

please send this enrollment form (2 pages) to:

Calle Placentinos 2, 37008 Salamanca, Spain

Tel.: +34 923 26 60 40

Email: infocentral@donquijote.org

Fax: +34 923 26 88 15

Enrollment form
www.donquijote.org

PERSONAL DETAILS

Surname

First name Sex F M

Address

City..... Postal code.....

Country..... Nationality.....

Passport N°..... Tel. home.....

Mobile..... Fax.....

E-mail..... Date of birth (dd/mm/yy).....

2nd address and phone number we should contact in case of emergency: Partner Parents Other

YOUR LEVEL OF SPANISH (test your level at www.donquijote.org/spanishlanguage/test)

A1 (101):Beginner (absolute) B1 (201-202):Intermediate C1 (401-402):Superior

A2 (102):Beginner B2 (301-302):Advanced C2 (411-412):Mastery

Please indicate name, address, phone number and e-mail of your Spanish teacher and institution where you have studied Spanish:

.....

HOW DID YOU HEAR ABOUT DON QUIJOTE FOR THE FIRST TIME?

Friend University / School Government institution www.donquijote.org Link

Travel Agency Fair Advertisement Search engine Other

Please specify who, which or where of the option you have chosen:

SELECTED COURSE(S) AND DESTINATION(S)

Course	Destination	Classes/week	Nº of weeks	From (dd/mm/yy)	To (dd/mm/yy)
1º					
2º					
3º					

SPAIN ALL YEAR ROUND ADULT COURSES

- Alicante Madrid Salamanca
- Barcelona Malaga Seville
- Cadiz Marbella Tenerife
- Granada Pamplona Valencia

MEXICO ALL YEAR ROUND ADULT COURSES

- Guanajuato
- Oaxaca
- Playa del Carmen
- Puerto Vallarta

SUMMER CAMPS AND TEEN PROGRAMS IN SPAIN

- Barcelona Salamanca
- Granada Seville
- Madrid Valencia
- Marbella - Other

LATIN AMERICA ALL YEAR ROUND ADULT COURSES

- Buenos Aires (Argentina) Sucre (Bolivia) Heredia (Costa Rica) Santiago de Cuba (Cuba) Quito (Ecuador)
- Bariloche (Argentina) Santiago de Chile (Chile) Monteverde (Costa Rica) Trinidad (Cuba) Antigua (Guatemala)
- Córdoba (Argentina) Coronado (Costa Rica) Playa Jacó (Costa Rica) Santo Domingo (Dominican Rep.) Cuzco (Peru)
- Mendoza (Argentina) Flamingo Beach (Costa Rica) Havana (Cuba) Sosua (Dominican Rep.) Other

Enrollment form

SELECTED ACCOMMODATION

TYPE OF ACCOMMODATION		CATEGORY		ROOM OPTIONS		MEAL OPTIONS	
<input type="checkbox"/> Home Stay	<input type="checkbox"/> Other student residence	<input type="checkbox"/> Standard	<input type="checkbox"/> Individual room	<input type="checkbox"/> Apart./Studio 1-2 persons	<input type="checkbox"/> No meals		
<input type="checkbox"/> Shared student apartment	<input type="checkbox"/> Private apartment	<input type="checkbox"/> Premium	<input type="checkbox"/> Double room	<input type="checkbox"/> Apart./Studio 3-4 persons	<input type="checkbox"/> Breakfast		
<input type="checkbox"/> don Quijote residence	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Triple room	<input type="checkbox"/> Other	<input type="checkbox"/> Half board		
			<input type="checkbox"/> Other		<input type="checkbox"/> Full board		

FROM (DD/MM/YY)	TO (DD/MM/YY)	Nº OF WEEKS	TYPE OF ACCOMMODATION	DESTINATION
1º				
2º				
3º				

Smoking Non-smoking (only in home stay) Private bathroom (at an additional cost)

Dietary requirements (only in home stay)

Allergies (only in home stay)

Other / Extra wishes (we will do all we can to comply with your preferences although we cannot guarantee them):

.....

PICK-UP SERVICES (at an additional cost)

Arriving at Airport Bus station Train station Arrival date Arrival time

Flight nº Arrival city Going to (city)

SPAIN <input type="checkbox"/> Alicante <input type="checkbox"/> Madrid <input type="checkbox"/> Salamanca <input type="checkbox"/> Barcelona <input type="checkbox"/> Malaga <input type="checkbox"/> Seville <input type="checkbox"/> Cadiz <input type="checkbox"/> Marbella <input type="checkbox"/> Tenerife <input type="checkbox"/> Granada <input type="checkbox"/> Pamplona <input type="checkbox"/> Valencia	SUMMER CAMP BUS TO AND FROM <input type="checkbox"/> Granada <input type="checkbox"/> Seville <input type="checkbox"/> Marbella <input type="checkbox"/> Valencia <input type="checkbox"/> Salamanca	MEXICO <input type="checkbox"/> Guanajuato <input type="checkbox"/> Oaxaca <input type="checkbox"/> Playa del Carmen <input type="checkbox"/> Puerto Vallarta	LATIN AMERICA <input type="checkbox"/> Argentina <input type="checkbox"/> Dominican Rep. <input type="checkbox"/> Bolivia <input type="checkbox"/> Ecuador <input type="checkbox"/> Chile <input type="checkbox"/> Guatemala <input type="checkbox"/> Costa Rica <input type="checkbox"/> Peru <input type="checkbox"/> Cuba
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OTHER SERVICES

1. Do you want to be able to cancel for reasons mentioned in section 9 of the General Conditions (see page 23)? Yes No
 The cost of this **cancellation guarantee** is 5% of the total sum of the invoice (non-refundable) and has to be paid in full upon reservation.

2. Do you want to take out our **medical insurance** (only available for courses in Spain) mentioned in section 4.1 of the General Conditions (see page 23)? Yes No
 Cost per 4 weeks or less: €60

3. Do you require an **invitation letter**? (Can only be sent if the total cost of the program has been paid.) Yes No Express courier (€110) Regular post (free)

AGREEMENT

Yes, I have read and agree with the don Quijote Terms and Conditions (mentioned on page 23) and have paid the advance payment of €500 (for courses in Spain and Cuba) or US\$700 (for courses in Latin America) by:

Mastercard Visa Bank transfer

Bank name: BANKINTER

Branch address: Calle Marques de Urquijo 11, 28008 Madrid

Swift code: BKBKESMMXXX

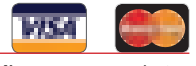
€ account	US\$ account
Account nr: 0128-0023-19-0500006124	Account nr: 0128-0023-12-0140001941
IBAN: ES25 0128 0023 1905 0000 6124	IBAN: ES62 0128 0023 1201 4000 1941

If the enrollment has taken place within 2 weeks prior to course start date the total fee will be paid immediately upon receipt of the reservation invoice (for the Kids, Juniors and Teens program the total fee must be paid 4 weeks prior to arrival).

Date

Signature

CREDIT CARD PAYMENT



- You can pay by credit card through our **secure online payment** web site <https://secure.donquijote.org/payment/>
- Or you can fill this out and send us by fax (+34 923 26 06 51) or scanned by email. I hereby authorize don Quijote to deduct the amount stated below from my credit card.

Name of holder

ID / Passport of holder

Credit card nº

Expiry date (mm/yy)

ID credit card security number on the back

Total amount enclosed or authorized for charge

Authorized signature



General Conditions

For all don Quijote courses and services. Partner schools may have additional conditions.

1. GENERAL

- 1.1 don Quijote accepts no responsibility whatsoever for cases of force majeure (according to law) or for students' actions.
- 1.2 The don Quijote management reserves the right to accept students aged 17 in exceptional cases.
- 1.3 On formalizing enrollment in a course (and accommodation) over the internet, by fax, online booking or in writing, students must accept the General and Payment Conditions and Payment Method, as well as the norms, rules and guarantees of don Quijote that they have previously been given and read.

2. CLASSES

- 2.1 In **high season** some classes may be given in classrooms outside of our installations.
- 2.2 don Quijote's management reserves the right to extend the timetable for classes to 9 p.m.
- 2.3 don Quijote's management reserves the right in the exceptional case that only 1 or 2 students are enrolled in a course in the same level group, the number of classes per week will be reduced slightly.

3. ACCOMMODATION

- 3.1 The student will be charged for the replacement of broken items due to either negligence or by intention.
- 3.2 If there is damage and no one is directly responsible, we will divide the cost of repairs among all the students in the apartment or residence.
- 3.3 In the case of a serious disciplinary offence, repeated bad behavior, the student will be expelled from the accommodation contracted with don Quijote without the right to any refund.
- 3.4 In **high season** the apartments and student residences may be substituted by another type of accommodation at a corresponding price.

4. INSURANCE

- 4.1 Medical: we advise all citizens of the EU to bring the European Health Insurance Card EHIC (formerly the E111 document). If you require medical treatment, with this card and the medical bill you will be able to reclaim the medical expenses from your country of origin. We recommend that students from other countries take out a medical insurance policy provided by don Quijote that guarantees coverage for the illnesses stipulated on the above mentioned policy.
- 4.2 Civil Liability: don Quijote has an accident and civil liability insurance policy that covers possible incidents or minor accidents that may occur within its centers. don Quijote is not responsible for the loss or theft of students' personal property, for which we recommend you take out your own insurance policy.

5. VISA

Students from western Europe do not require a visa to enter Spain or Latin America. Students from other countries must enquire about obtaining a visa at the Spanish or Latin American embassies or consulates closest to them. The certificate certifying enrollment (invitation letter) can ONLY be issued by the school when the enrollment form and a copy of the passport have been received and a deposit has been made of €2,000 (for courses in Spain and Cuba) or US\$3,000 (for courses in Latin America). Not applicable for citizens of the US, Canada, Brazil, China, Japan, Korea, Australia, New Zealand, Russia, Turkey, South Africa.

6. ADMISSION OR EXPULSION

- 6.1 don Quijote reserves the right to cancel the student's place if on the day of their arrival they or their agency have not paid the total sum of the course, accommodation and other services contracted.
- 6.2 In the case of a serious disciplinary offence, repeated bad behavior or infringement of the laws of the country in which the course is taking place, the student will be expelled from the school and accommodation contracted with don Quijote without the right to any refund.
- 6.3 In the case where damages are caused to third parties, all the expenses claimed from don Quijote that originate from the above-mentioned incident will be charged to the student, who will have no right to later claims.

7. LAST-MINUTE RESERVATIONS, CHANGES AND ACCEPTANCE

- 7.1 The advance payment for confirmation of the reservation will be €500 (for courses in Spain and Cuba) and US\$700 (for courses in Latin America).
- 7.2 For the confirmation of reservations made 2 weeks or less before arrival (for Kids, Juniors and Teens programs 4 weeks or less), the total invoice must be paid in full at the time of enrollment.
- 7.3 €125 (Spain and Cuba)/US\$ 175 will be charged for administrative costs for changes to your confirmed reservation, before or after arrival (subject to availability).

8. COURSE REDUCTIONS AND CANCELLATIONS

- 8.1 Cancellations before arrival will only be accepted in writing (letter, telegram, e-mail or fax). Written evidence of the cancellation is required and therefore cancellations made by telephone will not be deemed valid.
- 8.2 For cancellations prior to the last two weeks before arrival, there will be a penalty of €250 (Spain and Cuba), US\$350 (Latin America) of the advance payment.
- 8.3 For cancellations in the last two weeks before arrival the advance payment of €500 (Spain and Cuba), US\$700 (Latin America) will not be refunded.
- 8.4 For the Spanish + Paid Job Program (page 5) there will be an additional cancellation fee of €180 for cancellations made 2 weeks before arrival. For cancellations in the last two weeks before arrival, we will charge the whole program price.

8.5 For the Kids, Juniors and Teens programs (page 8) the penalty will be €1000 for cancellations made 4 weeks before arrival. For cancellations prior to the last four weeks before arrival, there will be a penalty of €250.

8.6 In no case whatsoever will money for the course/accommodation be refunded once the course has started (except in the case of the refund guarantee).

8.7 For all reimbursements an administrative fee of 10% of the amount to be refunded will be charged (a minimum of €55/US\$95) to cover the administrative costs of returning your money, as well as the standard fee for changes in the reservation (€125/US\$ 175).

8.8 Students who require any type of student visa for their course and have to cancel their course must send an official original certified document directly from the Embassy.

8.9 For students who have visas, cancellations will only be considered once the student provides proof of leaving the country and once the visa obtained through don Quijote is no longer valid. In addition, the cancellation will only be valid on the student's return to their country of origin.

8.10 Refunds must be requested during the 30 days following the completion of the course or cancellation. Once this period is complete, the students no longer has the right to request any refunds.

8.11 Any refunds will be made in the 45 day period following the request by bank transfer to the bank account of the student or to the account from where the payment has been made (not valid any other account or person).

8.12 In the event of a cancellation or course reduction, original prices will be applied whether or not the student has opted for a special discount or promotion. For example if on booking the course the student received a discount due to the length of the course, this will be lost on cancellation.

8.13 For cancellations after a Visa is issued the penalty will be minimum €1,500/ US\$2,200 (not applicable for citizens of the US, Canada, Brazil, China, Japan, Korea, Australia, New Zealand, Russia, Turkey, South Africa).

9. CANCELLATION GUARANTEE

9.1 We recommend our special cancellation guarantee if you are taking a course that is longer than 2 weeks. The cost of this guarantee is 5% of the total sum of the full program invoice (non-refundable) and the cancellation guarantee has to be paid in full upon reservation in order for it to be valid.

9.2 When a cancellation is made and you need to use the cancellation guarantee, we will refund the cost of your course and tuition, accommodation and some extras if you cancel your course at any time from the day of enrollment until the end of your course. Your guaranteed refund will NOT include: your enrollment fee, the cost of one week (course, accommodation) and services already used at the time of cancellation, the cost of the guarantee itself, your travel costs and an administrative fee of 10% of the amount to be refunded to cover the administrative costs of returning your money.

9.3 For Premium courses, the refund process is slightly different and we will not penalize you with the cost of 1 week of services (course, accommodation) as detailed in 9.2. If the accommodation reserved was a shared or private student apartment, the student is required to pay 100%.

9.4 This guarantee is personal and non-transferable and will be applicable to the following cases: work, examination, proven illness by Spanish doctor of the student following their arrival in Spain, pregnancy or the obligation of doing military service.

9.5 The time period covered by this guarantee is from the day of enrollment until the finalization of the course and accommodation with don Quijote.

9.6 For a full refund of this amount an official original document verifying the reason for the cancellation will be required within the following 10 days of the cancellation. These documents have to be sent by post or courier to the don Quijote booking department and don Quijote will forward these original documents to the appropriate office. You will also have to fill in the form, you can find at www.ideaeducationgroup.com/contactus

9.7 The refund will be made in the next 45 days after the examination of all documents by bank transfer to the bank account of the student or to the account from where the payment has been made (not valid any other account or person).

9.8 Not having obtained a visa is not an adequate reason for the cancellation guarantee to take effect.

9.9 If you have enrolled for a course that is over 5 weeks long and you use the cancellation guarantee, you should be aware that prices might change depending on how many weeks you'll be doing eventually. That is, if you enrolled for 12 weeks and unfortunately you need to reduce your course to 4 weeks, the 4 week prices will be applied.

10. CUSTOMER SERVICE

10.1. Notwithstanding the provisions of this agreement excluding any legal obligation or liability on its part, don Quijote will, in the event of a complaint by a student against an overseas body in connection with its preferred course or associated accommodation, endeavor to use its best means to rectify the situation of the student involved, provided that such a complaint is notified to the appropriate body abroad as soon as is reasonably possible, and that the student has exhausted all other feasible solutions in the overseas country involved.

10.2. Any complaints need to be given in writing and within the first 24 hours. Otherwise students will lose the right to any compensation, refund or changes. don Quijote will accept any suggestions after departure date or requests only on a information level and to improve our services.

11. COPYRIGHT

The management of don Quijote reserves the right to use all possible photos taken during the student's stay unless the student declares otherwise on his arrival at the school.

12. CONTRACT

As mentioned in GENERAL 1.3, no signatures are necessary for the agreement. Any bookings or payments confirm the acceptance of the agreement with all these conditions.

13. HOLIDAYS

Please check our web site (www.donquijote.org/holidays) for updated holidays as they may be subject to change before planning your trip to Spain (page 2). don Quijote is not obliged to refund or make up any classes missed due to National or Local holidays. In case of two holidays within one week (Monday to Friday), one day of the missed lessons will be recuperated except for One to One classes which will be recuperated in any case.

14. DISCOUNTS AND CREDIT NOTES

14.1 The Enrollment Fee is valid for one year from the first reservation made for don Quijote schools. In other words, any courses reserved during this year can be made using the same enrollment fee.

14.2 Discounts cannot be accumulated and all of them have a set duration period. They cannot be used in conjunction with one another and are only applicable when students are eligible for them when enrolling. Discounts that become available after the first enrollment are not valid.

14.3 Credit notes are only valid for up to 12 months (from your start date). Once this period of 12 months comes to an end, the students loses the right to them.

15. REFUNDS

15.1 Refer back to points 8 and 9 (cancellations).

15.2 Refunds can only be made and money can only be transferred to the student who booked the course. Refunds will never be made out to anyone other than the student or the tutor who paid for the reservation.

16. OFFERS

The published offers cannot be accumulated. All offers are subject to availability. There will be no changes made to bookings that have been received prior to the promotion. All offers and promotions will be applied at the time of booking.

17. PROTECTION OF PERSONAL DATA

In compliance with Spanish Law 15/1999, December 13, regarding the protection of personal data, don Quijote would like to inform you that your personal details within these general conditions will be stored in a database (whose liability and responsibility is don Quijote, S.L.), 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: Calle Placentinos nº 2 - 37008-Salamanca - Spain.

18. PAYMENT CONDITIONS

18.1 The total sum (in Euros for courses in Spain and in US\$ for courses in Latin America) must be received at least 2 weeks before your arrival (for Kids, Juniors and Teens program 4 weeks). Without the full payment don Quijote can cancel the program, and the student has no right to a refund. Please put your name and 'don Quijote' on all documents relating to transfers.

18.2 All bank charges will be your responsibility. In the case whereby the bank charges us a commission for receipt of your payment, we reserve the right to charge you this sum on your arrival.

18.3 Personal cheques won't be accepted in any case. Bank cheques will be accepted only if the cheque is received a minimum of 80 days before arrival and with an extra fee of €35 / US\$50.

18.4 These prices are valid until the 31st of December 2012 for courses beginning and ending in the year 2012.

18.5 This price list overrules all previous information about prices and dates.

18.6 don Quijote is not responsible for printing errors that may appear or for errors in publications by third parties about don Quijote.

By bank transfer to don Quijote: BANKINTER
C/ Marques de Urquijo 11, 28008 Madrid

€ account for courses in Spain and Cuba
Account nr: 0128-0023-19-0500006124
IBAN: ES25 0128 0023 1905 0000 6124
Swift code: BKBKESMMXXX

US\$ account for courses in Latin America
Account nr: 0128-0023-12-0140001941
IBAN: ES25 0128 0023 1201 4000 1941
Swift code: BKBKESMMXXX

By credit card:

1. You can pay by credit card through our secure online payment web site:
<https://secure.donquijote.org/payment/>
2. Please contact us so that we can send you a letter of authorization.

