

When students enrol in TARONJA they agree with all the things mentioned below.

MINIMUM AGE

Minimum age to enrol in **THE SCHOOL** is 18.

In special cases Students under 18 will only be attended.

For students under 18, **THE SCHOOL** requires that the legal representative or legal guardian of the minor accepts the terms and conditions of **THE SCHOOL** in a document attached.

REGISTRATION PROCEDURE

There are many ways to reserve a place in a Spanish course.

- 1) From our webpage: www.taronjaschool.com, in the Inscription section.
- 2) Request the inscription form by sending an email to info@taronjaschool.com
- 3) By phone +34 963258545 or Skype: taronjaschool

Once we have received your completed enrolment form, we will send you a booking confirmation, at which point you will have to make a deposit of 150€ into the school bank account.

This deposit is part of the course price and will be deducted from the total amount.

Receiving the deposit indicates that the terms and conditions of the school have been read and accepted.

Once the deposit has been received, we will send you detailed information about your course.

Bear in mind that the rest of the fee must be paid in full at least 15 days prior to your first lesson.

AIRPORT TRANSFERS

THE SCHOOL can also pick you up at the airport at an extra cost.

If the student wants this service he/she has to book it 3 days before his/her arrival.

ARRIVALS AND DEPARTURES

Students have to inform the school about their arrival details: day, time, flight number, etc., at least 1 week before the arrival date. This is very important, as we can then arrange for someone to be waiting for the student in the accommodation.

Students should arrive before 23:00 on the prior Sunday to the beginning of the course to their accommodation. Students arriving after 23:00 must book and pay the Taronja airport transfer service.

One week before the beginning of the course Taronja will send an e-mail with the accommodation details.

Students have to check-out before 12:00 on the Saturday after the end of their course.

Arriving and departing on different days to the ones specified above is possible by paying an **extra charge**.

Students staying in apartments must leave a deposit of 50€ on the first day of class.

Changes of accommodation without a justified reason will be made on the Sunday of the following week and it will incur a cost of 50€.

Any accommodation change without a justified reason that requires moving the same day will incur a cost of 120€.

INSURANCE

The students are insured by the school, inside the school through a third party and outside the school in the activities organized by the school (trips, extra activities outside the school...).

Our students ARE NOT insured by **THE SCHOOL** school against illness, accident, theft, loss of personal possessions, or any other inconvenience.

THE SCHOOL will not accept any responsibility for such occurrences. Students should check if their home country has any kind of medical agreement with the Spanish Social Security.

European Community students and Swiss students should obtain the TSE (Sanitary European card). This is an individual card to obtain assistance during a temporal period in any city of the European Community or Switzerland.

Non-European community citizens should have an international health insurance policy valid for Spain.

MEDICAL INSURANCE

TARONJA offers the possibility of arranging a medical insurance for students at an extra cost. See price list.

CANCELLATIONS

Due to internal policy, all cancellations must be notified to **THE SCHOOL** in advance by writing.

In the case of cancellations made 30 days prior to the course commencement, the school will refund all fees paid deducting just the enrolment fee. The school will keep this amount during the year in question for a possible course at a later date. At the end of the year this amount will be kept by the school.

Should any cancellations be made 15 days before the course starts, the school will refund all fees paid deducting the deposit (150€). The school will keep this amount during the year in question for a possible course at a later date. At the end of the year this amount will be kept by the school.

Should any cancellations be made less than 15 days before the course starts, the school will refund the student just 60% of the cost of the course. The other 40% will be kept by the school during the current year for a possible course at a later date. At the end of the year this amount will be kept by the school.

Money WILL NOT be refunded if a course is cancelled after the course and/or accommodation period has started. Only special cases due to illness of the student will be taken into consideration upon the presentation of a medical certificate.

THE SCHOOL reserves the right to cancel courses when insufficient bookings are made, and to transfer students to other courses. In both cases a full refund of fees, including deposit money, will be made if the student should request so.

POSTPONEMENTS - BREAKS

Students can postpone the start date of their course to another date as long as they notify the school at least 7 days before the planned start date.

Students can take a pause in their course as long as they notify the school latest by Wednesday before the week that they wish to take a pause.

If the student advises after Wednesday, the pause will only be considered with a charge of 50€; we will never consider a pause once the week that the student wishes to postpone has started.

If a student arrives later than the start date, loses class days or cannot attend any lesson because of personal reasons, recuperation of the classes or financial refund for classes missed cannot be demanded.

COURSE REDUCTIONS

This clause applies to all the courses in general:

Maximum number of students per class is 10, minimum is 4. If the number of students per class is less than 4, the school will reduce the number of class lessons in these terms:

INTENSIVE COURSE

If the number of students in this course will be less than 4 (that means 1, 2 or 3) the lessons will be reduced to half the total. Students will have 2 lessons of 50 minutes a day instead of 4 daily lessons per week.

D.E.L.E. COURSE

If the number of students is 3, students will have 3 lessons of 50 minutes a day per week.

If the number of students is 1 or 2, students will have 2 lessons of 50 minutes a day per week.

COMPLEMENTARY PRONUNCIATION AND CONVERSATION WORKSHOPS

If the number of students is 3, students will have 3 lessons of 50 minutes a day per week.

If the number of students is 1 or 2, students will have 2 lessons of 60 minutes a day per week.

PUBLIC HOLIDAYS

THE SCHOOL is open all year, apart from certain public holidays. These days can be found in Dates: Public Holidays. Optional cultural activities will be proposed for these days

TIMETABLE

THE SCHOOL expects that all students will comply with all class schedules, thus respecting the rest of students.

Students will have to complete and send the level test at least one week before the start of the course. Duration of class lessons is 50 minutes.

School office hours:

Monday to Thursday from 09:00 to 18:30

Friday from 9:00 to 17:00.

LESSONS TIMETABLE

09:00 A 10:40	Intensive course (Morning pass)
10:40 A 11:00	Break
11:00 A 12:40	Intensive course (Morning pass)
12:40 A 13:30	Cooking class Culture class DILE
13:30 A 14:20	Pronunciation and body language workshop
14:25 A 15:15	Conversation workshop
12:45 A 15:15	Private
15:15 A 15:30	Break
15:30 A 17:10	Intensive course (Afternoon pass)
17:10 A 17:30	Break
17:30 A 19:10	Intensive course (Afternoon pass)

Low Season: only Morning Pass.

High Season: we will offer rotating schedules, for example: Some of the groups will have Monday-Wednesday-Friday morning pass and Tuesday and Thursday afternoon pass. It will rotate each week, so everyone will be able to enjoy 2 "free mornings" and 3 "free afternoons" or vice versa every week.

On the first Monday of his/her course, the student will come to the school at the following times:

MORNING PASS 08:30 am.

AFTERNOON PASS 15:00 pm.

At 9:00 am or at 15:30 pm, depending on the shift, the student will start directly the Spanish lesson. The student will come to the school secretary where he/she will be given the welcome pack and will be told the class to attend. New students will have a gathering for useful advice and important information on their first day.

NOTE: We want to remind everyone that the first day of class everything is new for you and for us, so please KEEP CALM if you have any problems or complaints regarding your accommodation, classes, etc. Once you finish your

LEVEL TEST

We do not want you to miss any of your class hours. That is why you will take a test level BEFORE your arrival. This test consists of both, an oral and a written part.

You MUST take the two parts of the test so we can know exactly your level of Spanish.

It is VERY IMPORTANT that you complete the level when registering, or at least not later than one week before your arrival. If you don't do so, you will probably begin in the wrong level group, therefore losing some of your class hours until you are reassigned to your correct level.

DIDACTIC MATERIAL

Our teaching team selects and uses exercise cards, activities, short films, videos, songs, presentations on-line, Google +, social networks, etc. As you can see, **THE SCHOOL** uses its own materials; we do not follow a book. In this way we can better adapt to the needs of each group and, as a result, students can join our open courses and follow the programmed contents to their level.

Another advantage of not following a book is the attention, the care, the work and dedication that teachers put into preparing the lessons materials in order to suit the pace of the students learning. Teachers always select what is most appropriate for the group to maximize their communication skills in Spanish. We are not chained to a book.

Our goal is to place students, as much as possible, in real life situations so they can get the most of their course while they are in Valencia.

We believe that the teaching materials that we use for our classes are more than enough to learn the Spanish language and culture. However, in case you needed a reference book, we can recommend you some grammar volume adapted to your level. You can even buy it in our school.

NEW TECHNOLOGIES

THE SCHOOL is committed to new technologies. We are working and developing materials for media such as tablet, digital boards, etc.

The school will provide all the materials needed on paper format. You can store them in a special folder that will be given to you on the first day.

We also have an online platform to download weekly materials; you will be given access to it. So, if you have a tablet, we encourage you to bring it and use it as your notebook in class!

CERTIFICATES

All students who complete a Spanish course will receive a School Certificate that follows the "Common European Framework of Reference for Languages".

However, to receive the Certificate it is necessary attend to, at least, 80% of the lessons.

From the moment that a student signs up to **THE SCHOOL**, it is understood that the student has read and is in agreement with the above-mentioned stipulations. Inscription in **THE SCHOOL** implies the accepting of these rules.