

> ENROLMENT FORM

[Please read our enrolment conditions overleaf carefully before completing your enrolment form]

DATE: _____

[CAPITAL LETTERS, PLEASE]

Mr

Ms

FIRST NAME: _____ SURNAME: _____

ADDRESS: _____

TEL [HOME]

TEL [WORK]

TEL [MOBILE]

E-MAIL: _____

NATIONALITY: _____ DATE OF BIRTH: _____

OCCUPATION: _____

HAVE YOU EVER STUDIED SPANISH? YES NO

HAVE YOU STUDIED AT THE INSTITUTO CERVANTES BEFORE? YES NO

HOW DID YOU HEAR ABOUT THE INSTITUTO CERVANTES?

- Written press
 Brochure
 Bus
 Radio
 Internet browser
 Poster
 TV
 College
 By a friend
 Cervantes Homepage
 Other (Please specify): _____

I WISH TO ENROL FOR THE FOLLOWING:

1ST OPTION

COURSE NO> LEVEL> DAY> TIME>

2ND OPTION (We will make every effort to facilitate your preferred option. Only if no place is available or your course is cancelled due to insufficient students, will we move on to your 2nd choice)

COURSE NO> LEVEL> DAY> TIME>

FEE: _____ CHEQUE CASH VISA/ MASTERCARD/LASER BANK TRANSFER*

Instituto Cervantes Bank account: AIB sc: 93-10-63 Acc: 29586005

*** If your choice is Bank transfer, registration will be effective upon reception of a copy of the transaction.**

CREDIT/DEBIT CARD N° [PLEASE INCLUDE 3 DIGIT SECURITY CODE ON BACK OF CARD]

N° EXPIRY DATE NAME ON CARD

I HAVE READ & I ACCEPT THE TERMS & CONDITIONS OF ENROLMENT STATED OVERLEAF.

SIGNATURE OF APPLICANT ^

TERMS & CONDITIONS OF ENROLMENT

CONDITIONS

- Fees must be paid in full at registration and are not transferable to another person or another term. Only when full payment is received can an enrolment take place.
- No bookings taken in advance or deposits accepted.
- Payment implies that you accept the conditions of enrolment.
- Minimum age for enrolment in a course is 16 years (except for courses designed for children and junior & leaving certificate preparation courses).
- Attendance is the student's responsibility. We regret that it is not possible to make up a missed class by attending another section.
- Classes at the Instituto Cervantes are occasionally used for teacher training purposes.
This will always be under the supervision of your Spanish teacher.
- Library membership is free for students of the Instituto Cervantes.
- Fees are exclusive of books.

CANCELLATIONS & REFUNDS

Students should consider their personal commitments and circumstances before enrolment as we regret that no fees are refundable once the course has started. No partial refund for classes can be granted for sessions not attended and no postponement can be allowed.

- Cancellations must be made in writing, enclosing the receipt, at least one day before the beginning of the course and are subject to a 10% administration charge of the total course fee.
- The Instituto Cervantes reserves the right to cancel a course in the case of insufficient student numbers or unforeseen circumstances, in which case a full refund will be made.
- The Instituto Cervantes reserves the right to change teachers during the course.

PLEASE SEND THE COMPLETED ENROLMENT FORM AND PAYMENT TO:

INSTITUTO CERVANTES, LINCOLN HOUSE, LINCOLN PLACE, DUBLIN 2.

PLEASE MARK THE ENVELOPE "ENROLMENTS"