



PLEASE SEND THIS FORM (2 PAGES) TO: **ENFOREX** OR OUR REPRESENTATIVE

# Head Office | Spain

Gustavo Fernández Balbuena, 11 28002 Madrid

Phone: +34 91 594 37 76

Fax: +34 91 594 51 59

DATE/FROM: ...../........... TO ......./.........

Personal de	etails						reg	gistrati		nforex			
LAST NAME			HOME AD	DRESS									
FIRST NAME													
NATIONALITY			CITY										
NATIVE LANGUAGE			ZIP CODE		STA	ATE							
DAY/MONTH/YEAR OF BIRTH/	/ AGE		COUNTRY										
O MALE O FEMALE PASSPORT	√ō		PHONE	(	,) (	)							
PARENT'S NAME (or spouse)			FAX	(	,) (	)							
PARENT'S PHONE NUMBER (or spouse) .			E-MAIL										
PHONE NUMBER			WORK NUMBER										
ADDRESS IN SPAIN DURING THE ENFOREX COURSE (IF KNOWN)				OCCUPATION									
			PHONE										
Course sele	CITY/SCHOOL	Nº OF WEEK	S LE	LOWING	ER WEEK		START DA			FINISH	DATE		
В							/			,	/		
C							/			,	/		
D							/	/		/	/		
E							/			,	/		
	\$	SUMMER PROG	GRAMS IN	SPAIN									
O BARCELONA SUMMER CAMP	O MALAGA SUMMER CAMP		O MADRID S	Summer (	AMP			O RES	SIDENTIA	L			
O MARBELLA ALBERGUE SUMMER CAMP			O MARBELLA ALEMÁN SUMMER CAMP O HOME STAY										
O SEVILLE JUNIOR PROGRAM O VALENCIA SUMMER CAMP			O SALAMAN	ICA SUMM	er Camp			O DAY	CAMP				
Notes								O LAN	IGUAGE C	OURSE O	NLY		
HAVE YOU EVER STUDIED IN SPAIN BEFORE?			IF "O" IS A	A COMPLET	E BEGINNE	ER AND "9" A	FLUENT SP	EAKER, WH	AT IS YO	UR LEVEL?	•		
How did you hear of ENFOREX?			0	1	2	3 4		6	7	8	9		
			Name, tel	EPHONE, I	-MAIL AN	D ADDRESS C	F YOUR SPA	NISH TEAC	HER				
Airport/Bus  IF YOU WOULD LIKE TO BE MET AT TH  YOUR ARRIVAL DETAILS AS SOON AS F  O YES, I WANT ARRIVAL TRANSFER  O AY-MONTH/YEAR OF ARRIVAL/  COMING FROM (CITY)  COMING TO AIRPORT: O BARCELONA O  O OTHER  AIRLINE  FLIGHT Nº	E AIRPORT AND TRANSFERR OSSIBLE, AT LEAST 14 DAYS  NO, I DON'T WANT ARRIVAL TRA  / ARRIVAL TIME  MADRID ② MALAGA ② SEVI	RED TO YOUR ACC S BEFORE THE CO ANSFER/ AM/PM	YES, O NO, FROM FROM FROM FROM FROM FROM FROM FROM	NS I WANT A I DON'T W MADRID T MALAGA MADRID T MARBELL MADRID T	BUS TO SU ANT A BUS TO MALAG TO MARBE A TO MAC TO SALAM	UMMER CAMP TO SUMMER GA [ ID [ ELLA [ DRID [ IANCA [	OATE/FROM:  OATE/FROM:  OATE/FROM:  OATE/FROM:  OATE/FROM:	:	1 1 1	ro ro ro	/ / /		
O Vac Lucara	No I použe	NGSS	O FROM				ATE/FROM:				•		
O YES, I WANT RETURN TRANSFER O	NO, I DON'T WANT RETURN TRA	NSFER	O FROM	MAUKIU	U VALEN	LIA L	ATE/FROM:	:/.	T	υ	/		

OUR DRIVER WILL MEET YOU HOLDING AN ENFOREX SIGN WITH YOUR NAME ON IT IN THE ARRIVALS LOUNGE. IF YOUR FLIGHT IS DELAYED, CHANGED OR CANCELLED. PLEASE CONTACT US AS SOON AS POSSIBLE AT: +34 636 450 998. 24 HOUR NOTICE IS REQUIRED IN ORDER TO GUARANTEE TRANSFER SERVICE.

DAY-MONTH/YEAR OF DEPARTURE ....../...... DEPARTURE TIME ...... AM/PM •• FROM VALENCIA TO MADRID

DEPARTURE AIRPORT .....



# Travel and Medical Insurance

Uniform Please, CHECK ONE: YES ONO  CHILDREN SIZES: 5-6 yrs 7-8 yrs 9-10 yrs 11-12 yrs 13-14  The Uniform is optional and consists of 5 t-shirts, 1 sweatshirt, 2 pairs of shorts ani	YRS TEEN SIZES: ○ S ○ M ○ L ○ XL ○ XXL D 1 hat. The price of the uniform is 95€ and will be given to your son/daughter at camp							
Optional Sports PLEASE, CONTACT US FOR TH	HE PRICES							
Session	Session							
	O 4 <sup>TH</sup> O SWIMMING – MARBELLA (ALBORÁN & ALEMÁN) O 1 <sup>ST</sup> O 2 <sup>ND</sup> O 3 <sup>RD</sup> O 4 <sup>TH</sup>							
	O 4™ O GOLF – MARBELLA (ALL 3 CAMPS) O 1 <sup>ST</sup> O 2 <sup>ND</sup> O 3 <sup>RD</sup> O 4 <sup>TH</sup>							
	$\bigcirc$ 4 <sup>TM</sup> $\bigcirc$ SAILING —VALENCIA $\bigcirc$ 1 <sup>ST</sup> $\bigcirc$ 2 <sup>ND</sup> $\bigcirc$ 3 <sup>RD</sup> $\bigcirc$ 4 <sup>TM</sup> $\bigcirc$ CREATIVITY —MADRID, MALAGA, MARBELLA (ALBORÁN) $\bigcirc$ 1 <sup>ST</sup> $\bigcirc$ 2 <sup>ND</sup> $\bigcirc$ 3 <sup>RD</sup> $\bigcirc$ 4 <sup>TM</sup>							
Accommodation Please, INDICATE YOUR PI								
	ONLY CLASSES							
O BARCELONA O MADRID O MALAGA O I	MARBELLA O SALAMANCA O SEVILLE O VALENCIA							
CITY/SCHOOL TYPE OF ACCOMMO	DATION ARRIVAL DATE DEPARTURE DATE							
A								
В								
C								
PERMISSION TO LEAVE THE GROUNDS? O YES O NO (UNDER PARENT/GUARDIAN RESPONSIB	виту)							
DO YOU MIND PETS? O YES O NO DO YOU SMOKE? O YES O NO	Do you mind a family who smokes? O Yes O No							
What are your hobbies?								
IS THERE ANYTHING ELSE WE NEED TO KNOW (DIETS, MEDICAL PROBLEMS, ALLERGIES, DISLIKE C	OF PETS) IN ORDER TO HELP US FIND YOU A SUITABLE FAMILY?							
Payment  To confirm your enrollment a deposit of 150 € deductable from the total (NON REFUNDABLE) must be paid either to ENFOREX or to our local representative. This deposit is not an additional cost. The remaining fees must be paid at least 3 weeks before arrival. For express mail, please add 45 € (Europe & USA), 75 € (East Europe),	HOW TO PAY  PLEASE INDICATE HOW YOU WOULD LIKE TO PAY.  BANK TRANSFERS ARE MADE PAYABLE TO IDEAL EDUCATION GROUP, S.L.  ALL BANK CHARGES ARE PAID BY THE SENDER							
95 € (rest of countries). No program fees will be refunded after the program has								
STARTED (CANCELLATION POLICY IS AVAILABLE IN OUR GENERAL PRICE LIST). FOR CANCELLA-	Visa or Master Card							
TIONS PLEASE SEE THE GENERAL CONDITIONS ATTACHED.	BANK NAME SABADELL SWIFT CODE & BIC BSABESBBXX							
WHATTO PAY € EUROS	ACCOUNT NAME IDEAL EDUCATION GROUP, S.L.							
APPLICATION FEE  PROGRAM FEE  ACCOMMODATION	BRANCH ADDRESS ENRIQUE LARRETA, 12 - 28036 MADRID - SPAIN (NOT FOR MAILING)  BANK ACCOUNT (€) EUROS  IBAN NUMBER ES26-0081-0298-4800-0121-4223							
AIRPORT TRANSFER	ACCOUNT NUMBER 0081-0298-4800-0121-4223							
EXTRA DAYS	* PLEASE FAX (+34 91 594 51 59) TO US A COPY OF THE WIRE TRANSFER WITH YOUR NAME CLEARLY MARKED.							
OTHERS	TERSETTIN (19471 999) TO 03 N COTT OF THE WINE TRANSFER WITH TOOK HAME CEERKE MAKED.							
OTTLERS	FILL THIS OUT ONLY IF YOU ARE PAYING BY VISA OR MASTER CARD.							
TOTAL COST	O VISA O MASTER CARD (Transactions with other credit cards are not possible)							
MINUS DEPOSIT (150 €)	TISK S INDICENCIALS (INAUSACIONS WITH OTHER CREDIT CARDS ARE NOT FOSSIBLE)							
TOTAL REMAINING	NAME OF HOLDER							
O   I AGREE WITH ALL THE ENFOREX CONDITIONS.	ID / PASSPORT OF HOLDER							
SIGNATURE OF PARENT OR GUARDIAN:	CREDIT CARD Nº							
	Expiration Date: /							
	<b>'</b>							
DATE OF APPLICATION///	ID CREDIT CARD SECURITY NUMBER ON THE BACK (CWV):							
LOCAL REPRESENTATIVE	TOTAL AMOUNT ENCLOSED OR AUTHORIZED FOR CHARGE €							
· ·	AUTHORIZED SIGNATURE:							



### **GUARANTEES & GENERAL CONDITIONS**

- Enforex is a private enterprise owned by Ideal Education Group. It is also accredited by the Cervantes Institute and many other institutions.
- · Enforex guarantees that all descriptions of programs, accommodation, and complementary services in the 2014 brochure are accurate (any and all special arrangements and/or agreements should be set in writing and signed by ENFOREX).
- Enforex is a member of the following national and international organizations: eduSpain, NAFSA, Ideal Quality Certificate, AATSP, ALTO, AMACFE, FEDELE, AECAE, ACTFL & ELITE.
- The brochure includes information on international programs in Spain, destinations, duration, timetables, transport, information on housing and accommodation, prices and, in general, necessary and adequate information about the features of the different programs. The information contained in this brochure is binding on both parties.
- If the customer has signed the contract before the new brothe customer has signed the command before the lew bro-chure was published, he will be bound by the changes express-ly mentioned in the brochure. If the client signs the contract applying modifications to the brochure these should be agreed by both parties and specifically mentioned in the contract
- · Students should be aware that they may appear in Enforex's promotional materials or photos

### **HOW CAN I REGISTER & PAY FOR A COURSE?**

Once you complete this form in capital letters you may send it by

Central Head Office: Enforex
C./ Gustavo Fernández Balbuena, 11 - 28002 Madrid (Spain) Phone: (+34) 91 594 37 76 E-mail: registration@enforex.es

Fax: (+34) 91 594 51 59

First, you must send a **150 € deposit fee** along with the completed registration form. The application of enrolment into a program will not be processed if it is not accompanied by proof of having made the payment. This fee will be deducted from the total price of the program. If you prefer, you may pay up-front at this time for the complete course price (course + accommodation & any additional service). Places are limited and we advise to be inscribed 60 days before the start of your program. Inscriptions are personal and non transferable. Discounts and promotions will not be added together with other discounts or promotions. You may pay the deposit and program fees by any of 2 ways:

· Send a bank transfer using the below information. Please do not forget to clearly make transfers payable to "IDEAL EDUCA-TION GROUP, S.L." include your personal information and the purpose of the payment and send a proof of the transfer by fax or e-mail.

# **BANK ACCOUNT EUROS**

Bank Name:SABADELL Swift Code:BSABESBBXXX

Account Name - BIC: IDEAL EDUCATION GROUP, S.L.

IBAN Number:**ES26-0081-0298-4800-0121-4223**Account Number:0081-0298-4800-0121-4223

- Send us your VISA or MASTERCARD (not AMERICAN EXPRESS) information via mail or fax using the aforementioned addresses, and please be sure to indicate the exact amount that you are authorizing us to charge to your credit card.
- The payment of this amount is considered as confirmation of the intention to partake in the program.

Program prices are subject to change as a result of currency fluctuations, increase in transport rates, fuel costs and fees and taxes applicable at the date of issue of the Enforce program. Any price changes will be communicated to the customer, in any case if the variation is significant (significant is considered an increase of over 15%), you can cancel the trip or accept contract amendment.

# **CANCELLATIONS / CHANGES**

- a) All program fees must be paid at least 3 weeks prior to arrival otherwise Enforex reserves the right to cancel the student's
- b) All students who wish to cancel their program (course and/or accommodation) prior to their arrival should notify Enforce in writing by fax, e-mail (registration@enforex.es) or letter. Cancellations not received via one of the 3 aforementioned means will not be accepted.
- c) The 150  $\in$  deposit will not be returned for any cancellations made. For cancellations prior to 4 weeks before the arrival date, there will be a penalty of 150  $\in$  + 5% of the total cost. 50% of the course fee will be charged for cancellations made from 2 to 4 weeks before arrival. No refund will be given 2 weeks before arrival or once the program has started. In no case whatsoever will money for the course or accommodation be refunded if the student doesn't show up, once the course has started, if the student abandons the program for their own motives, the parents or legal guardian or if they are expelled from the program.
- d) All refunds will have an administration charge of 10% (a minimum of 65 €). Refunds of less than 100 € will be paid by a check issued in Spain at no extra cost if the student is still in Spain. If

transfer and will include a minimum 35 € administration fee.

- e) Refunds must be requested during the 30 days following the cancellation or the completion of the course. Once this period is complete, the student no longer has the right to request any
- f) Enforex cannot be held responsible for cancellations due to Act of God, health or personal problems
- g) Cancellation fee after an Invitation Visa is issued is a minimum of 350 € or 35% of the total cost.

#### **HISFFILL INFORMATION**

- · 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. The certificates that ac-credit and confirm the enrollment in a Spanish program at En-forex can only be signed, sealed and sent by people authorized by Enforex, who will not be responsible for rejected visa applica-tions, as these certificates do not hold any official validity, but serve only as confirmation of a program to be taken in one of our schools. Such documents will only be sent to cover the amount of course time initially contracted by the student. Enforex will send out, free of charge and to any student who asks for them, the following documents (if and only if the total cost of the program has been paid); confirmation of the Spanish program chosen by the student; invoice for the total cost of the program in question (course + accommodation).
- In the event that the student should urgently need the originals  $% \left( 1\right) =\left( 1\right) \left( 1\right) \left($ of any of these documents, Enforex will send them and charge the cost of the express mail to the student (Europe & USA: 45 €; East Europe: 75 €; rest of countries: 95 €).
- If a student visa is rejected Enforex will charge the student 100 € per invitation letter sent, the 150 € deposit and any additional basic costs. The student must show Enforex formal proof (original copy) that their visa application has been rejected in order to receive the refund. If this copy is not received by Enforex, 100% of the cost of the program will be charged.
- Any refund from Enforex will have a 10% charge

# ALTERATIONS AND INCIDENTS IN THE PROGRAM

Enforex is committed to providing customers all the contracted services contained in the program with all the stipulated conditions, however, you should be aware of the following considerations:

- a) In the event that, prior to the start of the program, Enforex is forced to significantly modify an essential element of the con-tract (including the price) Enforex must immediately inform the customer, detailing the amendments and their impact on the program. The customer may choose to terminate the contract without charge or accept the modification in the contract. Customers must notify Enforex of the decision taken at the earliest opportunity, and in any event, within 3 days of being notified of the change of program. In the event that the customer does not notify us with a decision within 3 days it will be understood that the customer opts out of the program without penalty.
- b) In the event that Enforex is forced to cancel one of its programs through no fault of the customer, or in the event that the customer chooses to terminate the contract due to the circumstances mentioned in the first paragraphs, Enforex will offer an alternative program to equal or superior quality or refund the customer the entire amount paid to Enforex for the program.
- c) There shall be no obligation of any kind by Enforex when cancellation is due to forced or sufficient cause (this means circumstances that are beyond Enforex's control and that are unavoidable, despite having acted with due diligence) or the cancellation was due to not having reached the minimum required number of people enrolled onto the program.
- d) The differences and/or claims, according to the customer, arising during the program stage will be made know to the organization responsible for the program in order to provide a sat-isfactory solution with immediate effect. In the event that the solution proposed by the organization is not satisfactory, the customer can file a written complaint to Enforex within a period of 7 days. Once all relevant documentation has been obtained Enforex have, in turn, a period of 7 days to respond to the complaint. The period shall run from the day the complaint is filed by the customer.
- e) In the case of a complaint, Enforex promises to act with due dili-

# BINDING RULES FOR COMPLIANCE

The customer should adapt and adhere to the customs, schedule and lifestyle the program presents. The customer agrees to abide by the rules of the organization, in particular rules regarding schedules, attendance, behavior and correct conduct with teachers, monitors, school staff and peers. Consumption of alcohol, tobacco and drugs are strictly forbidden. Failure to adhere to this code of conduct will result in expulsion from the program. If this is the case the customer will bear all the expenses incurred at his/ her return, regardless of any other liability.

Enforex has an accident and civil liability insurance policy that covers minor accidents that may occur within its centers. Enforex is not responsible for the loss or theft of students' personal property, for which we recommend you take out your own insurance policy. Enforex merely acts as an intermediary between the insurance company and the consumers who partake in one of our programs. For any consumer complaint, customers should address directly to the insurance company.

### MEDICAL INSURANCE

- All ENEOREX students in Spain are covered by a standard insurance policy. To see an overview of the policy you will receive, please check www.enforex.com/insurance If you would simply like to obtain a wider coverage, we advise you to purchase this in your own country.
- In the event that during the program the customer needs medical treatment, and/or needs to be hospitalized and/or undergo surgery without Enforex being able to trace the parents, guardians or legal representative, Enforex is authorized to take action it deems fit for the customers health in accordance with the medical centre attended renouncing any liability on Enforex's part. The participant must disclose any information regarding any medical treatment and/or medication taken during their stay in the program. Enforex disclaims any liability for the customers failure to disclose any such medical information, more over, all participants must attach a photocopy of their health insurance to the application forms.

### **AIRPORT PICK-UP SERVICES**

- The personnel in charge of airport pick-up and transportation to accommodation are insured, completely familiar with the area and know exactly where the students are to be dropped off.
- Flight information (place, date, hour and flight number) must be confirmed in writing at least one week prior to arrival. Otherwise, Enforex will not be held responsible for picking up the student at the airport and there will be no refund.
- If the student cancels airport pick-up service less than one week prior to arrival, he/she will lose the right to a refund of the cost of that service.
- In the event of any delay or changes in flight information without previous notification, Enforex will not be held responsible for picking up the student at the airport and there will be no refund.

# PROTECTION OF PERSONAL DATA

In compliance with Spanish Law 15/1999, December 13th, regarding the protection of personal data. Enforex would like to inform you that your personal details within these general conditions will be stored in a database (whose liability and responsibility is IEG-ENFOREX), solely for the commercial and operative purposes of the company. By accepting these general conditions you give your consent to the above said treatment and for their use for the aforementioned purposes. At the same time, you have the right to request that we inform you of your rights to access, correct and cancel such information within the established terms of the prevailing legislation, by writing to the address: Enforex, C./ Gustavo Fernández Balbuena, 11. 28002 Madrid (Spain).

# **USING THE CUSTOMERS IMAGE**

Enforex reserves the right to use photographic or audiovisual material in which the participant appears in for promotion or advertising of the programs, provided there is no prior opposition expressed by the customer. However, the authorization to which we refer can be revoked by the customer at any time, but will have to be compensated for any damages caused to Enforex.

# CONFLICT RESOLUTION AND JURISDICTION

Any dispute relating to the programs will be resolved by the courts under applicable law. This denounces any other form of dispute resolution (administrative bodies, arbitration, etc...). For any conflict that may arise between the parties in regards to the interpretation, completion and execution of this contract, will be subject to the jurisdiction of the judges and courts of Spain, where these services are given.

# AGREEMENT

Upon signing the registration form or paying the program fees. the student accepts all the conditions described above. This brochure replaces the previously existing one and is valid from January 1st 2015 until December 31st 2015 for all programs taking place between these two dates. Enforex is not responsible for typographical errors and/or misprints contained in this brochure. Any suggestions or claims will be handled by writing to: Enforex, C./ Gustavo Fernández Balbuena, 11 - 28002 Madrid (Spain) or help@enforex.es

**Emergency Enforex phone** +34 636 450 998

**Customer Service** help@enforex.es