

# ENROLLMENT CONDITIONS



All enrollments are subject to these conditions.

## HOW TO ENROLL

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- Complete personal details on the registration form.
- Choose the city and the course/s you wish to attend.
- Select the start date and duration of your course.
- Choose the preferred accommodation option, if needed. Please, include meal plan, whether or not you smoke, allergies and any other special requests. This information will help ensure a compatible placement in the home-stay option.
- Complete arrival details and decide whether you would like a transfer service on arrival.
- Return the registration form to our representative in your country or to Estudio Sampere (and follow the instructions of our representative or of Estudio Sampere for payment).
- Pay a 250 USD deposit, deductible from the total amount of the course (via wire transfer or credit card).

## CONFIRMATION

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Upon reception and acceptance of the registration form, the following documents will be sent to our representative or to you:

- Invoice for the full amount of the fees due.
- Accommodation address.
- Student handbook with directions, maps and important information about your stay in Spain, Ecuador or Cuba.

If a STUDENT VISA is required, please note that we will only send these documents after receiving the full payment of the course and accommodation. If your Visa application is refused by the Spanish Embassy or Consulate, we will refund the full payment after the deduction of an administrative charge of 250 EUROS, following reception of the refusal letter from the Spanish Embassy or Consulate.

## CONDITIONS OF ENROLLMENT

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- Classes take place in the morning or the afternoon subject to the school's availability. We do our best to respect preferences for a morning or afternoon timetable however we cannot guarantee a particular timetable.
  - School Holidays: Sampere Schools will be closed on National and Local Holidays (except for One-to-One courses) and no compensation, price reduction, refund, credit, additional lessons, or extension of the course will be given for lessons or days when the school is closed because of holidays printed in our brochure and price list.
  - Payment and Fees: course and accommodation fees should be received by Estudio Sampere no later than two weeks prior to the start date of the course. Course and accommodation fees are calculated in complete weeks. Any part of a course week is accounted for as a full week, and 3 extra nights or more of home-stay/student room are counted as a full week. No compensation, price reduction, refund, credit, additional lessons or extension of the course will be given for either services/ lessons included in the fees and not used or for late entry, absence, or early departure from a course without formal cancellation.
  - Cancellation, Postponement or Curtailment of a Course: Enrollment may be cancelled, free of charge, provided that written notice is received no later than 2 weeks before the start date of the course. For cancellations received less than 2 weeks before the start date, the first week will not be refunded. Enrollment may be postponed, free of charge, provided that written notice is received no later than 7 days before the start date. Estudio Sampere may levy some charges to cover costs due to last minute postponement. Acceptance of enrollment is made on the understanding that the student will remain for the duration of the course as specified in the enrollment. In the event of a student leaving before the end of the agreed period, the course may be curtailed or cancelled, free of charge, provided that written notice is received by Estudio Sampere no less than 2 weeks before the new end date of the course. If no notice or insufficient notice is given, course fees must be paid for a minimum of 2 weeks. Enrollment fee is non refundable.
  - Cancellation, Postponement or Curtailment of Accommodation (Host Family, Hotel, Private Apartment): Enrollment for accommodation (home-stay, student room, apartments) may be cancelled, free of charge, provided that written notice is received no later than 2 weeks before the starting date of the accommodation. For cancellations received less than 2 weeks before the start date, the first week is non-refundable. Enrollment may be postponed, free of charge, provided that written notice is received no less than 7 days before the start date. Estudio Sampere may levy some charges to cover costs due to last minute postponement. Acceptance of enrollment for accommodation is made on the understanding that the student will remain for the duration of the agreed period as specified in the enrollment. In the event of a student leaving before the end of the agreed period, accommodation may be curtailed or cancelled, free of charge, provided that written notice is received by Estudio Sampere at least 2 weeks before the new departure date from the accommodation. If no notice or insufficient notice is given, accommodation must be paid for a minimum of 2 weeks. Hotels are paid for the booked period and Estudio Sampere will not be held responsible for any refunds due to cancellation or change of accommodation. Placement fee is non refundable.
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