

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 a 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. | | | | | | | | | | | | | | | |
| Location | Lessons must be taken at our office. In principle, we do not offer private tutoring outside of our facilities. | | | | | | | | | | | | | | | |
| 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 3 different levels of classes. BOOK PRICES: 160AED | | | | | | | | | | | | | | | |
| Method of Payment | The lessons must be paid in advance in order to arrange the first class. You could pay either by bank transfer or by credit / debit card at UCAM Español Insitute. Fee: <table><thead><tr><th></th><th>One/Two Students</th><th>Valid for</th></tr></thead><tbody><tr><td>Single Class</td><td>AED 290 / hour</td><td>1 day</td></tr><tr><td>Pack "6 hours"</td><td>AED 1700</td><td>1 month</td></tr><tr><td>Pack "12 hours"</td><td>AED 3050</td><td>2 months</td></tr><tr><td>Pack "20 hours"</td><td>AED 4500</td><td>3 months</td></tr></tbody></table> | | One/Two Students | Valid for | Single Class | AED 290 / hour | 1 day | Pack "6 hours" | AED 1700 | 1 month | Pack "12 hours" | AED 3050 | 2 months | Pack "20 hours" | AED 4500 | 3 months |
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| Schedule | Classes are a minimum of 1 hour and 30 minutes per lesson, although UCAM recommends taking 2 hours of class per session. Please also note that the lessons can be longer upon request. Before starting the classes a complete course schedule must be programmed (days and timing) to help us help you achieve your goals. | | | | | | | | | | | | | | | |
| Cancelation | In the case you cannot attend a lesson for due to a personal issue, you must notify UCAM 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. <u>If you do not inform about an absent 24 hours earlier, the rate will be charged.</u> | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | |

Date:

Student's Signature:

UCAM Español Institute - Dubai

Mazaya Business Avenue, BB2 Tower, 39th floor, Office 07
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