



REGISTRATION PROCESS

The following documentation should be submitted:

1. The Registration form duly completed with the receipt of the (Non-refundable) 300€ bank transfer
2. Photocopy of ID/Passport
3. Proof of course enrollment (receipt, registration ...)
4. The accommodation agreement with the rules signed

Upon admission a 1,000€ deposit must be made within one month to complete reservation process. Room reservation will be confirmed for 2013-2014 course.

PAYMENT

In all cases, payment must be made before entering.

- **Payment of registration and deposit** by bank transfer.
- **Payment of accommodation.** The first month payment due prior to arrival. Payments must be before the 5th of each month. Outside this period will apply a surcharge of 5%.
- Expenses for bank returns will not be borne by the residence
- Residents, be credited to the middle of the month for stays less than 15 days and all of the monthly payment for stay of more than 15 days, in the months of July and September.

All payments must be made by:

- a) Bank Transfer
- b) Credit Card Payment with bank guarantee

COMMITMENT TO STAY *The Resident commits to stay for the complete academic period, always complying with the rules of behavior, both academic and economic. No refunds for early cancellations..*