



## 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 COURSES IN SPANISH AS A FOREIGN LANGUAGE (CELE) 2018-2019

Registration form fields: Surname, Name, Nationality, Passport Number or Social Security number, Date of Birth, Age, Sex, E-mail, Home Address, Post / Zip Code, Town/City, State / Region, Country, Telephone No., Home University.

Mark the course chosen with a cross

- General Spanish Course (this course is open to students with CLM levels 1 - 9)
Business Spanish Course (this course is open to students with CLM levels 6 - 9)
Remember that if your language level is between CLM 6 and 9, you can choose between the General Spanish Course and the Business Spanish Course. If it is lower then only the General Spanish Course is an option.

Mark the course chosen with a cross

BUSINESS SPANISH LANGUAGE AND SPANISH COURSES

Table with columns: COURSE, TOTAL HOURS, DATES, LEVEL TEST, PAYMENT IN INSTALMENTS, SINGLE PAYMENT, UGR STUDENTS PRICES (PAYMENT IN INSTALMENTS, SINGLE PAYMENT). Rows include FALL 2018, SPRING 2019, and FALL 2018 + SPRING 2019.

- Weekly hours of this course: 6h
The level test will take place in the afternoon/evening
Possibility of conducting Oral Interaction Courses and Academic Writing Courses - Consult our website

PUBLIC HOLIDAYS AND DAYS WITH NO CLASS

- 12 October 2018
1 and 2 November 2018
6 and 7 December 2018
28 February 2019
1 March 2019
Easter Holidays: 15-19 April 2019
1, 2 and 3 May 2019

- FALL 2018:
Monday and Wednesday groups finish on 12 December
Tuesday and Thursday groups finish on: 18 December
SPRING 2019:
Monday and Wednesday groups finish on: 15 May
Tuesday and Thursday groups finish on: 16 May

REMARKS

SIGNATURE\*\*

Date: \_\_\_\_\_ 20\_\_

\*4 By signing this document you accept to having read and agreed with the processing of your data according to the information provided below, 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.

I wish to be informed about cultural and sports activities, trips, promotions, courses, etc. organized by CLM. YES NO

BASIC DATA PROTECTION INFORMATION

RESPONSIBLE: Formación y Gestión de Granada SL (Centro de Lenguas Modernas).
PURPOSE: Enrolment in the chosen course, academic and administrative management.
LEGITIMIZATION: Execution of contract.
RECIPIENT: Transfer of data provided by law and/or necessary for compliance with the contractual relationship established.
RIGHTS: You have the right to access, rectify and delete data, and other rights, detailed in the additional information.
ADDITIONAL INFORMATION: For more detailed information on Data Protection, please visit our website: https://gdpr.clm-granada.com

# 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](http://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.

## 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 and two recent passport-sized photos.

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](http://www.clm-granada.com)).

## 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.

## 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 -
Suspense	Insufficient / Fail	4.5 – 4.99 0 – 4.49	D
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), the proportional part of the course fee corresponding to the hours not enjoyed 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.

## OTHER

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.