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EIDE



ESCUELAS INTERNACIONALES PARA LA EDUCACIÓN Y EL DESARROLLO

Solicitud de Matrícula / **APPLICATION FORM** Ciclo Superior en Gestión de Alojamientos Turísticos *Higher Studies in Hospitality Management*

Rellenar la solicitud en letras mayúsculas / *Please fill out this form in CAPITAL LETTERS.*

DATOS PERSONALES / PERSONAL INFORMATION

Apellidos / *First name(s)* _____

Nombre / *Last name(s)* _____

Sexo / *Gender* Mujer (*Female*) - Hombre (*Male*)

Fecha de nacimiento / *Date of birth* _____

Lugar de nacimiento / *Place of birth* _____

Nacionalidad / *Nationality* _____

Número de DNI / *Passport number* _____

Estado civil / *Marital status* _____

Teléfono / *Phone number* _____

Teléfono móvil / *Mobile phone number* _____

e- mail / *E-mail address* _____

Dirección / *Home address* _____

Dirección en España / *Address in Spain* (si ya se dispone de una / *if already available*)

Indicar dónde ó cómo tuvo noticias de **EIDE** / *Please indicate where or how you first heard about us*

**CONOCIMIENTO DE IDIOMAS / LANGUAGE SKILLS**

Idioma / Language Español/ Spanish Inglés/English Otros /Others

Nivel Aproximado
Approx. Level**CERTIFICADO / CERTIFICATION**

El abajo firmante certifica que toda la información de la solicitud es verdadera.
Se me ha informado adecuadamente y estoy de acuerdo en cumplir con todas las normas
y procedimientos de admisión de la escuela.

*I, the undersigned, certify herewith that all the information contained in my application is complete, true and accurate to the best of my knowledge.
I was properly informed and agree to comply with all school admission procedures and regulations.*

Firma / Signature

Nombre completo / Name

Fecha / Date

Conforme a la L.O. 15/1999 de Protección de datos de carácter personal y su R.D. 1720/2007, los datos recabados serán incluidos en un fichero denominado clientes, inscrito en la Agencia de Protección de Datos, siendo su Responsable la empresa ESCUELAS INTERNACIONALES PARA LA EDUCACION Y EL DESARROLLO EIDE, S.L. La finalidad de la obtención de los datos citados será exclusivamente la gestión de las actuaciones necesarias para la relación contractual. Vd., como titular de los datos, autoriza y consiente la inclusión de los mismos en el citado fichero.

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REQUIRED APPLICATION DOCUMENTS / Application checklist

1. Application form duly filled in and signed
2. Application fee of 300€ (non-refundable)
3. Certified/notarized copy of your valid passport or identity card
4. Certified/notarized copies of the following school certifications:

A. High School or Secondary school certificate

- B. Academic record of the last four years of secondary or high school.** Both documents must be official, legal and issued by relevant authorities. Legalization of documents issued abroad varies according to the country of origin:

European Union member states or signatories to the agreement on the European Economic Space: no legalization is required.

Countries who have signed The Hague Convention of October 5 1961: a unique legalization or an "Apostille" issued by relevant authorities of the country is required.

Other countries: documents will have to be legalized by the Ministry of Education and the Foreign Office of the country where the documents were issued as well as by the Spanish embassy or consulate in this country.

Translation of documents issued abroad. The documents mentioned above will have to be accompanied by an official translation into Spanish (if they are not issued in Spanish). The official translation will be done:

- by a sworn translator, registered in Spain or authorized
- by any Spanish embassy or consulate abroad or
- by the embassy or consulate in Spain of the country of origin of the petitioner or document.

Proof of proficiency in the Spanish Language:

- Spanish as a mother tongue
- DELE Intermediate
- Level B2 of the Instituto Cervantes or any other institution
- Spanish language courses during high school or during previous studies
- Personal interview



COURSE FEE PAYMENTS & CANCELLATION POLICY

COURSE FEES

The total fees for International students whose mother tongue is not Spanish is 3.500€ for the first year. These fees include:

- Tuition fees for Higher Studies in Hospitality Management
- Cost of validation of the students' degrees and certificates by the Spanish Ministry of Education
- Extra Spanish lessons during the first year

MAKING PAYMENTS

Application fee of 300 € (non-refundable) together with the application form.
The remainder 3.200 € should be paid at the end of June at the latest.

CANCELLATION POLICY

In case of cancellation of the application, the following deductions will apply:

- ✦ The registration fee will not be refunded in any case
- ✦ For cancellations made more than 4 weeks before the course starts, EIDE will refund 100% of the course fees.
- ✦ For cancellations made 4 weeks before the course starts, EIDE will refund 75% of the course fees.
- ✦ For cancellations made 3 weeks before the course starts, EIDE will refund 50% of the course fees.
- ✦ For cancellations made 2 weeks before the course starts, EIDE will refund 35% of the course fees.
- ✦ For cancellations made less than two weeks before the course starts or once the course has started no money will be refunded.

VERY IMPORTANT!!!!

STUDENTS WHO HAVE OBTAINED A STUDENT VISA THROUGH EIDE WILL NOT GET ANY FEE REFUND IF THEY CANCEL THEIR COURSE ONCE THEY HAVE ARRIVED IN SPAIN, EVEN IF THEY GIVE NOTICE WITH MORE THAN 4 WEEKS IN ADVANCED. ONLY IN CASE THE STUDENT HAS TO GO BACK TO HIS/HER COUNTRY DUE TO MAJOR CAUSE AND PROVIDED THE STUDENT PRESENTS A RETURN PLANE TICKET WITH A CLOSED RETURN DATE, WILL THE CORRESPONDING COURSE FEES BE REFUNDED.

INSURANCE

All students should have to buy an insurance policy for accidents and a health insurance policy. A copy of both insurances will have to be handed in at EIDE the first day of class.

If any student prefers to buy the insurance policy in Spain, EIDE can arrange it. Students will be informed of the price of the insurance before hand.

Firmado (Signed): _____

Fecha (Date): _____