



Universitat Autònoma
de Barcelona

COMPLETAR EL SIGUIENTE FORMULARIO Y MANDARLO A / COMPLETE THE
FOLLOWING FORM AND SEND IT TO:

E-MAIL: study.abroad@uab.es

FAX: +34 93 433 50 26

POST: Fundació UAB (Àrea Internacional) – Sant Antoni Maria Claret, 171 – 08041 Barcelona - SPAIN

iec online GmbH
Marienstrasse 19/20, D-10117 Berlin
Tel. +49 (0)30-20458687
www.ieconline.de

DATOS PERSONALES / PERSONAL DATA

Date: **Registration-no.**

Nombre/ First Name

Apellidos/ Last Name

Sexo/ Sex **Masculino/ Male** **Femenino/ Female**

Fecha de nacimiento/ Date of birth

Lugar de nacimiento/ Place of Birth

Provincia/ Province-State

Nº de pasaporte/ Passport no.

Nacionalidad/ Nationality

Dirección/ Postal Address c/o IEC Online, Marienstrasse 19-20

Ciudad / City Berlin

Código Postal / Postal Code 10117

País / Country Germany

Teléfono/ Telephone +49 30 20458687

Teléfono en caso de emergencia / Emergency phone number

Universidad de origen/ Home University

Correo electrónico/ E-mail info@ieconline.de

Facultad/ Subject Area

Semestre/ Semester 1st Semester (sept-feb) 2nd Semester (feb-jun)

Otra información Importante / Other relevant information

Como conoció el programa / How did you learn about the programme

Booking Conditions

Enrolment in the Study Abroad Programme of the UAB

To enroll at the Study Abroad Programme of the Universitat Autònoma de Barcelona, or to book accommodation or other services, please complete a copy of the application form.

Confirmation of enrolment

When we receive your application form we will confirm that you are pre-enrolled in your chosen course and will ask you to fulfill some requirements and pay a deposit. Once you do, we will send you a letter welcoming you to the UAB. We will also send you the complete bill for your course which must be paid one month before the course starts. Any registration that is confirmed but not paid for in its entirety before the course starts may be cancelled. The deposit will be deducted from the final bill.

The price includes

- Pre-arrival SIM placement test to assess Spanish language level and place students.
- Welcome pack on arrival with local information and advise.
- Teaching and tutorial sessions with a qualified teaching team registration and enrolment fee.
- Progress tests.
- UAB examinations.
- UAB transcript at the end of the programme.
- Internet access (20 computers).
- Use of private study facilities and email.
- The services of our free-time team for local information, advice and excursion Programmes.
- Student ID card.

The price does not include:

- Airport pick-ups (Can be arranged by the UAB).
- Accommodation (Can be arranged by the UAB).
- Meals and drinks.
- Excursions.
- Express mailing of any documents for visa applications.
- Administration charges for changing courses or accommodation after arrival.
- Didactic materials handed for the programme.

Administration Charges

UAB levies a 50 € charge for any changes to courses after the drop /add period or accommodation once the student has arrived.

Express mailing of letters or documents for visa purposes will be charged at 40 €

Credit card payments

We accept payments by Master card or Visa card only. Please see the authorisation document where you must state the number clearly in the appropriate box. Please do not forget to state the amount you are authorising us to debit from your account and the expiry date of the card and sign the application form.

Bank transfers

Please send a swift payment from your bank to ours in Euros only. Please double check that you have correctly entered the 20 numbers which identify our bank branch and account number. Please also note that any bank charges for sending the money are at your cost.

Cancellations

All cancellations must be notified in writing a minimum of 21 days before the course starts. All tuition fees will be refunded minus a 50 € administration fee. Cancellations between 1 and 21 days before the course starting date will forfeit the entire deposit of 250 € or 500 €, except for a cancellation fee of 50€. There are no refunds for cancellations after the course starts.

All courses must be paid in full before the starting date. UAB reserves the right to cancel courses due to insufficient numbers with a minimum notice time of 7 days. In that case, the course fees will be totally refunded.

UAB reserves the right to terminate any applicant's participation if he/she does not adhere to the rules and regulations, norms and instructions of the university.

No refunds (or prolongations) will be given for late arrivals or absence during the course, or for teaching days lost due to local and national holidays when the school is closed.

Insurance

UAB Barcelona won't be held responsible for loss or damage to personal property or belongings.

All students are advised to arrange adequate personal insurance for Spain.

Visas for Spain

It is the duty of each student to ascertain the correct entry requirements for entering Spain at their nearest Embassy or Consulate. Citizens of the EEC do not normally require visas but UAB cannot accept responsibility if students are denied entry into the country.

Upon request and after receiving a deposit of 500 € UAB will provide an enrolment letter only for the specific dates of the course. Any express mailing required for urgent documents will incur extra charges.

Non-teaching days in Barcelona

Certain days in Barcelona are designated “non-teaching days” due to local or national public holidays. Any classes falling on such days when the university is closed will mean that the lost teaching hours will NOT be made up on other days.

The details you have provided will be included in an automated file, which will be processed exclusively for purposes of the maintenance of the contractual relationship with the client, carrying out statistical studies and sending publicity regarding Universitat Autònoma de Barcelona. In accordance with the stipulations of Constitutional Law 15/1999 of 13 December, concerning the protection of personal data, you may at any time exercise your rights of access, correction, cancellation and revocation of consent, by notifying the owner of the file in writing Universitat Autònoma de Barcelona – Sant Antoni Maria Claret, 171, 08041 Barcelona , Spain.

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