



# APPLICATION FORM



## Personal details

LAST NAME .....  
 FIRST NAME .....  
 NATIONALITY .....  
 NATIVE LANGUAGE .....  
 DAY/MONTH/YEAR OF BIRTH ..... / ..... / ..... AGE .....  
 MALE  FEMALE PASSPORT N° .....  
 PARENT'S NAME (or spouse) .....  
 PARENT'S PHONE NUMBER (or spouse) .....

ADDRESS IN SPAIN DURING THE SANTA BÁRBARA COURSE  
 (if known) .....  
 HOME ADDRESS .....  
 CITY .....  
 ZIP CODE ..... STATE .....  
 COUNTRY .....  
 PHONE (.....) (.....) .....  
 FAX (.....) (.....) .....  
 E-MAIL .....  
 WORK PHONE ..... WORK FAX .....  
 OCCUPATION .....

## Course selected Please register me for the following program(s)

| COURSE NAME | Nº OF WEEKS | LESSONS PER WEEK | START DATE            | FINISH DATE           |
|-------------|-------------|------------------|-----------------------|-----------------------|
| A. ....     | .....       | .....            | ..... / ..... / ..... | ..... / ..... / ..... |
| B. ....     | .....       | .....            | ..... / ..... / ..... | ..... / ..... / ..... |
| C. ....     | .....       | .....            | ..... / ..... / ..... | ..... / ..... / ..... |
| D. ....     | .....       | .....            | ..... / ..... / ..... | ..... / ..... / ..... |
| E. ....     | .....       | .....            | ..... / ..... / ..... | ..... / ..... / ..... |

Have you ever studied in Spain before? .....  
 How did you hear of Santa Bárbara? .....  
 Notes .....

If "0" is a complete beginner and "9" a fluent speaker, what is your level?  

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|---|

 Name, telephone, e-mail and address of your Spanish teacher .....

## Invitation Letter

Do you require it?  Yes  No PASSPORT NUMBER .....  
 DAY/MONTH/YEAR OF BIRTH ..... / ..... / ..... AGE .....  
 Santa Bárbara will send out invitation letter only if the total cost of the program has been paid.

To be sent: Address .....  
 Express courier (please refer to page 7)  Regular post (free)

## Accommodation If you would like us to arrange your accommodation, please indicate your preferences below:

- HOST FAMILY
- HOSTEL
- DOUBLE ROOM
- SHARED ROOM, with whom?
- WITH BREAKFAST (B&B)
- BREAKFAST & DINNER (HALF BOARD)
- BREAKFAST, LUNCH & DINNER (FULL BOARD)
- WITH NO MEALS

Notes .....

Do you mind pets?  Yes  No Do you smoke?  Yes  No Do you mind a family who smokes?  Yes  No  
 Is there anything else we need to know (diets, medical problems, allergies, dislike of pets) in order to help us find you a suitable family? .....

Laundry is included in the home stay accommodation in Spain. A deposit is required for accommodation. Water and electricity are included in the fees. We will also send you instructions on how to reach your accommodation by public transportation along with confirmation of your booking. You should arrange to arrive on Sunday PM and leave on Saturday AM. If you arrive earlier or depart after the designated times, there will be charges for extra nights. You should also advise your host family or the school of your estimated time of arrival. Every effort will be made to arrange accommodation as requested. However, this cannot be guaranteed in the case of late bookings.

## Agreement & Payment

To confirm your enrollment a (non refundable) deposit of 150€ /200 \$ from the total must be paid either to Santa Bárbara (students who require a visa may have other/additional conditions. This deposit is not an additional cost. The remaining fees must be paid at least three weeks before arrival. No course fees will be refunded after the course has started (Cancellation policy is available on our general price list). For cancellation policies, please see the attached general conditions.

WHAT TO PAY **€** EUROS or **\$** US\$  
 APPLICATION FEE .....  
 COURSE .....  
 ACCOMMODATION .....  
 EXTRA DAYS .....  
 OTHERS .....  
 TOTAL COST .....  
 MINUS DEPOSIT (150€/200 \$) .....

TOTAL REMAINING .....  
 Yes, I have read and agreed with all the SANTA BÁRBARA conditions (mentioned on page2) as well as any particular conditions some products may have.

SIGNATURE OF STUDENT

DATE OF APPLICATION ..... / ..... / .....

### HOW TO PAY

Please indicate how you would like to pay (Bank or personal checks won't be accepted). Bank transfers are made payable to  
**ALL BANK CHARGES ARE PAID BY THE SENDER**  
 ..... bank transfer\* ..... to our representative  
 ..... Visa or Master Card

**Bank name** Santander **Swift Code & BIC** BSCHESEMXXX  
**Account name** Cooperativa de Enseñanza San Andrés y Santa Bárbara  
**Branch Address** Calle Toledo, 54. Madrid - 28005 (Spain).

**BANK ACCOUNT (s) EUROS**  
**IBAN number** ES65 0049 2662 9121 1426 3381  
**Account number** 0049 2662 91 2114263381

**BANK ACCOUNT (\$) US DOLLARS**  
**IBAN number** ES65 0049 2662 9121 1426 3381  
**Account number** 0049 2662 91 2114263381

\* Please FAX to us a copy of the wire transfer with your name clearly visible.  
 Fill this out ONLY if you are paying by VISA or Master Card.  
 VISA  MASTER CARD (Transactions with other credit cards are not accepted)  
 NAME OF Card HOLDER .....  
 ID / PASSPORT OF HOLDER .....  
 CREDIT CARD N° .....  
 Expiration Date: ..... / ..... / .....  
 Card Verification Number (on back of card): .....  
 TOTAL AMOUNT ENCLOSED OR AUTHORIZED FOR CHARGE .....  
 AUTHORIZED SIGNATURE:  
 Please note that payments by Credit Card in US \$ will be charged in Euros at the current exchange rate.

## Guarantees & General conditions

- SANTA BÁRBARA is a private company.  
Head office:  
Plaza de la Paja, 4, 28005Madrid, Spain. Tax Identification Code (CIF) F-78.017.068.  
ESCUELA DE ESPAÑOL SANTA BÁRBARA is registered in the Mercantile Registry of Madrid, Volume 5, Page 675, Entry Nº 7, Nº28/M675.
  - SANTA BÁRBARA guarantees that all descriptions of programs, accommodation, and complementary services in the 2016 dates/prices brochure are accurate (any and all special arrangements and/or agreements should be set in writing and signed by SANTA BÁRBARA).
  - SANTA BÁRBARA guarantees a maximum of 10 students per classroom.
  - Students should be aware that they may appear in SANTA BÁRBARA's promotional materials or photos.
  - The published offers cannot be accumulated. All offers are subject to availability. There will be no changes made to bookings that have been received prior to the promotion. All offers and promotions will be applied upon enrollment. Discounts that became available after the first enrollment are not valid.
  - In the exceptional case that only 1 or 2 students are enrolled in a course in the same level, the school reserves the right to convert the course into a Private or Semi-private program which will result in a 50% reduction of class hours.
  - Any complaints need to be given in writing and within the first 24 hours (of starting classes, of arriving to accommodation, etc. depending on what the complaint is regarding). Otherwise students will lose the right to any compensation, refund or changes. SANTA BÁRBARA will accept any suggestions or requests only on a information level and to improve our services.
- ### Course Accreditation
- A personalized certificate will be issued for studies in accordance with the guidelines established by the Instituto Cervantes and the current legislation regulating non-accredited education.
  - This certificate will contain the name of the course taken, course level and number of hours completed. The name of the school in which the class(es) were given, dates of enrollment and level achieved will also be included.
  - This certificate is not valid as an official document in accordance with the legislation regulating non-accredited education.
  - Course verification will only be issued to students who attend at least 85% of their classes.
- ### Accommodation:
- For registrations received a week or less prior to the beginning of a course, SANTA BÁRBARA does not guarantee the type of accommodation desired and requested by the student due to the fact that priority is given to those students who have registered further in advance.
  - In the event that a student is not satisfied with the assigned accommodation for any justifiable reason, the student may move to another accommodation of the same type (up to 3 changes allowed). Students wishing to change accommodation arrangements should notify the person in charge during their first week of the program.
  - All students should inform SANTA BÁRBARA or the host family in advance of their approximate time of arrival. In the event that one of the previously mentioned parties is not contacted, SANTA BÁRBARA will not be held responsible for greeting or picking up the student upon arrival.
  - SANTA BÁRBARA does not guarantee accommodation for the family members or friends of enrolled students, as priority regarding available is given to SANTA BÁRBARA students.
  - If a student decides that he/she wants to postpone or take a break from any program for unjustified personal reasons, he/she will lose any right to a monetary refund, and the course will not be made up.
- ### Holidays:

- P lease check [www.spanishschoolsantabarbara.com](http://www.spanishschoolsantabarbara.com) for updated holiday information before planning your trip to Spain.
- Missed classes due to a public holiday will be made up in the same week.
- When 2 public holidays fall in the same week, one day will be made up in the same week. One to One classes will always be made up.

## General course cancellations/changes

### Courses Cancellations:

- All program fees must be paid at least 3 weeks prior to arrival otherwise SANTA BÁRBARA reserves the right to cancel the student's place.
- The 150€ / 200 \$ deposit will not be returned for any cancellations made.
- For cancellations prior to 2 weeks before the arrival date, there will be a penalty of 150€ + 5% of the total cost. For cancellations made during the last 2 weeks before arrival, there will be a penalty of 250€ + 10% of the total cost.
- Credit issued is valid for one year from the date of issuance.
- All refunds will have an administration charge of 10% (a minimum of 65€). Refunds of less than 100€ will be paid by a check issued in Spain at no extra cost if the student is still in Spain. If the student is outside of Spain, the refund will be paid by bank transfer and will include a minimum 35€ administration fee.
- All students who wish to cancel their program (course and / or accommodation) prior to their arrival should notify SANTA BÁRBARA in writing by e-mail ([info@spanishschoolsantabarbara.com](mailto:info@spanishschoolsantabarbara.com)) . Cancellations not received means will not be accepted.
- No refunds can be given for any cancellations made during your stay. Exceptions can be considered on request, but a minimum of 4 weeks of your program will be charged.
- After arrival, students may change their accommodation or program at no extra charge (subject to availability and paying the price difference if applicable).
- Course break: 1 free week off for every 8 weeks of the course (4-weeks notice required). In all other cases, taking a break during your course will incur a fee of 50€ and accommodation must be paid in full for the original program length (subject to availability).
- SANTA BÁRBARA cannot be held responsible for cancellations due to Act of God, health or personal problems.
- Cancellation fee after an Invitation Visa is issued is a minimum of 350€ or 25% of the total cost.:

## Cancellation Guarantee.

### General conditions:

- The price of the course and accommodation will be charged for the week during which the cancellation is made if the student makes that cancellation on a Monday, otherwise both the week of cancellation and the following week will be charged..
- In order to cancel a language program, the student must give notice via e-mail to [info@spanishschoolsantabarbara.com](mailto:info@spanishschoolsantabarbara.com). The day after the e-mail is sent will be considered the day the course has been officially canceled. Cancellation is only valid once an e-mail has been received. For this reason it is important that the student ascertain that the e-mail has been received.

## Useful information

### Visas for Spain:

- Citizens of countries belonging to the European Union do not need a Visa to enter Spain.
- Students coming from other countries should obtain information regarding the requirements for obtaining a **Visado (Visa)** at their nearest Spanish Embassy or Consulate. The certificates that accredit and confirm the enrollment in a Spanish program at SANTA

BÁRBARA can only be signed, sealed and sent by people authorized by SANTA BÁRBARA, who will not be responsible for rejected visa applications, as these certificates do not hold any official validity, but serve only as confirmation of a course to be taken in one of our schools. Such documents will only be sent to cover the amount of course time initially contracted by the student. SANTA BÁRBARA will send out, free of charge and to any student who asks for them, the following documents (if and only if the total cost of the program has been paid):

- Confirmation of the Spanish program chosen by the student.
- Invoice for the total cost of the program in question (course + accommodation).
- In the event that the student should urgently need the originals of any of these documents, SANTA BÁRBARA will send them and charge the cost of the express mail to the student.
- If a student visa is rejected SANTA BÁRBARA will charge the student 100€ per invitation letter sent, the 150€/ 200 \$ deposit and any additional basic costs. The student must show SANTA BÁRBARA formal proof (original copy) that their visa application has been rejected in order to receive the refund. If this copy is not received by SANTA BÁRBARA, 100% of the cost of the program will be charged.
- Any refund from SANTA BÁRBARA will have a 10% charge.

### Agreement:

- Upon signing the registration form or paying the course fees, the student accepts all the conditions described above. If, under any circumstances uncontrollable by SANTA BÁRBARA, the prices of accommodation go up, SANTA BÁRBARA will notify the student ahead of time of said changes. This price list replaces the previously existing one and is valid from 1<sup>st</sup> January 2016 until 31<sup>st</sup> December 2016 for all programs taking place between these two dates. SANTA BÁRBARA is not responsible for typographical errors and/or misprints contained.

<http://spanishschoolsantabarbara.com/>

