

**STARTING DATES FOR INTENSIVE, SPECIAL INTENSIVE, COMBINED COURSES AND COURSES + INTERNSHIP**  
Courses start every Monday for beginners to advanced levels.

**TANDEM MADRID makes up all classes and activities that might otherwise be lost due to national or local public holidays, independent of the course type, the length of booking, the number of public holidays in the week. You never miss a class!**

### **PUBLIC HOLIDAYS 2020/closed days**

- ❖ January 1 (Wednesday) – New Year's Day
- ❖ January 6 (Monday) – Epiphany
- ❖ April 9 (Thursday) – Holly Thursday\*
- ❖ April 10 (Friday) –Holly Friday
- ❖ May 1 (Viernes) –International Labour Day
- ❖ May 2 (Saturday) – Madrid Autonomous Community Day\*
- ❖ May 15 (Friday) – Saint Isidro
- ❖ August 15 (Saturday) – Assumption Day
- ❖ September 9 (Wednesday) –Saint María de la Cabeza
- ❖ October 12 (Monday) National Day Of the Kingdom of Spain
- ❖ November 2 (Monday) – All Saints' Day
- ❖ November 9 (Monday) – Our Lady of the Almudena
- ❖ December 7 (Monday) –Constitution Day
- ❖ December 8 (Tuesday) – Immaculate Conception Day
- ❖ December 25 (Friday) – Christmas Day

\*Public holidays listed above may undergo future changes due to Madrid's local laws. Responsibility cannot be assumed, should any such changes regarding local or national holidays occur.

**CHRISTMAS HOLIDAYS:** from 23<sup>rd</sup> December 2020 to the 2<sup>nd</sup> January 2021

### **Important, please note:**

- Classes are held from Monday to Friday. The school is closed on Sundays.
- 1 lesson = 45 minutes
- Timetable of general courses: 9.30 -13.00 / 15.00
- Groups have a maximum of 10 students in all courses, except in evening courses, where the maximum is 12. The minimum number of students is 4.
- **The average number of students in each class / course is 6.**
- The minimum age for students is 16. Students under 18 years of age need written permission from their parents.
- All prices are in EUROS (€).

## TANDEM MADRID SPANISH COURSES PRICES FOR 2018

Registration fee: 50 €

### GENERAL COURSES

#### INTENSIVE COURSE (22 lessons/week)

20 Spanish lessons/week – 4 lessons/day + 2 lessons/week Spanish and Conversation from A2 level.

1 week	22 lessons	215 €
2 weeks	44 lessons	395 €
3 weeks	66 lessons	592 €
4 weeks	88 lessons	790 €
5 weeks	110 lessons	985 €
6 weeks	132 lessons	1158 €

Additional week 190 €

#### COMBINED COURSE (group + one-to-one, 32 lessons/week )

20 Spanish lessons/week – 4 lessons/day + 2 lessons/week Spanish and Conversation from A2 level.

1 week	22+10 lessons	595 €
2 weeks	44+20 lessons	1155 €

Additional week 550 €

Accredited in Germany (Hamburg, Berlin, Nordrhein-Westfalen, Mecklenburg-Vorpommern, Rheinland-Pfalz, Sachsen-Anhalt, Schleswig-Holstein) as "Bildungsurlaub".

#### LONG-TERM COURSE (22 lessons/week)

20 Spanish lessons/week – 4 lessons/day + 2 lessons/week Spanish and Conversation from A2 level

8 weeks	176 lessons	1440 €
9 weeks	198 lessons	1620 €
10 weeks	220 lessons	1800 €
12 weeks	264 lessons	2040 €
24 weeks	480 lessons	3440 €

# TANDEM

## ESCUELA INTERNACIONAL MADRID

Marqués de Cubas, 8, 28014 Madrid +34 91 532 27 15 www.tandemmadrid.com www.tandem-madrid.es

<b>32 weeks</b>	<b>704 lessons</b>	<b>4200 €</b>
<b>Additional week</b>		<b>130 €</b>

### GAP YEAR PROGRAMS

*Immerse yourself in the local scene while improving your fluency in Spanish and finish your language experience with an official diploma.*

#### GAP YEAR + DELE PREPARATION COURSE

**Intensive Spanish course** (20 lessons / week / group) + 4 weeks DELE preparation "one to one" classes (10 private lessons/week) + 2 lessons/week Spanish and Conversation from A2 level.

<b>12 weeks</b> (8 weeks intensive course+ 4 weeks DELE private classes)	<b>304 lessons</b>	<b>3480 €</b>
<b>24 weeks</b> (20 weeks intensive course+ 4 weeks DELE private classes)	<b>568 lessons</b>	<b>4910 €</b>
<b>32 weeks</b> (28 weeks intensive course+ 4 weeks DELE private classes)	<b>744 lessons</b>	<b>6540 €</b>

#### GAP YEAR + SIELE EXAM

**20 Spanish lessons/week** – 4 lessons/day + **2 lessons/week** Spanish and Conversation from A2 level + SIELE Exam (SIELE certifies the degree of proficiency for the Spanish Language).

<b>24 weeks</b>	<b>528 lessons</b>	<b>4150 €</b>
<b>32 weeks</b>	<b>704 lessons</b>	<b>5475 €</b>
<b>Additional week classes</b>		<b>170 €</b>

**COURSE + INTERNSHIP IN MADRID (22 lessons/week)** - "Join a Spanish-speaking company and get hands-on experience in a career or industry of your interest".

(Included in summer programs / Semester Abroad or Gap year programs)

**20 Spanish lessons/week** – 4 lessons/day + **2 lessons/week** Spanish and Conversation from A2 level. Minimum age 18 years, max. 30 years • Internship period: from 12 weeks to 1 year • all year long

<b>4-week Spanish course + Internship</b>	<b>1150 €</b>
<b>24 weeks Spanish course + Internship</b>	<b>3800 €</b>
<b>32 weeks Spanish course + Internship</b>	<b>4560 €</b>

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### ONE-TO-ONE

#### 20/30/40 lessons/week

Timetable to be confirmed by TANDEM • Starting from 20 lessons • Lessons last 45 minutes

20 private lessons	760 €
30 private lessons	1140 €

- In the event of two students enrolling for the same Individual course, we will offer each student a 15% discount on the course fee and they will have classes together.

1 private lesson:	38 €
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Optional: lunch and/or cultural programme with Spanish teachers

### SPECIAL COURSES

#### VIRTUAL SPANISH LESSONS

**YOU ARE GOING TO DO A COURSE AT TANDEM...**and you want to get to know us before you arrive and be fully prepared • **YOU HAVE DONE A COURSE AT TANDEM and you want to** continue learning Spanish with your favourite teacher • **YOU HAVE TO PREPARE FOR A MEETING OR AN INTERVIEW IN SPANISH** • **YOU HAVE TO PREPARE FOR AN OFFICIAL EXAM (DELE, CCSE, SIELE, etc.)** • **YOU ARE A SPANISH LANGUAGE TEACHER AND YOU WANT TO UPDATE YOUR SKILLS AND KNOWLEDGE...** • **YOU NEED TO COME TO SPAIN, AND TO OBTAIN A VISA** you need to have an A2 level in Spanish, we can prepare you via Skype.. • **YOU ARE GOING TO STUDY AT A UNIVERSITY IN MADRID AND YOU WANT TO IMPROVE YOUR SPANISH LEVEL BEFORE YOU START**

You can organise your classes with your teacher for any day of the week, from Monday to Sunday, from 08.30 to 22.00 (Spanish time). • Each Spanish class lasts 45 minutes.

1 to 10 lessons:	36 €
+10 lessons:	32 €

#### SUPERLEARNING SPANISH COURSE (One to One private lessons)

This course, focused on Super learning and the Sugestopedia method, allows you to learn Spanish language in an amazingly effective way

All levels • From 20, 30 or 40 lessons /week • Lessons last 45 minutes

1 week 20 private lessons	760 €
1 week 30 private lessons	1140 €



Information and Course Registration:  
spanishcourses@tandem-madrid.com

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## ESCUELA INTERNACIONAL MADRID

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### SUMMER COURSES

#### SUMMER JUNIOR PROGRAMME (individuals)

**AGE: 15-17 • SPANISH COURSE:** 4 classes/day 09:30-13.00 • **CULTURAL PROGRAMME:** daily activities from Monday to Friday, as well as a weekend trip • **ACCOMMODATION AND BOARD:** Family home, single or double room, full board • **TRANSFER:** from and to the airport • Madrid transport pass • **Travel Insurance** • supervision all day

2 weeks	1490 €
4 weeks	2890 €

**Special service:** host families accompany the student to the school two ways: 75€/week  
**Courses starting dates: Any Monday July 2020**

\*\*Also for closed groups / Personalised quotes or other dates on request

**35** TANDEM  
ANNIVERSARY YEARS  
1982-2017  
ESCUELA INTERNACIONAL MADRID



#### COMBINED PROGRAM: SUMMER JUNIOR PROGRAMME (individuals) + CAMPUS EXPERIENCE REAL MADRID FOUNDATION FOOTBALL CAMP

**AGE: 9-17 • 1 or 2 or 3 WEEKS SPANISH COURSE:** 4 classes/day 09:30-13.00 •  
**ACCOMMODATION AND BOARD:** Family home, single room, full board • **TRANSFER:** from and to the airport **CULTURAL PROGRAMME:** daily activities from Monday to Friday, as well as excursions. **Special service:** host families accompany the student to the school two ways: 75€/week

+

**1 WEEK SOCCER RESIDENTIAL CAMP • Sports Facilities:** Real Madrid Sports City in Valdebebas • **Residence:** Universidad Autónoma • **Dates: July 2020**

2 weeks	1.750€
3 weeks	2.450€ (2 weeks junior program + 1 week soccer camp)

Bookings should be at least 6 months in advance

\*Personalised quotes for closed groups on request

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### CAMPUS EXPERIENCE REAL MADRID FOUNDATION RESIDENTIAL FOOTBALL CAMP

**Duration:** 7 or 14 days, from Sunday (17:15) to Saturday (10:30) • **Sports Facilities:** Real Madrid Sports City in Valdebebas • **Residence:** Universidad Autónoma • **Age:** 9-17 years old • **Dates:** June, July and August 2020

**2 weeks** **1360€**

#### Extra services:

Transfer service two ways (9:00-21:00): 200€  
Transfer service one way (go and return from 9:00 a 21:00): 150€  
Extra Transfer (transfer from 21:00-9:00): 75€  
Extra night (before/after): 150€

**Bookings should be at least 6 or 3 months in advance**

\*Personalised quotes for closed groups on request

## EVENING SPANISH LANGUAGE COURSES

### EVENING COURSE: 2 DAYS PER WEEK

4 lessons/week/group • All levels • from 4 to 24 weeks • free Spanish level test

#### Monday and Wednesday or Tuesday and Thursday

4 lessons/week/group twice a week

Or

### WEEKEND COURSE: 1 DAY PER WEEK

Friday morning or afternoon and Saturday morning

4 weeks	16 lessons	115 €
8 weeks	32 lessons	225 €
12 weeks	48 lessons	338 €
24 weeks	96 lessons	675 €



Information and Course Registration:  
[spanishcourses@tandem-madrid.com](mailto:spanishcourses@tandem-madrid.com)

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### SPANISH WITH PASSION

Tell us what would you like to do and we will design for you!

#### SPANISH AND GOURMET PASSION

**20 Spanish lessons/week** – 4 lessons/day + **2 lessons/week** Spanish and Conversation from A2 level

1-week intensive Spanish course + 2 gourmet activities	595 €
1-week intensive Spanish course + 4 gourmet activities	875 €
2-week intensive Spanish course + 4 gourmet activities	1110 €
2-week intensive Spanish course + 8 gourmet activities	1715 €

To choose between:

- 1 Meal with teacher traditional "Cocido Madrileño" or "Paella"
- 1 meal with teacher at a Spanish restaurant traditional or modern one
- 1 Visit to a traditional market and tapas tour
- 1 tour of the new Madrid Markets
- 1 cooking class or 1 wine tasting

**SPANISH AND a PASSION FOR ART** **20 Spanish lessons/week** – 4 lessons/day + **2 lessons/week** Spanish and Conversation from A2 level

1-week intensive Spanish course + 2 visits to museums	415 €
1-week intensive Spanish course + 4 visits to museums	615 €
2-week intensive Spanish course + 4 visits to museums	795 €
2-week intensive Spanish course + 8 visits to museums	1195 €

To choose between:

- Visits to Prado Museum/ Reina Sofia Museum
- Visit to Thyssen Museum/ Arqueological Museum / Sorolla Museum
- Street Art in Madrid / The National Library / The Royal Palace
- Cerralbo Museum/ San Isidro Museum

**SPANISH CLASSES AND PASSION FOR FLAMENCO** **20 Spanish lessons/week** – 4 lessons/day + **2 lessons/week** Spanish and Conversation from A2 level + flamenco activities

<b>1 week intensive Spanish course + 3 flamenco dance classes (60 min. lesson) + 1 flamenco show</b>	<b>500 €</b>
<b>2 weeks intensive Spanish course + 6 flamenco dance classes + 2 flamenco shows</b>	<b>965 €</b>

\* These programmes must be booked at least one month in advance.

\*\* Other types of Spanish courses or different visits are available on request; please ask for a quote.

### TANDEM MADRID – EXAMINATION CENTRE

#### PREPARATION COURSE FOR THE OFFICIAL SPANISH PROFICIENCY DIPLOMA (D.E.L.E.) EXAM

We have courses to prepare students for the " *Certificado Inicial* ", " *Diploma Intermedio* " and " *Diploma Superior* " exams. • **TANDEM Madrid is Examination centre for level A2 and B2**

#### DELE MORNING COURSE (5 days/week)

**20 lessons/week in a group + 10 private lessons/week DELE preparation** • **TIMETABLE:**  
Mornings: 9:30-13:00 general Spanish course / 13:30-15:00 private lesson for the DELE exam.

<b>1 week</b>	<b>510 €</b>
<b>2 weeks</b>	<b>975 €</b>

#### DELE EVENING COURSE (1 OR 2 DAYS/WEEK)

4 lessons/week/group • All levels • from 8 to 24 weeks • free Spanish level test • Timetable: on request • Enrolment fee 30 €

<b>8 weeks</b>	<b>32 lessons</b>	<b>225 €</b>
<b>12 weeks</b>	<b>48 lessons</b>	<b>330 €</b>

#### DELE PREPARATION COURSE VIRTUAL CLASSES

For both residents in Spain or in other countries who already have a basic or higher level of the Spanish language, our **DELE preparation course via videoconference** is the most comfortable way to prepare for this exam.

<b>1-10 classes</b>	<b>36 €</b>
<b>+10 classes</b>	<b>32 €</b>

#### CCSE (Nationality exam)

TANDEM MADRID is a centre accredited by the Cervantes Institute for the examination and preparation of the CCSE exam (Constitutional and Socio-cultural Knowledge of Spain), required to obtain Spanish Nationality.

**1 day course/week • 12 lessons/month in a group** • **TIMETABLE:** Friday afternoons (18.00 - 21.15) or Saturday mornings (10.00 -13.15) • **Classroom or virtual course**

<b>12 LESSONS PER MONTH (4 classes of 3 hours)</b>	<b>120 €</b>
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### SIELE EXAM

SIELE is "The International Evaluation Service of the Spanish Language", an online evaluation and certification service to test Spanish language ability. It is suitable for students and professionals alike, whose mother tongue is not Spanish and who need to demonstrate their linguistic ability to academic institutions, businesses and public administration.

TANDEM Madrid has exam dates available for SIELE Global every normal working Monday, Tuesday, Wednesday and Thursday of the year. The times of the SIELE Global exam is from 17.30. \*Other timetable on request

SIELE GLOBAL EXAM

155€

### TEACHER TRAINING COURSES

#### INDIVIDUAL ELE TRAINING COURSE FOR NON-NATIVE SPEAKERS

Non-native Spanish teachers in primary or secondary schools, universities and private language centres, who are interested in teaching E/LE and want to improve their knowledge of Spanish in the classroom and who, at the same time, would like to obtain the necessary didactic tools for their work as teachers. **People who want to apply for an ERASMUS + grant.** This course consists of **20 language class units in an advanced group** (B2 or C1) + **10 individual refreshment lessons** to update teachers on the didactics of teaching ELE, made-to-measure the actual needs of the teacher: 9.30-15.00 (6 lessons/day)

1 week            30 lessons            555 €

#### EXPERIENCE TUTORIALS AND PRACTICE LESSONS DURING 2 INTENSIVE WEEKS

If you already have specific ELE training but you're in need of more self-confidence and have little or no classroom experience in teaching Spanish, this is your course.

From Monday to Friday from 09.30 to 14.00 all year long  
2 weeks 4.5 hours/day (45 hours)

2 weeks            390 €

### ERASMUS GRANTS

**Erasmus KA1 Mobility grants** promote the mobility of individuals. Our courses are aimed at European teachers and other experts in the field of adult education, but especially at teachers of Spanish as a foreign language.

Participants can apply for a scholarship for our training courses through Erasmus+. The grants generally cover travel expenses, course and accommodation fees. Individuals cannot apply directly for grants and should instead contact their university, college or organization. Organizations that are involved in adult or school education can apply for an **Erasmus KA1 Mobility** grant to send members of their staff to attend the following courses, which we offer all year round:

*General Spanish courses for all levels (A1/A2/B1/B2/C1/C2)*  
*Teacher Training (group courses for C1/C2 levels on specific dates)*  
*Business Spanish*  
*D.E.L.E. preparation courses and examination for individual or closed groups*  
*One-to-One training courses*  
*Specific programmes for closed groups*

In order to receive all necessary support with your application as well as to be well prepared for the course, please contact us to pre-register. Shortly after the pre-registration, you will receive a confirmation mail.

We can also send you a detailed course programme on request. TANDEM MADRID is registered with the European Commission Authentication Service (ECAS) with the Participant Identification Code (PIC) **946576247**.

### SCHOOL TRIPS: Spanish Programs for Closed Groups (all year round)

If you can imagine it, we can design it!

Personalise quotes on request. Minimum 8 participants.

We also organize special European programmes for ERASMUS + and LEONARDO groups (DELE programmes and Spanish + Internship programmes). **Secondary schools, primary schools, educational institutions, universities, group of friends etc. STUDENTS: From 5 years old to 99+**

**GROUP PROGRAMME (from one week)** Secondary schools, primary schools, educational institutions, universities, friends • **STUDENTS:** From 5 to 40 persons + monitor • **SPANISH COURSE:** 4 hours/day 09:30-13:00 • **CULTURAL PROGRAMME:** daily activities from Monday to Friday, as well as a weekend trip • **ACCOMMODATION AND BOARD:** Double or single room with a family on half-board basis (breakfast and dinner) • **TRANSFER** from and to the airport.

#### **Made-to-Measure MINI-COURSES**

3, 4 or 5-day course starting and ending on a weekday, with classes in the morning and cultural activities in the afternoon and at the weekend.

#### **2 CITIES COMBINED COURSE**

One week in the vibrant cultural capital city of MADRID and one week in one of these fascinating cities: **SAN SEBASTIAN, GRANADA, VALENCIA, CÁDIZ, SEVILLE, MÁLAGA and SANTIAGO DE COMPOSTELA**. You can start the programme in the city of your choice; we recommend

you check the most economical flight available from your city.

### ACCOMMODATION 2020 – Prices per week/Euros

#### Indicated prices are for 7 nights

<b>HOTEL ***</b> Single room with private bathroom, phone, TV, breakfast; very close to the school. Quote on request*	80 €/110 € (per night)
<b>FAMILIES</b> Single room + breakfast Single room + half board Single room + full board  Double room + breakfast Double room + half board Double room + full board	185 € 237 € 268 €  164 € 206 € 247 €
<b>FAMILIES PLUS</b> (with private bathroom) Single room + breakfast Single room + half board Single room + full board  Double room + breakfast Double room + half board Full room + full board	274 € 321 € 347 €  237 € 284 € 312 €
<b>Shared Flat</b> With use of bathroom and kitchen, expenses included.  <b>Single room</b>  <b>Double room</b>	195 €  150 €

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TANDEM MADRID STUDENT RESIDENCE with shared kitchen + Private Bathroom	Price/day/room	
	1 to 13 nights	14 to 41nights
Single room	61 €	58 €
Double room	77 €	74 €
Triple room	110 €	103 €
** Breakfast: 4 €/day		

**Price includes:** Bed sheets, blankets, cleaning service, use of kitchen, air conditioning, TV with satellite channels; telephone, free Wi-Fi Internet access, own car park; free Internet access in the Reception area. The accommodation is available from 12:00 noon on the Sunday prior to the first day of the course (Monday) until 11:00 noon on the Saturday after the last day of class (Friday).

SUMMER TANDEM MADRID STUDENT RESIDENCE (from June to September)	Price/day/room
Single room + private bathroom + breakfast	40 €
Single room + private bathroom + half board	43 €
Single room + private bathroom + full board	46 €

Please note:

- Week price = Sunday to Saturday
- **Supplement for special diets: 26 € /week**
- **Supplement for accompanying minors two ways : 75 €/week**
- Reservations for double rooms only accepted for people travelling together.
- Students must check into accommodation after 12 noon on Sundays and check out before 12 noon on Saturdays.
- Changes of accommodation need to be made on Sundays after 12 noon.

### OTHER SERVICES

<b>AIRPORT TRANSFER</b> (One-way) 65 €	<b>TRAVEL INSURANCE</b> Fee for European Citizens: 22 €/week Additional Week: 6 € Fee for NON-European Citizens: 27 €/week Additional Week: 8 €
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### GENERAL CONDITIONS

Upon signing the inscription form or payment of reservation fee, the student accepts the terms and conditions underwritten in this document.

**1. The course fee includes:** welcome pack, enrolment, course book, information about the school and Madrid, some cultural activities, Internet and Wi-Fi access at the school, attendance and level certificate (please note that our courses don't lead to an official certificate). TANDEM PARTNER Service, film and music CD loan service. We offer a student assistance service (purchase of tickets, information on transport, etc.). Tutorial sessions with teachers. International Student Identity Card (Isic). There is a registration fee of 50 € apart from the course fee.

**2. Not included in the course fee:** Airport transport, travel health insurance, some activities in the cultural program, final examination, Examination fees.

**3. Included in the accommodation fee:** organizing and scheduling accommodation.

**4. To reserve:** please send us your completed registration form by post or email. You can also register online using the form on our website: [www.tandemmadrid.com](http://www.tandemmadrid.com)

**5. Payment.** Upon receipt of your registration form we will email you to confirm your reservation with a breakdown of the course and accommodation fees. You will be requested to pay a deposit of 200€, which will be deducted from the final invoice (this is non-refundable). After receiving payment of the deposit (200€) or the total amount of the program, you will be formally registered at the school. You will receive the confirmation of your course, a level test and detailed information about the course and accommodation. If this advance payment is not received within the prescribed period, we reserve the right to cancel the reservation. We will not accept payment without receiving the enrolment form. The remainder of the course and accommodation fees must be paid in Euros, by bank transfer 15 days prior the start date of the course or in cash or by credit card on the first day of the course in our office. Discounts are only possible in cash and bank transfer payments. Payment should be made to our bank account at:

#### TRIODOS BANK

Bank 1491, Agency 0001, DC 27, Account 2077137723

IBAN: ES4914910001272077137723 BIC: TRIOESMMXXX

Please send us a copy of the bank receipt by email ([spanishcourses@tandem-madrid.com](mailto:spanishcourses@tandem-madrid.com)). Please include your name and the type of course you are attending. All bank commissions are payable by the student. Group programs: to book, the institution in charge of the group must pay 20% of the full price at least 4 weeks before arrival.

**6. Courses.** TANDEM Madrid will place the student in a suitable group for his/her level. Any level or schedule changes requested by the student must be approved by the Head of Studies and is subject to availability. The student will be given a schedule in the week prior to the beginning of his/her course. Nevertheless we reserve the right to change the latter according to our organizational needs. The minimum age for students is 16 years old, except in the Junior Courses; students younger than 18 need a written authorization from their parents. Violence or disrespect to other students or TANDEM employees (due to religion, gender or sexual orientation) may result in the student being expelled from the school.

**7. Cancellation, postponement or interruption of courses:** if cancellations are made by the students 2 weeks or more prior to the course start date, TANDEM MADRID will refund the full cost of the program (if full payment was made in advance), with the exception of the 200 € course deposit. No refund will be made for cancellations of courses cancelled within 15 days of the course starting date. Cancellations will not be accepted unless made in writing. For security reasons, cancellations cannot be made over the phone. Number of students per class: groups will have a minimum of 4 students and a maximum of 12 students. If there are not enough students to make up a group, before the course starts or during its development, students will be offered a place in a smaller group or one-to-one class, and the teaching time will be reduced

according to the paid amount. Students who start but do not finish their program will not be refunded any amount of course and accommodation fees.

**8. Cancellation, postponement or interruption of accommodation.** The student must notify us of his/her approximate arrival time in Madrid at least one week before the course begins. EUROPA PLUS TANDEM (TANDEM MADRID's partner agency which arranges accommodation and airport transport) reserves the right to change the accommodation before the student's arrival for another one of similar or identical characteristics without prior notice and at no additional cost. Double room bookings will be accepted only for people who travel together. Students will not be refunded for the postponement or cancellation of accommodation once the course has started and the student has stayed in the accommodation. TANDEM will keep 100€ if a cancellation of accommodation is made within 15 days before the course's beginning date.

If the student requests a change of accommodation, a fee of €30 will be charged. Any changes, when requested, are subject to availability. If the change entails additional costs, the student will be notified of this and will have to cover these costs before the change takes place. Except in special cases, all changes of accommodation must be made after 12 noon on the Sunday. The student must comply with the landlord's/accommodation rules. Failure to comply with the rules may result in the student being expelled from the accommodation.

**9. Airport pick-up service.** Flight information (departure city, date and flight number) must be confirmed in writing at least one week prior to arrival, otherwise TANDEM MADRID will accept no responsibility for picking up the student from the airport and no refund will be given or if delays and changes to flight schedules are not notified in advance. We will provide the student a telephone number in which he/she can contact the person in charge of transportation. This person will wait at the most 60 minutes after the planned time of flight's arrival. If the student does not contact her, the service will be cancelled. However, the student must pay for it.

**10. Insurance.** All students taking courses have insurance cover. TANDEM accepts no responsibility for accidents that occur outside the school, or for the loss or theft of personal belongings on our premises. We therefore recommend you take out an insurance policy in your country of origin.

**11. Holidays.** Classes that fall on a national holiday (Madrid) are always recovered at a later date.

**12. Visas:** for students from non-EU member states. EU citizens (from the European Union) do not need a visa to attend courses. Non-EU citizens (from countries that are not in the European Union) should contact the relevant Spanish Embassy or Consulate for information on the requirements for studying in Spain. If the student needs a letter of confirmation from the school to apply for a visa, the program and accommodation fees must be paid in full before the requested documentation will be sent. Payment in this case will only be accepted by bank transfer. When TANDEM MADRID receives it, the letter of confirmation will be sent to the address provided by the student. If the student prefers to have the documentation sent by courier (e.g.: UPS), he/she must pay the delivery costs in advance. This applies both to individual students and group programs. The student is responsible for his/her visa application process at all times, TANDEM MADRID accepts no responsibility whatsoever in the event of visa refusal. If the student is unable to attend a course because his/her visa was refused, he/she must submit the official document of refusal (with the date, signature and stamp) issued by the relevant Spanish Embassy or Consulate, clearly indicating the student's name, passport number and visa application.

For a refund of the advance payment, TANDEM MADRID must be notified of the cancellation in writing (attaching the document of refusal) at least 15 days prior to the course's starting date. The same conditions as in point 7 are applicable to refusal of entry. Discounts and promotions do not apply to courses that require the aforementioned letter of confirmation.

**14. Data protection.** I. In accordance with the Organic Law 15/1999 of December 13, on personal data protection, we inform the Student that upon signing this document, the Student consents that data presented upon inscription will be included in a file called TANDEM International School S.L. The aim is to use this file to manage the Student's academic, economic and administrative development in TANDEM International School, S.L.

Additionally, we state that for the duration of the Student's inscription at the school, images of the Students may be taken and used for the photographs or video collections, to be used as graduation photographs and other designed to inform and/or make other activities the school known to the public via paper publications or to be included on their web page [www.tandemmadrid.com](http://www.tandemmadrid.com), as well as to be included in information flyers belonging to TANDEM Escuela Internacional, S.L. The processing of the Student's 'images is done with all the respect due to the individual in accordance with the Organic Law 1 / 1982 of May 5, Protection of Civil Right to Honor, to personal and family privacy and image, by eliminating any caption or film that may go against their basics rights. These images will not have other uses than those hereby expressed, nor will they be assigned to third parties, except by those expressed in this authorization.

II. Personal data transfer or communication. Payment of school fees through financial or banking bodies necessarily included the transfer of personal data to these third parties. In turn these data will be under the protections of the ministries, public bodies and organisms and what these may demand of TANDEM International School, S.L. In any case, the assignments and transfer of information will done within the rules of law, not being to use the data for any other for purposes other than those for which they have been collected.

III. The exercise of rights. Regarding personal data provided, the Student has the right to access, rectify and cancel this information, by sending a written request addressed to TANDEM Escuela Internacional, S.L. LOPD – Secretaría Académica. Calle Marqués de Cubas, 8, CP 28014, Madrid or via e-mail to the following address: [tandem@tandem-madrid.com](mailto:tandem@tandem-madrid.com). In the same way the Student can state at any moment his/her opposition to TANDEM Escuela Internacional, S.L. or its close associates to sending any commercial communications.

**15. Duration and scope of these general conditions.** These General Conditions are to be applied and are annexed to the specific conditions established in the specific program of the academic year given to the Student. Both documents are considered the contract of non-academic education that governs the relationship between the school and the Student.

The general conditions of this contract will be implemented for the duration of any course the Student may undertake, as of the date s/he signed the contract, and upon which, with the exception that these may be modified, will be applied to the courses and program that the Student may access in the future via subscription to the Specific Conditions of each course, in other words, through the subscription of a specific program in the future undertaken by the Student. When the General Conditions of his/her contract are modified, these will be updated through different specific documents of each course: these are the date that the contract comes into force will be included in its Specific Conditions.

**16.** Along with the Teaching Contract, the Student will be handed an information leaflet about the school as well as a specific program of the course s/he has just paid for. Herein, the Student must declare having received these General Conditions by signing the contract.

**On signing the registration form or paying the course fees, students accept all the conditions as described above.**