



UAB Idiomes Barcelona Spanish courses. Language and culture

How to Book - Application Procedure

INFORMATION

Bookings

You can book a course at UAB Idiomes Barcelona in two different ways:

- directly by sending us the course enrolment form by fax, post or e-mail
- through our worldwide network of agents (please contact us for the name of a local agent)

Payment

Please fill out the course enrolment form and send it to us with a deposit of 250 €, or 500 € if you require visa documents. You can pay by credit card (Visa or MasterCard) or bank transfer. If you pay by bank transfer, please add 15 € for bank and administration charges. Other bank charges are paid by the sender.

Bank details:

Caixa Catalunya

Plaça Cívica UAB

08193 Bellaterra (Cerdanyola del Vallès)

Barcelona, Spain

Account name: **UAB Barcelona**

Account IBAN number: **ES 15-2013-0692-8902-0190-1437**

Swift code: **CESCESBBXXX**

Confirmation of enrolment

When we receive your application form we will confirm that you are enrolled on your chosen course and send you a letter welcoming you to UAB Idiomes Barcelona. We will also send you the complete bill for your course which **must be paid 3 weeks before the course starts**. Any registration that is confirmed but not paid for in full before the course starts, may be cancelled. The deposit will be deducted from the final bill and is non-refundable.

The price includes:

Registration and enrolment fee
Pre-arrival SIM placement test
Welcome pack on arrival with local information and advice
Teaching and tutorial sessions
Progress tests
UAB examination for 80 hour courses
UAB certificate on successful completion of a full 80 hour course
UAB attendance certificate
Internet access
Loan of course books and materials
Use of private study facilities
Local information, advice and excursion programmes
Student ID card

Administration Charges

Express mailing of letters or documents for visa purposes will be charged at 40 €

Cancellations

All cancellations must be notified in writing a minimum of 21 days before the course starts. All tuition fees will be refunded minus a 50 € administration fee. Cancellations between 1 and 21 days before the course starting date will forfeit the entire deposit of 250 € or 500 €. There are no refunds for cancellation after the course starts.

All courses must be paid in full before the starting date. UAB Idiomes Barcelona reserves the right to cancel courses due to insufficient number of students with a minimum notice time. In this case, the course fees will be refunded in full.

UAB Idiomes Barcelona reserves the right to terminate any applicant's participation if he/she does not adhere to the rules and regulations of the school.

No refunds (or extensions) will be given for late arrivals or absence during the course, or for teaching days lost due to local and national holidays when the school is closed.

Insurance

UAB Idiomes Barcelona will not be held responsible for loss or damage to personal property or belongings.

EU nationals are strongly advised to obtain form E-111 from their local health authority before arriving in Spain. All students are advised to arrange adequate personal insurance for Spain. UAB Idiomes Barcelona can arrange comprehensive local insurance for students who have not made the necessary prior arrangements.

Visas for Spain

It is the duty of each student to ascertain the correct entry requirements for entering Spain at their nearest Embassy or Consulate. Citizens of the EEC do not normally require visas but UAB Idiomes Barcelona cannot accept responsibility if students are denied entry into the country.

For more information or to make a booking at UAB Idiomes Barcelona:

1. E-mail: info.idiomes@uab.es www.uab-idiomes.com
2. Telephone: (+34) 93 433 50 60
3. Fax: (+34) 93 433 50 66
4. Mail or in person:
UAB Idiomes Barcelona
c/ Sant Antoni Maria Claret 171
08041 Barcelona Spain