

REGISTRATION FORM 2017



STUDENT INFORMATION

Name Surname Female Male

Street

City Postal Code Country

Phone Fax E-mail

Date of Birth D M 19 Nationality Passport nº

Profession School or University

COURSE INFORMATION

Knowledge of Spanish: A1 A2 B1 B2 C1 C2

I would like to register in the following courses:

INT1 INT3 INT4 YEAR DELE CAMA LEVE AP SUPE COME MEDI

INT2 con: COMU LITE ARTE HIST NEGO MEDI TURI

In Salamanca: from D M 20 to D M 20 Weeks:

Notes:

ACCOMMODATION INFORMATION

Homestay: Double room Half board
 Single room Full board

Residence hall: Double room* Half board
 Single room Full board

Student flat: Double room Single room

Private apartment: Single room Double room*

PLEASE FILL IT AND SEND TO:
Mester Spanish Language Courses
Vázquez Coronado 5. 37002 Salamanca, Spain
Tel. +34 923 213 835 Fax +34 923 213 841
mester@mester.com

* Only available if you book together with the other roommate

In Salamanca: from D M 20 to D M 20 Days:

Do you have any special requirements regarding your accommodation?

CONTACT INFORMATION IN CASE OF EMERGENCY DURING YOUR STAY:

Name Surname Female Male

What relationship do you have with this person?

Street

City Postal Code Country

Phone Fax E-mail

How did you hear about Mester?

IN CASE THAT YOU WANT US TO BOOK THE BUS TICKET FROM/TO MADRID AIRPORT:

ARRIVAL DETAILS

Date D M 20 Hour Airline Flight Nr.

DEPARTURE DETAILS

Date D M 20 Hour Airline Flight Nr.

MESTER GENERAL CONDITIONS

INSTRUCTIONS FOR REGISTRATION

To register in one of our courses, please fill in the form and send it by e-mail to our office, together with a proof of payment of the 100 Euro deposit.

After receiving these documents, we will proceed to reserve both your place on the course and the required accommodation. You will receive a confirmation e-mail, together with the final invoice which should be paid no later than three weeks before the course begins. If you are registering for a course which begins in less than three weeks, once availability has been confirmed, the full invoice should be paid straight away.

If you have any question before or after registering, don't hesitate in contacting us. Our office timetable is Monday to Friday 9am to 2pm and 4pm to 6pm.

PAYMENT METHODS

It is necessary to pay a deposit of 100 euros as soon as you receive confirmation of availability. THIS DEPOSIT WILL BE DEDUCTED FROM THE TOTAL INVOICE.

Payment can be made by:

- Credit card (Visa or Mastercard) in our website.
 - Bank transfer:
 - Account name: Academia Mester-BATILO, SL
 - Name of bank: Banco Santander Central Hispano
 - Address of bank: Rua Mayor 35. 37008 Salamanca, Spain
 - International Bank Account Number (IBAN): ES35 0049 1550 7222 1002 1331
 - Swift code: BSCHEM33
- Please clearly indicate your name. ALL THE BANK FEES ARE TO BE PAID BY THE STUDENT.
- Postal Order to pay directly to us:
 - Academia Mester
 - Vázquez Coronado 5. 37002 Salamanca, Spain

CANCELLATIONS

If you decide to cancel your registration 15 days prior to beginning your course, 100% of the payment will be refunded except the 100 euros deposit. After this date, one week course and accommodation will be charged and the rest will be refunded. Once your course has started, there will be no refund. Every cancellation will be written by email, letter or fax.

In the case that we emit the study certificates for obtaining official help or study visas for non-European students, the fees will not be refunded unless the student is denied the visa in which case he/she should send us the original certificate of studies and the Spanish Embassy's denial letter and we will refund all the fees minus 100 euros which is retained for administrative costs.

Every registration which hasn't been confirmed/paid for two weeks before the course begins will be cancelled.

MINIMUM AGE

The minimum age for participating in a course is 16 years old. In the case that the student is younger than this age, he/she will only be able to participate in a course if accompanied by an adult.

The students between 16 and 18 years old should attach to their inscription an authorisation signed by their parents or legal guardians in which they make themselves responsible for any incidents which may occur.

COURSE PRICE

The price of the course includes:

- The class material.
- Participation in all the activities given in the programme without a price.
- Certification from Academia Mester.

It is possible to take courses for longer than what is specified on the price list.

The discounts applied to long stays will only be applied if the students reserves and pays before starting the first course. Any extension made afterwards will be considered as a new course, once the first course has started.

COURSE DATES

The school is open all year except from 8th December 2017 to 8th January 2018.

All the students with previous knowledge of Spanish can start their course any Monday of the year, except the DELE course which has special dates. Those students who have never studied Spanish before can start on the following dates:

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
9, 30	27	6, 27	3, 10	1, 29	12	all	all	all	2, 30	27	---

The school will not be closed during any Bank Holiday in 2017.

PLACEMENT TEST

The students have to complete a placement test to establish their level of Spanish which they can find through our website: <http://test.mester.com>. This should be done at least one week before their arrival to the school.

If on arriving to the school they haven't done the test, they will be able to do it the first day of class at 8:30am.

COURSE TIMETABLE

The classes will be from 9.30am until 1pm or to 2pm in the case that the student has chosen to take the INT2 course. In some cases there can be classes in the afternoon from 3.30pm to 7pm or to 8pm in the case that the student's chosen to take the aforementioned course.

ACCOMMODATION

The keys to the student flats can be picked up at Academia Mester during its opening times (from Monday to Thursday from 9am until 2pm and from 4pm until 8pm and Fridays from 9am until 2pm and from 4pm until 7pm). During the weekends the keys can be picked up at the Cafetería El Ideal (calle Vázquez Coronado, 5); Saturdays and Sundays from 10am until 11pm.

If the students arrive outside of these specified times, they should let us know in advance. In the case that they haven't given us warning, the student will be responsible for finding his/her own accommodation for this night.

The students who are staying with families or in residence do not need to bring bed linen or towels. However, in the student flats only bed linen is given.

For stays longer than 12 weeks the accommodation payment should be made monthly in advance.

If the student wants his/her stay to be different from what is indicated in the price tables attached to each type of accommodation, he/she should contact us.

TRANSFER FROM/TO MADRID AIRPORT

Mester can book your transfer ticket from/to Madrid airport to/from Salamanca without any extra charge. Please note that if you lost the bus by a delayed arrival or another reason, we will not refund the money and/or not provide with another ticket. The return ticket costs approximately 44 euros.

EMERGENCY TELEPHONE

During the opening timetable of the school (from Monday to Thursday from 9am to 2pm and from 4pm to 8pm and Fridays from 9am to 2pm and from 4pm to 7pm) the students can contact us on the fixed telephone: +34 923 213 835.

During the weekend from 10am to 10pm, the emergency telephone of the school is: +34 619 309 797.

For any medical emergency, we request that the student contacts the emergency services on 112. In case you live with a hostfamily, please contact them.

OPTIONAL INSURANCE

There is an optional medical insurance for Mester students subscribed by the company Sanitas: www.sanitas.com. For more information, please do not hesitate to contact us.

VISA

The students coming from outside the European Union should investigate the requirements to get a visa in the Spanish Embassy or nearest Spanish Consulate. Academia Mester guarantees to emit a certificate which confirms the matriculation in one or various courses although does not make responsible for the rejection of visa application because of the lack of officiality of said enrolment documents. They will have a duration equivalent to the duration of the chosen course, never more.

To get a certificate, the student should:

- Complete and send the enrolment forms
- Send us a photocopy of their passport
- Have paid the total for the course and accommodation

In the case of the rejection of the visa application, see conditions for cancellation for refund.

RULES OF BEHAVIOUR

Academia Mester reserves the right to expel any student who has not paid the corresponding course fees or who does not behave, either in the school or in the accommodation. In both cases the student loses the right to a refund.

DATA PROTECTION

The students will be able to appear in promotional material or photography on the website, blog or leaflet of Academia Mester.

In agreement with the personal data law 15/1999, we specify that the students' personal details will only be used within the Mester school itself. Furthermore, the student has the right to rectify or cancel this data in any moment. For more information, contact our central offices in Salamanca (Vázquez Coronado 5, 37002 Salamanca, Spain).

LEGISLATION

The inscription in any Mester course implies agreement with the aforementioned conditions; in a complementary or subsidiary manner, it is regulated by Civil Law for the providing of services and the rights of consumers, in particular the Law 82/95 of the Junta de Castilla y Leon and the Law 26/84 for the Defence of the Consumers and Users.

PRICES 2017 (EUROS)

COURSE	WEEKS	LESSONS	EUROS
Intensive Spanish Language and Culture (INT1)	1	20	185,00
	2	40	360,00
	3	60	510,00
	4	80	640,00
	5	100	775,00
	6	120	900,00
	7	140	1.015,00
	8	160	1.120,00
extra	20	120,00	

COURSE	WEEKS	LESSONS	EUROS
Elective Subject (INT2)	1	5	150
	extra	5	150

COURSE	WEEKS	LESSONS	EUROS
Intensive Spanish Language & Culture in Reduced Group (INT3)	1	20	350,00
	2	40	700,00
	3	60	1050,00
	4	80	1.400,00

COURSE	WEEKS	LESSONS	EUROS
Individual Spanish and Culture (INT4)		1	45,00
		10	400,00
		20	700,00

COURSE	WEEKS	LESSONS	EUROS
Academic Year (YEAR)	40	865	5.200,00

COURSE	WEEKS	LESSONS	EUROS
Preparation for DELE (DELE) The official fees of the exams are not included in the prices	1	20	185,00
	2	40	360,00
	3	60	510,00
	4	80	640,00
	5	100	775,00
	6	120	900,00
	7	140	1.015,00
	8	160	1.120,00
	extra	20	120,00

COURSE	WEEKS	LESSONS	EUROS
Preparation for the Diploma de Español de los Negocios (CAMA) The official fees of the exams are not included in the prices	4	40	650,00

COURSE	WEEKS	LESSONS	EUROS
Teachers Training Course	1	15	150,00
	extra	15	150,00

The courses can be of different lengths to the weeks indicated here. Please do not hesitate to contact us for price information for any length of stay not indicated above.

The discount for longer stays is only applicable if you reserve and pay before the start of the first course. Any prolongations made afterwards will be considered another course once the first has started.

ACCOMMODATION PER DAY	ROOM	BOARD	EUROS
Host family or Residence	Single	Full	23,00
		Half	21,00
	Double	Full	21,00
		Half	19,00
Private apartment	Single	---	30,00
	Double*	---	20,00
Hostal**	Single	---	30,00
	Double*	---	25,00
Hotel****	Single	Breakfast	65,00
	Double*	Breakfast	45,00
*Booking together			

ACCOMMODATION PER WEEK	ROOM	WEEKS	EUROS
Students flat	Single	1	120,00
		2	220,00
		3	300,00
		4	350,00
		extra	80,00
	Double	1	90,00
		2	160,00
		3	210,00
		4	240,00
		extra	55,00

1 week are 6 days; 2 weeks are 13 days; 3 weeks are 20 days; 4 weeks are 27 days.

For courses longer than 12 weeks the accommodation can be paid monthly, in advance.