

General terms & conditions

The deposit of 150 €

This is a unique payment as a **deposit of reservation** of the Internship program and will be discounted once the total payment is done.

The total payment must be done once you arrive to the school the first day.

The Spanish Course prices

Course prices include free access to the Learning Centre, Internet and WIFI, cultural activities, Spanish level test, end-of-course Certificate and materials.

Course prices do not include Accommodation, Insurance or Transfer, unless otherwise stated.

Accommodation

Accommodation in host family's prices includes board, personal laundry and other facilities as described in Living in Valencia Handbook.

Host family Changes: Should a student wish to change family INTERNSHIPINSPAIN will do so after giving due consideration and in discussion with both student and family.

A deposit of 150 € per person is required in the accommodation in apartments. INTERNSHIPINSPAIN will give it back to you the last day of your stay.

Accommodation is offered subject to availability, and should be booked well in advance, especially at summer. To cancel a booking for accommodation you must let us two weeks in advance. If shorter notice, INTERNSHIPINSPAIN will charge a minimum of two weeks.

Starting Dates 2011

For participants with a basic knowledge of Spanish, every Monday. For participants with no knowledge of Spanish: 10 Jan, 21 Feb., 4 Apr., 16 May, 13 Jun., 11 Jul., 1 Aug., 16 Aug. *, 29 Aug., 19 Sep., 17 Oct., 21 Nov.

Public holidays 2011

- INTERNSHIPINSPAIN will be closed for Christmas holidays between December 24, 2011 and January 8, 2012; furthermore all Saturdays and Sundays of the year and the following dates due to public holidays: 6 Jan., 21 Apr., 22 Apr., 25 Apr., 2 May., 15 Aug., 10 Oct., 12 Oct., 1 Nov., 6 Dec., 8 Dec.
- INTERNSHIPINSPAIN does not refund money due to Public Holidays. When 2 holidays fall within one week, classes of one day will be made up.

Arrival & Departure

INTERNSHIPINSPAIN encourages you to arrive the Sunday before the course begins and to stay until the Saturday, which follows the last day of class.

Pick-up Service

Although there is a metro from the airport or train station and it is completely safe and much cheaper to use public transportation, we can arrange transfer to your accommodation with a reliable taxi-driver. The cost is 50 € and it includes a maximum waiting period of 1 hour after the arrival of the flight. Each extra hour the driver has to wait costs 12 €.

Booking and Payment Conditions

Booking and payments

You can pay the deposit of reservation through our Internet Secure Server filling the Enrolment form in our web page or order a transference to our bank account and send a copy by fax together your personal details and course interested in.

Following the receipt of the payment of the deposit (150 €), INTERNSHIPINSPAIN will send you by email a letter of admission in the specified course.

To pay by Bank Transfer IBAN number is required. All payments should be marked with your name. All bank charges are the responsibility of the participant.

IBAN Number: ES21 0072 0766 780000102437.

SWIFT code: PSTRESMM / BIC Code: PSTRESMM

Bank Name: BANCO PASTOR. Bank address: Calle El Bachiller, 6. 46010 Valencia.

Cancellation Policy

When Visa applications are rejected an administrative charge of 150 € is required.

When the participant cancels less than 15 days before course starts an administrative charge of 150 € is required.

After commencement of course: No refund will be provided.

There is no refund of fees for days missed during the course or for late arrival or early departure.

Participants desiring to cancel their accommodation must advise 15 days in advance. If less than 15 days, INTERNSHIPINSPAIN will charge these days.

Students opting for a less intensive programme after the commencement of course will not receive a refund.

Insurance & Health

Students are strongly recommended to take out full travel and health insurance in advance. If you need it, INTERNSHIPINSPAIN can provide a full private insurance.

EU Nationals should bring **E111 Forms**.

Students are advised to insure against loss of fees and/or expenses that may be incurred due to cancellation or sudden early departure from a course.

Visas

Nationals of the following countries do not require a visa for stays of **up to 90 days**:

(a) EU countries, Australia, Canada, Japan and US.

(b) Brazil, Croatia, Cyprus, Iceland, Israel, Korea (Rep. Of), Liechtenstein, Malaysia, Malta, Monaco, Netherlands Antilles, New Zealand, San Marino, Singapore, Switzerland and Vatican City, apart from other Latin American countries.

Those staying **longer than 90 days** may require a student visa except EU country nationals.

The school will give all reasonable assistance to students when applying for a Visa.

At least **6 weeks** is needed to process a Visa application. Please do not apply for registration on a course that will not allow enough time for the processing of the visa application.

A **deposit of 500 €**, plus the deposit of reservation of 150 €, is due (deducted from final invoice). In the event that the application for a Visa is refused by the Spanish Embassy or Consulate, we will refund the deposit and any other paid fees after the deduction of an administrative **charge of 150 €**, after receiving the refusal letter from the Spanish Embassy or Consulate.



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INTERNSHIPINSPAIN reserves the right to decide if a participant is not ready to start the internship period in the collaborating company due to the lack of Spanish skills. In this case the participant will have to extend the duration of the Spanish course.

INTERNSHIPINSPAIN does not assume responsibility for loss, delay or accident of any kind whatsoever that may occur due to fault or negligence of any company or persons carrying out ancillary arrangements.

INTERNSHIPINSPAIN reserves the right to cancel any arrangements or bookings without prior notice if payment conditions are not met.

INTERNSHIPINSPAIN reserves the right to change any arrangements set forth in announcements of the program, offering substitutes of equal value, or to cancel the program entirely with full refund. Rates and schedules are subject to change.

INTERNSHIPINSPAIN does not refund money due to Public Holidays. When 2 holidays fall within one week, classes of one day will be made up.

INTERNSHIPINSPAIN reserves the right to dismiss any student for misconduct or at any time the student engages in conduct dangerous to the student or others, or engages in criminal behaviour. Whether or not the student's behaviour justifies dismissal from the programs shall be within the sole discretion of INTERNSHIPINSPAIN will not accept responsibility for damage to or loss of property, personal illness or injury, or death while a student is on the course.

In the event that an emergency develops which requires surgery, hospitalisation, or other medical care *Advisers for International Programs in Spain, S.L* to take any action which it deems appropriate under the circumstances, including but not limited to: arranging for medical or psychiatric treatment, the administration of prescription drugs, and transportation back to his/her country. INTERNSHIPINSPAIN will not cover costs that may arise as a result of the need for repatriation of student.

Any client who wants it, always that his/her complaints have not been attended, can be in contact with the Defender of the Student, who will analyse his/her complaints to give them a solution. A commission of the three schools belonging to the Spanish Federation of Schools of Spanish will form this Defender of the Student.

Misrepresentation

The School is not liable if there are promises made by agents to students that do not reflect the policies and services of the school as described in the Agent Manual and Brochure. It is the responsibility of the Agent promoting INTERNSHIPINSPAIN to give a true and accurate description of our programmes.

Special discounts

If **3 students** enrol together, they will be applied a discount of 10%. If **5 students** enrol together, they will be applied a discount of 15%.

Special charges

Accommodation for **relatives or friends** of students plus 15 %.

A **deposit of 100 €** per person in apartments is required.

Disclaimer: All efforts have been made to give accurate information in this document. Should mistakes or discrepancies occur please bring them to our attention.



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