



PLEASE **COMPLETE THIS FORM** WITH YOUR DETAILS AND READ OUR ENROLMENT CONDITIONS BEFORE COMPLETING THE LEVEL TEST

*STUDENT CONTACT DETAILS:*

Surname:  
Name:  
Date of Birth:  
Address:  
Postcode:  
Email:  
Telephone:  
How did you hear about us?

(This part will be completed by the teacher)

Level assigned:  
Teacher:  
Date:

I have read and accept the Terms and Conditions below

### **Courses and Enrolment Procedure & Terms and Conditions.**

#### **Enrolment procedure**

Once your level has been established, or if you are a complete beginner, you can enroll online and pay before starting the course by credit or debit card with PayPal. The enrolment office is open at the following times: Monday to Friday 08:30am to 18:00 **Payment of the enrolment fee indicates acceptance of our Terms and Conditions. Early enrolment is highly advisable. Enrolment and course payment is automatically confirmed once the payment has been received. Students enrolled will be contacted in advance in case the course needs to be cancelled. We regret to inform you that we cannot accept payment of fees by instalments. Books will not be included on the course fees. You will don't need books. The school will be giving a free library, homework.**

#### **Concessions**

To be eligible for a 3% discount on our Spanish or English Courses you must have been enrolled on a course in the last two terms at Colegio Online Aparicio in London.

For an extra 2% discount you must book at least 4 weeks prior to the start of the course and have been enrolled on a course in the last two terms at Colegio Online Aparicio (1 week for Intensive and Crash courses).

A 10% discount also applies for all courses to full-time courses year.

#### **Cancellations and refunds**

Under any circumstances students could attend any other course, on a different date or time to that established in the enrolment. Students should consider their personal commitments and circumstances before enrolment as we regret that **no fees are refundable under any circumstances** once the course has started. No partial refund can be granted for classes not attended and no postponement can be allowed. Cancellations must be made in writing by sending an email to [colegioonlineaparicio@colegioonlineaparicio.com](mailto:colegioonlineaparicio@colegioonlineaparicio.com) at least one working day before the beginning of the course and are subject to a 10% charge of the total course fee if there are more than two continuing courses enrollment. All courses require a minimum of 5 students in order to run. Colegio Online Aparicio reserves the right to cancel a course in case of an insufficient number of students or due to unforeseen circumstances. **Courses may be cancelled at short notice.** Once a course is cancelled students will be notified immediately, and they will be entitled, when possible to be transferred to a different time slot, on a different date. Colegio Online Aparicio reserves the right to change teachers during a course. Occasionally trainee teachers may participate in the classes. Colegio Online Aparicio reserves the right to change, in exceptional cases, and by giving notice in advance, the timetable of some class sessions. Classes may also be cancelled at short notice in case of unforeseen circumstances.

The courses are intensive weeks of one week each, or those that you buy, so if the student cancels, only 10% of the amount of the course is refunded, as long as they notify four days in advance by email, there it is not refund of administration and management fees provided. In each course the fees are charged per week in which the courses are.

The one-year courses, a 50% refund will be returned as long as they have notified by email two weeks before the course begins. there it is not refund of administration and management fees provided.



Private one-to-one classes are not refunded, of the hours contracted by the student and there it is not refund fees or administration and management fees provided.

A 10% discount also applies for all courses to full-time courses year.

If you have more than one child to do any courses. Please contact with us for special promotions.

**Change of course**

Students should consider their personal commitments and circumstances before enrolling in a class, as they will need prior approval from the College to move to another class, and this can only be done **once** to another course in the same term **during the first weeks** of the course, provided that there are places available in the course they wish to move to. No changes are allowed in Intensive and Crash courses.

**Missed lessons**

In case of missed lessons students must speak to their teacher directly before or after the missed session. Lessons cannot be taken on a different day or time other than the course you are enrolled in to maintain the quality of our courses. There it is not refund for the days you are missing you class for your private circumstances. Teachers are not available to be contacted outside class.

Please note that the enrolment office does not provide the teachers' contact details. Students do not need to contact the enrolment office to notify they will miss a class.

Colegio Online Aparicio headquarters in London is committed to maintain an encouraging environment for the staff, students and visitors online and will not tolerate any form of violence or abusive behavior online, including offensive and/or insulting and/or abusive language (OIAL) committed by or against any member of its community.

**Payment courses and fees of the enrolment acceptance of our Terms and Conditions. [Early enrolment is highly advisable](#)**

**Colegio Online Aparicio – London, HP24TR. E-mail: [colegioonlineaparicio@colegioonlineaparicio.com](mailto:colegioonlineaparicio@colegioonlineaparicio.com)**

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**Inicial**

**Intermedio**

**Avanzado**

**Superior**

**Please do not forget to send with you the writing test (letter) together with this answer sheet.**

**E-mail: [colegioonlineaparicio@colegioonlineaparicio.com](mailto:colegioonlineaparicio@colegioonlineaparicio.com)**