

Term and Conditions

Private Classes

Academic Body

All teachers of *UCAM Español Institute* are native Spanish speakers, certificated as language instructors and screened by the Academic Body of UCAM University in Spain.

Certificate

If you want to get an UCAM certificate, you will have to pass a final test. The exam will take 2 hours. In order to obtain the certificate, at least 18 hours of classes are mandatory previous to the exam.

Materials

UCAM Español Institute will provide all the materials required for the duration of your lessons. Nevertheless, purchasing the text book is mandatory and it can be used for up to 4 different levels of classes.

Book prices:

- A fee of AED 150 will be charged for the text book. Note that the book may serve for different levels.
- A fee of AED 100 will be charged and reimbursed if you prefer to borrow the book. If the students loses or gives back the material in worse conditions, UCAM Español Institute keeps the right of not refunding the amount of AED 100.

Location

Lessons must be endured in our office at UCAM. In principle, we do not offer private tutoring outside of our facilities.

Method of payment

The lessons must be paid for in advance. You can pay either by transfer, cash or by credit card at the *UCAM Español Institute*.

Fee

	one/two people
Single class	180 AED/hour (UCAM students) 250 AED/hour (no students)
Pack "6 hours"	AED1500
Pack "12 hours"	AED2640
Pack "20 hours"	AED3880

Schedule

Classes are a minimum of 1 hour and 30 minutes per lesson, although UCAM Dubai recommends taking 2 hours of class per session. Please also note that lessons can be longer upon request.

Before the commencement of classes a complete course schedule must be programmed(days and timing) to help us help you achieve your goals.

In the case you cannot attend a lesson for due to a personal issue, you must notify your teacher about your absence at least 24 hours prior to the start time of your class. We will then work together to readjust that lessons in our timetable. If you do not inform about an absent 24 hours earlier, we will not be able to perform a readjustment or refund.

Reimbursement of the fees

UCAM Español Institute will not reimburse any registration fees once a student is enrolled. Upon any emergency involving student that restricts you from participating in the enrolled course, *UCAM Español Institute* will allow you to schedule another program within the next 6 months.

UCAM Español Institute - Dubai
Masaya Business Avenue, BB2 Tower
39th floor, office 07
JLT

Date:

Student's Signature: