



### Booking procedure and payment

Conditions of enrolment are those quoted in our brochure and website. Enrolments must be sent to Academia Iria Flavia on-line or by e-mail. **We advise to send the bookings in time (at least 2 weeks in advance)**, especially when booking any type of accommodation. We at Academia Iria Flavia will make all possible efforts to match bookings received at a shorter notice, but **it will always depend on availability of places**.

Payment must be made, upon reception of our invoice, by means of a bank transfer, to:

Academia IRIA FLAVIA  
Banco Sabadell Atlántico: 0081 0499 60  
0001046609  
IBAN: ES60 0081 0499 6000 0104 6609  
SWIFT CODE: BSABESBB

All banking fees must be paid by the student / agent.

For students registering directly with the school: sometimes, students who have been informed about our school by an agent decide to book directly with the school. In these cases, and provided that the agent has informed us about these students having contacted them, **we always credit the agent's commission** (banking costs incurred by the school in case of credit card /Paypal payments will be deducted from the agent's commission).

### Course Conditions

All *General Programs* and *Spanish + Internship Program* are subject to a **minimum booking of 3 students**. If there are less than 3 students enrolled at one level, lessons will be reduced in order to keep the course running. In this case, the students will receive the following number of lessons:

Lesson reduction in case of low enrolment (less than 3 students) (lessons received per week)	
Intensive Course 20	10 lessons
Intensive Course 25	15 lessons
Intensive Course 25 + 5	15 lessons + 5 private hours

### Cancellations

- For cancellations received more than 20 days in advance to the starting date, all payments made will be refunded.
- For cancellations received between 19 and 7 days in advance, all payments made will be refunded, excluding the deposit (150 €), which will be used as administration expenses.
- For cancellations received less than 7 days in advance, a 50% of all payments made, excluding the deposit (150 €), will be refunded.
- No refunds will be made to students leaving the course after it has started, except when special circumstances occur.
- All refunds will be made to the agent.
- All cancellations must be notified in written. All banking costs incurred will be deducted from the refund.

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