



# REGISTRATION FORM

Year 202 -202

## A PROGRAM INFORMATION

PROGRAM \_\_\_\_\_ START DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ END DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ PRICE \_\_\_\_\_ €

## B PERSONAL INFORMATION:

Name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Country: \_\_\_\_\_ I.D./Passport: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Gender: Male  Female   
Nationality: \_\_\_\_\_ Date of birth: \_\_\_\_\_

## C ESTIMATED LEVEL OF SPANISH:

Beginner  Intermediate 1  Intermediate 2  Advanced

## D I APPLY AND PAY FOR THE FOLLOWING ADDITIONAL SERVICES:

Housing  Excursions

## E I APPLY FOR HOUSING IN:

Spanish family in:  Half board  Full board

Full board university residence

### BASIC INFORMATION ON DATA PROTECTION

Person/Entity in Charge	INSTITUTOS NEBRIJA, S.A.
Purpose	Manage your enrollment and participation in the study program.
Rights	Under the legal conditions, you have the right to access, rectify and delete your data, to limit its processing, to oppose it and its portability.
Additional information	You can consult the additional and detailed information on Data Protection on the back of this document.

For more information on our semester programs for international university students, please contact:



## F PAYMENT DETAILS:

### PAYMENT BY CREDIT CARD

Visa    American Express    MasterCard    Other

Number:                      /                      /                      /

Expiry Date:                      /                      /

Card holder's name: \_\_\_\_\_

Card holder's signature: \_\_\_\_\_

### PAYMENT THROUGH BANK TRANSFER:

#### CENTRO DE ESTUDIOS HISPÁNICOS ANTONIO DE NEBRIJA

##### Banco Santander

Paseo de la Castellana, 140 · 28046 Madrid (SPAIN)

Account Number (IBAN):

**ES64 0049 1803 5521 1043 4127**

BIC: **BSCHEM**

I accept paying, either by credit card or through bank transfer, the amount of \_\_\_\_\_ € designated for:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Registration fee | <input type="checkbox"/> Tuition deposit | <input type="checkbox"/> First month of housing |
| <input type="checkbox"/> Excursions       | <input type="checkbox"/> Total amount    | <input type="checkbox"/> Total price of housing |

Cancellation policy. The registration fee and the tuition deposit are non-refundable in any case. All other payments (the remaining of the tuition –except the deposit–, housing, excursions and medical insurance) will be refundable only if there is notification of the cancellation in writing and at least four weeks in advance\*. If notification is given with less than four weeks of advance, the Centro de Estudios Hispánicos (CEHI) will refund 25% less of the amount corresponding to the tuition for each week of delay in the notification. Once the program has started, the CEHI has no obligation to return the amount of the tuition, nor that of the complimentary services requested during the current month. Refunds will be made through bank transfer (bank fees will be charged to the student).

### INFORMACIÓN ADICIONAL SOBRE PROTECCIÓN DE DATOS

#### Who is responsible for the processing of your data?

- Entity: INSTITUTOS NEBRIJA, S.A. (from this point forward, Institutos).
- Postal address: Calle Santa Cruz de Marcenado, nº. 29 – 31 - 28015 Madrid.
- Phone number: +34 91 452 11 03.
- E-mail address: [lopnd@nebrija.es](mailto:lopnd@nebrija.es)

**Who is the Data Protection Officer (DPO) of the entity and how can he/she help you?** The DPO is a legally provided figure whose main functions are to inform and advise the entity on the obligations that affect it in terms of personal data protection and monitor its compliance. In addition, the DPO acts as a contact point for the entity in any matter related to the processing of personal data, so, if you wish, you can contact him/her: [DPO@nebrija.es](mailto:DPO@nebrija.es)

**For what purpose do we process your personal data?** We process the personal data you provide us in order to manage your enrollment and participation in this internship program, as well as any activity associated with it.

**How long will we process your data?** The data processed will be kept for the duration of the internship program, and later, until the expiry of any possible responsibilities that may arise from your relationship with the processing officer, and for the entire time required by applicable regulations.

**What is the legitimation for the treatment of your data?** The legal basis for the processing of your data is the contractual relationship maintained with the student as a result of his/her participation in the internship offered by Institutos.

**To which recipients will your data be communicated?** The data will not be communicated to any third party, except to the Public Administration in the cases provided for by law and for the purposes defined therein.

Also, your data may be communicated to the companies with which this center has signed collaboration agreements, in order to facilitate access employment and practical training in companies.

**What are your rights when you provide us with your data?** The student has the right to request access to his/her personal data, its rectification or deletion, as well as to limit its processing, to oppose it and its portability, from any of the contact addresses provided. In the event of any violation of your rights, a claim may be filed with the Spanish Agency for Data Protection ([www.aepd.es](http://www.aepd.es)).

If you provide third-party data, you assume the responsibility of informing them in advance of everything provided in article 14 of the General Data Protection Regulation under the conditions established in said provision.

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