

GENERAL STUDY RULES & CONDITIONS

SCHOOL IN SPAIN is a private company, accredited by Instituto Cervantes as a DELE examination center and by different hotel guilds as Hotel internships provider.

Beginning of the courses

You can sign-up for a course that has already started and begin it each day of a week. Once you arrive, you make the level test. Number of students in the class: Minimum 3, Maximum 12.

Textbooks

In order to attend the class, you'll use the textbooks. You have to buy additional book, once you shift the level.

Timetable changes

You can change your course timetable only if there is another timetable option in the same level and type of course (according to the availability). In case there is no other timetable option or no availability or the available timetable doesn't suit you, the school does not refund you or postpone your course.

Level changes

If you want to change your level during the course, your teacher has to confirm it first and you need to pass a specific exam to enter a higher level.

Holidays

Holidays are those officially established by the working calendar. Classes missed due to national or local holidays will not be made up or refunded. One to One classes will always be made up.

Absences

Attendance is taken daily. If you miss the class for any personal reason the school does not refund or reschedule the class missed. If you miss 3 consecutive weeks, your level will need to be revised and it will probably change.

Course cancellation/modification and refund policy

All enrolment and tuition fees must be paid at a very late the first day of classes, otherwise we reserve the right to cancel the student's place. Once the course has started, we can't modify the course dates, mentioned in the admission certificate. You can start your course latter or finish it before, but the paid amount won't be returned. If you want to make less studying hours, please inform us as soon as possible, but the paid amount won't be returned. If you need more studying hours, just order new classes.

In case the program has started, but you can't attend it for any personal reason, you can postpone your starting date, but the paid amount won't be returned. Credit issued is valid for one year from the date it was issued.

If you want to cancel your enrolment, please send us your written request.

1) If you cancel at least 30 working days before the first class day, the school refunds 100% of the total paid study fees less the enrolment fee.

2). If you cancel less than 30 working days before the first class day, the school refunds 50% of the total paid study fees less the enrolment fee.

3). If you cancel 15 day before or once the program has started, the school doesn't refund the paid amount at all.

4). The paid amount always can be used for the next intake making the program modification.

5). No refunds can be given for any cancellations made during your stay.

6). We are not responsible for cancellations due to Act of God, health or personal problems.

7). The school doesn't refund the accommodation payments or the medical insurance at all.

8). In case of visa denegation, the school returns the tuition fees if the refusal reason depends directly on the school. No personal denegation reasons will be submitted to ask for the refund. In case of refund, it will be made by bank transfer and the student should pay the bank fees (minimum 35 euros).

9). The cost of the Spanish + Hotel Internship course/DELE course is not refundable in any case.

Diplomas and certificates

To obtain the level diploma of your course, you have to pass the final exam and have a minimum attendance of 70%. If you do not finish the established amount of weeks to complete the level, if you attend less than 70% of your class or if you fail the final exam, you will receive a certificate of attendance without your final level certification.

If you study several consecutive trimesters

The school does not assure the same timetable each trimester for all courses. You may reserve the time you prefer for the next trimester before ending your current course.

Enrollment and payment

The school issues the enrolment certificate once the student has paid the total amount of his course as well as the enrolment fees. The prices include the course, the level test, the enrolment fees and additional photocopies given by the teacher. The prices do not include the additional level books. The prices referring to more than one trimester already include the discount.

Hotel Internship placement

The placement process starts once the full program fees are paid. The hotel tutor establishes the internship schedule, tasks and discipline.

After the internship finishes, the company can provide with final internship certificate.