

## General and cancellation conditions

1. The classes take place in the TRIVIUM CUENCA Centre, calle Sánchez Vera 13, 1º, Tel.: 0034969235075.
2. There is no instruction on Spanish holidays.
3. 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 € 150 will be retained. In the case of later cancellations, € 200 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.
4. 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.
5. 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](mailto: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.



**TRIVIUM  
CUENCA**

Centro de Cultura y Lenguas Europeas SL

**REGISTRATION FORM  
TEACHER TRAINING**

**€ 750/ week**

**The price include:**

- Training: 4 daily private lessons from monday to friday (a total of 20 lessons).  
1 lesson = 50 minutes.
- Free transfer from Cuenca's bus & railway station to your accommodation.
- Contact with native teachers.
- Visit to a company with information about the world of work.
- Trip to a business to learn about the flow and workings of a Spanish company.
- Guided tour of the city.
- An excursion to Cuenca's mountains.
- Welcome folder and class material (grammar book).
- Initial evaluation and personal assessment.
- Right to final evaluation and certificate of attendance from the school.
- Use of the leisure rooms (WIFI in the whole centre).
- Use of the LIBRARY- VIDEO LIBRARY and loan service.
- Contact person for optimal advising, available from arrival until departure at the end of your stay.
- The Academy also has a 24-hour contact phone number.

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

We here by confirm your registration for the course and confirm receipt of the € 150 advance payment.

From ..... to ..... 20.....

Date/ Place

Signature

Trivium Cuenca SL

**Please send by email : [info@trivium-cuenca.com](mailto: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](http://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.

First name: ..... Last name: .....

Date of birth: ..... Nationality: ..... Occupation: .....

Street: .....

Post code: ..... City: .....

Telephone: ..... State: .....

Email: .....

Course dates: from ..... to ..... 20 .....

Arrival in Madrid (sunday): ..... 20.....

Departure from Cuenca (saturday): ..... 20.....

Transfer in Cuenca to the accommodation: Yes No

Transfer from the accommodation to the station in Cuenca: Yes No

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

Family (with supplement €160 /week full board).

Apartment (ask for prices)

Guesthouse (ask for prices)

Will you come alone? Sí No With whom?.....

Do you need transfer? Madrid airport/ Cuenca/ Madrid Yes No

€ 125,00/ one way

Teacher training (private lessons): € 750

4 daily private lessons from monday to friday (a total of 20 lessons)

Teacher training (for 2 participants same level): € 650 per student

4 daily lessons from monday to friday (a total of 20 lessons)

Registration: \*(Name: .....)

Themes (not detailed, before the start of the course we will send you a survey with proposals):

.....  
.....

Exam preparation: teacher training SIELE DELE

How did you find out about our language courses? .....

.....

Special wishes: .....

.....  
Date/ Place Signature

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."

To confirm attendance you must pay € 150 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

Centre: c/ Sánchez Vera 13

Accommodation:

16002 Cuenca

www.trivium-cuenca.com