

## **TERMS & CONDITIONS OF THE FOUNDATION YEAR PROGRAMME**

This Programme is open to pre-university students with an A2 level of Spanish or English who have completed secondary education and wish to take one of the following degrees at UAB.

- Degree in Tourism in Spanish
- Degree in Tourism in English
- Degree in Hotel Management in Spanish
- Degree in Comprehensive Prevention and Safety in Spanish

Students can follow an English or a Spanish itinerary. Students who successfully complete the program will receive a UAB certificate with the subjects studied, including languages, which may be validated in their future university studies, and a certificate of the level of language achieved.

**Students must pass the B2 language exam at the end of Module 1 to be able to enroll in Module 2**

### **Enrolment requirements:**

- Students must be 18 years of age or older at the end of the year they enrol in the Programme.
- Students must have completed the last year of secondary education (baccalaureate or equivalent [EQF4]) and be in possession of a high school certificate officially translated\* into Spanish at the beginning of the programme.
- Students must hold a [health insurance plan](#) with coverage in Europe.

### **Access: Itinerary in Spanish**

- **To Module 1 (for non-Spanish speakers only):** via a Spanish language test or by presenting an official level certificate (DELE or SIELE) to prove at least an A2 level of Spanish.
- **To Module 2 for Spanish speakers:** direct.
- **To Module 2 for non-Spanish speakers:** via successful completion of Module 1. In Module 2, students must take 2 obligatory subjects and can choose between 1 and 2 additional subjects (12 to 24 ECTS).

(\*) Check with your local Spanish Embassy the list of approved translators in each country

### Access: Itinerary in English

- **Module 1 English Language (for non-English speakers only):** through an English language test or with an official level certificate (IELTS, TOEFL or similar) with a minimum A2 level of English.
- **Access to Module 2 for native English speakers:** direct.
- **Access to Module 2 for non-English speakers:** After successfully passing Module 1 or accrediting a B2 level of English.

**A minimum of 24 ECTS in module 2 of both itineraries is required for students who need to apply for a visa.**

### Application process:

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Applicants must submit the online application by filling in all the required information and subject selection. During application process, students will be required to provide:

- An official copy of the Secondary Education Certificate officially translated to Spanish\*
- A scanned copy of the student's passport,
- An English Language Level certificate, or a Spanish Language Level certificate, depending on the chosen itinerary
- A passport size photograph.

(\*) Check at your local Spanish Embassy the list of approved translators in each country

### Booking and confirmation:

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1. Students can book a place in the programme for one semester (module 1 or module 2) or for the whole academic year (module 1 & module 2) to receive an invitation letter to apply for a student visa for the booked period.
2. Applicants will be required to pay a deposit fee of 500€ for one module and 1,000€ for the whole academic year (module 1 & module 2).
3. The place will not be guaranteed until the deposit fee is received in the UAB bank account.
2. Full payment for each module must be made at least 14 days before each module's starting date.
3. It is the student's responsibility to check their subject selection as only ONE change to the subject selection may be made during the enrolment period, provided there is availability.
4. The enrolment will be confirmed once the full tuition fees are received. If payment is not received by the deadline, the enrolment will be cancelled.

**Please note that spaces are limited, and we cannot guarantee course selections to late enrolments.**

### **Payment policies:**

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- Payment must be made in Euros.
- The deposit fee will be deducted from the final tuition fee.
- Method of payment: online credit card payment or bank transfer.
- Any commission generated by the bank transfer must be covered by the student. The rates may vary according to country/ bank. Please, check with your bank and make sure that payment covers the full tuition fees and commissions.
- Any commissions not paid by the student will be charged later.

### **Withdrawals:**

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- Withdrawals reported 30 days before the starting date of the Programme will be fully refunded, including deposit.
- Fees will not be refunded for withdrawals after 30 before the starting date of the Programme.

### **Certificate and Transcripts**

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1. After completing the Programme, students will receive an official certificate with the subjects and final grades. The cost of this certificate is included in the tuition fees. The UAB can only issue one official certificate per student.
2. If any student needs a copy of the certificate, an Official Transcript can be issued with the same information as in the original certificate. The cost of this transcript will be 15€ + TAXES. The charge for this transcript is 55€ including express mailing for EU, US and Canada and 65€ for the rest of the world.