

Dates & Fees 2024



Accreditations and Memberships



Awards



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COURSES MENU | ON-SITE

General

- General Spanish Courses
- Private Lessons / Private Groups

Official Exams Preparation & Examination

- DELE
- SIELE
- CCSE

Higher Education Access

- University Pathway Courses - PAU Preparation
- Spanish Course for Máster or Grado Superior Access
- Preparation Course for Grado Superior Access Exam
- Tailored Course for Master's Degree Access
- Educational Consultancy Packages

Vocational Certifications

- International Marketing

Professional

- Courses & Workshops for Professional Training
- Professional Spanish
- ELE Teacher Training Course
- Training course for professionals of the study & travel sector (long stay)

Vacation

- Summer Course
- Personalised Linguistic Stays for Groups
- Spanish Plus Programmes

Young

- Courses for Kids & Teenagers
- Family Courses

Exclusive

- Luxury Vacation Course in Valencia
- Deluxe Beauty & Shopping course in Valencia
- Personalised Deluxe Course package

Cultural

- Spanish + Culture



General

- General Spanish Courses
- Private Lessons / Private Groups

Official Exams Preparation & Examination

- DELE Preparation Course

Young

- Courses for Kids & Teenagers
- Family Courses

Higher Education Access

- University Pathway Courses - PAU Preparation

2024

JANUARY

Mo	Tu	We	Th	Fr	Sa	Su
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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23	24	25	26	27	28	29
30	31					

Courses starting every day

- General Spanish Courses*
- Private Lessons / Private Groups

* Only the Absolute Beginners level has a fixed start date

Bank Holidays:

January 1, January 6, January 22, March 19, March 29, April 1, April 8, May 1, June 24, August 15, October 9, October 12, November 1, December 6, December 8 and December 25

Courses with a fixed start date

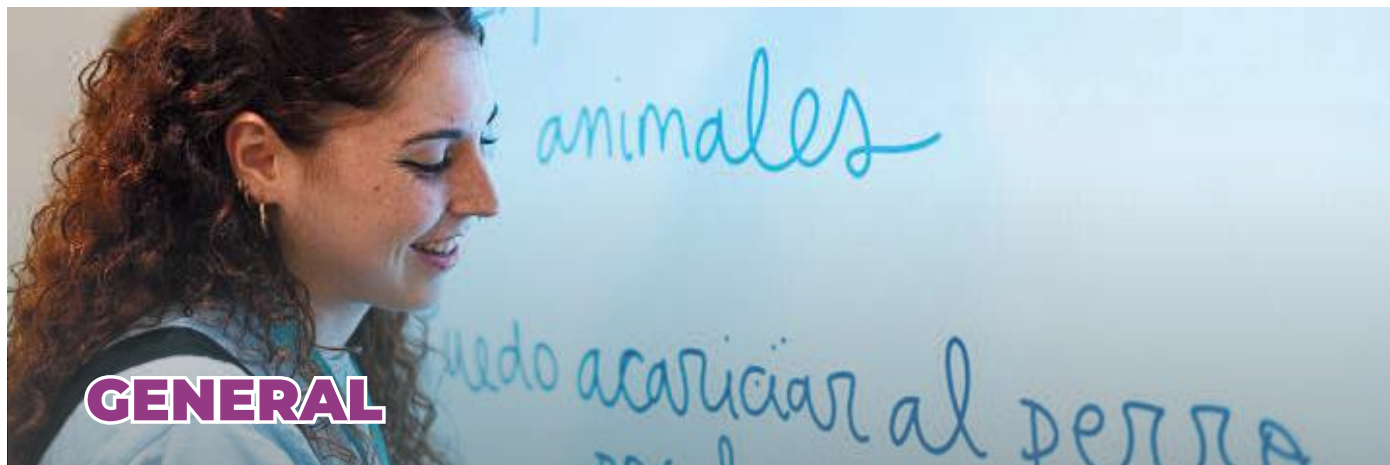
- Start Absolute Beginners - Morning lessons
- Start Absolute Beginners - Afternoon lessons
- PAU Preparation Course

- Start Vacation Course
- End Vacation Course
- DELE Preparation
- DELE Exam*
- Start Courses for Kids & Teenagers
- End Courses for Kids & Teenagers

*Official exam dates not confirmed yet. The dates for the DELE Preparation Course might change

DELE Courses

Exam date	Start dates Preparation Courses
May 17	8 weeks: March 25 4 weeks: April 22
July 12	8 weeks: May 20 4 weeks: June 17
November 22	8 weeks: September 30 4 weeks: October 28



GENERAL

GENERAL SPANISH COURSES

What's included



Schedule your weekly number of lessons



Flexible timetable: choose your preferred time and change it whenever you need it



Make up the lessons you missed!



Onsite lessons with small groups



Administrative visa support, if required



Certificate of attendance & class materials

Extensive: 4 hours per week

Duration (weeks)	4 - 19	20 - 49	50+
Price per week	36 €	32 €	30 €

Extensive Plus: 6 hours per week

Duration (weeks)	4 - 13	14 - 33	34+
Price per week	54 €	48 €	45 €

Intensive: 10 hours per week

Duration (weeks)	1 - 7	8 - 19	20 - 39	40+
Price per week	90 €	80 €	75 €	70 €

Intensive: 20 hours per week

Duration (weeks)	1 - 3	4 - 9	10 - 19	20 - 29
Price per week	180 €	160 €	150 €	140 €

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LONG TERM COURSES

What's included



20 hours per week of General Spanish lessons (small groups)



1 DELE Preparation Course (in substitution of General Spanish lessons)



Onsite lessons with small groups



Certificate of attendance & class materials



Administrative visa support, if required

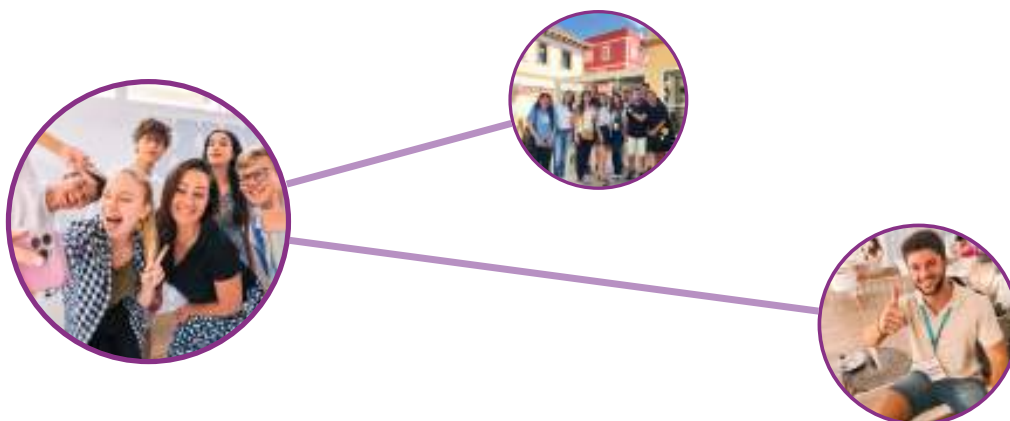
- Acceptance letter for the student visa
- Management of the NIE card
- Documentation for the accommodation registration in Spain

Suggested duration for students who require a student visa

Duration (weeks)	30	40	1 year
Total price	4000 €	4750 €	5200 €

SUMMARY OF COURSE PRICES

Number of hours	<80	80	200	400	600	800	1.000
Price per hour	9 €	8€	7,5 €	7,0 €	6,7 €	5,9 €	5,2 €





GENERAL

PRIVATE LESSONS / PRIVATE GROUPS

What's included

- Schedule your weekly number of lessons
- Flexible timetable: choose your preferred time and change it whenever you need it
- Certificate of attendance
- One-to-One lessons
- Administrative visa support, if required
- Class materials

Individual Lessons

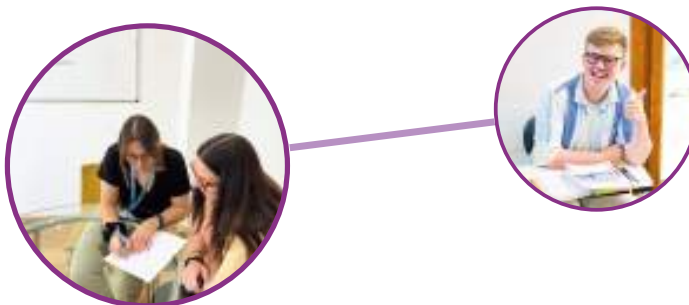
Duration	1 hour	10 hours	40 hours
Price per hour	75 €	60 €	50 €

Private Groups

(Price per hour / student)

	2 students	3 students	4 students	5 students	6 students
1 hour	45 €	40 €	35 €	30 €	27 €
10 hour	35 €	30 €	25 €	22 €	20 €
40 hour	30 €	25 €	20 €	17 €	15 €

★ For bigger groups, please contact us.



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OFFICIAL EXAM PREPARATION COURSES

DELE PREPARATION COURSES



What's included



Select 10 or 20 hours of DELE Preparation lessons per week (4 or 8 weeks duration)



Administrative support for the official exam registration



Fixed timetable: morning or afternoon lessons



Certificate of attendance & class materials

Intensive: 10 hours per week

Intensive Plus: 20 hours per week

Duration

4 weeks

8 weeks

4 weeks

8 weeks

Price per week

115 €

105 €

210 €

180 €

SIELE PREPARATION COURSES



What's included



10 hours of SIELE Preparation lessons per week (4 weeks duration)



Administrative support for the official exam registration



Fixed timetable: choose morning or afternoon lessons



The official SIELE exam registration fee is included

Course + SIELE exam

Express Preparation + SIELE exam

4 weeks

Total price

595 €

155 €



CCSE

CCSE PREPARATION COURSE

What's included



200 hours of General Spanish Course



2 Private Lessons for exam preparation



Administrative support for the official exam registration



Official registration fee for the DELE A2 and CCSE exams is included

Total price

1750 €



HIGHER EDUCATION ACCESS COURSES

UNIVERSITY PATHWAY COURSES – PAU PREPARATION

What's included

- October - August
- 20 / 30 hours per week (PCE / EBAU)
- Certificate of attendance
- Educational Consultancy Service
- Regular groups
- Administrative visa support, if required
- Class materials
- Higher Education Orientation Course

Course timeline



PCE		EBAU	
4 subjects	3 subjects + General Spanish	4 subjects (on-site) + 2 subjects (online)	3 subjects + General Spanish (on-site) + 2 subjects (online)
4000 €	4000 €	4750 €	4750 €

Academic-Year Course (October - August)



Start your course with General Spanish lessons before starting PAU Preparation: 130 € / week (6,5 € hour)

PCE Preparation Course 4 subjects or 3 subjects + Spanish
EBAU Preparation Course 6 subjects or 5 subjects + Spanish

- The course meets the requirements for a student visa
- Less than 4 subjects: 1250€ per exam

Both (PCE & EBAU) allow students to choose a foreign language (English, French, Italian, German or Portuguese) as an exam. Students can change the preparation for this exam to General Spanish lessons, in order to complete 20 hours of tuition per week (minimum for a student visa).



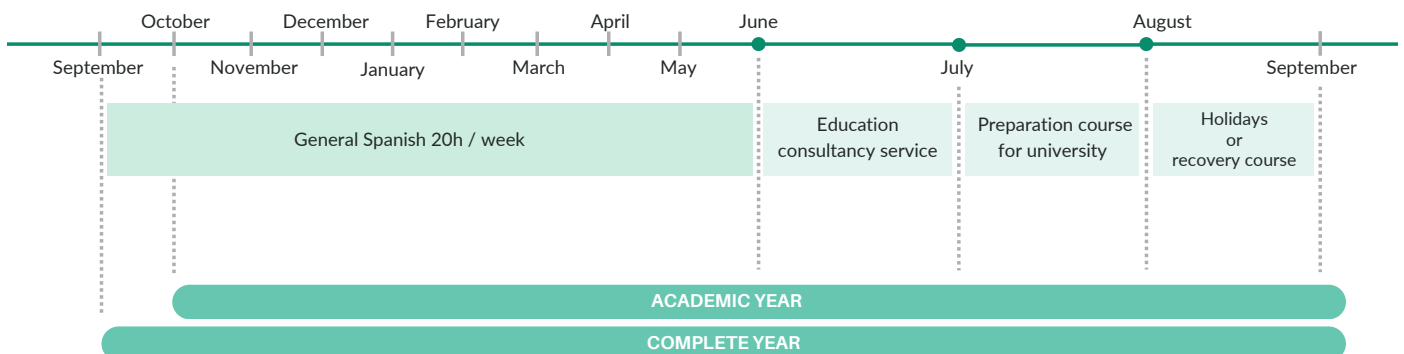
HIGHER EDUCATION ACCESS COURSES

ACCESS COURSE TO HIGHER EDUCATION IN SPAIN *MASTER* OR *GRADO SUPERIOR*

What's included

October - August	20 hours per week	Certificate of attendance
Regular groups	Administrative visa support, if required	Class materials
Educational Consultancy Service	Higher Education Orientation Course (online)	

Suggested Starting Dates



	Academic Year	Complete Year
Total price	4000 €	4500 €

HIGHER EDUCATION ACCESS COURSES

PREPARATION COURSE FOR GRADO SUPERIOR ACCESS EXAM

What's included



October - August



20 hours per week



Regular groups



Educational Consultancy Service



Certificate of attendance



Class materials

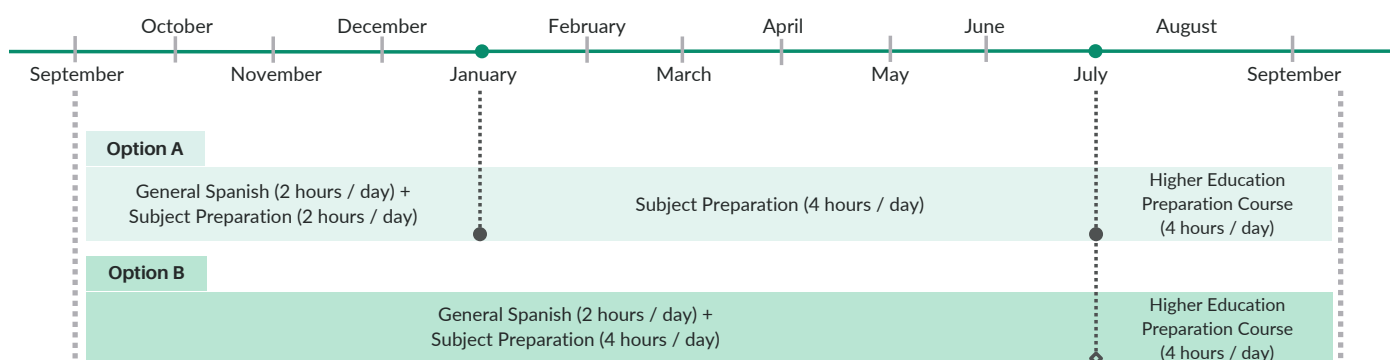


Administrative visa support, if required



Higher Education Orientation Course (online)

Course timeline



Option A Modality

4 subjects

4000 €

3 subjects + General Spanish

4000 €



Option B Modality

4 subjects (on-site) + 2 subjects (online)

4750 €

3 subjects + General Spanish (on-site) + 2 subjects (online)

4750 €

TAILORED COURSE FOR MASTER'S DEGREE ACCESS

What's included



Onsite or online tailored lessons



For groups



Pre-registration for the selected Master's degree



Certificate of attendance



Administrative visa support, if required

PRICE ON DEMAND

EDUCATIONAL CONSULTANCY PACKAGES

Our school can help students with the bureaucratic admission process at a University in Spain.

STANDARD SERVICE FOR A BACHELOR'S DEGREE

- Assistance with the accreditation/approval (*homologación*) of study documents.
- Registration in the official University entrance exams (PAU).
- Information about the requirements to access a Bachelor's degree.
- Information about University pre-inscription and inscription in a Bachelor's degree.

300 €

★ This service is free of charge for students of the Spanish Course for Higher Education Access Course.

STANDARD SERVICE FOR MASTER'S OR GRADO SUPERIOR

- Assistance with the accreditation/approval (*homologación*) of study documents.
- General information about *Master's or Grado Superior*.
- Information about the requirements to access a *Master's or Grado Superior*.
- Information about University pre-inscription and inscription in a *Master's or Grado Superior*.

300 €

★ This service is free of charge for students of the Higher Education Access Course.

PREMIUM SERVICE FOR A BACHELOR'S DEGREE

Students receive a professional and personalised management of their study documents, adapted to their needs and priorities, in order to maximise their possibilities for University access.

- Assistance with the accreditation/approval (*homologación*) of study documents.
- Registration in the official University entrance exams (PAU).
- Assisted university pre-inscription in the chosen Universities.
- Personalised information about the entrance criteria for the chosen Bachelor's degree.
- Personal management and advice about educational grades and entry requirements for University access.
- Information about University pre-inscription and inscription into a Bachelor's degree.

600 €

★ 300 € for students of the Higher Education Access Course.

PREMIUM SERVICE FOR MASTER'S OR GRADO SUPERIOR

Students receive personalised management to choose the best option for their Master or Grado Superior in Spain and to complete the application correctly, in order to ensure registration.

- Assistance with the accreditation/approval (*homologación*) of study documents.
- Correction of the CV for pre-inscription in a *Master's or Grado Superior*.
- Correction of the cover letter for pre-inscription in a *Master's or Grado Superior*.
- Personalised information about the entrance criteria for the chosen *Master's or Grado Superior*.
- Assisted university pre-inscription in a *Master's or Grado Superior*.
- Personalised information about the inscription in a *Master's or Grado Superior*.

600 €

★ 300 € for students of the Higher Education Access Course.

UNIVERSITY ENROLMENT SERVICE FOR A BACHELOR'S DEGREE

Students can delegate all work related to the University pre-registration or registration in a Bachelor's degree to our experts. This way we ensure the correct preparation of the documentation in the easiest and most convenient way for the students.

600 €

★ 300 € for students of the Higher Education Access Course.

UNIVERSITY ENROLMENT SERVICE FOR A MASTER'S DEGREE

Students can delegate all work related to the University pre-registration or registration for a *Master's or Grado Superior* to our experts. This way we ensure the correct preparation of the documentation in the easiest and most convenient way for the students.

600 €

★ 300 € for students of the Higher Education Access Course.

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HIGHER EDUCATION ORIENTATION COURSE

Our school can help students with the bureaucratic admission process at a University in Spain.



This course allows future students to familiarise themselves with the Higher Education system as well as develop the skills and abilities to succeed in their future studies.

What's included



4 weeks (July) 20 hours per week



Online attendance

Duration (weeks) : 4

Total price

300 €

★ This service is free of charge for students of the Spanish Course for University Pathway Courses - PAU and Spanish Course for Master or Grado Superior Access.



Tutorials



Personalized tutorials with our experts to reinforce learning. Students can be accompanied by their parents or high-school teachers.

Course extras

1 tutorial

50 €

8 tutorials
(1 per month)

300 €



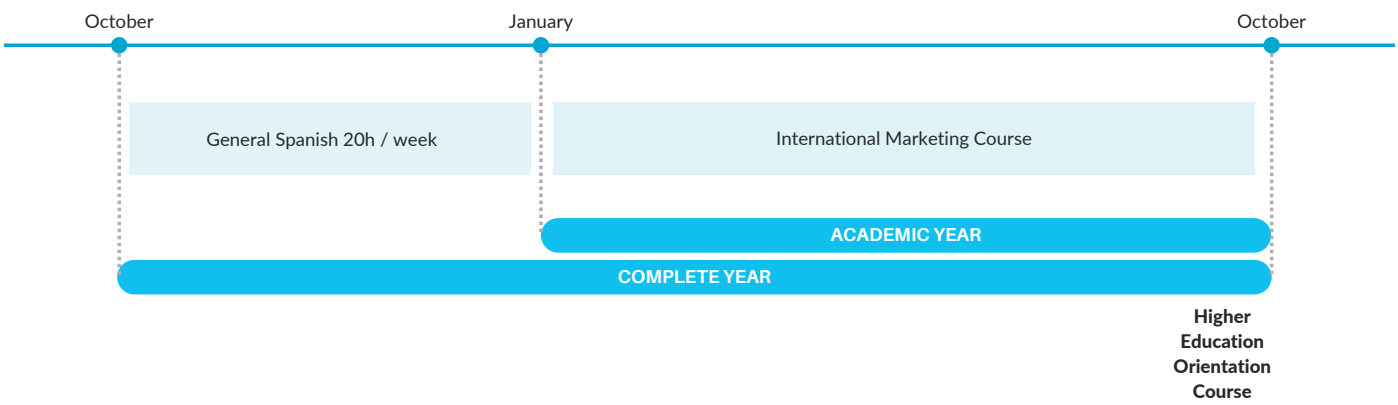
VOCATIONAL CERTIFICATIONS

INTERNATIONAL MARKETING COURSE

What's included

- October - August
- 20 hours per week
- Certificate of attendance
- Higher Education Orientation Course (online)
- Regular groups
- Administrative visa support, if required
- Class materials
- Educational Consultancy Service

Recommended starting dates



	Academic Year	Complete Year
Total price	4750 €	5200 €





PROFESSIONAL

COURSES & WORKSHOPS FOR PROFESSIONAL TRAINING

These courses are available for groups or individuals and can be personalised or combined with:



Mentored internships



Professional workshops



Professional visits

ALTERNANZA SCUOLA LAVORO - SHORT STAY (FOR GROUPS)

- 20 hours of customised sessions during 1 week
- Accommodation in a host family (shared room - half board)
- 10 hours of professional visits and cultural activities
- Certificate of attendance

425 € / week

ALTERNANZA SCUOLA LAVORO - SHORT STAY (FOR GROUPS)

- Duration: 3 weeks
- 40 hours of customised sessions
- 60 hours of professional visits and cultural activities
- Accommodation in shared student apartment
- Certificate of attendance

325 € / week

★ 1 teacher for free / 10 students. Enquire for higher discounts for big groups.

PROFESSIONAL SPANISH



20 hours per week of Spanish lessons for specific purposes



Class materials



Certificate of attendance

- Business Spanish
- Spanish Literature

- Spanish for health professionals
- Spanish Cinema

- Spanish for lawyers
- And much more!

Duration (weeks)

1

2

3

4

Price per week

275 €

250 €

225 €

200 €

ELE TEACHER TRAINING COURSE

PERSONALISED MENTORED PROGRAMME (ON-SITE OR BLENDED)



40 hours per week of special training for teachers including observation & practical lessons



Class materials



Certificate of attendance

Duration (weeks)

2

4

8

Price per week

300 €

250 €

190 €



PROFESSIONAL

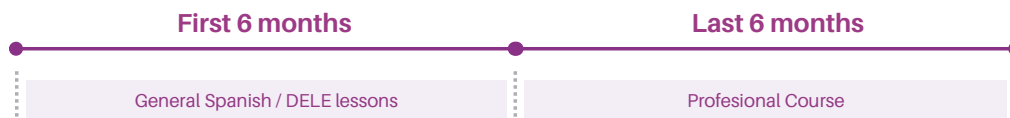
TRAINING COURSE FOR PROFESSIONALS OF THE STUDY & TRAVEL SECTOR (LONG STAY)

What's included

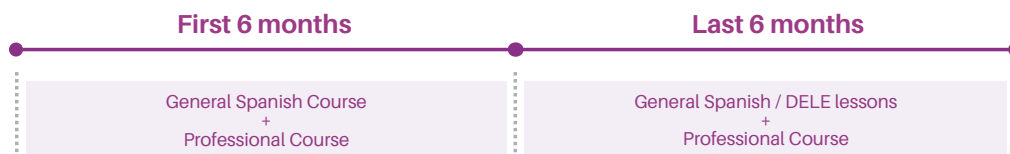
- 20 hours per week of General Spanish lessons
- DELE Preparation Course (optional)
- Certificate of attendance
- Administrative visa support, if required
- Professional portfolio
- 500 hours of professional preparation lessons (theory & practice)

Course timeline

COURSE FOR STUDENTS WITH A BEGINNERS LEVEL OF SPANISH



COURSE FOR STUDENTS WITH AN INTERMEDIATE OR ADVANCED LEVEL



Total duration

1 year

Total price

4500 €



SUMMER COURSE

What's included



20 hours per week of General Spanish lessons



Class materials



3 free-time activities per week + city tour



1 lesson at the beach every 4 weeks



1 excursion / visit per week



Certificate of attendance

Course prices

Duration (weeks)

1

2 - 3

4 - 5

6 - 7

8

Price per week

270 €

240 €

220 €

200 €

190 €

PERSONALISED LINGUISTIC STAYS FOR GROUPS



Student groups can completely personalise their experience, choosing their preferred course including the number of hours per week, leisure and cultural activities, as well as accommodation, if desired.

"BASIC" (ONE-WEEK STAY)



Spanish Course - 20 hours per week



1 week of accommodation in a host family (shared room - half board)



Welcome reception



Cultural activities:

- Historic city tour
- Spanish cinema

350 € / student

"DISCOVER VALENCIA" (ONE-WEEK STAY)



Spanish Course - 20 hours per week



1 week of accommodation in a host family (shared room - half board)



Transfer from/to the airport



Welcome reception



Cultural activities:

- Historic city tour
- Horchata museum
- Turia gardens tour
- Albufera visit with boat trip

550 € / student

★ 1 teacher for free / 10 students. Enquire for higher discounts for big groups.

★ 1 teacher for free / 10 students. Enquire for higher discounts for big groups.



SPANISH PLUS PROGRAMMES



These programmes allow individuals and groups to combine their selected Spanish course (General, Individual Lessons, Private Group, etc.) with one of the following programmes. Students can customise the programme choosing the duration as well as the number of weekly sessions.

SPANISH AND TENNIS



Individual personalised training or free game (for couples)



Each session includes:

- Tennis teacher
- Materials: court, racket & balls
- Transfer to the tennis court
- Drinks

175 € / 2-hour training session

175 € / 2-hour court time (for 2 people)

SPANISH AND COOKING



Cooking class:

- Spanish dishes
- Tapas and wine
- "MasterChef" (for groups)



Professional Master Class:

- With observation and tasting
- Groups of 20-30 people

60 € / session

100 € / session

SPANISH AND GOLF



Individual personalised training or free game



Each session includes:

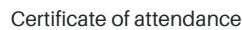
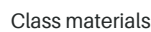
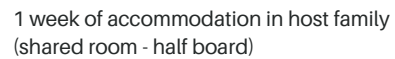
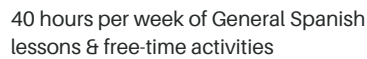
- Golf teacher
- Materials: golf clubs & balls
- Transfer to the golf field
- Drinks

250 € / 2-hour training session

250 € / one-day free game
(handicap, valid license)



What's included

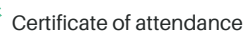
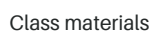
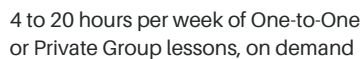


4

675 €



What's included



6 students

27 €

20 €


15 €


20





EXCLUSIVE

i These courses are highly personalised choosing the type and number of weekly lessons.

 Individual or Private Group Lessons

 5-star hotel accommodation

 Private transfers and visits

 Meals at Valencia's top restaurants

What's included

Courses always include private transfers, 5-star hotel accommodation, meals at Valencia's top restaurants and a selection of activities related with one of the following topics:



LUXURY VACATION COURSE IN VALENCIA

DeLuxe visits with a private guide and a private car



DELUXE BEAUTY & SHOPPING COURSE IN VALENCIA

DeLuxe shopping and indulgence beauty treatments



PERSONALISED DELUXE COURSE PACKAGE

Personalised premium experiences in Valencia

Course prices (Price per person)

	1 person	2 person
Price per week	from 6000 €	from 5000 €

CULTURAL (SPANISH + CULTURE)



400 hours of Cultural activities



Administrative visa support, if required



600 hours of General Spanish Course



Certificate of attendance & Class materials



Onsite lessons



Small groups for Spanish lessons

What's included

Course price

Total duration

Complete year

Total price

4900 €



ACCOMMODATION



SHARED STUDENT APARTMENT

The apartments are located near our school, which allows the students to live in a full of life environment that is close to the city center. Shared student apartments are a great choice for those who search for friends with the same interest for the spanish language and culture. In fact, these are a way of getting to know people from different countries around the world and to enjoy a truly unique experience.

HOST FAMILY

Host families are an incredible opportunity to improve your spanish skills by living with native spanish speakers. This will be an enriching way of practicing the language while also getting to know the people. Dare to dive into the spanish culture, its amazing gastronomy, customs, traditions... For this matter, a host family will be your number one choice that will fully integrate you in the country.



OTHER ACCOMMODATION

OPTIONS: HOTEL, HOSTEL, PRIVATE STUDIO...

Students can also select other accommodation if required. These options are specially designed for groups of students, but can also be selected by individuals. For these options, a personalized budget will be prepared. Please notice that these bookings normally cannot be cancelled.



ACCOMMODATION

SHARED STUDENT APARTMENT

What's included



All expenses



Internet connection



Meals: self-catering



Weekly cleaning of common areas of the apartment



Fresh bed linen & towels every week

Individual Room

Duration (weeks)	1	2	3	4	5 + weeks	Extra night
Price per week	170 €	150 €	130 €	120 €	115 €	35 €

Shared Room (Price per student)

Duration (weeks)	1	2	3	4	5 + weeks	Extra night
Price per week	125 €	110 €	90 €	80 €	75 €	25 €

DeLuxe Extras

Flexible combination of the DeLuxe extras



Superior bedroom

Bigger bedroom or private balcony & king-size bed



Private bathroom



Air conditioning

Individual Room

Extras	1 extra	2 extras	3 extras
Price per week	60 €	90 €	105 €
Extra night	15 €	20 €	25 €

Shared bedroom (Price per student)

Extras	1 extra	2 extras	3 extras
Price per week	50 €	75 €	90 €
Extra night	10 €	15 €	20 €



HOST FAMILY

What's included



All expenses



Internet connection



Meals: half board or full board



Weekly cleaning of common areas



Fresh bed linen & towels every week

	Individual bedroom half board	Individual bedroom full board	Shared bedroom half board	Shared bedroom full board
1 week	240 €	290 €	220 €	270 €
2 weeks	230 €	280 €	210 €	260 €
3 weeks	210 €	260 €	190 €	240 €
4 weeks	200 €	250 €	180 €	230 €
5 weeks or more	195 €	245 €	175 €	225 €
Extra night	45 €	55 €	40 €	45 €

Flexible combination of the DeLuxe extras

DeLuxe Extras



Special dietary
requirements



Private bathroom



Air conditioning

	Individual Room			Shared bedroom (Price per student)		
Extras	1 extra	2 extras	3 extras	1 extra	2 extras	3 extras
Price per week	60 €	90 €	105 €	50 €	75 €	90 €
Extra night	15 €	20 €	25 €	10 €	15 €	20 €



STANDARD

The student can pick up the keys for the accommodation for free.



Monday to Sunday



9:00 - 18:00 (Monday-Friday)
18:00 - 20:00 (Weekends)



At the school

0 €

SMART

Our staff will welcome the student at the front door of the accommodation.



Saturday and Sunday



10:00 - 14:00



At the accommodation

30 €

DELUXE

Pick-up service with a private car
from the airport, train or bus station in Valencia to the accommodation.



Monday to Sunday



00:00 - 24:00



Airport/Accommodation



22:00 - 08:59 +20 €



Extra student +20 €
(to the same accommodation)

50 €

Terms & Conditions*

On-site Experience

General conditions

1. The only formal prerequisite for enrolment in any of our courses is that students must be over 18 years old. Minors will require the permission of their parents or legal guardians, as our company does not take responsibility over the students once they are outside the school premises. Minors who travel in groups will require the supervision of a monitor.
2. The minimum and maximum duration of every course, start dates and academic pre-requisites for enrolment depend on each type of course. Students can find this information on our official website or in the information leaflets provided by the school.
3. Before the start of the course, the student's level is determined through a written test. If the student disagrees with the result, we are always happy to hear their point of view and re-evaluate their results through written and oral tests in order to determine their language level.
4. General Spanish Courses will have a specific total number of hours, chosen by the student, which every student will acquire in the form of an hour package (bono de horas) at the moment of their enrolment at our school. The student may make use of the school's resources while he or she has a current course, i.e. an active hour package. The hour package will not be considered active if the student has put his or her course on hold. The hour packages do not have expiration date to use them, which means, the students can use them on the time they require without a time deadline. This way, students can attend the lessons they bought regardless of the time period they need to attend all of them. The only exception to this are students holding a student visa, who are required to attend at least 80% of the classes in the time indicated by their student visa. Once their student visa is expired, they can only make up a maximum of 20% of the classes they booked. In General Spanish Courses, the face to face lessons will be in reduced groups with usually a maximum of 10 students at the school, which would only be exceeded in special circumstances. Mind that these lessons can be done in hybrid format, which means, with students that study online at the same time than students that study at the school, so the total number of students could be higher than ten.
5. Special Courses, meaning, all courses which offer not just General Spanish (Preparation DELE Courses, University Pathway Courses-PAU Preparation, Marketing Course, Spanish and Culture Course, Spanish Course for Master's Degree Access and ELE Teacher Training Course), unlike the General Spanish Courses, are booked for determined periods of time, so it is not permitted to take lessons the lessons that one student has not attended. The content of these courses can combine General Spanish with other subjects or just subjects different from the Spanish language. In the Special Courses the face to face lessons is not in reduced groups and can also be offered in hybrid or mixed format.
6. The number of hours students are suggested to study at home is approximately equal to the number of class they have per week. However, this is not compulsory and the school will only assign students complementary homework if they wish to complete it.
7. The groups of the General Spanish Course are arranged based on the students' level, with no age, gender or nationality restriction. Nevertheless, whenever possible, the school will try to create multicultural groups with students of similar ages and the smallest possible number of individuals who speak the same language.
8. General Spanish Courses have a duration of 2 hours (110 minutes teaching time). Special Courses can have a duration of 2 hours (110 minutes teaching time) or 1 hour (55 minutes teaching time) depending on the type of course.
9. Practical lessons, when included in a course, are always previously arranged and overseen by a teacher. Students taking part in the lessons will attend the class for free and volunteer to take part.
10. The school has 30 classrooms where lessons take place; the classes are distributed between the main building and two adjacent classroom buildings. In addition, at times some classes take place outside the classrooms, either on the terraces or in other locations throughout the city. Students will be notified of these experiential classes in advance, and always have the choice of attending them or not, and the possibility to attend regular classes, if they prefer. These experiential classes do not have any additional cost, and therefore do not include any special medical insurance for this matter, although the students may ask to purchase one, should they wish to do so. For this reason, our company cannot be held responsible of any circumstances that may occur during these activities outside of the school facilities.
11. In order to move up to a higher level, the school may ask the students to take a written and oral exam in order to confirm their language level. Students may ask to take this exam whenever they feel they are ready. The school's Academic Coordination Department will be in charge of preparing and marking these exams.
12. At the end of the course, students can receive a Certificate of Achievement (Certificado de Aprovechamiento de Curso), which will state the level reached by the student, along with a detailed report of the acquired linguistic skills and total number of hours attended. In order to receive this certificate, students need to have attended at least 80% of their classes. Students of blended courses must have attended a minimum of 80% of their classes in the face-to-face part, as well as in the online part of the classes in order to be able to receive the Certificate of Achievement. The remaining percentage of classes, up to maximum of a 20%, may be taken in the future as General Spanish classes. If the student wishes to attend a different course, he or she will have to pay the price difference between the General Spanish Course and the course he or she wishes to attend, changing an hour for an hour. Students who study in the 'Observer' modality will receive a certificate of attendance with the total number of hours of their course, indicating that this course type does not allow the active participation of the student in the class, and therefore there is no evaluation. This is why in this case only the total numbers of hours of the course are mentioned, without specifying the level of the classes, given that the students can freely choose it themselves. Thus, students of the 'Observer' modality who wish to receive a Certificate of Achievement of the course will have to attend the corresponding number of hours for each level, and demonstrate the accomplishment of each level with an exam.
13. The Acceptance Letter for the course will be issued only when the student is enrolling at the school or when booking a new course (course renewal). If an overseas student still has class hours left over from a previous course, the new Acceptance Letter will only count the number of hours for the new course. The school reserves the right to offer students the possibility to use any left-over hours from the first course during their next course.
14. Bank holidays in Valencia (Spain), during which the school will remain closed, will be announced in the website and in the official documents of the school. Classes taking place during public holidays can be attended at a later date.



*The latest update is available at hispania-valencia.com and at your student portal

Enrolment and course reservation

1. In order to confirm a place on our course, students must either pay the full programme fee of their chosen course or make a first down payment of 150 euros. If students chose to make the payment of only 150 euros, they must pay the remaining amount on the first day of their course at the school in either cash or by credit card. If a student requires a visa, the full amount of the course fee must be paid so that the school can issue the Acceptance Letter for the course. Groups must pay 50% of the programme to confirm the booking and complete a second payment with the remaining 50% at least 15 days before the arrival of the group in Valencia.
 2. If a student wishes to receive a booking confirmation from the school in order to apply for a scholarship, or an Acceptance Letter to get a visa, the full payment of the course is required in order to receive the aforementioned document. In these cases, the refund of the course will not be possible, and the school will not apply the usual cancellation policy. In case of visa denial, please read point 4 of this section.
 3. If a course is cancelled by a student who does not need a visa, the school will return the following amounts, depending on the time left until the course starts:
 - Cancellation with at least 1 week in advance before the course start date: Refund of the total amount paid.
 - Cancellation less than a week in advance before the course start date: Refund of the total course price (if already paid in full), except for the down payment (150 euros).
 - Once the course has started, no refund (neither partial nor total) will be possible.
 4. After the Acceptance Letter has been issued by our school, students who require a student visa may only cancel their course under the following conditions:
 - If the visa is denied: the student must submit to the school the official letter from the Spanish Embassy or Consulate with the denial of the visa or renunciation, an official document stating he/she has given up applying for the visa. In case of visa denial, our school may ask the student to submit an appeal to the Embassy or Consulate if the school deems it appropriate. The school will help to prepare the appeal, if requested by the student. If the appeal is also denied, or if our school does not consider the appeal justified, the student will receive the refund for the price paid for the course and the accommodation, discounting the service fee, which will be as follows:
 - Acceptance Letter sent for long-term courses (13 weeks or more), by email and/or ordinary mail, for student visa: A fee of 300 euros out of the total amount paid will be deducted to the student.
 - Acceptance Letter sent for short-term courses (up to 12 weeks), by email and/or ordinary mail, for other visas: A fee of 200 euros out of the total amount paid will be deducted to the student.
 - In addition, the students will pay for the delivery costs by shipping companies, as well as for the bank transfer fees.
- In case the student is able to travel with another type of visa, he/she may receive the number of hours that correspond to the amount of the service fee as course credit. In case the visa is denied, the deadline to ask for a refund is one year from the day the booking confirmation was issued. However, there will be no refund if it is requested later than the scheduled end of the course, which can be found in the Acceptance Letter. For this reason, the student must request an appendix to their Acceptance Letter in order to postpone the start date of their course, if they are still waiting for the reply of the authorities regarding their pending visa status. If the student has not requested the appendix to their Acceptance Letter in order to postpone the beginning of their course, the reference start date will be the one in the acceptance letter. Therefore, there will be no refund for the classes already passed in the moment when the request for the refund is made.
- All students who applied for a student visa in Valencia must start their classes on the official date of their course written in their acceptance letter. In case of denial, no refund will be made. However, the student will be able to change the total number of on-site lessons to online lessons in case of not being able to stay in Valencia.
- If the visa is approved: The course may not be cancelled, and no amount may be returned for either the course or the accommodation. As students have the obligation to attend the course, in the case that they do not attend, the school will inform the relevant authorities.
5. Our school cannot be held accountable for any additional payments made by students to agencies that collaborate with us. Therefore, any percentage of a payment that is refunded to the student will be calculated using our standard prices (published on our official website), not taking into consideration any additional payment external to our school.
 6. If a course is interrupted or stopped by the student once it has already begun, the school will not be able to refund any amount for their remaining classes. However, the student will receive a voucher that includes the number of hours he or she has left, which will be redeemable whenever the student wishes to resume the classes.
 7. Under no circumstance may the students trade or sell their remaining classes. In case a student assists lessons using the identity of another student, our school will inform the authorities.
 8. The additional start date may be postponed at any time if the student requires it, without any additional cost.
 9. These conditions of cancellation described above will apply in general conditions. Due to force majeure they may be modified.

Functioning of the course and the reservation system for General Spanish classes

- Once enrolled in a General Spanish Course of the school, students will be allocated hourly credits with which they are able to book their classes. The number of hourly credits the students have corresponds with the total number of hours they have booked (in form of type of course y numbers of week). Example: Intensive Course (10 hours per week) for a total of 4 weeks would equal 40 hours of credit.
 - Every student will be able to personally manage their class attendance and schedule weekly, and therefore vary the number of hours of class they assist per week. The only restrictions when making changes to their schedule are the students' level, the amount of classes scheduled for their level on a daily basis and the maximum quota of 10 students per class.
 - The students' hour packages do not have a limited time duration, except for students who have a student visa, who will be limited to the time specified in their visas. In case of renewal, by which we mean the purchase of a new course, a maximum of 20% of the hours from the previous course may be recovered. Students may make up for said hours only as General Spanish Course classes (or they could be changed to a different course by paying the corresponding price difference), and they will not be counted in the new Acceptance Letter from the school.
 - The price per hour will vary in some courses depending on the total number of hours in the hour package. These cannot be added up to get a better price per hour. Once the hours of the package have been used, the student can extend the course by paying the same price per hour as in the previous package. In order to get a better price per hour the student has to buy a bigger hour package at one time.
 - The hours purchased as part of a specific type of course may only be converted to hours of a different course by paying the difference of the price per hour for the new classes. If the course the student wants to change to is cheaper per hour than the current one, the student will receive a higher number of classes.
 - Students who have purchased a long-term Spanish Course or a Spanish Course to Access a Master's Degree may also attend the DELE Preparation Course, to which they will have access throughout the academic year that they have enrolled in. Once this period is over, they may use their remaining hours as General Spanish Course classes.
 - Every hour package is personal and non-transferable, and therefore cannot be shared amongst multiple students.
 - The courses that are different from the General Spanish Courses (DELE Preparation, ELE Teacher Training, Exam Preparation for University Access...) have a specific duration and are therefore not managed by the hour package system. The booking is made for the duration of time of each one of these courses, and it is therefore not possible to make up for classes a student was not able to attend.
 - In order to book or cancel classes on a weekly basis, the student will use the software provided by our school for this purpose. From the beginning of the course, students will have at their disposal online tutorials on how to operate our software. The software offers students maximum flexibility, meaning that they may manage their hour credit how they prefer, and that they can make up for all their cancelled classes.
- The minimum period of time required to make a reservation or cancellation is 2 days before the class starts, which means that classes may not be booked or cancelled the day before. If the student has not booked the class, they will have to ask permission at the reception before entering the classroom, as the maximum number of students permitted per lesson is 10 people. If a student attends a class without having made a prior reservation, there is a chance that the lesson might contain material that the student has already studied.
- We ask the students to arrive to class on time, as not to interrupt their classmates. If the student arrives over 15 minutes late, the school may have given away their place in class to another student who, without having previously booked the class, asked to attend said class. If the maximum of 10 students is reached, the student who arrived over 15 minutes late will not be allowed to enter the class.
 - We ask our students to treat their classmates with respect and proper manners.
 - Eating inside the classrooms is not permitted.
 - Total or partial audio or video recording in the school and in the accommodation provided by the school is strictly forbidden without the express consent of the school management, as well as of the school staff and all students appearing in the images. Such consent shall always be expressed in writing, using the documents provided by the school for this purpose. Likewise, no classroom material may be reproduced.
 - In case a student does not follow the disciplinary rules, the school reserves the right to ask the student to abandon the course. In this case, no refund will be given.
 - Cancelling or booking classes for the following day is not allowed. For more information, please refer to the detailed SOFTWARE USE POLICY on our website.

Specific conditions for access courses to higher education in Spain

PAU PREPARATION COURSE

- Each student, when enrolling in a PAU Preparation Course at the school, will select the number of subjects he/she wishes to study. The PCE system requires the evaluation of 4 subjects and the EBAU system of 6 subjects. Therefore, the most common is to select 4 or 6 subjects depending on the evaluation system you wish to study (PAU or EBAU).
- If the student wishes, he/she can change the hours of preparation of 1 subject (usually the hours devoted to the preparation of a foreign language - English or French) for Spanish hours. The course timetable and the different class schedules will be provided by the school before the start of the course. This timetable may be modified during the course if the situation requires it.
- The basic package of the PAU Preparation Course for the PCE system includes:
 - Preparation of 4 subjects or 3 subjects + Spanish language lessons
 - Educational Consultancy Service
 - Adaptation Course to Higher Education in Spain

Students will be able to choose whether they wish to attend the PAU preparation classes on site or online. Likewise, students may select whether they wish to attend the meetings related to the Educational Consultancy Service on site or in online format. The classes of the Course of Adaptation to Higher Education in Spain will be held in online format for all students. Only in the case that some students have difficulties to follow them online, the school may also allow face-to-face attendance in these classes.

4. The basic package of the PAU Preparation Course for the EBAU system includes, in addition to the services indicated in the previous point, preparation for 2 more subjects: History of Spain and Spanish Language and Literature. The classes of these 2 subjects will always be taught online.

- It is recommended that all students start the course in October. Those students whose level of Spanish is insufficient to follow these classes at the beginning of the course can change all their classes for General Spanish classes and start the PAU Preparation Course (preparation of the subjects) from January.
- In the event that a student has a delay in their arrival in Valencia, they should start their classes online and continue them on site once they are in Valencia. In these cases, for students who require a study visa, we recommend that students request an Annex to the Letter of Acceptance from our school, which will reflect the new dates of the course in Valencia for the student, in order to facilitate the bureaucratic process. In the event that the delay suffered by the student prevents him/her from attending a course in Valencia for a minimum of 30 weeks taking into account the dates scheduled for the course, our school will offer the student, free of charge, the weeks of the General Spanish Course necessary to ensure a 30-week course in Valencia, which will give the student the possibility of obtaining a NIE, which he/she can renew in the future from Spain by continuing his/her education in Spain.
- Students are requested to attend classes punctually to avoid disrupting other students. If you arrive more than 15 minutes late, the teacher may refuse to allow you to take part in the class.
- For online classes, for the safety of all, students must enter the class correctly identified with their student number and full name and surname. The camera must always be turned on and the microphone must be turned on when the teacher considers it appropriate. If you don't follow these guidelines, you might be expelled from the class.
- Please be respectful and polite towards your classmates.
- Eating in the classroom is not allowed.
- If a student does not follow the disciplinary rules, the school may ask him/her to leave the course. In this case, no refund will be given.
- Changes to individual timetables will not be allowed. Any changes in the attendance of different subjects or types of courses must be discussed with the school in advance.
- At the end of the course, all students will receive a certificate of attendance. In order to receive a certificate of attendance, it will be compulsory to attend more than 80% of the classes contracted for the course. The certificate of attendance will be issued at the end of the course or, at the latest, 2 weeks before the end of the course.

PREPARATION COURSE FOR MASTER OR GRADO SUPERIOR

- Each student, when enrolling in a Spanish Course for Access to a Master or Grado Superior at the school, acquires a package of services which includes:
 - General Spanish Course (from October to the end of June).
 - DELE Preparation Course (which would replace the General Spanish classes since this preparation begins in March and will continue until May, for those students who decide to do so voluntarily). Official registration for the DELE exam is not included.
 - Educational Consultancy Service.
 - Adaptation Course to Higher Education in Spain (July - online format).
- Students can choose whether they wish to temporarily attend the General Spanish classes on site or in online format. Likewise, students will be able to select whether they wish to attend the meetings related to the Educational Consultancy Service on site or online. The classes of the Adaptation Course for Higher Education in Spain will be held in online format for all students. Only in the case that some students have difficulties to follow them online, the school may also allow face-to-face attendance in these classes.
- All students are advised to start the course in October. If they have not been able to come to Valencia, it is recommended that they start the classes in online format until they are able to attend on site. This will ensure a homogeneous progression of all students on the course.
- In the event of late arrival, students should start their classes online and continue them on site once they are in Valencia. In these cases, for students who require a study visa, we recommend that students request an Annex to the Letter of Acceptance from our school, which will reflect the new dates of the course in Valencia for the student, in order to facilitate the bureaucratic process. In the event that the delay suffered by the student prevents him/her from attending a course in Valencia for a minimum of 30 weeks taking into account the dates scheduled for the course, our school will offer the student, free of charge, the weeks of the General Spanish Course necessary to ensure a 30-week course in Valencia, which will give the student the possibility of obtaining a NIE, which he/she can renew in the future from Spain by continuing his/her education in Spain.
- Students are requested to attend classes on time to avoid disrupting other students. If you arrive more than 15 minutes late, the teacher may refuse to allow you to participate in the class.
- For online classes, for the safety of all, students must enter the class correctly identified with their student number and full name and surname. The camera must always be turned on and the microphone must be turned on when the teacher considers it appropriate. If you don't follow these guidelines, you might be expelled from the class.
- Please be respectful and polite towards your classmates.
- Eating in the classroom is not allowed.
- If a student does not follow the disciplinary rules, the school may ask him/her to leave the course. In this case, no refund will be given.
- Changes to individual timetables will not be allowed. Any change to a different level of the course must be discussed in advance with the school.
- At the end of the course, all students will receive a certificate of attendance. In order to receive a certificate of attendance, it will be compulsory to attend more than 80% of the classes contracted for the course. The certificate of attendance will be issued at the end of the course or, at the latest, 2 weeks before the end of the course.

Accommodation

1. Our school acts only as mediator between students and property owners/housing companies, in order to offer accommodation for students at Hispania, escuela de español. Our only role as mediator is to hold the payment made by the students and subsequently distribute it to the owners of the flats or housing companies. Therefore, if students experience any dissatisfaction regarding accommodation, or if any legal procedure should be taken, the students should address themselves directly to the owner or the company that offered the service, as the full responsibility lies with the property owner or housing company and not the school, which is completely unrelated. However, as part of the mediation service our school provides, we guarantee to help students find new accommodation for no extra cost.
2. Students will need to sign the documentation related to the accommodation, as required by the accommodation providers.
3. The cost of the accommodation is quoted on a weekly basis, from Saturday to Saturday. However, students may enter any day they wish, having paid for the extra nights, which are counted for every additional day in the accommodation before or after Saturday.
4. If a student books accommodation which appears in the Acceptance Letter to apply for a visa, no total neither partial cancellation would be possible, and they student may not ask for a refund. Only in case the student's visa is denied, the amount paid for the accommodation would be refunded.
5. In case of a partial cancellation of the accommodation, the school will apply a penalty fee of 150 euros and refund the remaining amount. If the equivalent value of the remaining booking the student would like to cancel is less than 150 euros, there will be no refund.
6. Minors who have booked accommodation and guardianship with our school will have a legal guardian appointed through our school. If the minor wishes to change accommodation after the end of stay stated in the Letter of Acceptance, a parental authorisation document must be presented. In addition, he/she must pay the notary's fee for the change of guardian (100 €), as well as provide the details of his/her new legal guardian and new accommodation address, together with a rental contract for the accommodation. All of this documentation will be required for the notarial procedure to change the legal guardian.
7. When booking accommodation through our school, students can choose one of the following options:

A.To book the accommodation for the chosen dates:

With this option, the student confirms the booking of his / her accommodation with the dates and the type of accommodation specified in the acceptance letter. In case of dates' change or late arrival, a penalty of 150 euros will be applied. In case of a change in the arrival date, in addition to the financial penalty, our school will not be able to guarantee the desired type of accommodation for the new dates, in which case our school will offer an alternative, which may have a different price than the initial booking. The difference in price would be charged to the student, who would assume the cost of the accommodation served either by paying the difference in price or by reducing the duration of the stay. In the event that the student informs the school of the delay after the start of the selected accommodation period, the student will be charged the amount corresponding to the period that has elapsed since the planned start date. To all students who make a booking with accommodation less than 15 days before the accommodation start date: our school cannot guarantee the availability of accommodation and will contact the student as soon as possible to confirm it. In these cases of short notice bookings, the option of blocking the accommodation at the time of booking will always apply.

B.To leave the accommodation period open (do not reserve the accommodation dates when booking):

In this case the accommodation would not be reserved at the time of booking. Therefore, the student must confirm with our school the availability of the desired type of accommodation in advance of his/her arrival in Valencia. Due to the limited availability of accommodation at certain times of the year, students may have to delay their arrival for several weeks in order to obtain their preferred accommodation. However, the advantage of this option is that it allows the student to adapt their accommodation to their expected arrival dates, so there would be no penalty for changing dates, unlike the previous option. If the student wishes to book accommodation on dates for which there is no availability for the type of accommodation desired, our school will offer an alternative, which may have a different price to the initial booking. This difference in price would be charged to the student, who would assume the cost of the accommodation served either by paying the difference in price or by reducing the duration of the stay.

8. The accommodation is exclusively for students who booked the accommodation. Visits or over-night stays must be notified and prepaid at the school. Please, also inform the school if you leave your bedroom during a certain time. Minors will not be allowed to stay at student apartments, unless they do so under the direct supervision of their monitors, who will have to assume legal responsibility for their actions.
9. The keys to the accommodation will be picked up depending on the arrival services chosen.
10. On arrival, the student's bedroom will always be available after 14:00h. In case a student arrives earlier at the accommodation, they are welcome to wait in the common areas until the room is available.
11. Students who arrive later than 20:00h must request the school's DeLuxe transfer service. On the contrary, the keys to the accommodation cannot be handed over on that day. If they wish to spend that night in a hotel, the school may provide assistance for the booking process, if requested.
12. A deposit of 200 euros in cash is mandatory when picking up the keys for the accommodation. In case there is any damage to the accommodation, the cost of the reparation will be deducted from the deposit. In order to receive the deposit refund, the student must return the keys to the accommodation and show the receipt for the deposit payment.
13. Upon checkout, the room must be clean, tidy and available at 10:00h. Students may remain in the common areas of the accommodation during that day as long as they need. The room must be locked and the key has to be deposited in the agreed place in the flat.

14. In specific cases, due to availability, we may offer a superior room, which is usually reserved for students who book a private bathroom and/or air conditioning, or share the room with a friend/travel partner. In these cases, there would be no additional cost for this kind of rooms and the student may enjoy the extra services for the price of their standard booking. However, if there were a new booking that would require this room (booking "DeLuxe extras" or being a room that may be used by two students), our school reserves the right to ask the student to change the room. In this case we offer help for the transfer for free.
15. All students must follow the rules of coexistence during the period they are accommodated by our school. All students will receive the coexistence rules while arriving to the accommodation. Our school could cancel the accommodation to any student who do not follow the rules of coexistence.
16. Our school can only guarantee the accommodation booked by the student, i.e. the amount of time that the student has paid for. In case that a student wishes to extend their accommodation, they would need to enquire for availability at the school. Therefore, the only way to guarantee the accommodation for the whole stay is to complete the full payment for the complete stay. For long stay students, in order to offer a more flexible payment option for the accommodation, our school may accept monthly payments of the accommodation, if the student pays for the first three months in advance before check-in (to ensure the reservation). With this option, after the first month, the student would need to pay in monthly instalments (equivalent to the forth monthly payment and so on) until the completion of the payment of their stay. However, in specific moments and because of high demand of accommodation, our school might request the payment of a longer period of time or even the full payment in order to be able to guarantee the accommodation requested by the student.

Arrival day

1. All students will be informed about the timetable for their first lesson via email. We recommend students who start their course on a Monday to come to the school at 08:15h on their first day for the welcome tour.
2. Students accommodated in a shared student apartment, depending on the arrival services booked, should comply with the following instructions. Types of arrival services:
 - Standard Arrival: pickup of the keys at the school on the arrival day from Monday to Sunday from 18:00h to 20:00h.
 - Smart Arrival: pickup of the keys at the airport on Saturday and Sunday from 09:00h to 14:00h
 - DeLuxe Arrival: pickup with a vehicle at the airport or the arranged meeting point with the responsible of the transfer at the time agreed. Available Monday to Sunday at any time.
3. Students with accommodation service will inform the school about date, time and travel details prior to their arrival.
4. Students must inform the school about any delays regarding their time of arrival. The maximum waiting time for the arrival services Smart and DeLuxe will be 1 hour from the communicated arrival time. If the waiting time exceeds 22:00h, the special night fee will be applied.
5. Students arriving later than 21:00h must book the transfer service from the school or wait until 9:00h of the following day to go to their accommodation.

Medical insurance

1. If necessary, the school may offer its students free medical care from a doctor from the school. However, the school will not cover any other medical expenses the students might require. Therefore, all students must have medical insurance.
2. If required, the school can provide overseas students with medical insurance for an additional fee, providing the student requests it.

Other school services: library and use of tablets

1. The use of library resources is free for all students.
2. In order to borrow library resources, students must leave a 30-euro deposit, which will be returned at the end of the course. The school may charge from said deposit resources that are returned damaged. The price for borrowing library resources is:
 - Books: 2 euros for 1 week.
 - Movies: 2 euros for 3 days.
3. Students may borrow a maximum of one book and one movie per person every week.
4. The use of school tablets is free of charge for all students.
5. The use of our internet connection is also free for our students. The school also provides a free wifi area that can be used by our students.

How to make a reservation

1. Through our website: <https://hispania-valencia.com/elige-tu-curso/>
2. By email: Please contact us at info@hispania-valencia.com
3. At the school:
Hispania, escuela de español
Avenida Botánico Cavanilles 6, Valencia 46010, Spain
4. Bank details for bank transfers:
- Bank: SANTANDER
- Bank address: Avenida Botánico Cavanilles 22, Valencia 46010, Spain
- Beneficiary: Hispania, educación y comunicación S.L.U. CIF: B98318264
- Account number: IBAN: ES53 0049 0621 1525 1057 3243 SWIFT or BIC: BSCHESMMXXX
- Please remember to mention always:
 - Amount
 - Full name of the student and/or pre-invoice number

The following information is in compliance with the terms established in Ley 34/2002, de 11 de julio, de servicios de la sociedad de la información y de comercio electrónico.
In compliance with the terms established in Article 10 of Ley 34/2002, de 11 de julio, de Servicios de la Sociedad de la Información y de Comercio Electrónico (LSSI-CE), the recipient of the service and the competent bodies are clearly and precisely informed about the following aspects of the service provider:

NAME / COMMERCIAL NAME	HISPANIA EDUCACION Y COMUNICACION, S.L.U.
CIF / NIF	B98318264
ACTIVITY / CORPORATE PURPOSE	LANGUAGE TEACHING
REGISTERED OFFICE / PROFESSIONAL	C/ BERNAT Y BALDOVI, 3, 46010 - VALENCIA (Valencia)
TELEPHONE	963510505
FAX	963511651
EMAIL ADDRESS	info@hispania-valencia.com
WEBSITE	hispania-valencia.com
COMMERCIAL REGISTER / PUBLIC REGISTER	Registro Mercantil de Valencia Tomo: 9274, Libro: 6557, Folio 84, Sección 8, Hoja: V141968 Inscripción o anotación: 1

The following information is in compliance with the terms established in Ley Orgánica de Protección de Datos de Carácter Personal.

1. PRINCIPLE OF INFORMATION

In compliance with the terms established in Article 5 of Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal (LOPD), the school informs precisely and unequivocally that the information provided by the recipient of the service in the online forms located in our website as well as any other mean of data collection of the school, including those created during the recipient's relationship with our entity, will be processed in the files of HISPANIA EDUCACION Y COMUNICACION, S.L.U. These files are properly notified to the Registro General de la Agencia Española de Protección de Datos in order to assure the maintenance and compliance of the relationship created between the recipient of the service and our entity as well as the provision of related services. Additionally, in compliance with LOPD and Ley 34/2002, de 11 de julio, de Servicios de la Sociedad de la Información y de Comercio Electrónico (LSSI-CE), the school informs that your data may be used for commercial and comity communications linked to our entity. These communications may take place by phone, post mail, fax, email and any other equivalent mean of electronic communication. In addition, the recipient's data may be transferred when the situation requires it for the development, fulfilment and control of the relationship between him and our entity. It can also be transferred in those cases that are authorized under a legal instrument with the status of a law and, in particular, in the following cases: a) Processing or transferring data in order to fulfil the legitimate interest of the data controller or the assignee covered by this regulation; b) Processing or transferring data required by the data controller to fulfil an obligation pointed out in this regulation.

2. PRINCIPLE OF CONSENT

The consent for processing your data with the purposes described in the previous section will be accepted by clicking in the corresponding box available in our website for that purpose.

3. MANDATORY NATURE OF THE REQUESTED INFORMATION

The fulfilment of all the fields included in the forms available in our website for that purpose is mandatory (otherwise, the mandatory fields will be marked with an asterisk). Not completing all the information required will make the maintenance and fulfilment of the relationship between the recipient of the service and our entity impossible, due to the fact that they are required for providing related services.

4. PRINCIPLE OF DATA QUALITY

The recipient of the service will be the sole responsible of the veracity and accuracy of the provided information. HISPANIA EDUCACION Y COMUNICACION, S.L.U. acts in good faith as mere service provider of the service. Had the recipient of the service provided false data or third party data without previous agreement, the recipient of the service will be liable to HISPANIA EDUCACION Y COMUNICACION, S.L.U., those affected and interested, the Spanish Agency of Data Protection and, if applicable, the regional authorities of data protection for the liability related to that circumstance. HISPANIA EDUCACION Y COMUNICACION, S.L.U. does not collect data of recipients under the age of 14 in its website. Had a person under the age of 14 completed the forms available for that purpose in our website or any other mean of data collection, these data will be immediately deleted as soon as the school is aware of this circumstance. Aiming to fulfil the terms established in Article 4.3 of LOPD, the recipient of the service commits to communicate to HISPANIA EDUCACION Y COMUNICACION, S.L.U. any change in their data so that it is always accurate and updated.

5. TRACKING TOOLS

Our entity may use tracking tools and collect the IP address of the recipient of the service while browsing our website in order to improve and guarantee the delivery of services and its technical performance. The acceptance for processing your data with the purposes described in this section will be accepted by clicking in the corresponding box appearing for that purpose in our website.

6. PRINCIPLE OF DATA SECURITY

HISPANIA EDUCACION Y COMUNICACION, S.L.U. will fulfil his secrecy obligation over the personal data stored in his files. In addition, our institution will keep these data adopting all the technical and organizational measures needed to guarantee their security and avoid their alteration, loss and unauthorized access or processing. These measures will be adopted taking into account the state of technology, the nature of the stored data and the risks to which they are exposed, whether caused by human intervention or the physical or natural environment, as of Título VIII of Real Decreto 1720/2007, de 21 de diciembre, in which the regulation for Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal was approved.

7. RIGHTS

In compliance of the terms established in LOPD and the Real Decreto 1720/2007, de 21 de diciembre, which approved this regulation, the recipient of the service can exercise at any moment his right to access, rectify, cancel and disagree with the file controller and the processing of his data, by attaching a photocopy of his identity card.

8. CONTROLLER OF THE FILE OR DATA PROCESSING

The responsible of the file or the processing of data is HISPANIA EDUCACION Y COMUNICACION, S.L.U., being his address for notification purposes C/ BERNAT Y BALDOVI, 11, 46010 - VALENCIA (Valencia).

9. IMAGE RIGHTS

The student clearly and unambiguously accepts the publication of his image in promotional leaflets and in our website in order to advertise the courses of our school. This will take place within the framework of his relationship with HISPANIA EDUCACION Y COMUNICACION, S.L.U. and in compliance with the terms established in Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal (LOPD). The publication of his image will be understood as data of personal nature. In addition, in compliance with LOPD and the Real Decreto 1720/2007, de 21 de diciembre, which approved this Regulation, the customer can exercise at any moment his right to access, rectify, cancel and disagree. He will be able to exercise these rights contacting HISPANIA EDUCACION Y COMUNICACION, S.L.U., whose address is at C/ BERNAT Y BALDOVI, 11, CP 46010, VALENCIA, and attaching a copy of his Identity Card.



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GENERAL | ONLINE



GENERAL SPANISH COURSES

Modalities

General Group

Groups with more than 10 students at a small price

Total hours	40	80
Price per lesson	205 €	325 €

Audience

Attendance as an observer

Total hours	40	80
Price per lesson	105 €	175 €

Private Lessons

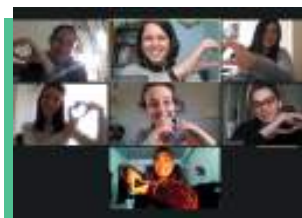
Total hours	1	10	40
Price per lesson	50 €	35 €	30 €

Private Groups

(Price per hour / student)

	2 students	3 students	4 students	5 students	6 students
1 hour	40 €	35 €	30 €	25 €	20 €
10 hours	30 €	26 €	22 €	18 €	14 €
40 hours	25 €	22 €	19 €	16 €	13 €

★ For bigger groups, please contact us.



GENERAL | ONLINE

OFFICIAL EXAM PREPARATION COURSES



DELE Preparation Courses

Intensive: 10 hours per week

Intensive Plus: 20 hours per week

Total weeks	4 weeks	8 weeks	4 weeks	8 weeks
Total price	345 €	525 €	525 €	895 €

COURSES FOR KIDS & TEENAGERS

General Courses: General Group

General Courses: Small Group

Total hours	40	40
Total price	205 €	315 €

Private Lessons

Duration (hours)	1	10	40
Price per hour	40 €	30 €	25 €

Family Courses

(Price per hour / student)

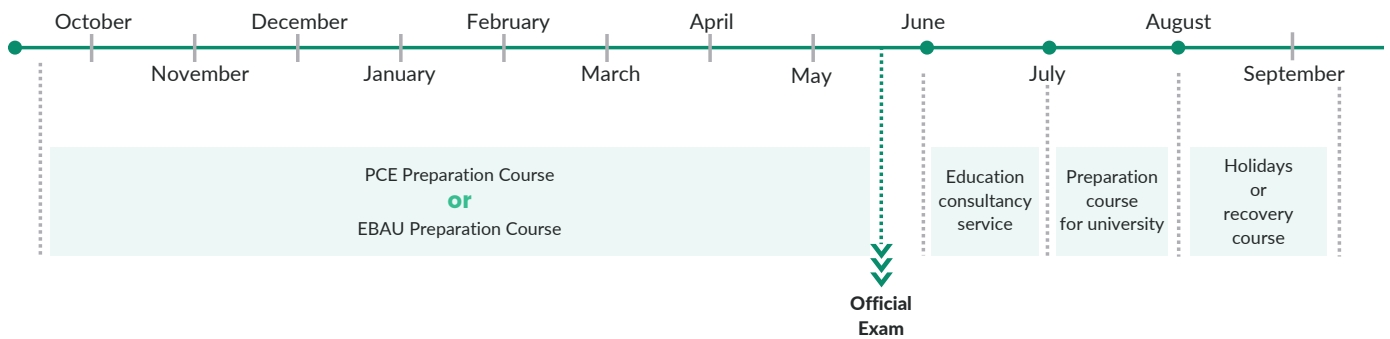
	2 students	3 students	4 students	5 students	6 students
1 hour	40 €	35 €	30 €	25 €	20 €
10 hours	30 €	26 €	22 €	18 €	14 €
40 hours	25 €	22 €	19 €	16 €	13 €

★ For bigger groups, please contact us.



UNIVERSITY PATHWAY COURSES - PAU PREPARATION

Course timeline



PCE	EBAU	Single subject
4 subjects or 3 subjects + General Spanish	6 subjects or 5 subjects + General Spanish	
3000 €	3750 €	750 €



Tutorials



Personalized tutorials with our experts to reinforce learning. Students can be accompanied by their parents or high-school teachers.



1 tutorial	8 tutorials (1 per month)
50 €	300 €

★ Educational Consultancy Service - see page 10.

Terms & Conditions *

Online Courses



*The latest update is available at hispania-valencia.com and at your student portal

General conditions

1. The only formal prerequisite for the enrolment in any of our courses is to be over 18 years old. Minors will require the authorisation of their parents or legal guardians to enrol.
2. The minimum and maximum duration of every course, start dates, and academic prerequisites for enrolment will depend on each type of course. The students may find this information on our official website or in the informative documents our school provides regarding our courses.
3. The student's level will always be evaluated through a written test before the start of the course. In case of disagreement with the results, the students will always be able to present their case and he or she may be re-evaluated in order to determine their language level.
4. The number of hours the student will have to study at home is approximately equal to the number of weekly class hours. However, the school does not enforce the completion of these tasks. The school will only assign its students complementary homework if they want to.
5. The groups of the Spanish General Course will always be arranged based on the student's level, with no age, gender, or nationality restriction. However, when possible, the school will try to create multicultural groups with students of similar ages and the smallest possible number of individuals who speak the same language.
6. Every class will have a 2 hour-duration (110 minutes), with the exception of the PCEs Exam Preparation Courses for University Access, in which every class will have for 1 dedicated hour (55 minutes) for each subject. Private lessons or Private Group lessons might be arranged for 1 hour (55 minutes) if needed.
7. In order to be promoted to a higher level, the school may ask the students to take a written and oral exam in order to confirm their language level. Students may ask to take this exam whenever they feel they are ready. It will be the school's Academic Coordination department which will be in charge of preparing and correcting these exams.
8. At the end of the course, students can receive a Certificate of Achievement, which will include the level reached by the student, along with a detailed report of the acquired communication objectives and a total number of hours attended. In order to receive this certificate, students will be required to have attended at least 80% of the classes. The other 20% may be taken in the future as General Spanish classes. Students enrolled in a blended course must attend a minimum of 80% of both online & on-site lessons in order to obtain the Certificate of Achievement.
9. If the student wishes to attend a different course, he or she will have to pay the price difference, which will be calculated trading an hour for an hour.
10. The "Acceptance Letter" for the course will only be issued in blended courses and will only consider the number of hours related to the on-site part of the course. The number of online hours will not be applied for the "Acceptance Letter".
11. Classes will not be scheduled on bank holidays. For this reason, classes corresponding to vacation days may be attended at a later date. Bank holidays will be published on our website and in the official documents of the school.

Enrolment and course booking

1. To confirm the booking, students must buy an hourly package and confirm the booking with the full payment.
2. Once the online course has been paid, no partial neither total refund will be paid.
3. The paid hours of a certain type of course will only be changed into a different type of course after having paid the price difference, which will be calculated trading an hour for an hour of the course to which the student wants to attend. If the chosen course has a lower price, the student will be able to study a higher number of hours. Any financial compensation could be requested. In case of a later cancellation, the online hours changed into a different course will not be refunded.
4. Our school will not be held accountable for any additional payments related to any service associated with our online courses required to the students by agencies that collaborate with us.
5. If a course is interrupted by the student once it has already begun, the school will not be able to refund any amount of money for the remaining classes. However, the student will be able to use the number of hours he or she has left in the future, as long as the online classes will be available.
6. Each enrolment or hourly package will absolutely be personal and non-transferable, so it must not be shared by multiple students. Under no circumstance may the students trade or sell their remaining class hours. In case a student attends lessons using the identity of another student or share the ID of the lesson to allow a non-enrolled person in this class to attend the lesson, our school will inform the authorities.
7. The course start date may be postponed at any time if the student requires it, without any additional costs.

Course and General Spanish class booking procedures

1. Once enrolled in the General Spanish Course or Private lessons / Private Group / Courses for families, every student will have an hour credit, with which they can book their classes (this will be acquired in the form of type of course and number of hours of the course). For example: Online Spanish Course: Small Group 40 hours, Private lessons 80 hours, etc.
2. Every student will be able to personally manage their class attendance and schedule weekly, therefore the number of hours of class per week may vary. The only restrictions students might encounter when making changes to their schedule are the number of classes scheduled for their level on a daily basis and the maximum quota of 10 students per class (in Small Groups). In addition, the hour pack will not have a limited time duration.
3. In order to book or cancel Spanish General Course classes on a weekly basis, the student will make use of the software provided by our school. From the beginning of the course, students will have at their disposal online tutorials on how to operate our software. The software offers students maximum flexibility, as they may manage their hour credit however they prefer, allowing them to make up for cancelled classes. The minimum period of time required to make a reservation or cancellation is 2 days before the class starts, which means that classes may not be changed the day before. For further details, please consult the "SOFTWARE USE POLICY" on our website.
4. "Special courses", which are different from the above mentioned, will have a determined duration, so hour packs will not be applied. Then, students will have access to the course during the period of the specific course in which they have enrolled. It is not possible to make up for any missed classes. "Special courses" are the following ones: DELE Preparation Course, ELE Teacher Training Courses, PCEs Preparation Course both online and blended.
5. The invitation to each class will be posted on the personal student portal, using a single ID per class (and password if needed), to access to the digital platform. The ID will be shown in the student portal maximum 30 minutes before the beginning of the class. It is not possible to know this ID earlier. We kindly ask the students to please arrive to class on time, so as to not interrupt their classmates. If the student arrives over 15 minutes late, the student may not be allowed to enter the class.
6. Students must have their webcam activated during the lesson. Besides, they must access the platform indicating their full name and student number given by the school. Both the identification and the activated webcam are essential for the right control access. Teachers may remove a student from the class if he or she does not meet these requirements.
7. Those students who have bought an hourly package of an Online Spanish Course: Audience will not be able to use either the microphone and public nor private chat during the class, as this type of course only allows the student to watch the lesson. Teachers may remove a student from the class if he or she does not meet these requirements.
8. We ask our students to please treat their classmates with respect and proper manners as well as behave properly during the individual connection.
9. In case a student does not follow the disciplinary rules, the school reserves its right to ask the student to abandon the course. In this case, there will be no refund.
10. Specific conditions for the Access Course to a Master's Degree - Blended Course:
 - The online course hours can be used during a maximum of one year.
 - The students have the possibility to convert some of their online classes into on-site classes (conversion supplement).
 - The Educational Consultancy Service and the visa support will be offered while the student realizes the online part of the course.
 - The Legal Consultancy Service in order to receive the NIE will be offered once the student arrives in Spain.

Consent for the publication of images

Given they are online classes which are recorded, within the framework of HISPANIA EDUCACIÓN Y COMUNICACIÓN S.L.U., in accordance with the terms of Organic Law 15/1999 of 13th December, on Protection of Personal Data (hereafter the LOPD), the student hereby informs that he or she agrees on the processing of his or her image, that is, the use of his or her personal data for administrative or advertising purposes.