

## General Conditions

Complete the enrolment form and send it by email or post to CLIC Ih.

Please take into account starting dates for beginners and public holidays.

You can also fill in the on-line form on our web page **clic.es**

Include deposit of 200 € (copy of bank transfer or credit card).

On receipt of your deposit CLIC Ih will reserve your course and accommodation.

By e-mail you will receive confirmation of your course and outstanding fees as well as detailed information for your journey and stay.

It is compulsory to buy the course book (25 € per level).

### LAST MINUTE ENROLMENTS

Students who enrol fewer than 20 days prior to the course starting date are required to pay all fees upon enrolment.

### PAYMENT

Please note payments are only accepted in euros and must be received by CLIC Ih 20 days prior to the course starting date.

a) BANK TRANSFER (all charges to be paid by the student) to our account Please add 15 € to cover bank charges.

Any excess amount will be refunded when the money arrives.

Please state your name, type and date of course on all transfer forms.:

**Sevilla:** Caixabank Centro de empresas Sevilla - Cartuja (Of. 3723)

Account Holder: Clic Centro de Lenguas

IBAN (International Banking Account Number): ES27 2100 2143 6902 0009 3971 BIC (Bank Identification Code): CAIXESBBXXX.

**Cádiz:** Caixabank: C/ Doctor Gómez Plana, 1. 11008 Cádiz. IBAN (International Banking Account Number): ES19 2100 1608 6902 0008 8661.

Account Holder: Clic Cádiz BIC (Bank Identification Code): CAIXESBBXXX.

**Málaga:** Caixabank: C/ Tetuán nº32, 41001, Sevilla. Account Holder: Centro de Lenguas CLIC Málaga SL. IBAN (International Banking Account Number): ES13 2100 3723 5422 0003 6939. BIC (Bank Identification Code) CAIXESBBXXX

b) BY CREDIT CARD. (Visa, Mastercard, Maestro),

If you have already paid the deposit by credit card, please note that CLIC Ih will need further authorisation to charge the remaining fees as well.

### ENROLMENT CANCELLATIONS

a) With a minimum of 20 days notice, CLIC Ih will reimburse student's full payment less the deposit which will be valid for another course starting during the same year.

b) If notice is given in less than 20 days, the student will be required to pay two weeks of standard course and accommodation.

c) Students who start but do not finish their program will not be reimbursed any course fees.

d) Accommodation can be cancelled with a minimum of two weeks advance notice.

CLIC Ih will reimburse the outstanding amount that has not been used, less 20% administration charges.

Approximately 10 days before the course starts and once full payment has been received, CLIC Ih will send you the accommodation details.

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