

**Trinity Language School**  
**Calle Ave del Paraiso 6 , P.O.Box 720, El Puerto de Santa Maria,**  
**Cadiz, Spain**  
**Tel: (34) 956 871 926**

**Emergency number until 22.30 p.m. : 647527715**  
[www.trinitylanguageschool.com](http://www.trinitylanguageschool.com)

***Rules and Regulations (International Students)***  
**International Students Refund Policy (Reg and Tuitions)**

1. **Registration Fee**; International Students shall pay a €120 deposit which is 100% non-refundable.
2. **Tuition Fee**; Students shall pay the total of their tuition fees for the duration of their study period in Trinity School all in advance.
3. **Refunds**; Refunds can only be given if the Student Visa is denied. Absolutely no refunds will be given to any student after their issuance of visa and arrival to Spain.
4. **Mandatory Attendance**; Students are expected to attend all of their classes. Lateness or absences will not qualify any student for any refund.
5. **Skipping Classes**; Once a student becomes absent in one or two of his/her classes (conversation or grammar), the portion being absent for will neither be refunded nor credited to any student.
6. **Withdrawals**; Any student withdrawing from the classes after the first day can not receive any refunds, unless for serious medical reasons.
7. The student can not eat or drink (except bottled water) in classrooms during school hours
8. All courses begin on Mondays except for holiday. There is no discount for courses starting on another day.

**Course Change Policy**

1. **Change of Level**; Once the evaluation of the placement test is done, students may not change their levels of their classes. Levels of students can be different for their conversation and their grammar classes and they can not necessarily be the same.
2. **Change of Course**; Students may change from a General Spanish Course to an Intensive or Super Intensive course but not visa versa.
3. **Change of Schedule**; International Students arriving to Spain have to be available to attend the classes in the morning or the afternoon period. Once a schedule is chosen, students may not change the time from that moment on.

**Home-Stay Regulations**

1. **Home Stay Admission**; Students are admitted to the home stay program and placed with a certain Spanish family on the bases of their meal

requirement (Vegetarian or else), gender, allergies (Cats and dogs & etc) and smoking habits. Once a proper home stay is chosen, students have to stay at least a week before they make a request for any changes.

2. **Change of Home Stay;** Students may request to change their home stay family up to three times in three months (Once a month) and after the three months no changes can take place.

3. **Home Stay Registration Fee;** There is no registration fee for the arrangement of the home stay.

4. **Home Stay Fee;** Students shall pay all home stay fees, half board (Breakfast and Lunch or Dinner) or full board (Breakfast, Lunch and Dinner), *directly to the school or agency* for the entire full terms of their stay (all months).

5. **House rules;** Students shall respect their home stay family regulations and adapt themselves to the new Spanish culture. They may not expect the family to cook for them certain meals from their home countries, as this is a cultural and uneasy matter to arrange. Hours of late arrival to home, bringing guests to home, being present at the dinner table on time and so on shall be respected and be discussed with the host family.

6. **Cancellations;** If a student reserves a room in a home stay family for a certain month of the year and suddenly decides not to come in that period, the students needs to inform the school home stay organizer at least with two weeks advance notice. If a two weeks advance notice is not given and students suddenly do not show up at their home stay, they will lose two weeks payment of the home stay as compensation for the cancellation to the family.

7. **Arrivals;** Students must arrive on the day stated on their registration. It is the duty of the students to contact their host family to arrange their time of arrival if the student has not arranged an airport or train station transfer with the school.

## **Airport Pick Up**

1. **Airport Pick up fee;** The fee for the Airport Pick up is charged on the day of the registration and is non-refundable.

2. **Arrival Cancellations;** If the arrival date and time is changed for any personal reasons and the school is not notified in advance, students will lose their initial payment and have to pay again for a second time setup for a pickup, this does no apply to late arrivals.

3. **Arrival time and flight number change;** If the time of the arrival and the flight number is changed based on the airlines last minute changes, students are obligated to inform the school at least one day in advance so that they will not miss each other at the Airport.

## **Immigration Law, Student Visa;**

1. **Admission Letter;** Visa students must submit a copy of their admission letter to the school registrar upon arrival.

2. **Student Visa for the school;** Once a student visa is obtained and students have arrived to Spain, students must present their student authorization

visa to the school registrar.

3. **Visa Miss Use**; Spanish Immigration policy forbids students from obtaining a student visa but not attending courses. Any student neither studying nor attending school would be in default of their visa and thus subject to their visa cancellation.

### **Absences and lateness to the class**

1. **Lateness to the class**; Students being late more than 15 minutes to their classes shall not enter the class until the break time.
2. **Absences**; Students must attend 80% of their course to receive a diploma..
3. **Absences based on withdrawals**; Any student withdrawing from the classes after the first day can not receive any refunds on either the course or accommodation. Special cases will be considered upon proof of circumstances.
4. **Studies**, It is the obligation of the student to study and maintain the level of the class. Any student who can't keep up in their classes due to lack of study can not require changing a class / course It Is completely forbidden to eat in class.

### **Insurance**

1. All students are obliged to have medical and travel insurance. European citizens can get the E111 in their country of origin.

### **Cancellations**

**Trinity School must receive the payment of a minimum of a 1 week course and the application before the school sends the letter of acceptance. The entire course must be paid before three weeks of the course starting date. All bank charges must be paid by the student.**

We give a full refund to students (less registration fee and deposit) who do not participate on the course if we receive the written cancellation more than 7 working days before the arrival. After this date there is no refund as all deposits will be paid for this student on all the activities and to the host family/student apartments 7 days before arrival.