

## SPANISH COURSES 2011 – DATES AND PRICES

### STARTING DATES FOR INTENSIVE, SPECIAL INTENSIVE, COMBINED COURSES AND COURSES + INTERNSHIP

Courses start every Monday for elementary to advanced levels. Beginners start on the first or third Monday of each month:

03. January	17. January	04. July	18. July
07. February	21. February	01. August	16. August
07. March	21. March	05. September	19. September
04. April	18. April	03. October	17. October
03. May	16. May	01. November	14. November
06. June	20. June	28. November	12. December

### TRAINING COURSES FOR TEACHERS OF SPANISH (starting days). 1 week

4 APRIL – 09 MAY – 13 JUNE -18 JULY – 12 SEPTEMBER – 17 OCTOBER

### PREPARATION COURSES FOR THE OFFICIAL SPANISH PROFICIENCY DIPLOMAS (D.E.L.E.). \*\*minimum booking: 10-week course

From 10 January to 13 May from 7 June to 13 August

From 5 September to 11 November

**D.E.L.E EXAM dates: May 2010 – August 2010 - November 2010 (dates to be confirmed)**

### SUMMER JUNIOR PROGRAMME (starting dates)

13 June, 4 July

**National and International Holidays:** 01 and 06 January, 22 April, 2 May, 23 June, 15 August, 12 October, 31 October, 08 December.

**Christmas Holidays:** 27 December 2011 – 02 January 2012

### Special Remarks

There are no classes on national and local holidays. These classes are not recoverable, except in the case of Individual Courses.

The school closes for 1 week at Christmas.

- Classes are held from Monday to Friday. The school is closed on Saturdays and Sundays.
- 1 lesson = 45 minutes.
- Groups with a maximum of 10 students and minimum 4 students.
- Extensive course Groups have a maximum of **12 students** and minimum of 4.
- The minimum age for students is 17. Students under 18 years of age need written permission from their parents.
- Course and accommodation fees in Euros (€).

## PRICES FOR 2011

Enrolment fee: 45 € (non-refundable)

### 1. GENERAL COURSES

#### INTENSIVE COURSE

**20 lessons/week/group – 4 lessons** per day of language tuition

Timetable 09.00-10.30 and 10.45-12.15 • all levels • from 1 to 8 weeks (or more)

<b>1 week</b>	<b>20 lessons</b>	<b>205 €</b>
<b>2 weeks</b>	<b>40 lessons</b>	<b>370 €</b>
<b>3 weeks</b>	<b>60 lessons</b>	<b>555 €</b>
<b>4 weeks</b>	<b>80 lessons</b>	<b>725 €</b>

**Additional week**                      **185€**

#### SPECIAL INTENSIVE COURSE

**20 lessons/week/group + 10 lessons/week in small group**

6 language tuition lessons per day: the Standard Course, consisting of 4 classes, is supplemented by 2 extra classes per day in small groups, (In the event of there only being 1 student per level, these extra classes will be substituted by 2 private lessons, 3 days per week). Accredited in Germany (**Hamburg, Berlin, Nordrhein-Westfalen, Mecklenburg-Vorpommern, Rheinland-Pfalz, Sachsen-Anhalt, Schleswig-Holstein**) as "Bildungsurlaub".

Timetable: Standard Course morning schedule • 1 additional class 12.30-14.00 • all levels • from 1 to 8 weeks (or more)

<b>1 week</b>	<b>30 lessons</b>	<b>375 €</b>
<b>2 weeks</b>	<b>60 lessons</b>	<b>710 €</b>
<b>3 weeks</b>	<b>90 lessons</b>	<b>1065 €</b>
<b>4 weeks</b>	<b>120 lessons</b>	<b>1405 €</b>

**Additional week**                      **355 €**

#### COMBINED COURSE (group + one-to-one)

**20 lessons/week/group + 10 lessons one-to-one/week**

6 language tuition lessons per day: the Standard Course consisting of 4 classes is supplemented by 2 extra one-to-one classes per day. Timetable: Standard Course morning schedule + 2 additional one-to-one classes from 12.30-14.00 • all levels • from 1 to 8 weeks (or more) • **Hamburg, Berlin, Nordrhein-Westfalen, Mecklenburg-Vorpommern, Rheinland-Pfalz, Sachsen-Anhalt, Schleswig-Holstein**) as "Bildungsurlaub".

<b>1 week</b>	<b>20+10 lessons</b>	<b>510 €</b>
<b>2 weeks</b>	<b>40+20 lessons</b>	<b>975 €</b>
<b>3 weeks</b>	<b>60+30 lessons</b>	<b>1470 €</b>
<b>4 weeks</b>	<b>80+40 lessons</b>	<b>1945 €</b>

**Additional week**                      **465€**

## 2. INTERNSHIP PROGRAMMES

### COURSE + INTERNSHIP IN MADRID

#### 20 lessons/week/group + internship

A 4-week Standard Course for students with an advanced level of Spanish (*Diploma Intermedio*) followed by an internship in a company • minimum age 18, max. 30 • Spanish level B1 • from 12 weeks to 1 year • All year long

**4-week Spanish course + Internship 80 lessons 1150 €**

### NEW! COURSE + INTERNSHIP 2 CITIES.

#### 20 lessons/week/group + internship combine Madrid + Valencia or San Sebastián

A 4-week Standard Course for students with an advanced level of Spanish (*Diploma Intermedio*) followed by an internship in a company in Valencia or San Sebastián • minimum age + 18; max. 30 • Spanish level B1 • from 12 weeks to 1 year • All year long

**4-week Spanish course + from 8 weeks Internship in Valencia/San Sebastián 1395 €**

**6-week Spanish course + from 8 weeks Internship in Valencia/San Sebastián 1595 €**

## 3. EXTENSIVE SPANISH LANGUAGE COURSES AND RESIDENTS IN MADRID

### EVENING COURSE

#### 4 lessons/ week/ group.

All levels • from 4 to 24 weeks • **2 days /week:** Mondays and Wednesdays or Tuesdays and Thursdays from 18.30 to 20.00, 20.00 to 21.30

**1 day /week:** FRIDAY 16.00 to 19.00. SATURDAY MORNING 10.00 to 13.30 • all year long

		Monday to Friday	Saturday
4 weeks	16 lessons	140 €	160€
6 weeks	24 lessons	210 €	245€
8 weeks	32 lessons	280 €	320€
10 weeks	40 lessons	350 €	400€
12 weeks	48 lessons	420 €	480€

## 4. SPANISH COURSES FOR GROUPS

### GROUP PROGRAMME (from one week)

GROUPS: Secondary schools, primary schools, educational institutions, universities, friends • AGE: 15-85 • STUDENTS: From 5 to 40 people + chaperone • SPANISH COURSE: 4 hours/day 09:30-13:00 • CULTURAL PROGRAMME: daily activity, from Monday to Thursday, as well as a weekend excursion • ROOM AND BOARD: Double room with a family on half-board basis (breakfast and dinner) • TRANSFER from and to the airport • **all year round**

**Personalised budgets on request**

### TAILORED MINI-COURSES

This is a very flexible programme. Tell us what you are looking for and we will arrange it. If the group does not have a lot of time and you can get cheaper flights to Madrid mid-week, then our Tailored Mini-Course is the option for. It consists of a 3, 4 or 5-day course starting and ending on a week day, with classes in the morning and cultural activities in the afternoon and at the weekend • **all year round**

**Personalised budgets on request**

### GROUP PROGRAMMES: COMBINED COURSE 2 CITIES

Combination Group Programme: one week in the vibrant cultural capital city of MADRID and one week in one of these fascinating cities: **VALENCIA, SAN SEBASTIAN, GRANADA, TOLEDO or SEVILLE.**

This two-week course provides a unique vision of Spain through the eyes and culture of two fascinating cities, each with its own history and attractions.

The programme schedule for the two weeks consists of Spanish language classes in the mornings and varied activities in the afternoons and evenings. Accommodation is with host families, half board. Minimum 8 participants. **You can start the programme in the city of your choice; we recommend you check the most economical flight from your city.**

**Personalised budgets on request**

## 5. SPANISH FOR PROFESSIONALS

### NEW! IMMERSION SEMINAR IN MADRID

#### 20/30/40 lessons/week

The student chooses the starting date • timetable to be confirmed with the office • all levels.  
 Content: General Spanish and culture; Spanish for specific purposes • **Optional: lunch with your teacher and/or cultural program with Spanish teachers** • Minimum 1 week/20 lessons  
**Lessons last 45 minutes.**

Price on request

### ONE-TO-ONE

#### 20/30/40 lessons/week

Timetable to be confirmed with the office • all levels. • From 2 lessons • Content: General Spanish and culture; Spanish for specific purposes • **Lessons last 45 minutes.**

#### Fees per week\*

20 private lessons	760 €
30 private lessons	1140 €
40 private lessons	1520 €

- In the event of two students enrolling for the same Individual Course, we offer each student a 15% discount on the course fee and they will have classes together.

1 private lesson: 38 €

## 6. COURSES FOR EXAM PREPARATION

### PREPARATION COURSE FOR THE OFFICIAL SPANISH PROFICIENCY DIPLOMA (D.E.L.E.)

#### 4 lessons/week/group

All courses prepare students for the "Certificado Inicial", "Diploma Intermedio" and "Diploma Superior" exams • Educational material included in the course fee • Minimum 10-week Course with 4 classes per week in a group • max.12 students per class / Minimum 4

**AFTERNOON:** Monday and Wednesday or Tuesday and Thursday from 18.30 to 20.00, 20.00 to 21.30 • Fridays from 16.00 to 19.00.

**10 weeks    40 lessons    460 €**

**\*\* Includes a DELE ONLINE COURSE (20h of online lessons)**

**NEW! MORNING: Standard** Course morning schedule • 1 additional class 12.30-14.00 • all levels • from 2 to 8 weeks (or more).

**2 weeks    40 lessons+ 20 lessons    935€**

**\*\* Includes a DELE ONLINE COURSE (20h of online lessons)**

### NEW! SPANISH FOR BUSINESS

The TANDEM MADRID Spanish for business course is especially designed for professionals from different business areas who study Spanish with the aim of managing work relationships • **40 lessons/ group + 20 lessons one-to-one • 6 lessons per day** of language tuition: the Standard Course consisting of 4 classes is supplemented by 2 extra one-to-one classes per day • Levels B1, B2, C1, C2 • Timetable: Standard Course morning schedule + 2 additional one-to-one class from 12.30-14.00 • From 2 weeks • All year

**2 weeks    995€**

**\*\*Includes visits to companies and official organisations in Madrid**

## 7. ONE LANGUAGE, TWO CITIES (for individuals)

### FROM MADRID'S "HEART" TO VALENCIA'S " SOUL"

Spanish in Madrid and Valencia

1 or 2 weeks in Madrid, 1 or 2 weeks in Valencia

#### HALF BOARD FAMILY ACCOMMODATION

Includes 20 hours of classes per week + cultural activities in Madrid • Half board accommodation with a family in Madrid • Includes 20 hours of classes per week + cultural activities in Valencia • Half board accommodation with a family in Valencia.

**Two weeks (1 Madrid/1 Valencia) 743 € / Four weeks (2 Madrid/2 Valencia) 1445 €**

#### SHARED APARTMENT ACCOMMODATION

Includes 20 hours of classes per week + cultural activities in Madrid • Shared apartment accommodation in Madrid • Includes 20 hours of classes per week + cultural activities in Valencia • Shared apartment accommodation in Valencia.

**Two weeks (1 Madrid/1 Valencia) 687 € / Four weeks (2 Madrid/2 Valencia) 1209 €**

### FROM MADRID'S SKYSCRAPERS TO SAN SEBASTIÁN'S BEACHES

Spanish in Madrid and San Sebastián

1 or 2 weeks in Madrid, 1 or 2 weeks in San Sebastián

#### FAMILY HALF BOARD ACCOMMODATION

Includes 20 hours of classes per week + cultural activities in Madrid • Half board accommodation with a family in Madrid • Includes 20 hours of classes per week + cultural activities in San Sebastián • Half board accommodation with a family in San Sebastián.

**Two weeks (1 Madrid/1 San Sebastián) 811€ / Four weeks (2 Madrid/2 San Sebastián) 1507€**

#### SHARED APARTMENT ACCOMMODATION

Includes 20 hours of classes per week + cultural activities in Madrid • Shared apartment accommodation in Madrid • Includes 20 hours of classes per week + cultural activities in San Sebastián • Shared apartment accommodation in San Sebastián.

**Two weeks (1 Madrid/1 San Sebastián) 725 €**

**Four weeks (2 Madrid/2 San Sebastián) 1220 €**

## FROM MADRID'S PUERTA DEL SOL TO GRANADA'S ALHAMBRA

### Spanish in Madrid and Granada

(1 or 2 weeks in Madrid, 1 or 2 weeks in Granada)

#### FAMILY HALF BOARD ACCOMMODATION

Includes 20 hours of classes per week + cultural activities in Madrid • Half board accommodation with a family in Madrid • Includes 20 hours of classes per week + cultural activities in Granada • Half board accommodation with a family in Granada.

**Two weeks (1 Madrid/1 Granada) 740 € / Four weeks (2 Madrid/2 Granada) 1466 €**

#### SHARED APARTMENT ACCOMMODATION

Includes 20 hours of classes a week + cultural activities in Madrid • Shared apartment accommodation in Madrid • Includes 20 hours of classes a week + cultural activities in Granada • Shared apartment accommodation in Granada.

**Two weeks (1 Madrid/1 Granada) 705 € / Four weeks (2 Madrid/2 Granada) 1210 €**

\* Other destinations available on request

## 7. SPECIAL PROGRAMMES

### TRAINING COURSE FOR TEACHERS OF SPANISH

30 lessons/week/group – 6 lessons a day: 09.00 to 12.15 and 12.30 to 14.00

**1 week                      30 lessons                      445€**

\* If two teachers enrol for the same Training Course, we offer each teacher a 10% discount on the course fee.

### SUMMER JUNIOR PROGRAMME

AGE: 14-18 • STARTING DATES: 14 June, 5 July • SPANISH COURSE: 4 hours/day 09:00-12.15 • CULTURAL PROGRAMME: daily activity, from Monday to Friday, as well as a weekend excursion • ROOM AND BOARD: Family home, double room, full board • TRANSFER: from and to the airport

**2 weeks    1170 €**  
**4 weeks    2240 €**

\*\*Also for closed groups/ Personalised budgets on request

### NEW! SPANISH ONLINE COURSE: DELE COURSE

The DELE course is an Internet-based educational infrastructure set up to provide Spanish exercises focused on the official DELE exam • These can be completed by distance learning • levels B1, B2 • **from 1 month/ 20h**

**1 month without tutor** **60€**

### NEW! SPANISH ONLINE COURSE: AVE COURSE

The Spanish Virtual Classroom is an Internet-based educational infrastructure set up to provide Spanish courses • These can be completed by distance learning • all levels • **from 3 months.**

**3 months without a tutor** **60€**  
**3 months with a tutor in group (min. 5 people)** **250€/group**  
**3 months with a private tutor** **450€**

### NEW! LONG-TERM COURSE

This course has the same features as the short-term intensive courses, but in a six-month or longer programme, with a special discount! • 20 lessons/week/group – 4 lessons of language tuition per day

Timetable 09.00-10.30 and 10.45-12.15 • all levels • from 24 weeks (or more)

<b>24 weeks</b>	<b>480 lessons</b>	<b>3440 €</b>
<b>32 weeks</b>	<b>640 lessons</b>	<b>4200 €</b>
<b>44 weeks</b>	<b>880 lessons</b>	<b>5500 €</b>

**Additional week** **125€**

**\*This special price is only valid if the total price of the programme is paid in advance.**

## 8. NEW! SPANISH WITH PASSION

### SPANISH AND A NATURAL HEALTH WEEKEND

Combine your Monday to Friday Tandem Madrid intensive Spanish course with a weekend in a marvellous Wellness centre located in the Guadarrama mountain range • 20 lessons/week/group – 4 language tuition lessons per day • Timetable 09.00-10.30 and 10.45-12.15 • all levels • 1 weekend in a Spa in the mountains of Madrid, from Friday to Sunday, individual room, full board + 2 therapies

1 week intensive Spanish course + weekend in a Wellness centre **485€**

\* Does not include transport to the Wellness centre in the weekend, but TANDEM can organise this on request!

\* This programme must be booked at least one month in advance

### ANTI-STRESS SPANISH IN MADRID

At the same time as learning Spanish, you can also “look after your body and your mind”, treating yourself to different therapies, such as shiatsu, podal reflexology, therapeutical massage in a centre offering excellent personalised attention and very close to the school • 20 lessons/week/group – 4 lessons per day of language tuition • Timetable 09.00-10.30 and 10.45-12.15 • all levels • **2 therapies**

1 week intensive Spanish course + 2 treatments **305€**

2-week intensive Spanish course + 2 treatments **470€**

\* This programme must be booked at least one month in advance.

### Spanish and GOURMET passion

In Spain gastronomy is a passion • 20 lessons/week/group – 4 lessons per day of language tuition • Timetable 09.00-10.30 and 10.45-12.15 • all levels • **1 wine-tasting session + 1 gastronomic food-tasting**

1 week intensive Spanish course + 2 gourmet activities **485€**

2-week intensive Spanish course + 2 gourmet activities **650€**

\* This programme must be booked at least one month in advance

### SPANISH AND A PASSION FOR ART

**Madrid is one of the great centres of world. We offer you a programme to enjoy it from specific and often not too well-known aspects of our great museums •20 lessons/week/group – 4 lessons per day of language tuition• Timetable 09.00-10.30 and 10.45-12.15 •1 visit to Museo del Prado+ 1 visit to Museo Thyssen + 1 visit to Museo Reina Sofia**

1 week intensive Spanish course + 3 visits to Museums	345€
2 -week intensive Spanish course + 3 visits to Museums	485€

\* This programme must be booked at least one month in advance

\*\* Other types of Spanish course or different visits are available on request, ask for a estimate

\*\*\* If you wish to visit more Museums in Madrid, please ask for an estimate.

## 9. ACADEMIC PROGRAMS

### ACADEMIC SEMESTER FOR UNIVERSITY STUDENTS

Two semesters: from September to December and from January to April • Each semester comprises 320 lessons: 240 language lessons, 80 hours of two elective courses (Literature, History, Art, Current Affairs, Business Spanish, etc.) • Educational material included in the course fee

**16 weeks    320 lessons    3715 €**

### ACADEMIC SEMESTER FOR UNIVERSITY STUDENTS WITH INTERNSHIP

Two semesters: from September to December and from January to April • Each semester comprises 120 lessons: 80 language lessons, 40 hours of one elective course • 280 hours internship in a company

**16 weeks    120 + 280 lessons    3715 €**

### ACADEMIC SEMESTER FOR UNIVERSITY STUDENTS WITH SPANISH FL TEACHER TRAINING

Two semesters: from September to December and from January to April • Each semester comprises 180 intensive Spanish lessons, 60 hours of teacher training seminars, 20 hours of observation • 2 projects

**16 weeks    345 lessons    3975 €**

## ACCOMMODATION 2011 – Prices per week/Euros

### Accommodation fee: 40€

<b>HOSTELS **</b> Single room with private bathroom, phone, TV. * Supplement in Double room: 150 €/week	405€ (extra night 57,90)
<b>HOTEL ****</b> Single room with bathroom, phone, TV, breakfast; very close to the school.	860€ (extra night 123,00)
<b>HOTEL **</b> Single room with private bathroom, phone, TV, <b>half board.</b>	450€
<b>FAMILIES</b> Single room + breakfast Single room + half board Single room + full board  Double room + breakfast Double room + half board Double room + full board	157 € (extra night 24,50) 206 € (extra night 32,50) 233 € (extra night 36,50)  139 € (extra night 22,00) 182 € (extra night 28,00) 211 € (extra night 32,00)
<b>NEW! FAMILIES, SPECIAL PRICE LONG STAYS: + 8 weeks</b>  Single room + half board  Double room + half board	189€  168€
<b>FAMILIES PLUS</b> (with private bathroom) Single room + breakfast Single room + half board Single room + full board	233 € (extra night 36,50) 270 € (extra night 42,00) 299 € (extra night 46,00)
<b>SHARED APARTMENTS</b>  Shared with Spanish people, single room with use of bathroom and kitchen, expenses included	485 € (For 4 weeks)  160 € per week (2 – 3 weeks)  220 (1 week)
<b>PRIVATE APARTMENTS in Madrid</b> <b>“Your home away from home”</b>	On request

Please note:

- Week price = Sunday to Saturday
- Reservations for double rooms only accepted for people coming together.
- Students must check in to accommodation after 12 noon on Sundays and check out before 12 noon on Saturdays.
- Changes of accommodation will be made on Sundays after 12 noon.
- Guaranteed Internet Acces by Wireless at home: 12 €/week

<b>NEW! TANDEM MADRID STUDENT RESIDENCE</b>	<b>Price/day/room</b>		
	<b>1 to 13 nights</b>	<b>14 to 41</b>	<b>+41 nights</b>
Single room + private bath	43 €	41€	38€
Single room + shared bath	37 €	35€	33€
Double room + private bath	54 €	52 €	49 €
Double room + shared bath	42€	38€	36€
3 people room + private bath	76€	72€	67€
3 people room + shared bath	52€	49 €	49€

  

<b>NEW! TANDEM MADRID STUDENT RESIDENCE /LONG STAYS</b>	<b>Price/room</b>		
	<b>8 weeks</b>	<b>12 weeks</b>	<b>16 weeks</b>
<b>Single room + private bath</b>	2063 €	3075€	4088€
<b>Single room + shared bath</b>	1788 €	2665€	3543€

**Price includes:** Bed linen, blankets, cleaning Service, share use of kitchen, Air conditioning, TV with Satellite Channels; Telephone Free Wireless Internet Access, Own Parking; Free Internet Access in the Reception area.

\*The accommodation is available from 12:00 noon on the Sunday prior to the first day of the course (Monday) until 11:00 noon on the Saturday following the last day of class (Friday) or accommodation booking.

**OTHER SERVICES**

<b>SPANISH LEVEL TEST</b>	
At the end of your course you can take a final level test	40 €
<b>AIRPORT TRANSFER (One-way)</b>	
*This price is only valid for arrivals on Sunday between 11.00 am and 18.00 pm.	
** A 25 € supplement is applicable for the rest of the week and outside of these hours.	65 €

## GENERAL CONDITIONS

### 1. Included in the enrolment fee (45 €):

Administration expenses, educational material (textbook, photocopies).

### 2. Included in the course fee:

Level-testing, course tuition, folder with information on Madrid, some of the activities in the cultural programme, certificate of attendance, language exchange where applicable, free use of library and multimedia room, free Internet access; free access to an Online Spanish course (AVE COURSE) for students who enrol in a long-term course. Free TANDEM-Partner (conversation exchange up to 2 weeks). Certificate at the end of the course.

### 3. Not included in the course fee:

Airport transfer, travel health insurance, some of the activities in the cultural programme, final examination, DELE examination fees.

### 4. Included in the accommodation fee (40€): accommodation arrangements.

**5. To reserve:** Please send your completed Enrolment form by post, fax or e-mail. You can also enrol online using the form on our WEB PAGE: [www.tandem-madrid.com](http://www.tandem-madrid.com).

Once we receive your Enrolment Form we will e-mail or fax you confirmation of your reservation with a breakdown of the course and accommodation fees. You will be requested to pay 150 € deposit plus one week's accommodation, (only if you have booked accommodation), which will be deducted from the final invoice (non-refundable). You can pay the deposit using the online payment facility on our website or by bank transfer to the account number indicated in the payment section.

\*\*If you prefer, you may pay the course and accommodation fees all at once.

Students enrolling one week or less before the course begins will be required to pay the entire course and accommodation fees prior to confirming the reservation.

Students who need a letter to obtain a **VISA** will be required to pay the entire course and, when applicable, accommodation fees before the letter is sent.

Full payment should be made by bank transfer or through the payment gateway on our website, at least **2 weeks before the course starts** or in cash, in Euros (€), the first day you arrive at the school.

TANDEM reserves the right to cancel the enrolment if this fee is not paid within the stipulated deadline.

The **accommodation address** will be sent 1 week prior to arrival.

## 6. Payment

Payment should be made to our bank account in:

BANCO DE SABADELL – C/General Moscardó nº 4-6. 28020 Madrid, Spain  
Bank 0081, Agency 0189, DC 86, Account 0001234731

Swift / BIC BSABESBB  
IBAN ES 5600810189860001234731

Always send us a copy of the transaction receipt: by fax [+34 915224539] or e-mail [[spanishcourses@tandem-madrid.com](mailto:spanishcourses@tandem-madrid.com)]. Please include your name and the type of course you are attending. **All bank commissions are payable by the student.**

**Groups Programs:** To book, the institution will have to pay 20% of the total amount at least 4 weeks before arrival.

## 7. Cancellation, Postponement or Curtailment of a Course

Number of students per class: minimum 4; maximum 10 / Groups with a maximum of **12 students**, minimum 4 students in Extensive courses. If not enough students enrol in a group, TANDEM Madrid reserves the right to cancel group courses up to 6 working days prior to the course starting date. In such cases, a place in a smaller or individual class will be offered and the teaching time will be reduced to reflect the group course fee charged upon booking. Failing this, the full booking amount will be refunded. Classes take place from Monday to Friday.

Courses times and dates are subject to change according to Tandem Madrid's organisational needs.

**Students cancelling 2 weeks or less prior to arrival will forfeit the deposit.** No cancellations will be accepted unless they are made in writing. For security reasons, no enrolments can be **cancelled over the phone**.

### There is no refund for cancellations

Acceptance of enrolment is made on the understanding that the student will remain for the duration of the course as specified in the enrolment form. In the event of a student leaving before the end of the agreed period, the course may be curtailed or cancelled and no refunds will be given. However, the student will be given a voucher for the remaining days of the contracted course, which must be used within one calendar year of contracting the original course.

Students will be required to pay the total course and accommodation fees before receiving the letter required for **VISA purposes**. In the event that the VISA is delayed, a voucher will be given towards a course that must be taken within one calendar year of the date on the letter. However, payment made for accommodation will be forfeited.

## 8. Cancellation, Postponement or Curtailment of Accommodation

Except in exceptional cases, all changes of accommodation will be made after 12 noon on Sundays.

Students will receive no reimbursement whatsoever for postponing or cancelling accommodation after the course has begun.

In case of accommodation cancellation with less than 2 weeks notice: 1 week's fees. Reservations for double rooms only accepted for people coming together.

No refund will be offered for cancellations after the course has begun and the student starts to live in the accommodation.

Students must check in to accommodation after 12 noon on Sundays and check out before 12 noon on Saturdays.

## 9. Airport pick-up service

Flight information (departure city, date and flight number) must be confirmed in writing at least one week prior to arrival, otherwise TANDEM MADRID will accept no responsibility for picking up the student from the airport and no reimbursement will be made.

TANDEM MADRID accepts no responsibility for picking up the student from the airport if delays and changes to flight schedules are not notified in advance.

This price (65€/one-way) is only valid for arrivals on Sunday between 11.00 am and 18.00 pm.

\*\* A 25 € supplement is applicable for the rest of the week and outside these hours.

## 8. Insurance

All students on courses are covered by an insurance policy.

TANDEM accepts no responsibility for accidents that may occur outside the school, nor for the loss or theft of personal belongings in our premises. We therefore recommend taking out an insurance policy in the country of origin.

## 9. Holidays

Classes that fall on a national or local holiday (Madrid) will not be recovered at a later date or reimbursed.

## 10. Visas: for students from non-EU Member States

Citizens of countries belonging to the European Union do not need a VISA to enter Spain.

- Students coming from other countries should obtain information regarding the requirements for obtaining a VISADO (VISA) at their nearest Spanish Embassy or Consulate. Certificates that accredit and confirm enrolment in a Spanish programme at TANDEM MADRID can only be signed, stamped and sent by people authorised by TANDEM MADRID, who will not be held responsible for rejected Visa applications, due to the fact that these documents are not official and merely serve as confirmation of a course in one of our schools. Such documents will only be sent to cover the amount of course time initially contracted by the student. TANDEM MADRID will send the following documents to any student who requests them (provided the total cost of the programme has been paid):
  - Confirmation of the Spanish programme chosen by the student.
  - Invoice for the total cost of the programme in question (course + accommodation).

**Upon signing the registration form or paying the course fees, students accept all the conditions described above.**