**Enrolment Form 2019**

* **COURSE DETAILS:**

ERASMUS PLUS PROJECT MANAGEMENT AND EDUCATIONAL VISITS – ALICANTE.

Start Date: 6-10-2019 Length of course (days): 7 End Date: 12-10-2019

* **PERSONAL DETAILS:**

**Family name:** **Mr/Mrs/Ms/Miss:**

**First names****: What do you like to be called?**

**Address:**

**Country****:**

**Telephone****:**

**Mobile:**

**Email:**

**Personal Identification Number – Compulsory for the invoice:**

**Gender: Male** **[ ]  Female** **[ ]  Date of Birth****:**

**Nationality****: Mother Tongue****:**

**Occupation****:**

**If teacher, kind of school:**

**Level of teaching:**

**Subject:**

* **1.- ENGLISH LANGUAGE LEVEL:**

**Please indicate your language level by ticking the appropriate box below:**

**[ ]  Proficient user. Cambridge English Proficiency level / Council of Europe C2**

**[ ]  Advanced. Cambridge English CAE / Council of Europe C1**

**[ ]  Upper Intermediate. Independent user. Cambridge English FCE / /Council of Europe B2**

**[ ]  Intermediate. Independent user but with limitations. Cambridge English PET / Council of Europe B1**

* **2.- MEDICAL / DISABILITY INFORMATION:**

PMSE+ wants to make sure you get the most of your course and that you are fully supported whilst you are here. Do you considerer yourself to have any disabilities or medical conditions you feel we should know about? If so, please give details:

We kindly recommend that you have your European Medical Card in order. If you feel more comfortable, you can take out student travel insurance with your preferred provider.

* **2.1.- EMERGENCY CONTACT DETAILS:**

Who is the first person we should contact in case of illness or accident? (Please give name, contact number and relationship to you e.g. husband/wife/parents):

* **3.- HOW DID YOU HEAR ABOUT THIS COMPANY?**
* **4.- WHAT DO YOU EXPECT FROM THE COURSE?**
* **5.- ENROLMENT CONDITIONS:**

**Cancellations and reimbursements of Course Cancellations must be communicated via Mail.**

**-** If participants cancel at least 4 weeks before the beginning of the course(s), PMSE+ will refund the entire amount, minus 20% of the course fee.

- If participants cancel less than 4 weeks before the beginning of the course, PMSE+ will retain the entire amount and the participants will be allowed to join another course/session in the following 12 months.

- Once course(s) have begun PMSE+ shall retain the entire amount paid.

Course arrangements:

PMSE+ reserves the right to change course arrangements, venues and fees, if necessary.

Other Cancellations and Reimbursements:

Absence from lessons for personal reasons, early departure and late arrivals, are no reasons for making up lessons or reimbursements. If the absence is not duly communicated the lesson will not be rescheduled.

No reimbursement is allowed for earlier departures. A late arrival does not justify a later departure. The school caters for all special requests, but cannot guarantee their availability.

**Course Schedule**

In case the course does not reach the minimum number of students, the school management can modify the course schedule.

* **6.- AUTHORISATION:**

Please sign below to confirm that you accept PMSE+’s terms and conditions:

**Payment of fees:** All fees should be paid 2 months before the start of your course. Your place on the course cannot be guaranteed until we have received your deposit, which will be deducted from your total course fees, and your registration fee in case. If you enrol within 2 months of the start of the course, full fees should be paid at the time of enrolment.

We cannot guarantee to hold a place, or to keep your first choice of accommodation, unless fees are paid promptly. You should write your name and the course you are taking or invoice number on bank transfer documents. If you are paying by bank transfer, please send us a copy of the bank transfer documents with your enrolment form. PMSE+ is not responsible for any bank charges.

**Media release consent:** From time to time PMSE+ may take digital images or audio recordings of you for use in publicity materials produced for PMES+, including social media. Please tick here if you **do not** wish to have your image/voice published in this way [ ]

* **10.- GENERAL PRIVACY POLICY:**

Project Management Spain Erasmus Plus, SLU, process and use personal data only in compliance with the existing data protection regulations. The legal framework for data protection is constituted by the General Data Protection Regulation. For us, the protection of your personal data is an important concern. In the following, you will find out which personal data may arise from which your activities on our homepage or through the use of our services and how you retain control over your data.

**1. We work according to the principle of data economy**

The personal data contained in our forms for general contact, pre-registration forms and registration forms are made by you on a voluntary basis and are limited to the purpose-based scope. We only store personal information for as long as necessary or required by law in accordance with the principles of data avoidance and data economy. If the purpose is omitted and there is no obligation to keep records, we will block or delete the data on time. A further transmission of the data does not take place or only if you have expressly consented to the transmission. A transfer of your data to third parties without explicit consent, such as for advertising purposes, does not occur.

Project Management Spain Erasmus Plus, SLU. collects personal data in Project Management Spain Erasmus Plus, SLU customer database. The data base contains the following personal information:

- organization / institution / school name - address of the organization / institution / school name - first and last name of the coordinator - first and last name of future and past participants to the course - email address - phone number - information on what training will be / has been attended - number of certificate obtained.

**2. The purpose of collecting and processing of personal data**

The purpose of the processing of personal data contained in the customer register is to provide client relations and tasks related to the organization of courses, maintenance of customer and participation information, management and maintenance of course evaluations, the production of statistical information used to assist in the design, implementation and follow-up of courses and the production of information for billing of course clients.

**3. You have control over your own data**

You have the right to free information at any time, about the personal data stored with us and / or correction, blocking or deletion of the same, if these are not required for existing performance of the contract or subject to statutory retention. For this purpose, the user has a corresponding contact (fastest via email) available: info@pmserasmusplus.com

**Name and Surname:**

**Signature: Date:**

Please send your completed enrolment form signed via email or via ordinary mail to:

**PROJECT MANAGEMENT SPAIN ERASMUS PLUS, S.L.U.**

**C/ HACIENDA DEL ADMINISTRADOR, Nº.3, 8ºA**

**03560 – EL CAMPELLO (ALICANTE) SPAIN**