



LANGUAGE COURSES BARCELONA

21
AÑOS DE
EXPERIENCIA



SPANISH  SPAIN
Fedele Barcelona

RULES OF THE SCHOOL

ENROLMENT AND PAYMENT

Level test: It is free, you have to do it before starting the course so that we may verify your level, unless you are a beginner.

Enrolment and payment: You can choose the type of course and timetable (based on the results of your level test) that is more convenient for you (subject to availability). Before starting the course you must pay the entire period in which you want to sign-up. You may pay with credit or debit card or by bank transfer.

Enrolment fees: 30€ (it includes the enrolment, the level test, certificates and additional material). It doesn't include books.

Before starting the course you must pay the entire period in which you want to sign-up. You can pay in cash, with credit or debit card or by bank transfer. The school will not refund the enrolment fee.

If you want to continue studying you must pay your course before the last day of your current enrolment.

If you need a certificate of enrolment to apply for a visa, we give you a document with extra information.

Reserving a place: The enrollment fee payment reserves a place for you in the chosen schedule for a period of 1 week (if the class is full after that you will still have a place but in a different schedule).



C/ Santa Mónica 2



A trial class: 2 hours for free.

Cancellations: Must be requested in writing. If you cancel the course within more than 15 working days before the beginning of the course, the school will refund the full amount of the course minus 50 € for cancellation fees. / If you cancel the course within less than 15 working days, the school will refund the full amount of the course minus 100€ (1 course) and / 150€ (several courses). / If you cancel the course after it has already started, the school will not refund your payment and we won't allow you to transfer it to another person or postpone it. If you enrolled to apply for a visa, you have a specific document for cancellations.

ORGANIZATION

Beginning of the courses: Most of the students sign-up in the beginning of the course, but you may also sign-up in a course that has already started. First you have to do the level test. A new course (Basic 1) may start at the beginning of every month provided that there is a minimum of 5 persons.

Number of students in the class: Minimum 5, Maximum 15.

If a group ends up with less than 5 students in it, the school may cancel it and transfer the students to another group or refund them the corresponding amount. If a group has been studying for more than 2 months with less than 5 students, the school does not refund the proportional amount corresponding to the third month.

Textbooks: To follow the course it is obligatory that you have the textbooks. You can buy your books in the school. We do not provide copies of the books. If you are enrolled in a course for less than one month, subject to availability, you can rent them from the school by leaving a deposit of 25€ per book, which will be refunded when you return the books in the same condition as you received them. If you return the books more than two weeks after the end of your enrolment period, the school does not refund the deposit.

Timetable changes:

- If you need to change the timetable of your course, in case there is another timetable option in the same level and type of course (subject to availability), you may change only once per course.
- In case there is no other timetable option or there is no availability or the available timetable is not suitable for you, the school does not refund you or postpone the course.



C/ Santa Mónica 2



Level changes. If you want to change your level during the course, your teacher first has to confirm it and you have to do a specific exam for admission in a higher level.

Holidays. Holidays are those officially established and therefore are included in the prices. Classes missed on such holidays are not recovered, except in the weekly price. Holidays periods are excluded from the prices.

Absences:

- Attendance is taken daily. If you need a certificate of attendance it will reflect your actual attendance.
- If you miss the class for any reason whatsoever the school does not refund or reschedule the missed class.
- If you miss 3 consecutive weeks, your level will be revised and it will probably change.

Exams: All courses have a final exam. There is one official date and an extraordinary date one week before. You may not do the exam after such official dates. For obtaining the diploma the exam is mandatory. Admission in the next level depends on your final score. There is an exam mid-way through the 3-month courses. If you want to take the final exam you need to pay till the end of the course.

Certificates: To obtain the certificate of your course you have to pass the final exam at the official date. If you do not write it at this date, you will receive a certificate of attendance without your final mark. The school will send it to you by mail some weeks later after having written the final exam.

If you study several consecutive courses:

- 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.
- Admission in the next level depends on your final score.
- If you want to sign-up in several consecutive trimesters and you have a high level, the school does not assure courses of your level until the end of the period in which you are enrolled.