

IF YOU NEED TO APPLY FOR A STUDENT VISA

If you want to apply for a student visa, ask your embassy or consulate about the legal conditions to apply for the visa (minimum duration and amount of hours, timing for getting the visa, etc.)

STEPS TO FOLLOW

1. Fill in the **inscription form** that you will find in the website:
<http://www.escuelamediterraneo.com/inscripcion.htm>
2. If you have already studied Spanish, download the **level test** and do it. You will find it in the link “inscription”. Send us the level test by e-mail (the test is part of the level tests, when you arrive at the school you will have to do a grammar test to confirm your level).
3. Specify in your e-mail the subject “certificate for visa” and **the initial and final dates** of your studies in the school and **the amount of hours per week you are willing to study**.
4. The school will inform you the level, timetable and prices of your course and the **conditions** for signing-up.
5. If you are in agreement with the conditions you may sign-up: you sent to us the conditions for enrolment signed by you and pay the entire course fee + the enrolment fee (30€).
6. If you are abroad, you may pay by bank transfer to the following account (**it is very important that you give to the bank the name of the student and that you order to the bank that the transaction expenses are at your own expenses not at the beneficiary’s expenses or shared expenses**):

Destinatario: Escuela Mediterráneo
BANCO SABADELL ATLANTICO
La Rambla 52
08002 Barcelona
SWIFT: BSABESBB
IBAN: ES 6800817080670001048715
Number of account: 0081 7080 67 0001048715

8. Please, send us by fax or e-mail the copy of the bank transfer at (00 34) 93 270 38 92 (with your name).
9. Once we confirm the receipt of the payment by bank transfer, we will send you the certificate of registration by e-mail and by mail to the address you sent to us. From this moment you are a student of the school on the dates you have enrolled.

Escuela Mediterráneo does not arrange visas, it is a language school which only certifies that the student is enrolled in our school. The certificate of registration is the official document which states that you are enrolled in our school, your level, the number of hours per week, duration of the course with initial and final dates and the total price paid for the course. Such information are certified and signed by the officers of the school and are deemed to be the document whereby the school public and officially confirms that you are a student of the school for the period and number of hours set forth thereof.

Therefore,

- the school does not certify any information which is not accurate (for example, different dates or more hours other than those you are actually enrolled).
- the school is not responsible for delays in the granting of visas (by the correspondent consulate or embassy) or for the delays or changes in the flights. Such occurrences are out of the control of the school and are not of our responsibility.

CONDITIONS FOR THE ENROLLMENT

(Please return it duly signed)

ENROLMENT AND PAYMENT

- The certificate of registration is obtained once you pay the whole course(s) in which you enrol. The prices include the course, the level test, the enrolment fees and additional photocopies given by the teacher. **The prices do not include books.**
- If you pay several consecutive trimesters the prices already include the 15% discount.
- If you signs-up for 16hours/week courses, such courses are a combination of 8 hours of a language course (grammar, vocabulary, etc.) and 4 hours conversation course or preparation course for the DELE-exam or Business-Spanish. As soon as we know your level we will inform you of the available timetable.

MODIFICATIONS IN THE CERTIFICATE OF REGISTRATION

If you want to make changes, **before we send your certificate:** send us an e-mail as soon as possible to request the modifications.

If you want to make changes, **after we have already sent your certificate:**

- If you want to delay the dates of the course and inform us at least 15 working days before the first day of the period in which you are enrolled, you must send to us a written request signed by you. The school will change the initial and final dates of your course at the most for the next course and will send to you a second certificate stating that it is a change of the first certificate sent to you.
- If you want to delay the dates of the course and inform us less than 15 working days before the first day of the period in which you are enrolled, it is not possible to obtain a new certificate and you may start later but will have to end the course on the date stated in your certificate.
- If before the first day of the period in which you are enrolled you want to increase the number of weekly hours before your first day, you have to pay the difference by bank transfer and the school will send to you a second certificate stating that it is a change of the first certificate sent to you.

CANCELLATIONS OF THE ENROLMENT AND REFUND

If you want to **cancel or give-up your enrolment** you must send to us our written request, a copy of your passport, and the original certificate we sent to you and return to us a copy of official document denying the visa (for cancellation with the official document denying the visa).

a) Refund IF YOU SUBMITS the official document denying the visa

- If you cancel at least 15 working days before the first day of the period in which you have enrolled, the school refunds the total paid amount LESS 100 € as cancellation fees.
- If you cancel less than 15 working days before the first day of the period in which you have enrolled, the school refunds the 75% of the total paid amount as cancellation fees (minimum 100€).

b) Refund IF YOU DO NOT SUBMIT the official document denying the visa or if you give-up

- If you cancel before the first day of the period in which you have enrolled, the school refunds the paid amount LESS 75 % of the total paid amount as cancellation fees (minimum 100 €).
- If you cancel after or in the first day of the period in which you have enrolled or if you are already in Barcelona with a student visa, the school does not refund the paid amount or transfer it to another person or postpone it.

The same rules are applied for certificates issued for visa extension.

In case of refund, the student should pay the bank fees.

ORGANIZATION OF THE COURSES

Number of students in the class:

Minimum 5, Maximum 15.

If a group ends up with less than 5 students in it, the school may cancel it and transfer the students to another group or refund them the corresponding amount. If a group has been studying for more than 2 months with less than 5 students, the school does not refund the proportional amount corresponding to the third month.

Textbooks:

To follow the course it is obligatory that you have the textbooks. You can buy your books in the school. We do not provide copies of the books. If you are enrolled in a course for less than one month, subject to availability, you can rent them from the school by leaving a deposit of 25€ per book, which will be refunded when you return the books in the same condition as you received them. If you return the books more than two weeks after the end of your enrolment period, the school does not refund the deposit.

Timetable changes:

- If you need to change the timetable of your course, in case there is another timetable option in the same level and type of course (subject to availability), you may change only once per course.
- In case there is no other timetable option or there is no availability or the available timetable is not suitable for you, the school does not refund you or postpone the course.
- If you have signed-up in 8, 10, 12, 16 or 20 hours/week or during several consecutive months and at some point your work or studies timetable is not suitable with part or all your courses, the school is not responsible for such timetable incompatibility and does not have the obligation to offer timetable options.
The school does not refund you or postpone the course.

Level changes:

If you want to change your level during the course, your teacher first has to confirm it and you have to do a specific exam for admission in a higher level.

Holidays:

Holidays are those officially established and therefore are included in the prices. Classes missed on such holidays are not recovered, except in the weekly price. Holidays periods are excluded from the prices (Easter and Christmas holidays).

Absences:

- Attendance is taken daily. The school does not have the obligation to inform the student or third parties the exact number of absences during the course.
- If you need a certificate of attendance it will reflect your actual attendance.
- If you need a diploma of the course in addition to approving the final exam, you must have a minimum attendance of 70%.
- If you miss the class for any reason whatsoever the school does not refund or reschedule the missed class.
- If you miss 3 consecutive weeks, your level will be revised and it will probably change.

Exams:

- All courses have a final exam and for three month based course there is a mid-term exam as well. The final exam date is penultimate day of the course. If you cannot make it, please inform you teacher and arrange the week before the official final exam. If you can't take the exam a week before the exam or on the official final exam date, you may not allow taking the exam with other arranged date.
- For the general language course is obligated to pass the oral comprehension (is 30% of the final exam for 8 hours course and is 25% for 4 hours course) Your score will be evaluated according to your participation and course performance. For conversation courses you will have only oral final exam with your classmate in your last day of the course and immediately your teacher will inform your score to you, at the meantime you may allow to consult your teacher regarding your progress of Spanish and the recommendation for your next level course.

Diplomas and certificates:

- To obtain the diploma for the course you have to pass the final exam and have a minimum attendance of 70%.
- If you do not conclude the course, if you have an attendance of less than 70% or if you fail the final exam, you will receive a certificate of attendance without a final score.
- You have to previously schedule at the secretariat the date you can pick up the diploma/certificate.

If you study several consecutive courses:

- The school does not assure the same timetable each trimester for all courses. You may reserve the time you prefer for the next trimester before ending your current course.
- Admission in the next level depends on your final score.
- If you want to sign-up in several consecutive trimesters and you have a high level, the school does not assure courses of your level until the end of the period in which you are enrolled.

The school is subject to admission right

I have read carefully the conditions and I am in agreement with them, signed: