

## ADULT COURSES

COURSE	FROM 1 TO 6 WEEKS	FROM 7 TO 12 WEEKS	13 OR MORE
Intensive 20	145 €	135 €	130 €
Superintensive 30	220 €	210 €	200 €
Combination 20 + 5	270 €	260 €	250 €
Combination 20 + 10	395 €	385 €	375 €

ONE-TO-ONE	PRICES IN € PER WEEK
5 individual lessons	150 €
10 individual lessons	280 €

HOMESTAY	ELCHE		ALCALÁ DE HENARES	
	PRICE PER WEEK*	EXTRA NIGHT	PRICE PER WEEK*	EXTRA NIGHT
Single room - Half board	155 €	25 €	165 €	27 €
Double room** - Half board	145 €	23 €	150 €	24 €
Single room - Full board	180 €	30 €	190 €	31 €
Double room** - Full board	170 €	28 €	180 €	29 €

SHARED APARTMENT / STUDIO (MIN. 2 WEEKS)	ELCHE		ALCALÁ DE HENARES	
	PRICE PER WEEK		PRICE PER WEEK	
Shared apartment - Single room	90 €		120 €	
Shared apartment - Double room**	70 €		90 €	
Private studio	140 €		160 €	

RESIDENCE (PRICES PER WEEK)	ELCHE***		ALCALÁ DE HENARES		
	PRICE PER WEEK	EXTRA NIGHT	CARDENAL CISNEROS	DUNIA HALL	GINER DE LOS RÍOS
Residence - Single room	200 €	30 €	218 €	110 €	217 €
Residence - Double room**	150 €	25 €	190 €	50 €	172 €

HOTEL	ELCHE	ALCALÁ DE HENARES
Hotel - 2, 3 and 4 star hotels	Available upon request	

ADDITIONAL FEES	
Registration fee (Non-refundable)	40 €
Accommodation placement fee (Non-refundable)	40 €
VISA Courier Fee	80 €
Material	40 € every 6 weeks

TRANSFERS	
Alicante Airport-Elche	One way 35 €
Alicante Railway Station-Elche	One way 50 €
Madrid Airport-Alcalá de Henares	One way 50 €

\* Supplement for special dietary requirements (celiac, vegan, etc.): 30 € per week.

\*\* Double and twin rooms are only available for students travelling together.

\*\*\* The residence in Elche is on a Full Board basis.

## JUNIOR COURSES

ACADEMIC YEAR (PUBLIC SCHOOL)	12 WEEKS	24 WEEKS	42 WEEKS
6-7 teaching hours per day in a Spanish High School + homestay accommodation + full board + text books	4.500 €	7.375 €	11.363 €

IMMERSION IN HIGH SCHOOL*	2 WEEKS	4 WEEKS	5 WEEKS	6 WEEKS
6-7 teaching hours per day in a Spanish High School + 1 hour of Spanish per day at Top School** + homestay accommodation + full board	1.186 €	2.086 €	2.500 €	2.915 €
Administration fee	150 €			

SUMMER PROGRAMME (14-18 YEARS OLD)	2 WEEKS PACKAGE	ADDITIONAL WEEK
15 lessons per week of Spanish + homestay accommodation + full board + activities and excursions	1.052 €	526 €

INTERNATIONAL SUMMER CAMP (8-15 YEARS OLD)	2 WEEKS PACKAGE
15 lessons per week of Spanish or English + wooden cottage accommodation + full board + activities and excursions	Price upon request

MINI STAY (GROUPS FROM 15 STUDENTS)	6 DAYS / 7 NIGHTS	
ELCHE (ALICANTE)	15 lessons per week of Spanish + homestay accommodation + full board + bus pass + guided tour of Elche	360 €
	15 lessons per week of Spanish + hotel accommodation + full board + bus pass + guided tour of Elche	457 €
RESIDENTIAL MULTIADVENTURE	15 lessons per week of Spanish + accommodation in wooden cottages + full board + afternoon and evening activities	394 €
ALCALÁ DE HENARES (MADRID)	15 lessons per week of Spanish + homestay accommodation + full board + bus pass + guided tour of Alcalá de Henares	374 €

WORK EXPERIENCE (FROM 16 UNTIL 18 YEARS OLD)	FROM 1 WEEK
Work experience + Spanish lessons (optional) + homestay or hotel accommodation + bus pass + activities and excursions (optional)	Price upon request***

HOMESTAY	ELCHE		ALCALÁ DE HENARES	
	PRICE PER WEEK****	EXTRA NIGHT	PRICE PER WEEK****	EXTRA NIGHT
Single room - Full board	155 €	25 €	165 €	27 €
Double room***** - Full board	150 €	25 €	150 €	24 €

\* For longer courses, please check the Academic Year programme.

\*\* Additional lessons of Spanish in the Immersion in High School programme: 20€ per class.

\*\*\* The Work Experience programme is fully customizable so quotations are always tailor-made upon request.

\*\*\*\* Supplement for special dietary requirements (celiac, vegan, etc.): 30 € per week.

\*\*\*\*\* Double and twin rooms are only available for students travelling together.

**Top School in Spain**

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# Terms and Conditions

## ENROLMENT PROCESS\*

- Fill in booking form and online placement test.
  - Make required deposit.
  - Receive booking confirmation letter and invoices.
  - Pay full amount of course and accommodation.
  - Receive accommodation details and visa invitation letter (when requested).
  - Receive and send filled in student travel form.
  - Receive travel and transfer confirmation letter.
- \*When signing the booking form or on having carried out the payment of reservation, the student accepts the following terms and conditions.

## PAYMENTS

Payments may be effected by bank transfer or credit card and must be received in full at least 14 days prior to the course start date. Bank details are provided on the invoice. Payment must include all bank transfer charges (including intermediary bank charges).

## VISAS

Payment must be received in full prior to any visa documents being issued. There is a charge of 80 Euros each time documents have to be sent by courier. If a visa application is rejected and we receive written evidence at least 7 days prior to arrival we will refund the fees received in full, but for the registration fee, the accommodation placement fee, any courier fees and any bank charges. A cancellation fee equivalent to 1 week of accommodation and tuition in addition to non-refundable charges (registration fee, accommodation placement fee, courier fees and bank charges) will apply if we receive written evidence of visa rejection fewer than 7 days prior to arrival.

Should Top School receive positive visa application results less than 7 working days prior to arrival Top School reserves the right to offer alternative accommodation.

Should the arrival day be postponed due to delayed visa applications, Top School cannot guarantee the original accommodation allocation.

Whilst Top School endeavours to support students at all times, Top School cannot be held responsible for decisions taken by embassies or immigration police regarding entry visas or visa extensions.

## CHANGES TO ENROLMENT

Top School reserves the right to charge an administration fee of 80 Euros each time the course, accommodation or centre is changed or postponed after Top School has confirmed the initial enrolment. This also includes requests for changes whilst the student is at school.

## REFUNDS AND CANCELLATION FEES

**Cancellation prior to arrival:** For all students cancelling over 14 days prior to the course or accommodation start date (whichever comes first), Top School will refund fees received in full less non-refundable charges (registration fee, accommodation placement fee, courier fees and bank charges).

**Cancellation after arrival or absence:** No refunds of tuition, registration fee or placement fees will be given by the school once the student has started his/her course. However course can be shortened\*\* as follows:  
**Short Term Courses (1-7 weeks):** Courses cannot be cancelled, shortened or lessons reduced in number. Tuition fees are not refundable.

**Long Term Courses (8-23 weeks):** Students can shorten courses by a maximum of 2 weeks. Students must give a 2 week period of notice. The resulting credit can only be used to upgrade tuition. Credit is not transferable or refundable.

**Applicable in low season only. 24+ weeks courses:** Students can shorten courses by a maximum of 4 weeks. Student must give a 2 week period of notice. The resulting credit can only be used to upgrade tuition. Credit is not transferable or refundable.

**Accommodation cancellation prior to arrival\*\*\*:** Students cancelling their accommodation fewer than 14 days before arrival will be charged one week accommodation fee and the accommodation placement fee.

**Accommodation cancellation after arrival\*\*\*:** Booking of 7 weeks or fewer – No accommodation refund. Booking of 8 weeks or over – Students must give notice in writing 4 weeks prior to termination otherwise a 4 week cancellation fee will apply.

\*\*Students cannot upgrade courses to One-to-One in high season. In low season, students can upgrade to One-to-One subject to availability.

\*\*\*Students who require a visa/temporary residence permit may not be able to shorten their course due to the terms of their visa/temporary residence permit.

\*\*\*Please note that certain accommodation options may be subject to special cancellation charges. Should these differ from the ones described, students will be notified at the time of cancellation.

## HOLIDAYS

**Holiday breaks for Academic Year students (24+ weeks):** Students must follow the Spanish school's holiday calendar. It will be mandatory for students to go back to their country of origin at Christmas and advisable at Easter. Students requiring a visa for study must ensure that their visa is issued for the correct dates including any holiday breaks.

**Public holidays:** 1 and 6 January, 19 March, Holy Thursday and Holy Friday, 1 May, 15 August, 9 and 12 October, 1 November, 6, 8, 25 and 29 December.

Top School will be closed on public holidays. Missed lessons on these dates will not be made up. Exceptions are made for One-to-One courses where missed lessons will be made up. There is no refund for lessons missed.

**Christmas:** High School classes end around 21th December and restart after 6th January.

**Easter:** The last day depends on the calendar. There are two weeks of holidays.

**Summer:** The last day of class is around 21st June. In September, the school year usually starts around 15th September.

## REDUCTION OF LESSONS

Top School reserves the right to reduce the number of lessons in a class due to insufficient number of students. Lessons will be reduced as follows:

**Intensive 20:** If 2-3\* students in the class, lessons reduce to 15 per week. **Intensive 30/DELE 30:** If 2-5\* students in the class, lessons reduce to 20 per week.

\*If there is only one student applying for a course, a tailor-made One-to-one programme will be offered instead.

## LEVEL OF SPANISH

If a student does not have the minimum level of Spanish required to follow a specific course, as determined by Top School's placement test, Top School reserves the right to move the student to an appropriate course for their level.

## TRANSFERS

Flight details (including arrival time, flight numbers, airline and point of origin) must be advised 7 days prior to arrival in order for Top School to provide airport transfers. No refunds will be granted on transfers if flight details are not sent to Top School at least 7 days prior to arrival. Airport transfer fees include a maximum of 1 hour waiting time. In the event of delays exceeding 1 hour, students will be charged an additional fee at the school.

## CLASS INFORMATION

Classes are held Monday to Friday, starting in the morning. However, Top School reserves the right to introduce a double banking timetable where students alternate between morning and afternoon lessons, on weekly or daily basis. Top School reserves the right to use classrooms in alternative premises of a similar standard.

## FORCE MAJEURE

Top School will not have to compensate the consumer for any failure to comply with any of its obligations if the failure is occasioned by any cause beyond Top School's reasonable control; nor shall Top School be responsible for any costs incurred by or on behalf of the student as a result of any such cause. Such causes shall include but shall not be limited to war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster, unusually adverse weather conditions and infectious diseases.

## SUPERVISION

Please note that Top School does not provide supervision for any students who book an adult course.

## EXPULSION

Top School reserves the right to expel students for unacceptable behavior or lack of attendance. No refund will be given. Repatriation is at student's own expense.

## DAMAGE TO PROPERTY

Students must pay the full cost of any damage they cause to property.

## INSURANCE

Students must have adequate health, civil liability and travel insurance while attending any of our programmes. Students will be required to show a proof of their insurance upon arrival. If proof is not available, students must immediately purchase the complete insurance from Top School to cover their entire enrolment period.

## LIABILITY

Top School will not be held liable for loss, damage or injury to persons or property.

## PHOTOGRAPHY & FILMING

Top School may take promotional photographs and video footage of students. If students do not wish to participate, Top School will respect their wishes if Top School has been notified.

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