

Center Policies

Tuition and payment:

1. For the courses **General Spanish, Spanish + PCE and PCE**, a registration refundable tuition of 50€ must be paid as class reservation. If the rules of the center are accomplished, the student will get the refund of the deposit at the end of the course or it will be deducted from the last payment.
2. Private classes must be paid in advance.
3. For **school groups**, a specific budget must be agreed in advance created on a case to case basis.
4. Intensive courses must be paid at the beginning of it unless the academy specifies that it can be paid in instalments. The refundable deposit will be refunded at the end of the course. In case that the course has various instalments, the deposit will be deducted from the last payment.
5. Extensive courses will be paid monthly in cash or by direct debit in case of having a spanish IBAN. This monthly amount is always the same regardless of the number of classes of the month (except the month of enrollment in the academy that will be paid in proportion to the number of classes that the student will take that month).
6. In case you want a **registration certificate** to be issued in any of our courses (to obtain a student visa) you must **pay 100€ in advance** which amount will be deducted from the last monthly payment or from the total amount of the course.
7. Monthly direct debit payments will be paid between the 1st and the 5th of every month.
8. Payments not made within the agreed dates oblige the school to withhold 10€ of the tuition every time there is a delay, that will not be refunded.
9. If direct debit receipts are returned by the bank, the school will charge 5,40€ extra because of the bank's commission or withhold 10€ from the tuition that will not be refunded.
10. If the payment is more than three weeks late, attendance will not be possible until the debt is paid. In such cases, a reservation for next courses will not be possible to make.



11. If a student wants to deregister, the academy must be notified at least 15 days prior to the end of the current month. Otherwise, the refundable tuition will be lost.
12. In case of being unable to attend the class, please notify the center.
13. Missed classes on holidays or days that the center is closed according to our calendar can not be recovered. At the end of this document you will find an annex where these days are indicated.

Material

1. The material for the Spanish courses is included in the total price of the course.
2. PCE material depends on the number of subjects that the student decides to take and it will be paid in advance before starting the course.
3. Once the course is finished, you will not be able to access to the academy's virtual classroom. If the student wants to continue having access to it, the school will charge 10€ per month during the time that you remain active.

Course

1. The duration of the course, number of teaching hours, price, payment methods and calendar are indicated in the registration form of the course and the student signature means the acknowledgement of this.

Cancellations

1. In order to start the course we need to have a minimum of students registered.
2. La llibreta will cancel the registrations of the course in case of not covering the minimum quota and will return the money paid in advance (tuition, monthly payments or the full payment of the course).
3. In the event that during an extensive course there are dropouts and the group will be left without enough students for the academy to get a minimum profit, La llibreta reserves the right to cancel the course. The number of students depends on the type of course.
4. The client can cancel the course registration 15 days prior to the beginning of it and the whole amount of money paid will be refunded (refundable tuition and/or advance payment

of the course). In case you have made the reservation of 50€ for online payment we will subtract the bank commission that is 2€ approximately.

5. Advance payment for the registration certificate for the student visa (100€ + extra charges for sending the certificate) will not be refunded in any case.
6. Outside the terms of agreement by La llibreta, the student will not be able to recover the money paid in advance and/or the tuition in case they want to cancel the course.

Deposit refund

In the intensive and extensive courses, the refundable tuition will be returned at the end of the course as long as the rules of the academy have been met. If the student has a spanish IBAN, it will be returned by bank transfer. If not, it will be returned in cash.

Valencia 1st of September 2016



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