

**Completa la solicitud y envíala a [info@four-ways.com](mailto:info@four-ways.com) / Fill in the application form and send it to [info@four-ways.com](mailto:info@four-ways.com)**

1. Completa el formulario en letras MAYÚSCULAS. Complete the form in Type or in **BLOCK CAPITALS**.
2. Por favor verifica la disponibilidad del programa elegido antes de reservar tus vuelos. Please check for programme availability for your preferred dates with the school before booking flights.
3. Envíanos el formulario completo por fax o email junto con el justificante de pago de 40€ de la matrícula y el depósito de 100€ o el 15% del coste total del curso. La matrícula y depósito no son reembolsables. Return the completed form by fax or email and pay the 40€ registration fee plus a deposit of 100€ or 15% of the total tuition fees, whichever is the greater. The registration fee and deposit are non-refundable.
4. El balance del coste total se deberá pagar 30 días antes de la fecha de comienzo del curso. The balance of fees must be paid 30 days before the course commences.
5. Los estudiantes que reserven alojamiento deberán pagar 40€ de gestión. Students booking accommodation must pay booking fee of 40€.
6. Los estudiantes que reserven alojamiento en casas de familia, también deberán pagar 100€ de depósito (que será deducido del coste total del alojamiento). Students booking homestay accommodation must also pay a 100€ deposit ( will be deduced from total accommodation cost).

**1. Datos personales/ Student details**

Apellido/ Family name:

Nombre/ First name:

Fecha de nacimiento/ Date of birth:

Nacionalidad/ Nationality:

Idioma/ First language:

Dirección/ Home address:

País/ Country:

Teléfono/ Telephone

E-mail:

**2. Contacto para emergencias/ Emergency contact**

Nombre del contacto/ Contact name:

Relación/ Relation with student:

Teléfono/ Telephone:

Email:

¿Tienes alguna discapacidad de la que debas informarnos?/  
Do you have any disabilities that we need to know about?  
Sí/ Yes  No

Si la respuesta anterior es **sí**, por favor infórmarnos al respecto/  
Please provide us with details if you have answered **yes** to the  
question above:

**3. Programa elegido / Selected Programme**

<input type="checkbox"/> Standard course	<input type="checkbox"/> Spanish + Rugby
<input type="checkbox"/> Intensive course	<input type="checkbox"/> Spanish + Cooking
<input type="checkbox"/> Saturday intensive course	<input type="checkbox"/> Spanish + Wine tasting
<input type="checkbox"/> Spanish + Surf (Standard)	<input type="checkbox"/> Spanish + Internship
<input type="checkbox"/> Spanish + Surf (Intensive)	<input type="checkbox"/> Other

**4. Fechas del curso/ Course Dates**

Fecha de inicio/ Start date:

Duración del curso/ Course length:  semanas/ weeks

**5. Tu nivel de español/ Your Spanish level**

A1-A2: Principiante y elemental/ Beginner and Elementary

B1-B2: Intermedio/ Intermediate

C1-C2: Avanzado/ Advanced

**6. Alojamiento/ Accommodation**

Casa de familias/Homestay  Hotel

**7. Otros servicios/ Required services**

Servicio de recogida/Transfer  Seguro/Insurance

**8. Pago/ Payment**

Pagar la matrícula, clases y reserva de alojamiento ahora/ I will pay all registration, tuition & accommodation booking now

Pagar un depósito de reserva de 140€ ahora / I will pay a booking deposit of 100€ now.

Pagar gestión alojamiento / depósito de reserva ahora/ I will pay accommodation fee/ booking deposit now

**9. Datos bancarios/ Bank account details**

**Banco/ Bank** : IBERCAJA

**Número de cuenta / Account number**

IBAN: ES90 2085 8146 6803 3047 0126

SWIFTBIC (Europe and/or different than €): CAZRES2Z

**Titular cuenta/Account holder** : EDITRES PRODUCCIONES GALICIA, S.L. (FOUR WAYS)

**Concepto/ Concept**: Nombre del estudiante/ Student name and surname.

**10. Declaración/ Declaration**

I have declared and understood FOUR WAYS Terms and Conditions (below)/ He declarado entendido los Términos y Condiciones de FOUR WAYS (abajo).

Firma/ Signature:

Fecha/ Date:

## TERMS AND CONDITIONS

All General Programmes and Spanish Plus courses are subject to a minimum booking of 3 students. If there are less than 3 students in a class, lessons will be reduced as follows:

	1 student enrolled	2 students enrolled
Standard Course 20	10 lessons	16 lessons
Intensive Course 25	13 lessons	20 lessons

### Enrolment and payment

In order to enrol on a course, please send:

- Completed application.
- At the same time, a non-refundable deposit of €100 or 15% of the total course fee, whichever is the greater. This amount will be deducted from the total fees.
- Pay the €40 registration fee.
- Your place will not be confirmed until the deposit and registration fee have been received.
- The balance of all course fees must be paid 30 calendar days prior to the start date of the course.
- Course fees and registration fee must be paid in full for applications received within 30 calendar days of the course start date.
- Credit card payments will be subject to a 2% charge.

As soon as we receive the application form and the deposit, we will confirm the booking and send all the necessary documents and information.

### Visas

Students who need to apply for a visa have to send full payment (course fees, registration fee and accommodation costs) before a place on a course will be confirmed. This in no way guarantees that the relevant authority will issue a visa. The visa application process is the responsibility of the student. If the visa is for whatever reason rejected, we will retain €140 and refund any balance of the amount paid, provided it is more than 30 days before the course start date.

### Four Ways bank details

The student must pay all bank costs.

Transfers should be made to the following bank account:

Bank: IBERCAJA  
 Account number: IBAN: ES90 2085 8146 6803 3047 0126  
 SWIFTBIC (Europe and/or different than €): CAZRES2Z  
 Account holder : EDITRES PRODUCCIONES GALICIA, S.L. (FOUR WAYS)  
 Concept: Student's name and surname.

If you wish to pay by credit card, please tell us and we will send you a payment link.

### Placement test

After sending your application form, we will require you to complete the Placement Test. This will allow us to assess your level of Spanish language and place you in the correct level group. Sending your assessment test beforehand means you will start your Spanish lessons on the course start date. Students failing to complete the test in advance will have to complete it on the first day of their course and this may cause a delay in starting your classes.

### Airport transfer from A Coruña airport to the city centre (optional)

- €30 (one way)
- €60 (return)
- **Cancellation**
- For cancellations received more than 60 days in advance of the course start date, all payments made (excluding the registration fees) will be refunded.
- For cancellations received less than 60 days in advance but more than 30 days in advance of the course start date, 50% of all payments made (excluding the registration fees) will be refunded.
- For cancellations received less than 30 days in advance, no refunds will be made.

- All cancellations must be notified in writing.
- No refunds will be made to students leaving the course early after the official course start date.
- Private students must contact Four Ways at least 24 hours before a scheduled class during business hours to notify us of a cancellation or schedule change. Any cancellations or schedule changes made after that time will be charged.

### **Accommodation fees**

Students booking accommodation must pay:

- €100 deposit (non-refundable and will be deducted from total accommodation costs).
- €40 booking administration fee (non-refundable).

### **Hotels and residences**

Prices vary depending on the season but by way of guidance, accommodation costs are likely to be as follows:

Hotel: from €50/night

Student residence: from €20/night

For hotel or residence bookings made by Four Ways, the student may be required to provide their credit card details to guarantee the booking. The balance of the accommodation costs will be paid directly to the accommodation provider in accordance with the terms and conditions of the provider. This is the responsibility of the student. Four Ways will not be responsible for any bills or expenses incurred by the student during their stay at the accommodation.

### **Homestay**

Bed and breakfast: €25/day

Half board: €30/day

All payments must be made directly to the host family on arrival.

Four Ways can not guarantee homestay accommodation for bookings made less than 60 days before the course start date. If Four Ways cannot source the requested accommodation, alternative accommodation will be offered. If, after a reasonable search by Four Ways, the recommended accommodation is not accepted by the student on reasonable grounds, Four Ways will refund the €100 deposit but will not refund the €40 booking administration fee.

### **Insurance**

Four Ways is insured against accident and loss that might occur on its premises and during authorised Spanish Plus activities that take place outside the premises.

Host families do not provide insurance cover as standard and therefore the student must make their own arrangements.

Students are strongly advised to obtain insurance cover in advance from their own country.

Alternatively, students can obtain insurance cover through Four Ways at a cost of €20 for stays no longer than 1 month.