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For all COLEGIO INTERNACIONAL ALICANTE courses and services.

## GENERAL TERMS AND CONDITIONS

### 1. GENERAL

- 1.1. Colegio Internacional Alicante accepts no responsibility whatsoever for circumstances beyond our control (according to law) or for students' actions.
- 1.2. The School's management reserves the right to accept students under 18 in exceptional cases.

### 2. ENROLMENT

- 2.1. Students will fill and send the registration form by mail by e-mail or by filling out our online registration form: [www.colegiointernacionalalicante.com](http://www.colegiointernacionalalicante.com). As soon as we have received your booking we will send you a budget and we will request a confirmation, following we will send you the address of your accommodation in Alicante. All registrations that have not been paid or confirmed at least 2 weeks before the beginning of the programme may be cancelled.

### 3. CLASSES

- 3.1. Changes of groups are possible with the agreement of the teacher and the director of the school. All the students will take a level test on line at least 1 week before the course. The school will place students in the morning or afternoon sessions according to the needs and possibilities. Students cannot change from morning to afternoon or vice-versa.
- 3.2. Please remember, all our students should do our **level test** on line, at least 2 weeks before their arrival to Alicante. The student should do not use dictionary, grammar or any other help during the test. Otherwise the level of Spanish is not going to be the right one and we cannot guarantee the correct classification and changes to other groups or levels once the course has started.
- 3.3. Private lessons should be always paid in advance. In case of cancellation of any class, it may be recovered if it is communicated at least 24 hours in advance, otherwise the class will be lost and payment not refunded.
- 3.4. **Colegio Internacional Alicante** guarantees the 4 basic levels even in case we have only 1 participant in the group. In case there is not a minimum of 3 students for a group outside the basic ones, we reserve the right to reduce the number of the lessons and turn into individual ones.
- 3.5. The student cannot take breaks during his/her contracted course unless the SCHOOL has been requested in writing in the registration form and with a maximum of 10% of the total contracted weeks. During the course, the student must notify this break by e-mail 3 weeks in advance. In no case will the SCHOOL change the dates contracted for the course or will there be reductions in accommodation fees in the case of having contracted it with us.



#### 4. ACCOMMODATION

- 4.1. The student will be charged for the replacement of broken items due to either negligence or by intention.
- 4.2. If there is damage and no one is directly responsible, we will divide the cost of repairs among all the students in the flat.
- 4.3. In case where damages are caused to third parties, all the expenses claimed will be charged to the student who had invited this person. The student will have no right to later claims.
- 4.4. In the case of a serious disciplinary offence, repeated bad behaviour, the student will be expelled from the accommodation contracted with us without the right to any refund.
- 4.5. The director of the School, always at the student's disposal, can change a student's accommodation if the need arises (max. 2 changes).
- 4.6. Cleaning service or internet is not included in the price of the shared apartments.

#### 5. INSURANCE

- 5.1. All students should obtain medical insurance in their own country. All European Union Citizens are included in the Spanish Social Security (form E-111) or European Union Health Card. Citizens from other countries should check in the Spanish Embassy.
- 5.2. Students are not covered for any illness, accident, robbery, loss of personal property (neither at their accommodation nor in or out of the classrooms). Therefore, always recommend the use of an optional insurance. The School has made arrangements with EUROP ASSISTANCE for a travel and medical insurance policy, which will give coverage to all students who require it.

#### 6. VISA

- 6.1. Citizens from the European Union do not need a visa and can enter in Spain with an Identification Card or valid Passport.
- 6.2. Citizens from Canada, Japan, New Zealand, Norway, Switzerland and USA do not need a visa and will receive a permit to stay up to 90 days on arrival.
- 6.3. Citizens from No European Union countries should inform about the VISA prior to departure from their countries in the Spanish Embassy or Consulate.
- 6.4. A Student Visa must be obtained by the students prior to departure from their countries at the Spanish Embassy or Consulate. If you plan to extend your stay more than 90 days, you should apply for a **visa type D**. For applying for a STUDENT VISA, you need to book a minimum of 20h/week course and a minimum of 180 days, that is 26 weeks
- 6.5. School will provide all the necessary certificates:  
Confirmation of the Spanish program, invoice for the total cost and invitation letter. These documents do not have any official power and merely serve as confirmation of a course in our centre. In the event that the student should need the originals urgently we will charge the cost of express mail to the student.
- 6.6. The School will refund the total amount in case of visa refusal, except for **250 euros** in concept of administration fees plus banks' commissions. For this, the student must send a copy of the denial visa to our centre.

6.7. If before applying for the visa, the student cancels his/her course, the student must submit a document from the competent Spanish authorities stating that the documentation provided by the center will not be used to request a student visa for a stay in the course dates. The return of the money will be made under the same conditions as in section 6.6.

6.8. Once the visa has been obtained to study a course in our centre, cancellations, modifications, or reductions in the number of hours will NOT be accepted.

6.9. If the student cannot start on their course in the contracted dates due to, for example, a delay in the Visa, the SCHOOL will postpone, free of charge, the starting dates of the course, as long as this situation has been communicated in writing to the SCHOOL at least 15 days before the contracted date. Otherwise, it will be understood that the dates are those contracted in the first instance.

6.10. Attendance at a minimum of 80% of classes is mandatory. Should a student fail to attend classes regularly without a justified cause, the SCHOOL will disassociate from the student and report the lack of attendance to the appropriate authorities.

## 7. ADMISSION OR EXPULSION

7.1 Colegio Internacional Alicante reserves the right to cancel the student's place if on the 3rd day after their arrival they have not paid the total sum of the course, accommodation and other services contracted.

7.2. In the case of a serious disciplinary offence, repeated bad behaviour or infringement of the laws of the country, the student will be expelled from the school and accommodation contracted with us without the right to any refund.

## 8. CANCELLATIONS

8.1. Cancellation must be notified in writing to the school at least 15 days before the start of the course. For cancellations received less than that time 200 € will be charged. Acceptance of an enrolment is made on the understanding that the student will remain for the duration of the course as specified. In the event of a student leaving dismissed before the end of the agreed course, the remaining amount will be due at the discretion of the director.

## 9. COPYRIGHT

9.1. The management reserves the right to use all possible photos or videos taken during the student's stay unless the student declares otherwise on his arrival at the school.

## 10. PROTECTION OF PERSONAL DATA

10.1. In compliance with Spanish Law 03/2018, December 5, regarding the protection of personal data, Colegio Internacional Alicante would like to inform you that your personal details within these general conditions will be stored in a database (whose liability and responsibility is C.I.A. Coop.V.), solely for the commercial and operative purposes of the company.

By accepting these general conditions, you give your consent to the above said treatment and for their use for the aforementioned purposes. At the same time, we inform you of your rights to access, correct and cancel such information within the established terms of the prevailing legislation, in writing to the address: C/ Pintor Aparicio 18C, 1ªA, 03003 Alicante – Spain or to our e-mail: [info@colegiointernacionalalicante.com](mailto:info@colegiointernacionalalicante.com)

## 11. PAYMENT CONDITIONS

11.1. Fees should be paid in one of the following two ways

- By cash within the first three days of your stay in the School's office.
- By bank transfer at least 15 days in advance, with no charge for the beneficiary to:

Colegio Internacional Alicante,

Bank:	CaixaBank
SWIFT:	CAIX.ES.BBXXX
IBAN:	ES17 2100 1533 1702 0014 3107
Account No.	2100 1533 17 02 00143107

## 12. AGREEMENT.

12.1. COLEGIO INTERNACIONAL ALICANTE, with NIF F53229464, registered in 18C Pintor Aparicio Str. Alicante 03003, telephone No.: +34 965 929 010 and e-mail address [info@colegiointernacionalalicante.com](mailto:info@colegiointernacionalalicante.com) requests your authorization to process your personal data, in order to, send you advertising related to our products and / or services by any means (postal , email or phone) and invite you to events organized by our company. The data provided will be kept as long as you do not request the cessation of the activity. The data will not be transferred to third parties except in cases there is a legal obligation or it is necessary to provide the requested services. The legal basis for the processing of your data is the provision of your consent, which may be withdrawn when requested. We inform you we have implemented the necessary technical and organizational security measures to guarantee the security of your personal data in accordance with the provisions of current legislation. You have the right to obtain confirmation as to whether CI ALICANTE is treating your personal data. Therefore, you can exercise the rights of access, rectification, limitation of treatment, deletion, portability and opposition to the processing of your personal data, by post to the address indicated above or to our email [info@colegiointernacionalalicante.com](mailto:info@colegiointernacionalalicante.com)

12.2. These conditions are subject to Spanish law, any legal claim will be submitted to the jurisdiction of law courts in Alicante.

12.3. Upon signing the registration form or paid the course fees, the student accepts all of the conditions described above. COLEGIO INTERNACIONAL ALICANTE is not responsible for typographical errors and/or misprints contained in this website or our brochures.