

Application Form

Personal Information

First name(s):

Last name(s):

Passport number:

Date of Birth (dd/mm/yyyy):

Place of birth:

Nationality:

Sex:

- Male
- Female

Address

E-mail:

Home phone number:

Address:

Street and number:.....

City:..... **Postal code:**..... **Country:**

Academic information

Home University

Name:

Complete address:

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Current studies:

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Documents required for Enrollment

Together with the application form, it is necessary to **send by email** to (Ms. Milagros Galindo): mgalindo@comillas.edu the following documents:

- Copy of the student's transcript
- A document which states the current level of Spanish
- Copy of information page of passport
- Copy of health insurance policy
- Copy of proof of payment

Cancellation Policy

If the course is cancelled after payment is made, without a justified cause*, the University will apply the following cancellation policy:

Cancellation up to 15 days before the beginning of the course: 50% of the price of the course will be refunded.

Cancellation during the 15 days prior to the beginning of the course: 25% of the price of the course will be refunded.

Once the course has begun, no type of refund is possible.

In all cases, whatever the cause of cancellation, the University will retain 100€ for processing and handling fees.

- The term "justified causes" includes the following: illness or serious accident by the student, serious illness or death of an immediate family member, summons to carry out a civic or public duty, failure to obtain the necessary visa, or any other cause for which sufficient proof can be provided and justified to the Management of Comillas Internacional.

Disabilities

If you have any disabilities and need special assistance for access to the university, there is a service which can attend to your needs: Unit for Social Work. Tel.: (34) 91.542.28.00. Ext. 2879. E-mail: ahuertas@comillas.edu

Declaration (mandatory)

Please read these conditions carefully. Once you have read them, you must sign that you understand and agree with the terms expressed herein.

I understand that:

- any authorised representative may receive information concerning the status of my application, and is authorised to receive, as well, my certificate of studies (transcript) at the end of the program at the Universidad Pontificia Comillas
- the Universidad Pontificia Comillas can modify or cancel any decision made if the information that I have provided is incorrect or incomplete
- the Universidad Pontificia Comillas is authorised to obtain official grades from any educational institution in which I have studied previously
- all documents presented are the property of the Universidad Pontificia Comillas and will not be returned
- I am entirely responsible for my education and all of the expenses for room and board while I am studying at the Universidad Pontificia Comillas

Agreement:

- to comply with the norms for admission and enrollment in the Universidad Pontificia Comillas
- to contact immediately the Comillas Internacional Office if there is any change in the information provided in this application

I have read and I give my consent to the policy concerning privacy at the University.

I certify that the information which appears in this application form is correct and exact.

In accordance with the stipulations of the "Ley Orgánica 15/1999" (Spanish National Organic Law 15/1999), 13 December 1999, the signatory of this registration/application form hereby grants his/her consent for access to the data contained within to be included in a file at the Universidad Pontificia Comillas for the purpose of the administrative management of the participation and acceptance on the course. In the same manner, he/she is hereby informed that this data can be provided to third parties that will intervene in other aspects of the process; this data may also be provided for international transactions.

Authorized persons may exercise the right to access, rectification, cancellation and rejection as regulated in the "L.O. 15/1999" (Spanish National Organic Law 15/1999), 13 December 1999, in reference to the Protection of Data of a Personal Nature, by means of a request addressed to "Secretaría General" (The General Registrar's Office), located at c/ Alberto Aguilera, nº 23, 28015 Madrid, or by email to: prodatos@comillas.edu

Signature: Date:

** The University reserves the right to cancel the course if there is not a minimum of 16 students. In this case, the amount paid for the course will be returned.*