

PERSONAL INFORMATION

Surname: Name: Sex: Male Female

Date of birth: / / Passport / Identity Document: Nationality:

Occupation: If you are a student, please indicate the University:

Address: City:

Postal Code: Country: Phone:

Mobile: e-mail:

LEVEL OF SPANISH (Please, indicate the estimated level of Spanish)

Beginner: A1 A2 Intermediate: B1 Advanced: B2 Superior: C1 C2

BOOK YOUR COURSE (Please, tick as appropriate)

	4 weeks (100 hours)	3 weeks (75 hours)	2 weeks (50 hours)	1 week (25 hours)
JANUARY	--	<input type="checkbox"/> 9 - 27 January	<input type="checkbox"/> 9 - 20 January	--
FEBRUARY	<input type="checkbox"/> 30 January - 24 February	<input type="checkbox"/> 30 January - 17 February	<input type="checkbox"/> 30 January - 10 February	<input type="checkbox"/> 27 February - 3 March
MARCH	<input type="checkbox"/> 6 - 31 March	<input type="checkbox"/> 6 - 24 March	<input type="checkbox"/> 6 - 17 March	--
APRIL	--	--	--	<input type="checkbox"/> 3-7 April <input type="checkbox"/> 24-28 April
MAY	<input type="checkbox"/> 2 - 26 May	<input type="checkbox"/> 2 - 19 May	<input type="checkbox"/> 2 - 12 May	--
JUNE	<input type="checkbox"/> 29 May - 23 June	<input type="checkbox"/> 29 May - 16 June	<input type="checkbox"/> 29 May - 9 June	<input type="checkbox"/> 26 - 30 June
JULY	<input type="checkbox"/> 3 - 28 July	<input type="checkbox"/> 3 - 21 July	<input type="checkbox"/> 3 - 14 July	--
AUGUST	<input type="checkbox"/> 31 July - 25 August	<input type="checkbox"/> 31 July - 18 August	<input type="checkbox"/> 31 July - 11 August	<input type="checkbox"/> 28 August - 1 September
SEPTEMBER	<input type="checkbox"/> 4 - 29 September	<input type="checkbox"/> 4 - 22 September	<input type="checkbox"/> 4 - 15 September	--
OCTOBER	<input type="checkbox"/> 2 - 27 October	<input type="checkbox"/> 2 - 20 October	<input type="checkbox"/> 2 - 13 October	--
NOVEMBER	<input type="checkbox"/> 6 November - 1 December	<input type="checkbox"/> 6 - 24 November	<input type="checkbox"/> 6 - 17 November	--
DECEMBER	--	--	<input type="checkbox"/> 11 - 22 December	--

Nº of Weeks	Hours	Price
1 week	25 h.	210 €
2 weeks	50 h.	360 €
3 weeks	75 h.	475 €
4 weeks	100 h.	575 €
Additional week (*)	25 h.	180 €

REGISTRATION FEE: 20 €

(*) Extension of an additional week

HOLIDAYS: From 10th to 21st of April (2 weeks);
 From 30th of October to 3rd of November (1 week); From 4th to 8th of December (1 week)

PUBLIC HOLIDAYS: 1st May, 12 October

OTHER INFORMATION IF NEEDED:

ECTS PROGRAMME

There is a specific programme for those students who need certification of the work done in accordance with the European Higher Education Area. (EEES)

Please indicate if you are interested in the ECTS Programme: YES NO

Signature: _____	Date: _____ / _____ / _____	Submitting this course registration reference implies knowledge and express acceptance of the general conditions of enrolment and participation and particularly of the cancellation policy of the course and/or accommodation applied for.
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The details you have provided will be included in an automated file which will be processed exclusively for purposes of the maintenance of the contractual relationship with the client, carrying out statistical studies and sending publicity on UIMP-Students Secretary Office. In accordance with the stipulations of Constitutional Law 15/1999 of 13th. December, concerning the personal data protection, you may exercise your rights of access, correction, cancellation and withdrawal of consent at any time by notifying the owner of the file in writing to UIMP - Secretaría de Alumnos, C/ Isaac Peral, 23. (28040 - Madrid). SPAIN



TUITION FEES

⇒ Spanish Language and Culture Courses

SPANISH LANGUAGE AND CULTURE COURSES		
NUMBER OF WEEKS	HOURS	ENROLMENT FEE
1 week	25 h.	210 €
2 weeks	50 h.	360 €
3 weeks	75 h.	475 €
4 weeks	100 h.	575 €

REDUCTIONS:

- Extension of one extra week for a course on which already enrolled: **180 €**
- For students who are enrolled individually taking into account the number of weeks for which enrolled: a 10 % reduction for stays longer than 12 weeks, and a 20% reduction for courses longer than 24 weeks

⇒ Other Courses

PREPARING FOR THE DELE EXAMINATION (DIPLOMA IN SPANISH AS A FOREIGN LANGUAGE)			
COURSE	HOURS	LEVELS	ENROLMENT FEE (*)
DELE Preparation Intensive Course	25 h.	B1 – B2	210 €
(*) exam fee is not included			

(*) Dates to be determined

REGISTRATION FEE:

All courses have a Secretarial administration charge of **20 €**, that it will be not refundable in case of cancellation

TUITION FEES INCLUDE:

- tuition
- all course materials/course books
- free internet access / wifi
- student card
- welcome pack and file
- access to the library
- end-of-course certificate
- some cultural activities

TUITION FEES DO **NOT** INCLUDE:

- exam fees
- excursions
- medical insurance

OTHER ACADEMIC FEES

Certificates (Duplicated copies)	30 €
Certificates with individual report (groups)	30 €
Examination fees (UIMP Spanish Diploma)	50 €

Individual classes of Language and Spanish Culture	1 h.	45 €
Individual classes of conversation	3 h.	30 €
Extra subject of Culture	10 h.	50 €
Workshops (dance, music, cousine ...)	10 h.	50 €
Modules ECTS	(0,5 – 1 ECTS)	20 €

REGULATIONS

Inscription and Registration

Courses on our programme are aimed at adults. If a student aged 16 or 17 wishes to register for the course, they need to send a completed Authorization Form signed by their parents or guardians, alongside the pre-enrolment application.

Those student wishing to register need to fill out and send the application form to the Students' Office alongside a passport-sized photograph and a photocopy of their passport or identity document.

Once the Secretary's Office has received the pre-enrolment application, the student will be sent the matching price as well as instructions to pay for the registration and, where applicable, accommodation if this has been booked for the UIMP Halls of Residence.

The tuition and registration fees need to be paid upon confirmation of your place.

Payment methods:

- **Bank Transfer** to the UIMP's account. Payment will be in Euros. All bank charges shall be paid by the student.
- **Credit card** over the UIMP website. If the student chooses this payment method, they need to specifically notify the Secretary's Office so that they can provide the username enabling access to *online* payment.

Accommodation

Students ask for accommodation must to fill Annex II (Accommodation Booking Form)

- **College Residences:** Those students having applied for accommodation at Las Llamas Campus or in La Playa Residence (Peninsula de la Magdalena), have to pay the accommodation reservation (€60) that shall be discounted from the total cost of the requested accommodation. The remaining amount will be paid upon confirmation of your place in the accommodation.

If you fail to pay for the accommodation 3 weeks before the course starts, the booking will be cancelled.

Level test

Students must take a level test on the first day of the course.

Some courses require prior language knowledge and passing the level test is obligatory to be able to register on the chosen course.

Attendance certificates

At the end of the course students will receive an attendance certificate in line with the Common European Framework of Reference (CEFR) stating the level and number of class hours.

In order to be awarded the certificate, students need to attend at least 85% of Spanish Language and Culture classes, based on the class hours stated in the corresponding info box and as per the length of stay on the course.

Cancellation and Refunds

- **Cancellation:** If the University cancels the course or level, students will receive a refund for the amount paid or, if they so request, may use this amount for another scheduled course in the same academic year.
- **Refund:** If your intention is cancel your registration, refund request should be made in writing and sent to the Students' Office before starting the course. It is necessary justifying the cause of cancellation and attaching supporting documentation.

Cases of force majeure will be looked at individually.

Enrolment charges (20€) and in this case the accommodation booking fee (60€) are non-refundable in all instances.

Medical insurance

In the price of registration is not included health insurance.

- Students from member nations of the European Union are recommended to bring their E-111/128 with them so that they can use the Spanish Public Health Service if necessary.
- We recommend students from non-EU countries take out medical insurance before travelling.

Students with disabilities

Students with a physical disability or special educational requirements should notify the University before booking a course so that we can advise them about how suitable the chosen course is for them and the support we can reasonably provide them with. The UIMP cannot guarantee that we are able to cover the specific requirements of these students.

Conduct and behavior

The UIMP reserves the right to expel any student with unsatisfactory attendance or work, improper conduct and/or where their behavior contravenes the centre's regulations.

Visas

European Union citizens do not need a visa to attend the courses.

Non-EU citizens need to obtain information at the Embassy or consulate about requirements to study in Spain.

Those students requiring a UIMP admission letter to process a visa application at the Spanish Embassy or consulate need to pay for the programme they have registered for in full beforehand.

Once payment is received, the admission letter will be sent to the address provided by the student. The document will show the student's personal details, passport number, the length of the course at the UIMP and (where applicable) the accommodation address during their stay.

If student need us to send the admission letter by courier, they need to pay for the charges beforehand for said delivery.

If the visa is denied, the UIMP will refund the money paid as long as the student notifies it in writing before the start of the course and presents the official document sent by the Embassy or consulate where the visa refusal was notified to them and the reasons for said refusal. Enrolment charges (20€) are non-refundable in all instances.

Image rights

From time to time, photographs and videos are taken to be used in our promotional campaign and/or for commercial purposes. If students do not agree, they (or their parents or guardians in the case of minors) need to notify the UIMP when registering for the course.