



COLEGIO INTERNACIONAL LOPE DE VEGA

RESERVATION FORM CULTURAL RESIDENTIAL PROGRAMME

Please read our Terms and Conditions before completing this form. Write clearly in BLOCK CAPITALS and use black ink.

School Information

School Name: _____
School address: _____
Headmaster's first name _____ Surname _____
City: _____ Postcode: _____ Country: _____
Telephone: _____ Email: _____
Vat number: _____

Group Information

Number of students: _____ Number of group leaders: _____
Arriving on: _____ Number of nights: _____
Arriving time at airport _____ Arriving time at International School Lope de Vega _____
Check out time: _____
Other information about the group's journey:

Group Leader Information

First name (s): _____ Family name (s): _____
Date of birth: _____ Male _ Female _
Spanish language level: Spanish language level: High_ Intermediate_ Basic_
Telephone: _____ Email: _____ Passport Number: _____
Complete address: _____
City: _____ Postcode: _____ Country: _____

I understand and agree with the conditions imposed by the Cultural Residential Programme (see next page). I will send this reservation form for each student that is to participate in the programme for students by certified post to the International School Lope de Vega, Avda. Dr. Severo Ochoa, 9, 03503 Benidorm (Alicante-Spain).

Signature

Date

Head Master:

School Stamp

Head Master C.I. Lope de Vega

TERMS AND CONDITIONS 2007-2008

1. Payment options

Your have two payment options:

- a. You pay the total cost at the time of booking. After the payment, you must send us (colegiointernacional@lopevevega.es) a copy of the bank transfer. The information of the bank account is the following: **IBAN ES64 2090 0135 0100 4024 3396 SWIFT-B.I.C. CAAMES2A***
- b. You pay a deposit (50%) to secure your booking and the remainder 3 weeks before the Programme begins. Also, you have to send us the voucher of the bank transfer.

2. The Programme's price includes:

- ✓ 7 DAYS/ 6 NIGHTS - FULL BOARD ACCOMMODATION IN DOUBLE ROOMS
- ✓ Assistance and Security 24 hours.
- ✓ 8 HOURS MIN. IMMERSION IN LANGUAGE AND SPANISH CULTURE.
- ✓ Exchange of experiences in several academic areas according to the student's level.
- ✓ Intercultural workshops: recovery of traditional games.
- ✓ Use of all the sport facilities of the school: heated swimming pool, gymnasium, football ground, paddel court, amongst others.
- ✓ Possibility gives to practise artistic and sport activities given by a professional: dancing, paddel, golf, etc.
- ✓ INTRODUCTION TO THE LOCAL AUTHORITIES: a visit to the City Council and city of Benidorm
- ✓ INTRODUCTION TO SUSTAINABLE DEVELOPMENT I: a visit to a local natural park under the guidance of "Serra Gelada.
- ✓ INTRODUCTION TO THE SOCIAL, ECONOMIC AND CULTURAL REALITY OF BENIDORM: a technical visit to a Benidorm Hotel.
- ✓ INTRODUCTION TO SUSTAINABLE DEVELOPMENT II: a visit to Mundomar Theme Park.

3. Cancellation policy:

Should any school decide to cancel the programme they have contracted, it is necessary to notify Lope de Vega International School in writing immediately.

Nevertheless, the school should pay Lope de Vega International School the following, except if the reason has been caused by exceptional circumstances.

A surcharge of the following quantities, in function with the date of receiving the cancellation with regard to the programme's initial date:

- ✓ Between 60 and 45 days before the programme's initial date, 5% of the programme's total price.
- ✓ Between 44 and 30 days before the programme's initial date, 10% of the programme's total price.
- ✓ Between 29 and 10 days before the programme's initial date, 15% of the programme's total price.
- ✓ Between 9 and 4 days before the programme's initial date, 30% of the programme's total price.
- ✓ Within 3 days before the programme's initial date, 50% of the programme's total price.
- ✓ In the case of no notification (attendance), 100% of the programme's total price.
- ✓ In case of expulsion the participant will be responsible for his/her expenses for the advanced journey home. He/she will have no right whatsoever to any kind of refund.

4. Programme's Changes:

The International School Lope de Vega reserves the right after the programme in case of unforeseen circumstances beyond the control of our school.

5. Course rules for students:

- Students may not leave the school or be absent from meals without permission from the Course Director.
- Attendance at lessons and participation on trips is compulsory.
- Students must observe the rules relating to IT software.
- Residential students must observe bedtimes, and silence must be maintained in dormitories after lights out at night.
- Students are not allowed into the bedrooms occupied by students of the opposite sex.
- Fire escapes are for emergency use only.
- Personal radios/CD players/iPods etc may only be used in the residential houses and not in the main school areas.
- Mobile phones must be switched off during lessons.
- Smoking is allowed
- Students may not drink alcohol or have alcoholic drinks in their possession. It is an offence for anyone under the age of 18 years to buy alcohol in Spain.
- Students must not possess, use or supply illegal drugs.
- School swimming pool rules must be strictly observed. No student may enter the pool if there is no lifeguard present.
- Any students breaking these rules, or Spanish law, or persisting in serious anti-social behaviour will be disciplined. In serious cases students may be sent home early with no refund of fees. Information is correct at time of going to print but may be subject to change.

6. Complaints

Any complaint should be immediately made to a group leader so as to be presented to one of our local representatives for validation.

7. Insurance

Before you arrive at International School Lope de Vega, we strongly recommend that you take an insurance that cover your period of the programme due to illness or accident, medical expenses, personal property, etc.

8. Documentation

Students must have official documentation to travel. The organizer is free from any responsibility to refund fees for the Cultural Exchange Programme if this condition is not met and the student is unable to travel.

9. Privacy policy

By signing the Registration Form you are agreeing to the storage and use of the information you supply for International School Lope de Vega's purposes only. We will not pass your details on to any other organisation or third party. On Young Learner courses, photographs of children may be taken during their stay with us for use in promotional materials, such as brochures and the website. Please indicate on the Registration Form if you are not happy for your child's photograph to be used for these purposes.

Signatures

International School Lope de Vega

School/College_____