



PLEASE SEND THIS FORM (2 PAGES) TO:
ENFOCAMP
OR OUR REPRESENTATIVE

Head Office
C/ Placentinos, 2
37008 Salamanca - Spain
Phone: +34 923 26 88 60
Fax: +34 923 26 88 15
infocentral@donquijote.org
www.donquijote.org

Personal details

LAST NAME HOME ADDRESS

FIRST NAME

NATIONALITY

NATIVE LANGUAGE

DAY/MONTH/YEAR OF BIRTH / / AGE

MALE FEMALE PASSPORT Nº

PARENT'S NAME (OR SPOUSE) PHONE (.....) (.....)

PARENT'S PHONE NUMBER (OR SPOUSE) FAX (.....) (.....)

PHONE NUMBER E-MAIL

ADDRESS IN SPAIN OR MEXICO DURING THE ENFOCAMP COURSE (IF KNOWN) WORK NUMBER

..... OCCUPATION

..... PHONE

Course selected

PLEASE, REGISTER ME FOR THE FOLLOWING PROGRAM(S)

COURSE NAME	CITY/SCHOOL	Nº OF WEEKS	LESSONS PER WEEK	START DATE	FINISH DATE
A./...../...../...../.....
B./...../...../...../.....
C./...../...../...../.....
D./...../...../...../.....
E./...../...../...../.....

SUMMER PROGRAMS IN SPAIN & MEXICO

- BARCELONA SUMMER CAMP
- GRANADA JUNIOR PROGRAM
- MADRID SUMMER CAMP
- MARBELLA ALBERGUE SUMMER CAMP
- MARBELLA ALBORÁN SUMMER CAMP
- MARBELLA ALEMÁN SUMMER CAMP
- SALAMANCA SUMMER CAMP
- SEVILLA JUNIOR PROGRAM
- VALENCIA SUMMER CAMP
- GUANAJUATO (MEXICO) JUNIOR PROGRAM
- OTHER

NOTES

HAVE YOU EVER STUDIED IN SPAIN BEFORE?

HOW DID YOU HEAR OF ENFOCAMP?

IF "0" IS A COMPLETE BEGINNER AND "9" A FLUENT SPEAKER, WHAT IS YOUR LEVEL?

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

NAME, TELEPHONE, E-MAIL AND ADDRESS OF YOUR SPANISH TEACHER

Airport/Bus transfers

IF YOU WOULD LIKE TO BE MET AT THE AIRPORT AND TRANSFERRED TO YOUR ACCOMMODATION, PLEASE COMPLETE THE DATA BELOW. PLEASE ADVISE ENFOCAMP OF YOUR ARRIVAL DETAILS AS SOON AS POSSIBLE, AT LEAST 14 DAYS BEFORE THE COURSE BEGINS

YES, I WANT ARRIVAL TRANSFER NO, I DON'T WANT ARRIVAL TRANSFER

DAY-MONTH/YEAR OF ARRIVAL / / ARRIVAL TIME / AM/PM

COMING FROM (CITY)

COMING TO AIRPORT: BARCELONA GRANADA MADRID MÁLAGA

SEVILLA VALENCIA OTHER

AIRLINE

FLIGHT Nº

YES, I WANT RETURN TRANSFER NO, I DON'T WANT RETURN TRANSFER

DAY-MONTH/YEAR OF DEPARTURE / / DEPARTURE TIME / AM/PM

DEPARTURE AIRPORT

YES, I WANT A BUS TO SUMMER CAMP NO, I DON'T WANT A BUS TO SUMMER CAMP

FROM MADRID TO GRANADA DATE/FROM: / TO /

FROM GRANADA TO MADRID DATE/FROM: / TO /

FROM MADRID TO MARBELLA DATE/FROM: / TO /

FROM MARBELLA TO MADRID DATE/FROM: / TO /

FROM MADRID TO SALAMANCA DATE/FROM: / TO /

FROM SALAMANCA TO MADRID DATE/FROM: / TO /

FROM MADRID TO SEVILLA DATE/FROM: / TO /

FROM SEVILLA TO MADRID DATE/FROM: / TO /

FROM MADRID TO VALENCIA DATE/FROM: / TO /

FROM VALENCIA TO MADRID DATE/FROM: / TO /

OTHER

OUR DRIVER WILL MEET YOU HOLDING AN ENFOCAMP SIGN WITH YOUR NAME ON IT IN THE ARRIVALS LOUNGE. IF YOUR FLIGHT IS DELAYED, CHANGED OR CANCELLED, PLEASE CONTACT US WITH MORE THAN 24 HOURS AT THIS NUMBER: +34 636 450 998. OTHERWISE WE WON'T BE ABLE TO GUARANTEE YOUR TRANSFER.

Travel and Medical Insurance

STUDENTS IN THE SUMMER PROGRAM ARE COVERED BY A LIMITED INSURANCE FOR MEDICAL ASSISTANCE, INCLUDED IN THE PRICE OF THE PROGRAM.

Optional Sports PLEASE, CIRCLE THE NUMBER OF TWO-WEEK SESSIONS YOU WISH TO SIGN UP FOR:

- | | | | |
|--|---------|---|---------|
| <input type="checkbox"/> HORSEBACK RIDING — GRANADA & MARBELLA (ALL 3 CAMPS) | 1 2 3 4 | <input type="checkbox"/> SWIMMING — MARBELLA (ALBORÁN & ALEMÁN) | 1 2 3 4 |
| <input type="checkbox"/> PADDLEBALL — MARBELLA (ALBORÁN & ALEMÁN) | 1 2 3 4 | <input type="checkbox"/> GOLF — MARBELLA (ALL 3 CAMPS) | 1 2 3 4 |
| <input type="checkbox"/> TENNIS — MADRID & MARBELLA (ALL 3 CAMPS) | 1 2 3 4 | <input type="checkbox"/> WATER SPORTS — VALENCIA | 1 2 3 4 |

Accommodation PLEASE, INDICATE YOUR PREFERENCES BELOW:

- RESIDENTIAL CAMP HOMESTAY DAY CAMP ONLY CLASSES
 BARCELONA GRANADA MADRID MARBELLA SALAMANCA SEVILLA VALENCIA GUANAJUATO (MEXICO)

CITY/SCHOOL	TYPE OF ACCOMMODATION	ARRIVAL DATE	DEPARTURE DATE
A./...../...../...../.....
B./...../...../...../.....
C./...../...../...../.....

PERMISSION TO LEAVE THE GROUNDS? Yes No (UNDER PARENT/TUTOR RESPONSABILITY)

DO YOU MIND PETS? Yes No

DO YOU SMOKE? Yes No

DO YOU MIND A FAMILY WHO SMOKES? Yes No

WHAT ARE YOUR HOBBIES?

IS THERE ANYTHING ELSE WE NEED TO KNOW (DIETS, MEDICAL PROBLEMS, ALLERGIES, DISLIKE OF PETS) IN ORDER TO HELP US FIND YOU A SUITABLE FAMILY?

Payment

TO CONFIRM YOUR BOOKING A DEPOSIT OF 500 € (SPAIN) OR US\$ 700 (MEXICO) DEDUCTIBLE FROM THE TOTAL (NON REFUNDABLE) MUST BE PAID EITHER TO DQ-ENFOCAMP OR TO OUR LOCAL REPRESENTATIVE. THIS DEPOSIT IS NOT AN ADDITIONAL COST. THE REMAINING FEES MUST BE PAID AT LEAST FOUR WEEKS BEFORE ARRIVAL. COURIER EXPRESS MAILING, PLEASE ADD 110€. NO COURSE FEES WILL BE REFUNDED AFTER THE COURSE HAS STARTED (CANCELLATION POLICY IS AVAILABLE IN OUR GENERAL PRICE LIST). FOR CANCELLATIONS PLEASE SEE THE GENERAL CONDITIONS ATTACHED

HOW TO PAY

PLEASE INDICATE HOW YOU WOULD LIKE TO PAY.

BANK TRANSFERS ARE MADE PAYABLE TO DON QUIJOTE S.L.

ALL BANK CHARGES ARE PAID BY THE SENDER

..... BANK TRANSFER* TO OUR REPRESENTATIVE

..... VISA OR MASTER CARD

* PLEASE FAX (+34 923 26 88 15) TO US A COPY OF THE WIRE TRANSFER WITH YOUR NAME CLEARLY MARKED.

BANK DETAILS

BANK NAME LA CAIXA

SWIFT CODE & BIC CAIXESBBXXX

ACCOUNT NAME DON QUIJOTE S.L.

BRANCH ADDRESS CONDE DUQUE, 22 - 28015 MADRID - SPAIN (NOT FOR MAILING)

BANK ACCOUNT (€) EUROS

IBAN NUMBER ES68-2100-5641-0702-0004-1069

ACCOUNT NUMBER 2100-5641-07-0200041069

BANK ACCOUNT US\$

IBAN NUMBER ES64-2100-5641-0972-0030-0765

ACCOUNT NUMBER 2100-5641-09-7200300765

FILL THIS OUT ONLY IF YOU ARE PAYING BY VISA OR MASTER CARD.

VISA MASTER CARD (TRANSACTIONS WITH OTHER CREDIT CARDS ARE NOT POSSIBLE)

NAME OF HOLDER

ID / PASSPORT OF HOLDER

CREDIT CARD Nº

EXPIRATION DATE: /

ID CREDIT CARD SECURITY NUMBER ON THE BACK (CVV):

TOTAL AMOUNT ENCLOSED OR AUTHORIZED FOR CHARGE € / US\$

AUTHORIZED SIGNATURE:

WHAT TO PAY	€ EUROS or US \$
APPLICATION FEE
TUITION
ACCOMMODATION
AIRPORT TRANSFER
EXTRA DAYS
OTHERS
TOTAL COST
-/- DEPOSIT (500€ / US\$ 700)
TOTAL DUE

I AGREE WITH ALL THE ENFOCAMP CONDITIONS.

SIGNATURE OF PARENT OR TUTOR:

DATE OF APPLICATION / /

LOCAL REPRESENTATIVE

PLEASE NOTE THAT PAYMENTS BY CREDIT CARD IN US \$ WILL BE CHARGED IN EUROS TO THE CURRENT EXCHANGE RATE.

ENFOCAMP

PROGRAMS IN SPAIN

HOW CAN I REGISTER & PAY FOR A COURSE AT ENFOCAMP?

You can find the registration form in the following pages, at our website, www.donquijote.org or request it by e-mail: infocentral@donquijote.org Once you complete this form in capital letters you may send it by mail, e-mail, or fax:

- Central Head Office: **DON QUIJOTE - ENFOCAMP**
C./ Placentinos, 2, 37008 Salamanca (Spain)
Phone: (+34) 923 26 88 60
E-mail: infocentral@donquijote.org
Fax: **(+34) 923 26 88 15**

First, you must send a 500€ (Spain) or US\$700 (Mexico)* deposit fee along with the completed registration form. If you prefer, you may pay up-front at this time for the complete course price (course + accommodation & any additional service). In any case, the complete program cost must be paid in full at least 4 weeks prior to the start of the program. You may pay the deposit and program fees by any of 2 ways:

- Send a bank transfer using the below information. Please do not forget to clearly make transfers payable to "DON QUIJOTE, S.L." include your personal information and the purpose of the payment and send a proof of the transfer by fax or e-mail.
- Send us your VISA or MASTERCARD (not AMERICAN EXPRESS) information via mail or fax using the aforementioned addresses, and please be sure to indicate the exact amount that you are authorizing us to charge to your credit card.

BANK DETAILS	
Bank name	LA CAIXA
Swift Code & BIC	CAIXESBBXXX
Account name	DON QUIJOTE S.L.
BANK ACCOUNT EUROS (€)	
IBAN number	ES68-2100-5641-0702-0004-1069
Account number	2100-5641-07-0200041069
BANK ACCOUNT US\$	
IBAN number	ES64-2100-5641-0972-0030-0765
Account number	2100-5641-09-7200300765

*This deposit will be deducted from the final invoice and is non-refundable.

CANCELLATIONS / CHANGES

SUMMER RESIDENTIAL PROGRAM CANCELLATIONS

- All program fees must be paid 4 weeks prior to arrival.
- All students who wish to cancel their program (course and/or accommodation) prior to their arrival should notify DON QUIJOTE in writing by fax, e-mail (infocentral@donquijote.org), letter or telegram. Cancellations not received via one of the 4 aforementioned means will not be accepted.
- All refunds will have an administration charge of 10%: a minimum of 55€ (Spain) / US\$95 (Mexico).
- DON QUIJOTE cannot be held responsible for cancellations due to Act of God, health or personal problems.
- Cancellation fee after a Visa is issued is a minimum of 1,500€ (Spain) / US\$2,200 (Mexico) (not applicable for citizens of the US, Canada, Brazil, Japan, Korea, Australia, New Zealand, Middle East, Turkey, South Africa).
- Any change of accommodation, school or program after arrival will incur a fee of 125€ (Spain) / US\$175 (Mexico).
- No refund will be made once the program has started or the student has arrived in Spain.
- 250€ (Spain) or US\$350 (Mexico) will be charged for cancellations made prior to the last 4 weeks before arrival.
- 1,000€ (Spain) or US\$1,500 (Mexico) will be charged for cancellations made 4 weeks before arrival.

INSURANCE

MEDICAL

- All ENFOCAMP students in Spain are covered by a standard insurance policy. To see an overview of the policy you will receive, please check www.donquijote.org/insurance For courses in Mexico or if you would simply like to obtain a wider coverage, we advise you to purchase this in your own country.

CIVIL LIABILITY

- ENFOCAMP has an accident and civil liability insurance policy that covers minor accidents that may occur within its centers. ENFOCAMP is not responsible for the loss or theft of students' personal property, for which we recommend you take out your own insurance policy.

GUARANTEES & GENERAL CONDITIONS

- DON QUIJOTE is a fully private enterprise and accredited center of the Instituto Cervantes in Granada, Salamanca, Tenerife and Valencia.
- DON QUIJOTE guarantees that all programs, accommodations, and complementary services described in the brochure for the year 2009 are true (any and all special arrangements and/or agreements should be set in writing and signed by DON QUIJOTE).
- The personnel in charge of airport pick-up and transportation to accommodation are insured, completely familiar with the area and know exactly where the students are to be dropped off.
- DON QUIJOTE is a member of the following international organisations: FIYTO, NAFSA, ALTO, UNIÓN LATINA, AEEM, AMACFE, FEDELE & AECAE.
- Our academic centers in Barcelona, Granada, Madrid, Marbella, Salamanca, Sevilla, Tenerife and Valencia have received the **Certificate of Quality in the Teaching of Spanish as a Foreign Language ("CEELE")**, approved by the Philology Department of the University of Alcalá, the Association Eduespaña and by the Madrid Chamber of Commerce.
- ENFOCAMP guarantees a maximum of 14 students per classroom.
- Students should be aware that they may appear in ENFOCAMP's promotional materials or photos.

ACCOMMODATIONS

- For registrations received a week or less prior to the beginning of a course, DON QUIJOTE does not guarantee the type of accommodation desired and requested by the student due to the fact that priority is given to those students who have registered further in advance.
- In the event that a student is not satisfied with the assigned accommodation and he/she is rightfully justified in his claim, he/she will be allowed to change to another accommodation of the same type (3 changes maximum) and should let his/her wishes be known to the person in charge during his first week of staying in the program.
- All students should inform DON QUIJOTE or the host family in advance of their approximate time of arrival. In the event that one of the previously mentioned parties is not contacted, DON QUIJOTE will not be held responsible for greeting or picking up the student upon arrival.
- When a student enrolled in a Spanish course requires accommodation for a family member or friend, DON QUIJOTE does not guarantee said accommodation due to the fact that other DON QUIJOTE students have priority regarding the accommodations.
- If a student decides that he/she wants to postpone or take a break from any program for unjustified personal reasons, he/she will lose any right to a monetary refund, and the course will not be made up.

AIRPORT PICK-UP SERVICES

- The flight information (place, date, hour and flight number) must be confirmed in writing at least one week prior to arrival. Otherwise, DON QUIJOTE will not be held responsible for picking up the student at the airport and there will be no refund.
- If the student cancels the airport pick-up service less than one week prior to arrival, he/she will lose his/her right to a refund of the cost of said service.
- In the event of any delay or changes in flight information without previous notification, DON QUIJOTE will not be held responsible for picking up the student at the airport.

USEFUL INFORMATION

VISAS FOR SPAIN

- Citizens of countries belonging to the European Union do not need a Visa to enter Spain.
- Students coming from other countries should obtain information regarding the requirements for obtaining a **Visado (Visa)** at their nearest Spanish Embassy or Consulate. The certificates that accredit and confirm the enrolment in a Spanish program at DON QUIJOTE can only be signed, sealed and sent by people authorized by DON QUIJOTE, who will not be held responsible for rejected Visa applications due to the fact that these documents do not have any official power and merely serve as confirmation of a course in one of our centres. Such documents will only be sent to cover the amount of course time initially contracted by the student. DON QUIJOTE will send out, free of charge and to any student who asks for them, the following documents (if and only if the total cost of the program has been paid):
 - Confirmation of the Spanish program chosen by the student.
 - Invoice for the total cost of the program in question (course + accommodation).
- In the event that the student should urgently need the originals of any of these documents, DON QUIJOTE will send them and charge the cost of the express mail to the student (110€).
- If student visa is rejected DON QUIJOTE will charge the student 100€ per invitation letter sent, the deposit and any additional basic costs. The student will be obliged to show DON QUIJOTE a clear copy of the original formal proof of the rejected visa in order to receive the refund. If this copy is not received by DON QUIJOTE, 100% of the cost of the program will be charged.
- Any refund from DON QUIJOTE will have a 10% charge.

AGREEMENT

- Upon signing the registration form or paying the course fees, the student accepts all the conditions described above. If, under any circumstances uncontrollable by DON QUIJOTE, the prices of accommodations go up, DON QUIJOTE will notify the student ahead of time of said changes. This brochure replaces the previously existing one and is valid from January 1st 2009 until December 31st 2009 for all programs taking place between these two dates. DON QUIJOTE is not responsible for typographical errors and/or misprints contained in this brochure.