

ENROLMENT FORM - COURSES

PERSONAL DETAILS

SURNAME			
NAME			
EMAIL			
MOBILE / PHONE (1)		MOBILE / PHONE (2)	
DATE OF BIRTH		SEX	
ADDRESS			
CITY		POSTAL CODE	
FROM WHERE DID YOU HEAR ABOUT US	<input type="radio"/> SOCIAL MEDIA	<input type="radio"/> BILLBOARDS	<input type="radio"/> FROM A FRIEND <input type="radio"/> GOOGLE
EXISTING STUDENT	<input type="radio"/> YES	<input type="radio"/> NO	STUDENT ENROLMENT NO. <input type="text"/>

DATE: ___/June/2026

SIGNATURE: _____

ONLY IC

Course No.:	Days:	Level:	Starting Date:	Timing:	Day of Enrolment:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mode of Payment:	Cash	Card	Transfer		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		

BASIC COURSE RELATED TERMS AND CONDITIONS

- No student will be admitted in class without having paid the course fee.
- Courses will be opened only upon the enrolment of a minimum number of students.
- Instituto Cervantes reserves the right to cancel a course if the previous condition is not fulfilled or if any logistical issues arise.
- The enrolment fee will be **refunded ONLY** if Instituto Cervantes decides to cancel a course.
- Once enrolled, a class or timing option **CANNOT be changed**, irrespective of the reasons.
- The data furnished in this form is under the responsibility of IC, in order to send information regarding IC and its activities to the student. The student has the right to access his/her information, rectify or cancel it, for which a request has to be sent in writing either by email to cenndel@cervantes.es or by post to Instituto Cervantes in New Delhi (48, Hanuman Road, Connaught Place, New Delhi- 110001).
- Students of Instituto Cervantes New Delhi, regardless of their level, are automatic members of the alumni club (check our web, headland: "Alumni"). However, members can only attend the activities intended for their age.
- If a student fails the same language course level twice consecutively: He/She cannot enrol in the same level and will be required to take a diagnostic exam.

- To enrol in a language course above level A1.1, students must either take a diagnostic exam or have completed the immediate lower level within the last three months (for levels A1 to B1) or within six months (for levels B2 to C2).
- Instituto Cervantes will not give information in advance regarding the assigned instructor and reserves the right to reassign them after a course has started.
- Textbook: Class textbooks need to be purchased separately. These books are also available at the bookstore located in our premises.
- The photocopying of course materials is strictly prohibited by the copyright laws of both countries. No use of photocopied books will be allowed in the classes.
- There is a fee of Rs. 800 INR for every certificate issued. All certificates are issued in 10 working days, only in Spanish.

GENERAL RULES FOR STUDENTS

- Illegal items such as **drugs and weapons will not be tolerated** within the Institute's premises and will lead to the expulsion of the student with no fee refund.
- **Smoking is strictly prohibited** within the premises of Instituto Cervantes.
- **No food or drinks are allowed in the classrooms.**
- The usage of mobile phone is strictly restricted in classroom, and its use can only be permitted by the teacher. Taking photographs and recording videos inside the class without the permission of the person concerned and that of tests, assignments and examinations is completely unacceptable.
- Lack of discipline in class or misbehaviour towards IC staff or fellow classmates shall not be tolerated.
- The center is equipped with CCTV for security purposes. The students shall, at no cost, access the restricted areas designated by the center.
- The center does not take responsibility for the student's personal belongings. However, you may report any **lost or found items** to the reception area.
- We request that students take proper **care of Instituto Cervantes' property**, including its toilets, lifts, furniture in the classrooms and cafeteria, etc.
- Students are requested to avoid unnecessary **wastage** of water and hygiene products provided in the toilets.
- Students are requested not to touch the temperature of the air conditioning and digital screens in the classroom.

PROTOCOL IN CASE OF VIOLATION OF CODE OF CONDUCT BY STUDENTS

In case of violation of any of the aforementioned rules by any student, Instituto Cervantes reserves the right to apply any of the following disciplinary measures to the person involved, depending on the degree of the offense:

1. A warning reflected on the student record.
2. A temporary expulsion from the course/center.
3. A permanent expulsion from the course/center.

No fee will be refunded in any of the aforementioned cases.

RECEIVING INFORMATION ABOUT OUR ACTIVITIES BY EMAIL

At Instituto Cervantes, we value the privacy and transparency of your data. Therefore, with regards to full application of the General Data Protection Regulations (GDPR) dated 25 May 2018, for the purpose of authorising us to continue communicating with you and confirming your personal data, we kindly request you to **MARK AN X IN THE BOX** in order to continue to receive information on the activities and services of Instituto Cervantes

SIGNATURE: _____