General and cancellation conditions

1. Prices calculated for groups with a minimum of 14 students of the same level. If your group does not have 14 students, contact us to find out what the adjusted price will be. 16 students or more 2 groups.
2. If you have a last minute cancellation before the start of the trip, the teacher will no responsibility towards us and will not have to pay anything for the student. (Regarding the course).
3. Accommodation is in shared flats. The flats have a living room with TV, kitchen (fridge and microwave), bed linen and towels. Cleaning is weekly.
4. In case the student wants to change company, e.g. for reasons of interest, we are not responsible if there are no alternatives, except for serious reasons (e.g. health).
5. The classes take place in the TRIVIUM CUENCA Centre, calle Sánchez Vera 13, 1º , Tel.: 0034969235075).
6. Every course cancellation by a registered participant must be made in writing and has the following stipulations: a) If a cancellation is received up to 14 days before the start of the course, the deposit of € 250 will be retained. b) In the case of later cancellations, € 350 will be retained or will have to be paid. c) In the event of course cancellation after the start of the course or by a no-show (not coming to the course), the deposit and course fee will be retained or are to be paid in full. If the cancellation or absence cause further costs (e.g. Apartment, hotel, family accommodations) these must be paid for by the cancellation or absent participant.
7. In the event of sickness or accident, the Director of TRIVIUM CUENCA S.L. has the right to take all necessary steps or make all necessary arrangements. All costs for these procedures must be paid by the sick or injured participant.
8. Any course participant is obliged to respect and carry out the Rules of the house, family, apartment or company.

☐ I have read and accept the cancellation conditions

In order to comply with the provisions laid out in the RGPD (General Register of Data Protection) May 25th, 2018, we inform you that your personal data or the data of those in your charge included in the form will be registered in the file of the owner TRIVIUM Cuenca, Centro de Cultura y Lenguas Europeas SL (Centre of European Languages and Culture) , located at Calle Sánchez Vera 13/1º, E -16002 Cuenca (Spain.) The sole purpose of this will be in aiding the registration process at our center. This data will never be transferred to third parties for any other purpose except in cases established by Law. Upon accepting the transfer of your personal data in writing of this document, you give explicit consent that the person in charge of dealing with personal data at Trivium can handle any personal data exclusively for enrollment purposes at our center. Conversely, you may exercise your rights of access, cancellation, correction or objection established by law, by sending a personal request to administración@trivium-cuenca.com. All of this, without prejudice to the fact that you can exercise these rights under the terms established in the RGPD of May 15th, 2018.

☐ *I have read and accept the data protection policy.*

CONFIRMATION, to be filled out by TRIVIUM CUENCA S.L.:
We here by confirm your registration for the course and confirm receipt of the € 250 advance payment per student.

from.....to..... 20.....

....
Date/ Place Signature Trivium Cuenca SL

TRIVIUM
CUENCA
Centro de Cultura y Lenguas Europeas SL

REGISTRATION FORM
COURS WITH INTERNSHIPS

Includes per week:

- 3 daily teaching lessons from monday to friday (a total of 15 lessons). 1 lesson = 50 minutes.
- A máximum 12 students per classroom.
- Internship with advice in a company placement (hotel, tourist office, travel agency, university, shops, Local Authority, etc).
- Accommodation in shared apartments or with host families* (with supplement 90€ / week full board).
- Work experience certificate
- Welcome folder and class material (grammar book).
- Initial evaluation and personal assessment.
- Right to final evaluation and certificate of attendance from the school.
- Use of the leisure rooms (WIFI in the whole centre).
- Use of the LIBRARY- VIDEO LIBRARY and loan service.
- There will be a contact person available for optimum guidance and advice from the beginning till the end of your stay.
- The Academy also has a 24-hour contact phone number.

Arrival days: sundays **Departure days:** saturdays

Prices per student in GROUP:

- **4 weeks** (Accommodation, 60 lessons and internships): € **720/ student** ☐
- **3 weeks** (Accommodation, 45 lessons and internships): € **560/ student** ☐
- **2 weeks** (Accommodation, 60 lessons and internships): € **400/ student** ☐

Prices per student without GROUP: (4 teaching lessons/ day, accomodation in flats):

- **4 weeks** (accommodation, 80 lessons and internships): € **1.150/ student** ☐
- **3 weeks** (accommodation, 60 lessons and internships): € **900/ student** ☐
- **2 weeks** (accommodation, 40 lessons and internships): € **600/ student** ☐

Please send by email: info@trivium-cuenca.com
Trivium - Cuenca
Calle Sánchez Vera 13, 1º
E -16002 Cuenca (Spain)
Tel: 0034 969 23 50 75
Mobil: 0034 616 47 88 42
www.trivium-cuenca.com

We wish to participate in the language course and request a firm booking and confirmation.

Please fill out legibly and put a check next to your personal wishes. Thank you.

Educational institution:.....

.....

Street: .....

.....

Postal code: ..... City: .....

Telephone: ..... State: .....

Email:. .....

Teachers accompanying the group:.....

Accommodation: Apartments (included) ☐ Familiy (supplement € 90/week, full board) ☐

We would like to run a course from:..... until ..... 20 .....

Planned number of students:..... Planned number of female students:.....

Add a list of participants 14 days before the start of the course.

If the accommodation is with a host family, 30 days before and fill in form 110.

I would like a list of available places 30 days before the start of the course (form 101): ☐

(You must choose the places 14 days before arrival, respecting the company profiles and in agreement with Trivium). We cannot be held responsible for last minute changes by companies.

Group level 1: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐
(16 students or more)

Group level 2: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐

Special wishes (Theme):.....

.....

Exam preparation: high school ☐ SIELE ☐ DELE ☐

Does the teacher who accompanies the group need accommodation? Yes ☐ Days:.....

How did you find out about our language courses? .....

OPTIONAL (non binding)

☐ € 100.00 more/student includes 2 lunches (menu/dinner, picnic or tapas), private transfer to and from airport, one coach excursion, guesthouse breakfast and museum entrance tickets.

☐ Weekend excursions to Madrid with accommodation from € 65.00/ student. (Please ask for prices).

☐ Weekend in Valencia with accommodation (2 nights), bike rental, Paella, transportation from € 180.00/ student. (Please ask for prices).

☐ Half and whole day guided tours to the outskirts and sorrounding areas of Cuenca. (Ask for a list of extracurricular activities with prices)

☐ € 15.00/ student: A typical meal like “Paella” or "Tapas" for the first or last day. (Ask for a quote)

☐ I would like to receive a list of all free activities and a detailed programme (free of charge).

TRANSFER (non-binding, depending on the number of students)

☐ Transfer from Madrid to Cuenca from € 320.00 in a small coach bus. (Without luggage compartment).

☐ Transfer from Madrid to Cuenca from € 350.00 in a medium coach bus.

☐ Transfer from Madrid to Cuenca from € 380.00 in a big coach bus.

The activities are included for the teachers who accompany the group.

By signing this form, you declare that you are aware of and accept the data protection clause and the general terms and conditions on the back of this Registration Form. by the organiser "TRIVIUM CUENCA SL".

....
Date/ Place Signature

To confirm attendance you must pay € 250,00/student to the account indicated 14 days before the start of the course. The balance must be paid before the course starts. For further details please see our cancellation policy overleaf.

Banco: BANKIA

Referencia: Educational institution
IBAN: ES56 2038 4423 7360 0036 6884
BIC: CAHMESMMXXX