

General and cancellation conditions

1. To be eligible for a level assessment on the first day or the right to a final assessment and a certificate of attendance from the school, you must have at least 10 hours of lessons.
2. The classes take place in the TRIVIUM CUENCA Centre, calle Sánchez Vera 13, 1º, Tel.: 0034969235075.
3. If you are unable to attend classes, you must give 24 hours notice.
4. There is instruction on Spanish holidays.
5. Every course cancellation by a registered participant must be made in writing and has the following stipulations: If a cancellation is received up to 14 days before the start of the course, the deposit of 10% will be retained. In the case of later cancellations, 20% will be retained or will have to be paid. In the event of course cancellation after the start of the course or by a no-show (not coming to the course), the deposit and course fee will be retained or are to be paid in full. If the cancellation or absence cause further costs (e.g. Apartment, hotel, family accommodations) these must be paid for by the cancellation or absent participant.
6. In the event of sickness or accident, the Director of TRIVIUM CUENCA S.L. has the right to take all necessary steps or make all necessary arrangements. All costs for these procedures must be paid by the sick or injured participant.
7. Any course participant is obliged to respect and carry out the Rules of the school, family, hotel or apartment.

I have read and accept the cancellation conditions

In order to comply with the provisions laid out in the RGPD (General Register of Data Protection) May 25th, 2018, we inform you that your personal data or the data of those in your charge included in the form will be registered in the file of the owner TRIVIUM Cuenca, Centro de Cultura y Lenguas Europeas SL (Centre of European Languages and Culture) , located at Calle Sánchez Vera 13/1º, E -16002 Cuenca (Spain.) The sole purpose of this will be in aiding the registration process at our center. This data will never be transferred to third parties for any other purpose except in cases established by Law. Upon accepting the transfer of your personal data in writing of this document, you give explicit consent that the person in charge of dealing with personal data at Trivium can handle any personal data exclusively for enrollment purposes at our center. Conversely, you may exercise your rights of access, cancellation, correction or objection established by law, by sending a personal request to administración@trivium-cuenca.com. All of this, without prejudice to the fact that you can exercise these rights under the terms established in the RGPD of May 15th, 2018.

I have read and accept the data protection policy.

CONFIRMATION, to be filled out by TRIVIUM CUENCA, S.L.

We here by confirm your registration for the course and confirm receipt of the 10% advance payment.

from.....to..... 20.....

.....
Date/ Place

.....
Signature

.....
Trivium Cuenca SL



**TRIVIUM
CUENCA**

Centro de Cultura y Lenguas Europeas SL

**REGISTRATION FORM
PRIVATE LESSONS**

Dates: all year round

- Start date to be agreed.
- You decide how many weeks and how many daily hours you want.
- One lesson = 50 minutes.

The price include: (without accommodation)

- Private lessons, topics and lesson length subject to agreement
- Use of the leisure rooms (WIFI in the whole centre).
- Use of the LIBRARY- VIDEO LIBRARY and loan service.
- Welcome folder and class material (grammar book).
- Initial evaluation and personal assessment.
- Right to final evaluation and certificate of attendance from the school.
- There will be a contact person available for optimum guidance and advice from the beginning till the end of your stay.
- Organization of activities and accommodation.
- The Academy also has a 24-hour contact phone number.

Please send by email : info@trivium-cuenca.com

TRIVIUM CUENCA

Calle Sánchez Vera 13, 1º

E-16002 Cuenca (Spain)

Tel.: 0034 969 23 50 75

Mobil: 0034 616 47 88 42

www.trivium-cuenca.com

I wish to participate in the language course and request a firm booking and confirmation.

Please fill out legibly and put a check next to your personal wishes. Thank you.

Last name: First name:

Date of birth: Nationality:

Occupation:

Street:

Post code: City:

State: Mobil:

Email:

Language ability:

none elementary intermediate good very good

Do you already have a Spanish certificate? Level A1 A2 B1 B2 C1 C2

Do you speak other languages?

Accommodations: Single Double

(accommodation not included)

Hotel/ Hostal

Family (full board): €160 per student and week

Apartment

Do you need a transfer: Madrid (Airport)/Cuenca/Madrid: Yes No

€ 130/ one way

Information for host families in Cuenca:

Do you have any allergies?

Do you need any special/regular medication?

Do you need any special diets? (e.g. vegetarian, gluten-free?):

Do you like pets? No yes Dogs, cats,....:

What do you do in your spare time?

I choose the course: (without accommodation)

Please mark with a X

1 lesson/ day	€ 26	€ 26/ day	
2 lessons/ day	€ 26	€ 52/ day	
3 lessons/ day	€ 25	€ 75/ day	
4 lessons/ day	€ 25	€ 100/ day	
5 lessons/ day	€ 23	€ 115/ day	
6 lessons/ day	€ 23	€ 138/ day	

Dates:

from to 20

Theme:

Business Spanish Spanish for Tourism Spanish in general

Exam preparation: high school teacher training SIELE DELE

Others:

By signing this form, you declare that you are aware of and accept the data protection clause and the general terms and conditions on the back of this Registration Form. by the organiser "TRIVIUM CUENCA S.L."

.....

Date/ Place Student's signature

First and last name:

Signatures of the parent(s)/legal representative(s)

Contact number:

To confirm attendance you must pay 10 % to the account indicated 14 days before the start of the course. The balance must be paid before the course starts. For further details please see our cancellation policy overleaf.

Bank: CaixaBank **Reference:** student's name

IBAN: ES24 2100 2983 4213 0033 4727

BIC: CAIXESBBXXX