



# Group Program Application Form

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Emergency contact phone & name: \_\_\_\_\_

Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sex:  Male  Female Nationality: \_\_\_\_\_ Passport No: \_\_\_\_\_

How your heard about us: \_\_\_\_\_

## COURSE:

Target Language? \_\_\_\_\_ Level:  Zero  Beginner  Intermediate  Advanced - Low/Mid/High (Amerispan.com/level)

Study Location: \_\_\_\_\_ Hours/day: \_\_\_\_\_ Weeks: \_\_\_\_\_ Course/ Classes:  Private  Group

Course start date: \_\_\_\_\_ Course end date: \_\_\_\_\_

## LODGING:

Type:  Homestay  Apartment  Residence  None Likes children:  Yes  No  Either

Room:  Private  Shared Smoke:  Yes  No  Either

Meals:  No meals  B&B  Half Board  Full Board

Airport pickup:  Yes  No Arrival Date/Time/Airline & Flt #: \_\_\_\_\_

## PROGRAM COSTS:

The deposit of 25% on the total amount is required with the booking.

Leaders	
Students	
<b>TOTAL COST</b>	<b>USD</b>

## CARD DETAILS:

Visa/ MC/ AMEX # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CCV/CCV2: \_\_\_\_\_

Amount Authorised for charge: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Cardholder's Name (if different than above): \_\_\_\_\_

Billing Address (if different than above): \_\_\_\_\_

## BANK DETAILS:

**Payee:** IDEAL EDUCATION GROUP S.L.

**Bank:** La Caixa

**Bank address:** Paseo dela Florida 10 - 28008 Madrid - SPAIN

**Account:** IBAN ES 29 2100 5641 007200300187

**Bic - Swift:** CAIXAESBBXXX



**GROUP DETAILS:**

<b>Nr.</b>	<b>Name</b>	<b>Surname</b>	<b>Female / Male</b>	<b>Date of Birth</b>	<b>Passport number</b>	<b>Level of language</b>	<b>Alergies / Dietary needs</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

## **TERMS & CONDITIONS**

### **Registration and Payment**

To insure a space at any AmeriSpan program, it is important to register as far in advance from your desired start date as possible (especially for summer programs). Registration consists of submitting a completed application and a \$100 registration fee OR 2. Submitting a completed application, 25% of the total amount as a deposit. **The total cost for the program is due 3 weeks prior to the start date.** All payments may be made with money order, VISA, Mastercard, American Express.

Within 2-3 weeks of receiving your application, AmeriSpan will mail you the "Need-To-Know" country fact sheets and a confirmation letter. Your final confirmation is only mail after AmeriSpan receives your full payment and all other necessary information (airline arrival particulars, etc.). Check these confirmations carefully to make sure that everything is correct. If there is an error, call us immediately.

### **Refund Policy / Changes**

All program fees must be paid at least 3 weeks prior to arrival otherwise Amerispan reserves the right to cancel the student's place.

#### **For Cancellations or Changes 3 weeks prior to your arrival:**

- The 25% deposit will not be returned for any cancellations made.
- All refunds will have an administration charge of 10% (a minimum of 65 \$).

All groups who wish to cancel their program (course and / or accommodation) prior to their arrival should notify Amerispan in writing by fax, e-mail (admin@amerispan.com). Cancellations not received via email means will not be accepted.

No refunds can be given for any cancellations made later than 3 weeks prior to arrival or during your stay. Exceptions can be considered on request.

All changes within 3 weeks of the scheduled start date are subject to an additional \$50 fee. If you have begun a multi-country/city program, you may not cancel or substitute locations but you may be able to change the start dates for a \$50 fee.

Changes after arrival: to be made with the school under their conditions. For Amerispan you will be entitled to no refund after the program starts.

Amerispan cannot be held responsible for cancellations due to Act of God.

### **Satisfaction Guarantee**

Your satisfaction is our main concern. If you are not satisfied, we'll pay for a week of group classes at the same program or another of your choice. To invoke the Satisfaction Guarantee, please submit an email upon completion of your program which describes why you are dissatisfied with the language component of your program. We use this information to evaluate and improve the program for future participants. In case your complaint is found objective and properly justified we'll pay for a week of group classes at the same program or another of your choice.

### **Local holidays & Reduction of hours**

Classes canceled in honor of local holidays will not be made up and are not subject to any refund. Holidays are listed with each program listings. At some group programs, if there are a limited number or no other students at your current language level, your hours may be reduced.

### **Class Hours & Schedules**

Throughout this website, we use the term "class hours" which should be interpreted like "university hours". If a program lists 20 hours/week, you will receive 20 sessions/week. These sessions vary from school to school and range from 45 minutes to 60 minutes.

Classes are scheduled either in the morning, the afternoon or the morning and the afternoon. AmeriSpan CAN NOT guarantee specific scheduling requests. Scheduling is set by each individual partner school and may be affected by the program that you select, your language level and/or the time of year that you are participating.

### **Text Books & Materials**

In most locations, your first set (usually first 3-4 weeks) of text books may be included in your tuition and paid for by AmeriSpan. At some school locations you may need to buy books at the school. Some other schools may loan the books but require a modest deposit that will be refunded when the text book is returned. In some cases, participants studying for longer than 4 weeks may finish their first book and need to buy an additional book on site. Please note that these policies are subject to change on-site by the school. If this is the case please notify AmeriSpan, so we can inform future students.

### **Companions of Participants**

In most programs, children, spouses and friends may accompany participants and live in the same homestay (prices for companions vary for each program).

### **Behavioral Expectations**

AmeriSpan's programs are geared toward adults (18 and up). Although many programs have options for students under the age of 18, no one under the age of 16 will be accepted into the program unless accompanied by an adult. AmeriSpan cannot be responsible for providing supervision of any kind either through the schools or through the homestay families. This does not apply for Kids & teenagers programs.

Participants are expected to be courteous and respectful guests. Illegal drug use or abusive behavior at any age or alcoholic consumption by minors cannot be tolerated. AmeriSpan reserves the right to refuse to serve, to cancel and/or terminate participation for any person who fails to comply with the policies of the program provider (e.g. school, tour operator, program organizer), or for any other reason deemed necessary, in the sole discretion of AmeriSpan. AmeriSpan further reserves the right, without escort and without refund to send home any participant who violates the rules stated above. The return trip will be at the expense of the participant or the participant's family.

### **Deposit & ON-Site Charges**

While participating in this program, you may be responsible for paying additional funds related to your own actions while on-site. Some schools will collect deposits upon your arrival while others will collect only if you incur these charges. Typical extra charges can include but are not limited to: lost keys, property damage, overstay in your lodging, hosting overnight guests in your lodging, and lost books.

## **I have read and agree with all the Terms & Conditions on this application that applies to the whole group**

Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

\* The group leader is the legal representative for the whole group