

Registration and enrollment procedures

To enroll, and all other enquiries can be found on our website:

www.meytaqui.es/contact.html

In the form you must put your name, age, sex, address, contact and the course which you wish to apply for.

If you wish to receive an e-mail request contact us via: info@meytaqui.es

We also accept *last-minute* enrollments, but we recommend that you contact our Academy at least one or 2 weeks prior to starting the courses.

Once the form has been completed, your reservation will be confirmed within 48 hours.

Payment must be made at least 2 weeks prior to starting the course.

Payment of the course can be done in 2 ways.

A. **Bank Transfer***

Bank Account	Euros
Bank Name	La CAIXA
Swift Code:	CAIXES BB XXX
Account Name – BIC:	MEYTAQUI S.L.
IBAN code:	ES 71 2100 3203 29 2200439286
Account Number	2100 3203 29 2200439286

* *Once you've done the transfer, send a copy by fax (bank prof.) Fax: +34 934051141*

C. **Credit card:** we accept payment by Visa or MasterCard. To pay, send a fax to **0034 93-405-11-41** with the following information:

- Student's name.
- Name and passport number of the credit card owner .
- Signature of the cardholder.
- Credit card number.
- Date of expiry.
- Amount authorized to charge.

Once we've received payment, you shall be given confirmation of your place on the course.

If the student wants to make any changes to the courses, the total amount to pay may change (more hours, plus services etc.).

Once you have arrived at our Academy, we will process the registration. Please bring:

- Two passport photos;
- A copy of ID or passport;

For foreign students and more information read the general conditions below:

General Conditions MEYTAQUI S.L.

1. General

1.1 Meytaqui Academy is not responsible for acts of God (along with the law itself) or for the actions of other students.

1.2 To formalize the enrollment of the courses or accommodation, the student must agree to the terms and conditions.

2. Age

The minimum age to take a course in school Meytaqui is 16 years. In the case of minor students, when not accompanied by their parents or guardians, will require further authorization to study abroad, which certifies the center and the expected length of stay.

3. Lessons

3.1 The Academy Meytaqui reserves the right to extend the class schedule up to 9 pm.

3.2 During the spring or summer, the lessons may be done outside of the Academy.

3.3 The Academy Meytaqui reserves the right, in exceptional cases, that only 1 or 2 students are registered in the same group and level, so that the number of hours could be reduced slightly.

4. Accommodation

4.1 Any damage caused to objects or furniture belonging to the Academy must be paid for by the student.

4.2 If the furniture and/or items are damaged, and no one is directly responsible, the total cost of the repair will be divided amongst all the inhabitants of the apartment or residence.

4.3 Any dangerous or anti-social behavior will lead to the expulsion of the student and the termination of contract signed by Meytaqui Academy without the possibility of refund.

4.4 During the high season, the prices may be subject to change as well as the type of accommodation available.

5. Travel and Medical Insurance

5.1 It is mandatory that all students coming to our school are covered by health insurance. Meytaqui has incorporated it's own policy, suited to the students needs, with an international insurance company. The policy covers the costs incurred by accident,

illness, hospitalization during the trip, legal protection, repatriation and provides coverage for lost or stolen baggage and personal effects. It also provides coverage in the case of absence due to illness. We have all the details of the policy available to students in our school. We suggest to take this insurance from our school like that in the case of illness, supported by a medical proof, we can give you the money back.

6. Visas

6.1 For students who have European citizenship, a visa is not necessary to enter Spain. Students who are not EU citizens need to ask at the Spanish Embassies or Consulates to obtain a visa. The letter that will certify the registration (and the form for registration) will be sent ONLY when enrollment has been completed and you the course paid, moreover once you've sent a copy of your Identity to Meytaqui.

7. Admission and Expulsion

7.1 Meytaqui Academy reserves the right to cancel the student's reservation if payment of the total course, accommodation or other services is still due once the course has begun.

7.2 Any dangerous or anti-social behavior or the violation of Spanish law, will lead to the expulsion of the student and the termination of the contract signed by Meytaqui Academy without the possibility of refund.

7.3 In the event that damage or disturbance is caused to third parties, all costs of damages claimed shall be charged to the student without any right of reimbursement.

8. Booking, change and acceptance

8.1 In order to confirm the course, the enrollment fee of 399 € must be paid in advance. For the course of a flight attendant and / or Public Relations and for all foreign students, the total amount must have been already paid for two weeks before the course begins.

8.2 If you reserve a place two weeks before the course begins, the total amount must be fully paid for before the course begins.

9. Cancellation of registration and refund

9.1 In case the student wishes to cancel or suspend his/her registration must submit: a written request, a copy of the passport or identity card and the original certificate that we've already sent to him/her. Moreover, in the case of Visa being rejected, the official document of the cancellation of the permit.

9.2 Refunds IF THE STUDENT PRESENTS the official denial of Visa: If the students cancel their inscription with at least 15-days in advance before the course, where he/she is enrolled begins, the school will subtract 100€ before a refund is made.

9.3 If the students cancel their inscription with less than 15-days before the course starts, the school will give back the 75% of the total amount minus 100€(cancellation fee).

9.4 In regards to refunds - THE STUDENT MUST PRESENT the official denial of visa or if he/she wants to renounce from the course or if the student wishes to cancel his/her inscription, this must be done before or on the first day of the course. In the case he/she is already in Barcelona with a student visa, Meytaqui Academy will not refund the amount paid on other expenses. The course cannot be deferred.

The same rules will be applied to the securities issued by the Visa extension. In the case of refunds, the student will pay the bank fees.

10. ORGANISATION OF THE COURSES

10.1 The number of students per group is from 5 up to a maximum of 8.

10.2 If a group does not reach at least 5 students, the school may cancel and transfer students to another group.

11. Textbooks

11.1 Books are not included, 20-40€each level.

12. Schedule changes in the courses

12.1 If the student needs to change the time of his/her course, regarding that there are other courses available, with same level and type, this can be changed. The student can change only once per course.

12.2 If there are not other options than these times, or they are not suitable to the student's preferences, Meytaqui Academy is not obliged to refund the amount paid for the course or to postpone it.

12.3 If the student is enrolled in more courses of 8, 10, 12, 16 or 20 hours per week or for several consecutive months, and the courses schedules are not compatible with each other, the school is not responsible for this incompatibility and is not forced to give different time schedules. The school does not refund the total amount paid by the student and the course will not be postponed either.

13. Level changes

13.1 If the student wants to change his/her level during the course, the course director and his teacher will have to confirm first. The student must take an exam to switch to another level.

14. Holidays

14.1 The holidays are officially established in the calendar and therefore are included in prices. Classes missed for holidays cannot be recovered, except for those included in the weekly prices. Prices do not include Christmas and Easter holiday periods.

15. Absences

15.1 Attendance is checked daily. The school has no obligation to inform the student or third parties about the exact number of absences made from the student, during the course.

15.2 If the student needs a certificate of attendance, this will be reflected by his/her actual attendance in classes.

15.3 If the student needs a diploma of the course, he/she has to pass the final exam and have a minimum of 70% attendance.

15.4 If the student misses a class for any reason, the school will not return the missed class.

15.5 If the student misses 3 consecutive weeks, the level will be reviewed and probably he/she will change course.

16. Exams

16.1 All courses have a final exam. For a course of three months there is even a mid-term exam. The final exam date is the next-to-last day of the course. If you cannot attend, please contact the teacher to do the exam a week before of the official date. It will not be possible to do it on any other day.

16.2 For the general language courses the student has to pass the oral comprehension test (which is 30% of the 8-hour final exam and 25% of 4 hours). The score will be evaluated based on the participation to the course and interest shown. For the colloquial language courses, the student will only have an oral test where he/she will talk with his/her classmate, on the last day of the course. The teacher will tell the score to the student. At the same time the student can ask the teacher about the progress made during the course and recommendations for the following courses and the level to take.

17. Diplomas and certificates

17.1 To achieve the diploma the student has to stand the final exam and have attended at least 70%.

17.2 If the student does not complete the course, and if he/she has an attendance which is less than the 70% or if he/she fails the final exam, they will receive a certificate of attendance.

17.3 The student has to arrange with the secretary of the academy, when to come and collect the certificate or diploma.

18. If you study different consecutive courses

18.1 The school cannot guarantee the same time schedule on all other courses. The student can book the following 3 months before the first course ends.

18.2 The admission to the advanced level course will depend on your final score.

19. Copyright

19.1 Meytaqui Academy reserves the right to use all photos taken during the students' stay, if they do not say differently upon their arrival.

The school reserves the right to admission

I have read the terms and agree with them, signed: