

## AIP General Terms & Conditions 2017

### The deposit of 150 €

- This is a unique payment as a **deposit of reservation** of the course or Internship program and will be discounted once the total payment of the course is done.
- The total payment must be done once you arrive to the school.

### The Spanish Course prices

- Course prices include free access to the Learning Centre, Internet and WIFI, cultural activities, Spanish level test, end-of-course Certificate and materials.
- Course prices do not include Accommodation, Insurance or Transfer, unless otherwise stated.

### Accommodation

- Accommodation in host family's prices includes board, personal laundry and other facilities as described in Living in Valencia Handbook.
- Host family Changes: Should a student wish to change family AIP will do so after giving due consideration and in discussion with both student and family.
- A deposit of 150 € per person is required in the accommodation in apartments. AIP will give it back to you the last day of your stay.
- Accommodation is offered subject to availability, and should be booked well in advance, especially in summer. To cancel a booking for accommodation you must let us know two weeks in advance, and there is always a minimum stay of 4 weeks. After this period, AIP will charge a minimum of two weeks.
- The accommodation is available from Saturday before the course starts until Saturday the end of the course. Only if you are accommodated in our apartments all arrivals after 11pm and before 7am will have to be hired by a shuttle service with AIP trusted drivers because they will have key to the apartments.

### Class Size and Levels

- Class Size: max 10. Except in July and August where it can reach 12. Average in Summer is 7, in winter 5
- Levels Available: from Elementary to Advanced.
- Group courses: 1 lesson = 50 minutes.

### Starting Dates 2017

- For participants with a basic knowledge of Spanish, every Monday. For participants with no knowledge of Spanish: 9 Jan, 6 Feb., 6 Mar., 3 Apr., 2 May\*, 29 May, 26 Jun., 10 Jul., 24 Jul., 7 Aug., 21 Aug., 4 Sep., 2 Oct., 30 Oct., 27 Nov.

\* Course starts Tuesday because Monday is a public holiday.

### Public holidays 2017

- AIP Languages will be closed all Saturdays and Sundays of the year and the following dates due to public holidays: 13 - 17 Apr., 24 Apr., 1 May., 15 Aug., 9 Oct., 12 Oct., 1 Nov., 6 Dec., 8 Dec., 25 Dec. and Jan 1<sup>st</sup> 2018. AIP Languages will be not closed for Christmas holidays.
- AIP Languages does not refund money due to Public Holidays because we make up for all of them. We will extend the number of hour per day.

### Arrival & Departure

- AIP encourages you to arrive the Sunday before the course begins and to stay until the Saturday, which follows the last day of class.

### Pick-up Service

- Although there is a metro from the airport or train station and it is completely safe to use public transportation, we can arrange transfer to your accommodation with a reliable taxi-driver. The cost

is 52 € and it includes a maximum waiting period of 1 hour after the arrival of the flight. Each extra hour the driver has to wait costs 12 €.

## Booking and Payment Conditions

### Booking and payments

- To book a course, please, fill in the **Enrolment Form** on our web page. You can pay the deposit through our Internet Secure Server filling the Enrolment form in our web page or order a transference to our bank account and send a copy by fax with your personal details and the course you are interested in.
- Following the receipt of the payment of the deposit (150 €), AIP will send you an email of admission in the specified course.
- To pay by Bank Transfer IBAN number is required.  
IBAN Number: ES0500751129420600187614  
BIC Code: POPUESMM  
Bank Name: Banco Popular. Bank address: Calle El Bachiller, 6. 46010 Valencia.
- All payments should be marked with your name. All bank charges are the responsibility of the participant.

### Cancellation Policy

- When Visa applications are rejected an administrative charge of 150 € is required.
- When the participant cancels less than 15 days before the course starts an administrative charge of 150 € is required. After commencement of course: No refund will be provided.
- There is no refund of fees for days missed during the course or for late arrival or early departure.
- Participants desiring to cancel their accommodation must advise 15 days in advance. If they do less than 15 days in advance, AIP will charge these days.
- Students opting for a less intensive programme after the commencement of course will not receive a refund.
- If you are not satisfied with the accommodation provided, AIP will move you to another one. If you desire the refund of your accommodation fee, a minimum of 2 additional weeks will be charged, after a minimum stay of 4 weeks.

### Insurance & Health

- Students are strongly recommended to take out full travel and health insurance in advance. If you need it, AIP can provide a full private insurance.
- EU Nationals should bring **E111 Forms**.
- Students are advised to insure against loss of fees and/or expenses that may be incurred due to cancellation or sudden early departure from a course.

### Visas

- Nationals of the following countries do not require a visa for stays of **up to 90 days**:  
(a) EU countries, Australia, Canada, Japan and US.  
(b) Brazil, Croatia, Cyprus, Iceland, Israel, Korea (Rep. Of), Liechtenstein, Malaysia, Malta, Monaco, Netherlands Antilles, New Zealand, San Marino, Singapore, Switzerland and Vatican City, apart from other Latin American countries.  
Those studying **longer than 90 days** may require a student visa except EU country nationals.
- The school will give all reasonable assistance to students when applying for a Visa.
- At least **3 to 6 weeks** are needed to process a Visa application, depending on the country. Please do not apply for registration on a course that will not allow enough time for the processing of the visa application.
- If you require a VISA letter, a payment of **650€** must be done in advanced (500€ for the invitation letter and 150€ to register in the course). In the event that the application for a Visa is refused by the Spanish Embassy or Consulate, we will refund the paid fees after the deduction of an administrative **charge of 150 €**, once we receive a copy of the refusal letter from the Spanish Embassy or Consulate and we have checked everything is right with them.

## General Conditions

- AIP Languages does not assume responsibility for loss, delay or accident of any kind whatsoever that may occur due to fault or negligence of any company or persons carrying out ancillary arrangements.
- AIP Languages reserves the right to cancel any arrangements or bookings without prior notice if payment conditions are not met.
- If less than the minimum of 3 students in class, the amount of lessons will be reduced by half because we will consider them like private lessons.
- AIP Languages reserves the right to change any arrangements set forth in announcements of the program, offering substitutes of equal value, or to cancel the program entirely with full refund. Rates and schedules are subject to change.
- AIP Languages does not refund money due to Public Holidays. When 2 holidays fall within one week, classes of one day will be made up.
- AIP Languages reserves the right to dismiss any student for misconduct or at any time the student engages in conduct dangerous to the student or others, or engages in criminal behaviour. Whether or not the student's behaviour justifies dismissal from the programs shall be within the sole discretion of AIP Languages will not accept responsibility for damage to or loss of property, personal illness or injury, or death while a student is on the course.
- In the event that an emergency develops which requires surgery, hospitalisation, or other medical care *Advisers for International Programs in Spain, S.L* to take any action which it deems appropriate under the circumstances, including but not limited to: arranging for medical or psychiatric treatment, the administration of prescription drugs, and transportation back to his/her country. AIP Language Institute will not cover costs that may arise as a result of the need for repatriation of student.
- AIP Languages reserves the right to decide if a participant is not ready to start the internship period in the collaborating company due to the lack of Spanish skills. In this case the participant will have to extend the duration of the Spanish course.
- Any client who wants it, always that his/her complaints have not been attended, can be in contact with the Defender of the Student, who will analyse his/her complaints to give them a solution. A commission of the three schools belonging to the Spanish Federation of Schools of Spanish will form this Defender of the Student.

## Misrepresentation

- The School is not liable if there are promises made by agents to students that do not reflect the policies and services of the school as described in the Agent Manual and Brochure. It is the responsibility of the Agent promoting AIP Language Institute to give a true and accurate description of our programmes.

## Special discounts

- If **3 students** enrol together, they will be applied a discount of 10%. If **5 students** enrol together, they will be applied a discount of 15%.

## Special charges

- Accommodation for **relatives or friends** of students plus 10 %.
- A **deposit of 150 €** per person in apartments is required. AIP will give it back to you the last day of your stay.

**Disclaimer:** All efforts have been made to give accurate information in this document. Should mistakes or discrepancies occur please bring them to our attention.