



## INTERNATIONAL SUMMER SCHOOL

### Conditions for Reservation

#### Confirmation of Enrolment

Once application for enrolment has been received from the student, his or her pre-enrolment will be confirmed for the selected course. The student must pay the total fees corresponding to the course or courses selected and for any additional services that may also have been requested. On completion of these steps, the student will then receive a letter of welcome from the *Universitat Autònoma de Barcelona* and a detailed invoice for the courses, which should be paid before June 15th. Any confirmed enrolment for which payment has not been received before the start of classes may be cancelled.

#### Activities and Services Included:

- Welcome pack with local information and practical advice.
- Courses given by UAB teachers.
- Enrolment costs.
- A UAB certificate.
- Teaching material provided throughout the programme.
- Use of study rooms.
- International Welcome Point services.

#### Activities and Services NOT Included:

- Pick-up from Barcelona Airport (although the UAB can arrange for this).
- Cultural activities, excursions and visits to monuments, etc.
- Express delivery of documents required for visas.
- Administrative costs deriving from any possible change of course or accommodation after the student's arrival.

#### Administrative Costs

- Mailing of letters or documents relating to visa-application procedures carry an additional cost of €40.

#### Credit-card Payment

The UAB will only accept such payments via Visa or Mastercard. The student must send a letter of authorisation clearly indicating card number, expiry date and the amount that the UAB is thereby authorised to charge to this card.

### **Bank Transfer**

We kindly request that bank transferences (from your bank to ours) are in **euros**. Please ensure that you have correctly indicated the 20-digit reference for our bank branch and our account number. Please note that all bank costs deriving from such transferences are the student's responsibility.

### **Cancelations**

Any cancelation must be notified in writing a minimum of 14 days before the beginning of the course. Enrolment costs will be refunded in their entirety except for a €50 tariff applied to cover administrative costs. Cancelations received between 1 and 14 before the beginning of the course will result in the loss of the whole payment made to date. Cancelations received after the beginning of the course will not be refunded.

All course fees must be paid in full before their start date. The UAB reserves the right to cancel any course that fails to make a sufficient minimum number of enrolments; this will be notified at least 15 days before the start of the course in question. In such an event, a full refund will be given.

The UAB reserves the right to terminate a student's participation in the programme if the student fails to respect the university's regulations and instructions.

Absolutely no refund (or prolongation) shall be given for a student's delay in arrival or absence during the course, nor in the event of teaching days lost through local or national holidays on which the university is closed.

### **Insurance**

The UAB shall not be held responsible for loss of or damage to personal objects. It is essential that all students take out adequate personal insurance covering the period of their stay in Spain.

### **Visas for Spain**

It is the student's responsibility to ascertain in the nearest Spanish embassy or consulate the legal requirements for entering Spain. EU citizens do not usually require a visa. In all events, the UAB shall not accept any responsibility in the event of a student being refused entry to the country.

If requested to do so, the UAB will provide—at no cost—a letter of enrolment once full payment of fees has been made for the selected course or courses. Express mailing of documents shall incur additional costs.

### **Non-teaching Days in Barcelona**

In Barcelona, certain dates are deemed to be non-teaching days because of local or national holidays. Classes that are lost on such days shall NOT be recuperated.