff, teachers, host families, fellow students and the general public at all times.

- Instituto eCenter reserves the right to ask any student who does not comply with any of the above to terminate the course and/or accommodation being provided by the school. In such case, no refund of fees will be made and any extra costs incurred by the school on the behalf of the student will be charged to the student.

Course Description (2017-2018)

Intensive Course 20h

- 20 lessons per week, 4 hours per day.
- Monday to Friday: 10:00 – 14:00; (This schedule could be different exceptionally).
- Course Duration: 1 – 12 weeks
- Maximum 12 students per class
- Minimum 2 students per class
- Reduced hours Policy: If there is only 1 student at a particular level, the number of lessons will be reduced to 10 hours of private lessons. In case of 2 students, it'll be reduced to 15 hours of lessons together.

Scholar Course 24

- 20 lessons per week, 4 hours per day.
- Monday to Friday: 10:00 – 14:00; (This schedule could be different exceptionally).
- Course Duration: 1 – 12 weeks
- Maximum 12 students per class
- Minimum 2 students per class
- Reduced hours Policy: If there is only 1 student at a particular level, the number of lessons will be reduced to 10 hours of private lessons. In case of 2 students, it'll be reduced to 15 hours of lessons together.

Scholar Course 40

- 20 lessons per week, 4 hours per day.
- Monday to Friday: 10:00 – 14:00; (This schedule could be different exceptionally).
- Course Duration: 1 – 12 weeks
- Maximum 12 students per class
- Minimum 2 students per class
- Reduced hours Policy: If there is only 1 student at a particular level, the number of lessons will be reduced to 10 hours of private lessons. In case of 2 students, it'll be reduced to 15 hours of lessons together.

Private Course – One to One lessons

- Lessons of 60 minutes. They always have to be taken at least 2 in a row.
- Available on their own or in conjunction with a group course.
- Available in the morning or in the afternoon.
- One-to-One lessons can be taken at our premises or on a different location (eg. offices / hotels etc.). Taking it in a different location will have an extra cost.
- Exam Preparation courses are available at all levels.
- Business Spanish or other special types of One-to-One lessons will be given under availability.

4 hours Course

- 2 days per week, 2 hours each day
- 3 different starting dates during the year
- 40 hours course during 10 weeks – Different schedules
- We need at least 6 students to open a group.
- Price course doesn't include the book.
- Lessons on holidays will be recovered

Special promotion for Aupairs and Erasmus students – 4 hours Course

- This promotion is only available for students who certificate that they are Aupair or Erasmus students at the moment of booking the course.
- 2 days per week, 2 hours each day
- 3 different starting dates during the year
- 40 hours course during 10 weeks – Different schedules
- We need at least 6 students to open a group.
- Price course doesn't include the book.