



## Information for Visa Applicants

*C2 barcelona languages* does not arrange visas nor residence permits; it is a language education centre that can only certify that a student is enrolled on one of its courses. The registration certificate is the official document from the school, which proves that a student is registered and indicates the class level, the number of hours per week, the duration of the course, with the start and end date, and the price paid for the course. This data is certified and signed by the director of the school, and constitutes the document by which the school publicly and officially guarantees that a student is enrolled for the specified period of time and for the specified number of hours.

### To Enrol at the School as a Visa Applicant:

1. Ask for information at your embassy or consulate about the legal conditions of the visa process (the minimum number of hours and period of time required for the course, the time required for a visa to be issued etc.).
2. Enrol on our website [www.c2-barcelona.com](http://www.c2-barcelona.com)
3. If you already have some prior knowledge of Spanish/Catalan, take the level test on our website and send it to us by email.
4. When enrolling, specify **the start and end date** of your stay in the school, **the number of hours per week you require**, and also that you need a **certificate for the visa process**.
5. The school will then tell you the estimated class level, timetable, course price and registration conditions.
6. If you accept these conditions and wish to proceed, you must send us confirmation of enrolment and pay the full course price.
7. If you are abroad, you can make a bank transfer to the following bank account (very important: when making the transfer, indicate the student's name and also that you will deal with the bank charges, these are not to be shared with, or paid by, the beneficiary).

Beneficiary: Gasulla comunicaccción y cultura S.L

Bank : Caixa de Catalunya

B.I.C : CESCESBBXXX

I.B.A.N : ES97 2013 0137 9002 0110 7818

Account number: 2013 0137 9002 0110 7818



8. When we acknowledge receipt of the payment, we will send you the certificate of your enrolment at the school C2 Barcelona, either by post, fax or email.

You will then be one of our students and will be very welcome throughout your time at the school.

**C2 Barcelona Languages**

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## ENROLMENT CONDITIONS

### I. ENROLMENT AND PAYMENT

You will obtain the enrolment certificate only once you have paid for the **total amount** of the course you will take.

### II. ENROLMENT CANCELLATION AND REFUND POLICY.

If you wish to cancel your course at the school, you have to send the original enrolment certificate back to the school, with a copy of the visa refusal.

In case of a refund, you will have to pay for the bank charges.

- If you cancel your enrolment 20 calendar days prior to the first day of the course and send us a visa refusal proof, the school will refund the total amount you paid, minus a 100,00€ administration fee plus any applicable bank charges
- If you cancel your enrolment less than 20 calendar days prior to the first day of the course but send us a visa refusal proof, the school will keep 50% of the total amount paid.
- If you cancel your enrolment less than 7 calendar days prior to the first day of the course without sending a visa refusal proof, the school will not refund any money.
- If you cancel the course once you have started it, the school will not refund the money, nor will it let another person take the course in your place, or allow you to take the course at another time.