

### ENTRY CONDITIONS

*The participation in the scholarship program of the Carlos V Language School includes signing a written agreement, established by the student, his or her parents or teachers, the school and the Carlos V Language School.*

*A copy of the Rules and Regulations with the content of said agreement is shown below. Depending on the country, the document will be signed in the corresponding language..*

**Regulations and Participation Agreement**  
**Carlos V Language School Scholarship program**  
**Course 2016/2017**

As the student \_\_\_\_\_ has been chosen by the educational centre \_\_\_\_\_ to be awarded the Spanish Language Scholarship designed by the Carlos V Language School in the academic year 2016/2017, the following regulations and authorizations are established.

<b>Educational establishment</b>	First name and surname ID Address	Signature
<b>Parent or guardian</b>	First name and surname ID Address	Signature
<b>Student</b>	First name and surname ID Address	Signature
<b>Carlos V Language School</b>	First name and surname ID Address	Signature

#### I. ENTRY CONDITIONS

- As a foreign student, the student must submit to the Spanish law, the regulations of the school, of the host family as well the conditions included in the present document, during his/her stay.

2. The student has to understand that Spain is a country with many immigrants of different nationalities and races. The families could consist of a father and a mother, or only one of both with their child(ren), or without. Discrimination on the base of race, religion or the marital status is illegal, therefore the student accepts the selected family irrespectively of their religion, race or marital status.
3. The student has to understand that the family will include him/her in their daily activities. They will speak Spanish in the house, independently of their country of origin. Should the family not correspond to the description above, the organization of the program commits to mediating in the search for a solution or, if considered necessary by the school, find a new family.

If the students want to change the family, he/she must request so in writing, indicating the reason for the change and the incompatibility and/or problem that has occurred, in any legally binding form. In any case, it will be up to the school to authorize the change.

4. All participating students of the scholarship must send the program organization a report of his/her experience after the stay. The report must include a short analysis of the personal and academic aspects that have been affected by the experience abroad. The report may be accompanied by graphic and/or audiovisual materials.
5. The participation in activities considered risky (skiing, horse riding, activities in the mountains, etc.) as well as any kind of travels within the Spanish territory beyond the usual academic program is subject to an expressed prior permission of the student's parents or guardians as well as the authorization of the school. Both authorizations will be necessary to carry out the trip and/or activity.
6. Visits of the students' families during the course are generally not allowed. The school must be informed about and authorize every visit of this type in advance.
7. Should the student break the present rules and regulations of the program, expose a negative attitude in the lessons, workshops, activities and excursions or in his or her relation with the family, they may be warned by the organizers. The warning will be signed by the coordinator of the school as well as by the student.

The warning contains the reason for the warning and will be filed along with a due notice of the student's parent or guardian. Should there ever be a case where the same student receives three warnings, the third warning will be a reprimand and will result in the expulsion of the student.

Below is an exemplary list of behaviors that will cause warnings:

With the family:

- Frequently arriving late
- Not trying to integrate and participate in school life
- Unjustified absence
- Disrespecting the other students and teachers
- Misusing materials and facilities
- Disrespecting the school regulations
- Failing to respect the teachers' authority, in class as well as in the extracurricular and free time activities

With the family:

- Disrespecting the timetables established by the family (arrival time, dinner time, etc.)
- Not helping with household chores
- Using the computer, telephone, television or other devices of the family without permission or in an inappropriate way (allowing the student access to the internet is the decision of the family, the use will be previously agreed, if they should allow it).
- Misusing the furniture and other belongings in the house.

With the classmates:

- Use of rude language
- Insults and violence

With the staff of the school:

- Failing to respect agreed timetables and meeting points
- Failing to respect and accept the decisions made by the members of the organization of the school.
- Failing to respect the staff's indications about travels outside of the student's usual environment that may impede the pertinent safety measures for the student's protection

8. Besides the three warnings for inappropriate behavior, any of the following reasons result in the immediate expulsion of the student from the program and the country:

- Breach of the Spanish law
- Purloining of any objects from public, private and commercial places.
- The use and possession of alcohol or illegal substances, as well the contact with people who use it, in private or in public spaces.
- Engaging in sexual relationships
- Any kind of displacement for academic or other reasons without the previous and expressed agreement of the organization of the program.

9. In the case of expulsion from the course, the costs for the journey to the student's country of origin will be borne by the parents or guardians.

The parents or legal guardians shall also be responsible for any charges derived from damage to persons or property caused by the student during the program as well as fines and economic sanctions charged for inappropriate behavior. Furthermore, the parents or legal guardians of the student will exonerate the staff of the Carlos V Language School of any liability.

In any case and in general, the student and his/her parents/tutors/representatives are aware that the non-compliance with the regulations included in this agreement, voluntarily accepted by the undersigned parties, may result in the immediate expulsion of the student from the Carlos V Scholarship and with that, he or she shall cease to receive all the services and benefits awarded by the same, including the possibility to continue the language course.

## II. PERMISSION OF THE UTILIZATION OF PERSONAL INFORMATION

According to the dispositions of the Constitutional Law 15/1999, from 13th of December, on the protection of personal data (onwards, LOPD), upon signing of the agreement, the student, the school and as well his/her father/mother/legal guardian expressed accept the use of his/her personal data (including, if necessary, health data), by the Carlos V Language School, who shall be responsible for the personal records of the scholarship program of the Carlos V Language School with the following purposes:

- Los datos personales facilitados durante el proceso de solicitud y pruebas de aptitud. The personal data provided during the application process and aptitude tests with the aim of choosing the course participants, including publication of the chosen participants in each stage of the process on the websites of the program and of the Carlos V Language School.
- Data provided in connection with the participation of the student in the language course as well as any posterior activities equally related to the course, with the aim of preparing and carrying out the program, complying with the terms and conditions of the program and carry out a correct control and follow-up of the program results.

Likewise, the chosen student and his/her father/mother/legal guardian have been informed and expressly accept that in order to be able to enjoy the course in the country of destination, it is necessary that they provide his/her personal data (including data about the students' health) to:

- The host families, who will be presented with the student profiles they will be living with during the program
- The Spanish insurance companies, medical centers and/or staff which cover the participation in the course
- The entities belonging to the Carlos V Language School and/or its network of collaborators

With regard to the treatment of personal data such as the image, voice and name of the student as well as his/her fathers/mothers/legal guardians, they authorize the Carlos V Language School and/or every third party to take pictures of the student and or his parents/guardians and any accompanying person during the activities taking place within the program.

Moreover, the Carlos V Language School may spread the content of said images in the totality as well as partially or in fragments via any mode of exploitation (reproduction, distribution and public communication) as well as any promotional channel, including communication media such as the internet, specifically the websites owned by the Carlos V Language School and/or the spaces administrated by the Carlos V Language School in the social networks, with the sole purpose of presenting the program and the activities of the Carlos V Language School to the public. No remuneration or consideration will be granted for this

If in the mentioned images, or in any other way within the framework of the Program, the personal data of third parties is provided by the student and/or his/her father/mother/legal guardian, they guarantee to have informed these third parties and to have obtained their consent to have their data provided to the Carlos V Language School for the purposes listed in the Agreement including the publication of their image. The Carlos V Language School reserves the right to require the signatories who provided documentation which includes the data of third parties to account for the compliance with the information and consent requirements mentioned above.