



UNIVERSIDAD
DE GRANADA



CENTRO DE
LENGUAS
MODERNAS

REGISTRATION AND PAYMENT OF COURSES

Please find below the registration form for booking your chosen course.

To reserve a place, the Registration Form must be completed and sent to the Registrar's Office at CLM together with a copy of the bank transfer covering the registration fee. Please ensure that the student's name is clearly indicated on the bank transfer. You should mark clearly your chosen course, subjects and group (if applicable).

Bank transfers must be made in euros to our current account held at:

Caja Rural Granada

Office Granada Urbana 21 "Realejo"

Plaza del Realejo, 8 y 10

18009 Granada (Spain)

IBAN: ES16-3023-0134-7254-0965-6203

BIC-SWIFT: BCOEESMM023

They should be made payable to the Centro de Lenguas Modernas. CLM will only recognise as payment the amount received so students must meet any bank charges incurred.

It is also possible to pay over the phone (+34 958 215 660) by giving your credit card details.

The total cost of each course (Registration + Course fees) must be paid before taking the level test otherwise students will not be able to start their courses. For their own convenience, we recommend students make full payment (Registration + Course fees) on reservation.

**You can send the Registration Form and proof of payment by e-mail or fax to:
reservas@clm.ugr.es or Fax no.: +34 958 220 844**

If you have any questions, please contact:

reservas@clm.ugr.es

Tel. no.: +34 958 215 660

Fax no.: +34 958 220 844





REGISTRATION FORMS OPTIONAL JANUARY COURSE (CCE) 2018

Surname

Name

Nationality Passport Number or Social Security number

Date of Birth Age Sex Male Female

E-mail

Home Address Post / Zip Code

Town/City State / Region

Country Telephone No.

Home University

////////////////////////////////////

Mark the subjects chosen with a cross

	Total Hours	Dates	Level Test	Registration Fee	Course Fee	Total Fee	
Writers from Granada	45 hours	10th - 30th January 2018	8th Jan.	237 €	355 €	592 €	<input type="checkbox"/>
Spanish Phonetics	45 hours	10th - 30th January 2018	8th Jan.	237 €	355 €	592 €	<input type="checkbox"/>
Spanish Traditional and Popular Music	45 hours	10th - 30th January 2018	8th Jan.	237 €	355 €	592 €	<input type="checkbox"/>

Please note: Maximum of 30 students per subject. Students taking CEH or CLCE in the Spring can enrol in a maximum of 2 subjects.

- This course is compatible with the Hispanic Studies Course (CEH), the Language and Culture Course (CLCE) and the Intensive Spanish Language Courses (CILES).
- In order to follow this course you should have a minimum B1.2 level (CLM - 5 Upper Intermediate).

////////////////////////////////////

REMARKS

SIGNATURE

Date: _____ 20__

By signing this document you accept to having read and agreed to the **General Regulations** governing CLM and with the rest of the information on the courses and facilities offered together with the **Emergency and Self-Protection Plan**.

In compliance with Organic Law 15/1999 dated 13th December, for Personal Data Protection (LOPD), you are hereby informed that your personal data shall be processed and stored in files under the responsibility of FORMACIÓN Y GESTIÓN DE GRANADA SL (CENTRO DE LENGUAS MODERNAS) for academic and administrative use, and for sending CLM promotional and informative communications, by any means, including electronic means. Enrolment implies the possibility of publishing lists on the CLM web page and/or notice boards (lists of accepted students, groups assigned, level test results, etc.). Pictures of students taken at events organised by the centre may appear on our web page and/or in the centre's leaflets. Your picture and voice may be registered for pedagogical or assessment purposes. Your data will be notified to collaborating bodies when necessary for the organisation of activities, the issuing of certificates or any other related relevant administrative matters, and in cases where the transfer of these data is legally required. You may exercise your rights to access, rectify, cancel or question this data by writing and including a photocopy of your Identity document, to the address of the person responsible at Placeta del Hospicio Viejo S/N 18009 Granada. You may ask for your name to be removed from any promotional or informative electronic mailing list by notifying the following e-mail address: info@clm.ugr.es and including - CANCELLATION MAILING LIST - as the subject.

GENERAL REGULATIONS FOR SPANISH COURSES

THESE RULES AND REGULATIONS APPLY TO ALL STUDENTS ENROLLED ON COURSES AND IGNORANCE IS NO DEFENCE.

AGE AND PREVIOUS STUDIES

Students must be at least 16 years old and have finished high school or compulsory secondary education.

REGISTRATION AND PAYMENT OF COURSES

The registration forms can be downloaded from our web page (www.clm-granada.com).

To reserve a place, the appropriate registration form must be filled out and sent to the CLM Secretariat together with a copy of payment (covering the registration fee, an instalment or the course fee depending on what is required for each case).

Payment should be made in euros by bank transfer to our current account and made payable to the Centro de Lenguas Modernas. Please ensure that the student's name is clearly indicated on this transfer. CLM will only recognise as payment the amount received therefore students must meet any bank charges incurred. Payment can also be made over the phone by giving your **credit card** details. Some courses have the option of on-line registration and payment.

The total fee of each course (registration + course fees) must be paid before students take the level test (except the CELE course). Without full payment, students cannot start their course.

Students who register on-line for the CELE course pay once they know their level test results but before choosing their group and timetable.

Discounts only apply to the courses mentioned and provided they are booked for at the same time.

Since the number of places on any course or subject is limited for pedagogical reasons, CLM may close the official enrolment period earlier than anticipated, once all available places have been filled. Admission is carried out strictly according to the order in which registration forms are received. Thus, in order to guarantee a place, students should register as soon as possible. However, if places are still available, students can register up to two days before the level test. In the case of courses involving different subjects, the chosen options and group should be clearly marked on the registration form in order to guarantee places. Students can check which groups are available from the timetable published on the CLM web site (only CEH and CLCE).

LEVEL TEST

Students must take a compulsory level test on the day specified in the course calendar.

For some courses students are required to have a certain command of the language which they must demonstrate in the level test otherwise they will not be able to enrol on the chosen course.

Those students who do not pass the level test for the Hispanic Studies Course or the Spanish Language and Culture Course can enrol on a different course.

The level test lasts between 2 and 3 hours (3 and 4 hours for the Hispanic Studies and Spanish Language and Culture Courses) which are not included in the total number of teaching hours.

ENROLMENT

Once the results of the level test have been published, students have two days to fill out their enrolment form in the Secretariat. Students must provide a photocopy of their passport.

CELE students who have registered on-line should upload the required documentation.

In CEH and CLCE, students have five days starting from the first day of the course to make any necessary changes to their enrolment. In the case of CILE and CILYC, the dates for any changes are as follows: 40 hrs course: first two days; 60 hrs course: first three days; 80/90hrs courses: first four days. In the CELE course, students have one week to change.

N.B. If changes to enrolment in the Hispanic Studies Course or the Spanish Language and Culture Course mean that students are registered for fewer than four subjects, these subjects will be charged as individual subjects.

EXAMS

Students who have attended less than 80% of classes will not be entitled to take the final exam. The final exams for subjects in the Hispanic Studies Course or the Spanish Language and Culture Course will take place in the final week of the course, in line with the official CLM calendar drawn up by the Director's Office. During the exam week there are no classes. Exams may not be taken on any other date. The deadline for requesting revision of exams and grades is the last working day of the academic year. The final exam for CILE and CELE takes place on the penultimate day of the course.

COMMUNICATION WITH STUDENTS

Specific communication or notification relating to the student's course will be made by e-mail or telephone. Timetables, classrooms and other course information, together with activities organised by CLM will be published on the notice boards in the patio and/or the CLM web page (www.clm-granada.com).

Student suffering from any form of physical or sensory disability should let CLM know in good time. CLM does not guarantee that it can cover the special needs of these students.

GRADING SCALE

This scale of grade equivalencies is recommended by the University of Granada but the final interpretation will depend on the university recognising credits.

Spanish Verbal Grade	US Verbal Equivalent	Spanish Number Grade	US Letter Equivalent
Sobresaliente Honor	With Honors	10	A +
Sobresaliente	Excellent	9.0 – 9.99	A
Notable	Very Good	8.5 – 8.99	A -
		8.0 – 8.49	B +
		7.5 – 7.99	B
		7.0 – 7.49	B -
Aprobado	Adequate/ Pass	6.5 – 6.99	C +
		5.5 – 6.49	C
		5.0 – 5.49	C -
Suspenso	Insufficient Fail	4.5 – 4.99	D
		0 – 4.49	F
No Presentado	Incomplete or Exam not taken	-1	NOT APPLICABLE N/A INCOMPLETE
Asistencia Insuficiente	Insufficient Attendance (80% required)	-2	NOT APPLICABLE N/A INCOMPLETE

REIMBURSEMENTS

- **REGISTRATION FEE:** Only when a course or level is cancelled by CLM will the student be eligible for reimbursement or be offered the possibility of transferring this fee to another course programmed in the same academic year.

- **COURSE FEE:** The course fee will only be reimbursed in exceptional circumstances and, provided that the student presents a written request together with the necessary documents justifying cancellation during the first week of the course. CELE students have two weeks.

If the student wishes to cancel the course once started for a justified reason (supporting documents required), 80% of the hours paid for and not taken will be refunded.

Refusal of a visa or equivalent application is not considered a valid reason for reimbursement. However, in this case the fee may be transferred to another course programmed in the same academic year. The amount paid may not be transferred to a different person in any case. All discounts will be lost on reimbursements.

CERTIFICATES AND DIPLOMAS

CLM issues the following certificates:

1. Reservation and enrolment certificates. These will be issued a minimum of one week after the date of requested.
2. Grade certificate/transcript. This document states the number of courses hours, the level reached and the grade achieved. This certificate is issued on the completion of each course at CLM (CILE, CEH, CLCE, CILYC, CELE, etc).
3. Diploma in Hispanic Studies. Only students who have taken a total of 10 subjects (CEH Fall and Spring or CLCE Fall and CEH Spring) are entitled to this diploma.

In order to receive any of these certificates, students should fill out a request form in the Secretariat. Students may request a maximum of two certificates per course: reservation and grade certificates or enrolment and grade certificates.

ACADEMIC CALENDAR

CLM is closed on Saturdays and Sundays. On national, regional and local public holidays, no classes will be taught and the hours will not be made up.