



Instituto
Cervantes

ENROLMENT FORM - MINORS

I. STUDENT PERSONAL DETAILS

NAME		SURNAME	
DATE OF BIRTH		PLACE OF BIRTH	
SEX			
ADDRESS			
CITY		POSTAL CODE	
MEDICAL INFORMATION (Provide any relevant information as allergies or medical conditions of the minor, if any)			

II. PARENTS/GUARDIAN DETAILS

NAME		SURNAME	
Email			
Contact Number			
CITY		POSTAL CODE	
Relationship with the minor			
EMERGENCY CONTACT (Provide two emergency contact person details)			

Contact N° 1

Full NAME	
Email	
Relationship with the minor	

Contact N° 2

Full NAME	
Email	
Relationship with the minor	

ONLY IC

Course N°		Level		Week Days	
Start Date		End Date		Timing	
Course Category	<input type="checkbox"/> Language		<input type="checkbox"/> Cultural Workshop		

- I, as a parent/guardian of the minor detailed in point I, hereby give my consent for my child, to enrol and participate in the course detailed in point III offered by Instituto Cervantes-Embassy of Spain.
- I will pay, on behalf of the minor, all the tuition fees and any related charges.
- I have reviewed and understood the course description, schedule, and all associated program policies. I authorise my child to participate in all learning activities including classroom instruction and assessments.
- I have been informed that the aforementioned learning activities could include the use of online learning platforms and resources, therefore I permit my child to access these digital tools for educational purposes as part of the course curriculum.
- I have read and agree to Instituto Cervantes terms and conditions, general rules for students and protocol in case of violation of code of conduct, as they apply to my child's use of these services.
- I also agree to allow my child to participate in video conferences with his/her instructor and classmates for interactive learning sessions if required.
- I agree to pick my child up from his/her classes on time and I acknowledge that in case of delay Instituto Cervantes will not provide staff support for child care after the completion of the class.

DATA PROTECTION

The data furnished in this form is under the responsibility of IC and shall be used only 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) or in person at the above address.

DUTY OF CARE AND LIMITATION OF LIABILITY

- Instituto Cervantes will provide adequate supervision during the classes and maintain a safe environment. We will also identify and address potential hazards to prevent avoidable injuries.
- We do not take responsibility for the student's personal belongings or for their wellbeing and safety in case there is a delay on the part of their parents/guardian in picking them up from the center.

PARENTS/GUARDIAN SIGNATURE:

DATE: ____/____/____



BASIC TERMS AND CONDITIONS OF LANGUAGE COURSES AND CULTURAL WORKSHOPS

- 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.
- Students of Instituto Cervantes New Delhi, regardless of their level, are automatic members of the alumni club (check our web, section: "Alumni"). However, members can only attend activities intended for their age.
- If a student fails the same language course level twice consecutively: He/She cannot enrol again 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 Instituto'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.
- Students cannot leave any personal belongings in the classes or common areas. Their personal items are their own responsibility.
- 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 classes/workshops without the permission of the person concerned and that of tests, assignments and examinations is completely prohibited.
- Lack of discipline in class or misbehaviour towards Instituto Cervantes 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.
- We request that students take proper care of Instituto Cervantes' property, including its toilets, lifts, furniture in the classrooms, library, 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 in the classrooms 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:

- A warning reflected on the student record.
- Temporary expulsion from the course/center.
- 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

I, hereby, declare that I understand the terms & conditions and commit to respect the internal rules and regulations of Instituto Cervantes.

PARENTS/GUARDIAN SIGNATURE:

NAME:

DATE: ____/____/____