

BOOKING FORM: INTERNSHIP PROGRAMME IN MADRID, SPAIN

The programme I want to book, includes:

Internship: Spanish course: Accommodation: Insurance: Transfer:

PERSONAL INFORMATION

Institute of studies / University name:			
Full name:			
Sex:	M: <input type="checkbox"/>	F: <input type="checkbox"/>	
Age:			
Nationality:			
Address:			
Postal / Zip Code:			
City:			
Country:			
Date of birth:	/ /		
Passport number:	Valid from: ___ / ___ / ___ Valid until: ___ / ___ / ___		
House phone number:	+ /		
Mobile phone:	+ /		
Family member name and emergency phone number:	+ /		
E-mail:			
Visa required:	Yes, a student visa: <input type="checkbox"/> No: <input type="checkbox"/>		
Have you ever been refused a visa by any country?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, please give details:		
Spanish language level:	Basic (A2): <input type="checkbox"/> Intermediate (B1 – B2): <input type="checkbox"/> Advanced (C1): <input type="checkbox"/>		
English language level:	Basic (A2): <input type="checkbox"/> Intermediate (B1 – B2): <input type="checkbox"/> Advanced (C1): <input type="checkbox"/>		

TRAVEL, ACCOMMODATION AND INSURANCE BOOKING

Date of arrival:	___ / ___ / ___		
Date of departure:	___ / ___ / ___		
Do you require an Airport transfer on arrival?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Flight number: _____ Arrival time: ___ : ___
Do you require an Airport transfer on departure?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Flight number: _____ Departure time: ___ : ___
Accommodation type:	Homestay family: <input type="checkbox"/> Student residence: <input type="checkbox"/>		
Room type:	Single room: <input type="checkbox"/> Twin room: <input type="checkbox"/> Ensuite (only Residence, ask for availability): <input type="checkbox"/>		
Catering preferences (only homestay):	Breakfast: <input type="checkbox"/> Half board: <input type="checkbox"/> Full board: <input type="checkbox"/>		
Do you mind living with animals (only homestay)?			
Do you have any specific dietary requirements?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, please give details:		
Do you have any allergies/ conditions requiring constant medical attention?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, please give details:		
I would like to share a room with:			
I would like to book the medical and travel insurance of Mapfre (45€/ month):	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
I would like to receive the Schedule of excursions in Madrid (only if you book a Spanish course):	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

INTERNSHIP PROGRAMMES BOOKING

Internship programmes:

Professional internship programme:
Erasmus+ mobility internship programme:

Area of work of my interest:

Internship duration, number of weeks:

Internship start date:

___ / ___ / ___

Internship end date:

___ / ___ / ___

I have attached with the Booking Form, a copy of the following documents:

Curriculum Vitae: Cover letter: Language Certificates:
Academic Certificates: Another document, please give details:

SPANISH LANGUAGE COURSE BOOKING

Spanish Course type:
(Spanish courses have a registration fee).

Standard course 20 + 4 culture optional lessons:
Intensive course 20 + 4 culture optional lessons +

Course duration, number of weeks:

___ weeks

Course start date:

___ / ___ / ___

Course end date:

___ / ___ / ___

PAYMENT

Payment type:

-Bank transfer:

Education & Travel World, S.L.
Bank name: Santander Central Hispano C/ Goya No. 8 28001 Madrid
Account number: 0049 5101 85 2916129046
IBAN: ES46 0049 5101 85 2916129046
SWIFT/BIC: BSCHEMM

-Credit / debit card number:

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Name on card: _____

Card type: Credit: Debit:

Supplier: Visa: Amex: Mastercard:

Start date: ___ / ___ / ___ Expiry date: ___ / ___ / ___

Security code: Issue:

Note: A 2% surcharge applies for credit card and 4% to Amex.

DECLARATION

By signing below, I confirm that I have read and understood and agree to be bound to the Edutavel World Terms and Conditions, explained hereby in this document. Signature of student or legal guardian (if student is under 18 years).

College or Agency name and Responsible:

Date: ___ / ___ / ___

Signature of the College or Agency abroad:

Student name:

Signature of the student:

Student Edutavel Client Code:
ETW _____

Signature of legal guardian (if participant is under 18 years old):

Once completed, please return this form to us by email: info@edutavelworld.es.

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EDUTRAVEL WORLD TERMS AND CONDITIONS

1.	Complete the Registration Form of Edutavel World: Internship programme in Madrid.
2.	Submit to Edutavel World, a copy of the ID/ Passport participant's with this Booking Form.
3.	To pay at the moment of booking: 200€. Present the corresponding copy of the bank transfer for the payment. Any booking that is not accompanied by this bank transfer copy will not be considered. The payment of this amount will be then deducted from the total fees. The bookings are personal and not transferable to other participants.
4.	The bank details of Edutavel World are: Bank: Santander Central Hispano Account: ES0049 5101 85 2916129046 Beneficiary: Education & Travel World, S.L. Once the bank transfer is made to Edutavel World, please send a copy of it by email with the booking documents.
5.	Edutavel World will send to the student participant a written Spanish and English language level test, to confirm the current levels of the participant. The participant will have then to submit the written tests answer sheets fulfilled to Edutavel World by email, together with the documentation for the enrolment process.
6.	Submit all this enrolment documentation to Edutavel World with 2-3 months prior to the starting date of the internship.
7.	Following the submission of the registration documentation, Edutavel World will send to the College or Agency, the Booking Confirmation letter of the participant.
8.	Prior to departure, any change in the booking (for example, in terms of departure and return date of travel or accommodation) may be made in writing to Edutavel World, not later than 15 days prior to departure. Being on arrival, any modification of the reservation date would be considered as a cancellation of the initial reservation made and therefore World Edutavel will not return any amount.
9.	Edutavel World will start the internship placement process in Madrid and present an Internship offer letter to the participant before the indicated date here: ___ / ___ / 2018, containing all the details of the host Company interested in the candidate's profile for the internship programme. Failure to meet this condition, Edutavel World will return the amount paid to the candidate for the reservation of the programme or any amount paid to Edutavel World; or if Edutavel World, could not find a suitable host Company for the candidate, before the agreed date.
10.	The candidate should participate initially in an oral telephone interview in Spanish with Edutavel World to confirm his/her language level. The candidate will also have to participate in 1 to 3 short interviews with different host Companies in Madrid, until Edutavel World can find a placement and send the Internship offer letter. The candidate and his/her College/ Agency will then have to confirm with Edutavel World, as soon as possible, his/her interest in the host Company offered for his/her internship programme by email.
11.	Upon confirmation of the interest for the internship programme by both sides, the host Company and the candidate, during the next week of being presented the offer, the remaining total payment could be made from that date on, and no later than 30 days before the programme starting date. Failure to make the total payment in this period, would lead to cancellation of the internship programme, without reimbursement or refund of any amount paid to Edutavel World. Edutavel World will then send the Work Placement Confirmation letter.
12.	If the case that the candidate would fail with the selection process and the necessary interviews, Edutavel World will then return the full amount paid so far.
13.	Once the internship placement is confirmed, an Internship agreement has to be signed between the candidate and the host Company. For the Mobility programmes of the European Union, the Erasmus+ agreement should be signed between the student (the candidate), the host Company and his/her educational Institution or University. The College or Agency will send to Edutavel World the original agreement already signed by the candidate and his/her educational Institution and Edutavel World will forward it to the host Company for their signature and finally send it back to the College or Agency.
14.	The internship host Companies provided by Edutavel World are located in Madrid City centre, but can also be located in the surroundings areas, inside the Community of Madrid. The travel from the accommodation to the internship host Company may vary from 10-90 minutes, depending on the location of the internship host Company. The daily transportation cost to the host Company is a responsibility of the intern.
15.	If the participant has booked the accommodation with Edutavel World, it is needed that the candidate can confirm the details of his/her booking flight, so that Edutavel World can confirm the accommodation reservation. At this point, the participant will have to complete and sign the Accommodation terms and conditions of the accommodation booked with Edutavel World. When the accommodation booking is confirmed, Edutavel World will then provide to the Agency the exact address of the accommodation and will send then the final Acceptance letter with a timetable.
16.	During the internship the intern may be changed to another delegation or office of the same Company, if the Company would consider appropriate, and only due to any eventuality in the building or location. The student would be told by his/her tutor, on the arrival date or in advance and the intern should attend to do the internship in the new address provided.

17. Once confirmed the internship placement, the intern will be assigned an internship tutor in the host Company for his/her internship. The Company tutor may be absent during the internship a few days or weeks, depending on his/her work schedule, business trips and/ or holidays established with the Company.
18. During the internship programme or language course, the intern will be responsible for his/her actions, to respect the rules of behavior in the host Company, the accommodation or Language Centre and to take a positive attitude to the Company and to other Internship programme participants. Otherwise, the Company may advice Edutrael World on a bad behavior of the intern, the internship programme could be cancelled and Edutrael World would not be responsible for finding a new internship. Due to these circumstances, Edutrael World would not return any amount paid for the programme.
19. The intern should come to Edutrael World office and participate in the induction meeting before the internship starting date. The participant will receive a Welcome pack and some travel instructions to know how to arrive to the host Company.
20. The participant of an Erasmus+ Mobility programme should make with his/her tutor, the necessary assessments about his/her development in the host Company and send them to his/her educational Institute or College abroad, according to the conditions of these programmes in their home country.
21. Having started the internship programme, if the intern decides to leave the host Company or the accommodation, where is doing the internship, with or without notice, due to his/her personal decision, the internship would be cancelled and Edutrael World would not return any amount paid.
22. To participate in an Internship or language course programme in Madrid, it is compulsory to book a medical and travel insurance with coverage for the whole period of the stay. Edutrael World can offer to the participant a medical and travel insurance with the Company Mapfre in Madrid. If the participant decides to book the insurance with Edutrael World, the applicant will receive the insurance policy via e-mail. The health insurance policy will be issued in the last week, prior to the departure date. The participant will not need to hire our insurance, in case that he/she could have similar coverage insurance and provide a copy to Edutrael World.
23. Once the internship has finalized and before the intern returns to his/her home country, the intern will ask the Company tutor to give him/her the Certificate of Attendance signed for the completion of the Internship.
24. For countries with different currencies than the Euro. Programme prices are subject to possible variations due to the effect of the currency exchange fluctuations between the date of booking and the date of payment. Upon payment, the amount to be paid in Euros will be the one according to the exchange rate of the payment date.
25. Language level. The participant is responsible to have the minimum language level required for the development of the programme, as well as for any consequences that could arise, such as the inability to continue with the programme or having to change the internship Company for not having the required level. The minimum language level required shall be notified by the Agency to the participant prior to the booking of the programme. It is recommended to the participant to have the B1 level of the Spanish and English language, in order to have a good performance during the internship programme in Madrid, Spain.
26. For cancellations of the internship and language programmes booked with Edutrael World, if the cancellation is done before the start of the programme, and after the internship Company is presented to the candidate, or for suspending some educational subjects at the last time, he/she shall give immediate written notice to Edutrael World. In all these cases, the participant is not entitled to the refund of any of the amounts paid to Edutrael World, because of the costs that he/she could have caused to Edutrael World for the booking of his/her programme, and of Edutrael World with third parties involved in the internship programmes (for example, as: accommodation booking payments, insurance bookings or any other administration expenses, as post mail and phone calls in Spain and abroad).
27. Cancellation fees. The participant will lose 100% of total amount paid to Edutrael World for the programme, if the cancellation occurred: in any of the last 30 days prior to the date of departure, or if the cancellation occurs only some hours prior to the start date of the programme, or as in the case of failure of arrival by the participant at the time of departure, or once he/she had already started the programme, or if he/she would be expelled from it for misconduct on arrival. In the case of international participants, if the cancellation is done, due to a failure for getting the visa required to enter to Spain, Edutrael World would give back the complete amount paid.
28. Edutrael World undertakes to provide to the participant, all contracted services contained in the programme, with the conditions and characteristics stated in the Internship and language Programmes in Madrid catalogue. However, it should be taken into account the following considerations:
 - a. In the event that Edutrael World should modify any element of the product offered, including the price must immediately be informed to the consumer. Customers should then notify their decision to participate in the Edutrael World programme within three days; otherwise it means that he/she has chosen to cancel the programme without penalty.
 - b. In the event that Edutrael World is forced to cancel one of their programmes under no fault of the consumer, or in the event that the consumer has chosen to terminate the contract under the provisions of paragraph a. or b., then Edutrael World will offer the consumer an alternative programme of equal or higher quality, or refund to the consumer all the amounts that he/she had paid for the programme.
 - c. There shall be no obligation of any kind from Edutrael World, when the cancellation is due to majeure force, nature or sufficient cause (this means those circumstances beyond the abnormal or consequences of which would have been unavoidable, despite of having acted with the due diligence).
 - d. For any possible claim of the participant that could arise during the development of the programme, should be put immediately into knowledge and presented in a written way to Edutrael World, in order that the organization can provide with a satisfactory solution. In the case of a complaint, Edutrael World is committed to act with the due

	diligence to find the most satisfactory solution for the participant.
29.	The participant should make an effort to try to adapt to the lifestyle in Madrid, even if it is different from the ways of life where he/she comes from. The participant accepts to respect the host Company or language Centre rules and everyday assistance to the internship, to maintain a good relationship with the group of students and in the Company where he/she is doing the internship, in the accommodation and always respecting the bans on drug or alcohol. Failure by the participant to respect any of the programme rules may result in being expelled from the accommodation or the programme. In this case, the participant would assume any costs caused by his/her return to the home country.
30.	During the process, the participant will sign the Edutavel World Student Residential or Homestay Guidelines and conditions of 2014.
31.	Any cancellation or complaint may be conducted to Edutavel World by the participant or his/her representing College or Agency in a written way, to the following e-mail: info@edutavelworld.es. For any incident during the participant's stay for the duration of the programme booked to Edutavel World, the participant must always be communicated in writing as soon as possible to Edutavel World, to the email indicated in this section. Edutavel World undertakes to always act with the due diligence to find the most satisfactory solutions for the participant. Edutavel World may always give an answer in a period no longer than 24-48 hours, taking into account working days in Spain.
32.	In compliance with the Spanish Law 15/1999 of December 13 th on the Protection of Personal Data, you are informed that any personal data requested in our forms or that may be supplied to Edutavel World, will be added to our personal data files, which are owned and controlled by Edutavel World, and that may be provided in connection with the user's participation in or use of the various products and services offered by Edutavel World, though such authorization is revocable and the users also thereby accept that they authorize us to use it for commercial purposes and occasional communications, including the communications sent by email or for the purpose of informing them about activities, news, courses, study programmes and announcements of all kind about our services or products connected with our activity pursued. Users have the right to access the information compiled in the files, to correct the data, if they are incorrect, to cancel them and to oppose the processing of those data, in accordance with the terms set down in the pertinent law, by contacting Edutavel World to the direction: C / Velázquez, 157, 1st Floor CP: 28002 Madrid. Phone: 91 571 63 46.
33.	Edutavel World reserves the right to use photographic or audiovisual material, where the participant appears, for promotion or advertising of the programmes provided, unless there is no opposition expressed by the participant. However, the tacit authorization to which we refer, may be revoked at any time by the participant, but should be compensated to Edutavel World, if any damages could be caused.
34.	Liability. All programmes should be booked to Edutavel World, along with the booking of our health insurance and travel assistance of Mapfre, unless the participant has an own health insurance and travel assistance, with international coverage similar to that of Mapfre. Edutavel World merely acts as an intermediary between the insurance Company of Mapfre and the consumers that hire one of our programmes. For any claim, the consumer should contact directly the insurance Company. The participant must inform to Edutavel World, if he has been subject to any medical treatment and / or pharmacological treatment of relevance, while in the program. Edutavel World disclaims any liability for the omission of such information. The emergency telephone of Mapfre is as follows: (0034)915811823. Moreover, all participants must bring to Spain their European sanitary card and their private insurance, in the case they are not booking the insurance of Mapfre and have one similar.
35.	The participation in our programmes and the formalization and signing of this registration implies the acceptance of all the above conditions expressed on this booking form.
36.	Date: __ / __ / __ Name of the student and signature: