

Personal details		
Family Name	Nationality	Passport Number
First Name	Occupation	First Language
<input type="checkbox"/> Male <input type="checkbox"/> Female	Age	Date of birth Day: Month: Year:
How did you hear SWI?		
Home Address		
Telephone		
e-mail		

Centre and Courses				
Bogotá				
	Start Date	Finish Date	No. of Weeks	Lessons per Week
Semi intensive Spanish course – 20 hours am per week – 8am – 12pm				
Bildungsurlaub Intensive Spanish course 30 hours per week Class schedule 8am – 2pm				
Standard course – 15 hours pm per week Class schedule 8am – 11 am				
Semi intensive Spanish course plus Salsa Lessons 20 hours Spanish lessons per week + 6 hours salsa lessons				
Spanish plus DELE preparation 20 hours general Spanish per week plus 10 hours DELE preparation				
Spanish DELE preparation 15 hours pm per week				
Semi intensive Spanish course plus electives 20 hours Spanish lessons per week + 10 hours Electives				
Private Lessons – one to one				

Accommodation					
Type		Room Single	Start Date	Finish Date	No. of Weeks
Host family – Breakfast only					
Guest House – Breakfast only					
Do you have any special Requirements?					
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Medical and Travel Insurance					
Do you have alternative Medical and Travel Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Transfers <input type="checkbox"/> Yes <input type="checkbox"/> No					
Would you like travel transfer to your accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No					
	Airport / Station	Airport Terminal	Flight Number	Date	Time
Arriving					
Departing					

Method of Payment

- Credit card
- Direct to school
- Bank transfer

Please make sure you pay for all in advance.
You must send a copy of the bank transfer order to the school as a proof payment.

Bank: **Bancolombia**

Address: **Calle 57 – Bogotá Colombia**

Account Number: **20455678418**

Name of Account: **Spanish World Institute**

Swift: **Colocobm**

Your Agreement and Signature

1. I have received and understood the Terms and Conditions outlined in this document including the Conditions of Registration and Payment.
2. I certify that all the information given by me in this enrolment form is accurate and complete.

Signature of Student

Date

Terms and Conditions Payment Schedule

Enrollment Fee

There is an enrolment fee payable on all Spanish courses.

US\$ 50 or Euros 50 registration fee have to be paid at the time of booking. The balance (total payment minus registration fee) is due no less than 4 weeks before the course begins.

If you register in a Spanish class less than 4 weeks before course begins, the total amount must be paid in full immediately. We will not be able to confirm your registration and accommodation if you have not paid.

Bank charges for both sending and receiving banks are payable by the sender. **IMPORTANT:** when making your payment please ensure that you transmit sufficient funds to cover the bank charges and to cover the amount shown on the invoice at the exchange rate of the day.

Visa documentation

Full fees must be paid in advance, once we have received your payment course fees, we will hold a place on the course and send all relevant visa documentation including a Certificate of Acceptance for Studies if applicable. Please advise us as soon as your visa is granted or refused.

Group Classes

1. Group classes run 5 days a week from Monday to Friday, Start every Monday or Tuesday if a Monday is a public holiday in Colombia.
2. New classes start every Monday, except the weeks with a bank holiday, lessons will move to start on Tuesday.
3. Students cannot join a group class after Tuesday (private lessons may be an option) Class times will be confirmed on the Friday before the class commences. Payment for the following week's class must be received before lessons start.
4. One class per week might be outside of the school's premises in order to promote Spanish immersion, cultural experiences and practice in various environments. This activity is considered part of the week's class content and as such students are expected to attend and no refunds are given if a student does not want to participate.
5. Each course includes: Class materials, Two Activities per week, Welcome, Course Report and Certificate.
6. Length of courses: from 1 to 36 weeks.
7. Classes take place from Monday to Friday except on public holidays.
8. Number of students per class 3 to 6 maximum.
9. Minimum age for adult courses: 18 years old.
10. One lesson: Lesson 50 minutes each one

Private Group Classes

In a private group class you create the group, whether it's your friends, partner or another person with the same Spanish level. The Classes can be run for a period of 2, 3 or 4 hours a day. As it's a private group, lessons can be customized according to the group interest, there is greater flexibility on the content you wish to cover.

Skype online Spanish Lessons

Must be booked with a minimum quantity of 5 hours. Class changes must be advised with a minimum of 24 hours' notice, otherwise the class will be forfeited. There are no refunds for Skype lessons.

General Notes on refunds

- No refunds are given for long-term reduced price courses for cancellation or withdrawal, less than four weeks before the start of the course except in the case of visa refusal.
- All refunds are paid minus any bank charges, minus the enrolment fee. Refunds are made to the fee-payer after deductions for any disbursements or damages
- No refunds are given for late arrivals
- No refunds are given for students who are expelled from the school for disciplinary reasons

Attendance and rescheduling

Online Lessons, Private classes and Private groups Class Changes must be advised with a minimum of 12 hours' notice, otherwise the class will be forfeited

Group classes: Once classes have commenced, missed days cannot be refunded, rescheduled, or transferred to another period of time or to another person. Only emergencies supported with formal written documentation will be taken into consideration for a refund or transfers.

Alteration of Bookings

We shall be happy to comply with your wishes for changes in your arrangements in respect of dates, accommodation, etc., as far as possible, up to 2 weeks before the start date of your program. Any change before 2 weeks of the starting date will cost US\$50 or Euros 45.

Cancellation

1. If you wish to cancel your booking, you must do so in writing
2. If you cancel no later than 4 weeks before the course begins, we retain only the registration fee and accommodation placement fee.
3. If you cancel less than 4 weeks before the course begins, we reimburse you 80% of the course and lodging costs, we retain only the 20% of the course fee plus enrolment fees and accommodation placement
4. If a student cancels the course 7 days or less before its course's commencement day, the school will retain 40% of the tuition plus enrolment fees and accommodation placement
5. Please remember that the banks charge a fee for wire transfer services. The student must cover it.
6. If your visa is refused, please send us a copy of the visa refusal letter. On receipt of this letter, tuition fees, accommodation fees will be refunded minus the enrolment fee and accommodation placement and minus any bank charges.
7. No refund is given if the course is a long-term reduced price course of 12 weeks or longer
8. For other courses the tuition fees and accommodation fees will be refunded minus a one-week cancellation charge, minus the enrolment fee and minus any bank charges.



A cancellation becomes effective upon receipt by SWI of written or wired notification. There will be no refund in the event of late arrival, leaving or being dismissed before the end of the course.

Accommodation booking

There is no refund if the student wants to leave the family, shared flat or residence during the required initial period.

Remember if you book your accommodation at the Shared flat, you are renting just a room, not the whole flat. The accommodation must always be fully paid in advance. Accommodation will be fully refunded if cancellation is made at least two weeks before classes start, we will retain just the accommodation placement fee. Please note that there will be no refund if you book accommodation either if it is the shared flat, the family house or residence for a certain period of time and you decide to go on holidays after the accommodation begins.

Insurance

Spanish World Institute fees do not include any sort of insurance. We recommend that you have your own health, accident and liability insurance with international cover before starting out on your trip. The school is not responsible for illnesses, accidents, or problems of any kind that may occur during stay period at the school, the flat, family house or residence.

Declaration by the student

When you enroll on a course at Spanish World Institute, whether you complete a Spanish World Institute enrollment form, enroll via an agent or by other means, your act of enrolment means that you are fully in accordance with our terms and conditions and agree to abide by them.

Public holidays and School closure

Tuition is not given on public In Colombia there are about 17 days of public holidays every year, most of which are on a Monday. The school will be closed on public holidays and Group Classes distributed over 4 days instead of 5.