



REGISTRATION FORM

Year 202 -202

A PROGRAM INFORMATION

PROGRAM _____ START DATE ____ / ____ / ____ END DATE ____ / ____ / ____ PRICE _____ €

B PERSONAL INFORMATION:

Name: _____ Last name: _____

Email: _____

Address: _____

City: _____ Zip code: _____

Country: _____ I.D./Passport: _____

Phone number: _____ Gender: Male Female

Nationality: _____ Date of birth: _____

C ESTIMATED LEVEL OF SPANISH:

Beginner Intermediate 1 Intermediate 2 Advanced

D I APPLY FOR HOUSING IN:

Spanish family in: Half board Full board

CANCELLATION POLICY

The registration fee and the tuition deposit are non-refundable in any case. All other payments (the remaining of the tuition –except the deposit-, housing and excursions) will be refundable only if there is notification of the cancellation in writing and at least four weeks in advance. If notification is given with less than four weeks of advance, the Centro de Estudios Hispánicos (CEHI) will refund 25% less of the amount corresponding to the tuition for each week of delay in the notification. Once the program has started, the CEHI has no obligation to return the amount of the tuition, nor that of the complimentary services requested during the current month. Refunds will be made through bank transfer (bank fees will be charged to the student).

Before providing us with your personal data, please read the following information:

BASIC INFORMATION ON DATA PROTECTION

Responsible	INSTITUTOS NEBRIJA, S.A.
Objective	Process your enrolment and participation in the Institutos Nebrija study programs, as well as any activity and service associated with them.
Rights	Under the legal conditions, you have the right to access, rectify and remove the data, to limit its treatment and to oppose it and its portability.
Additional Information	Additional and detailed information on Data Protection on the following page.

- I do not accept to receive commercial communications from Institutos Nebrija. Please see additional information.
- I agree to have my personal data stored by Institutos Nebrija for sending commercial communications. Please see additional information.

For more information on our semester programs for international university students, please contact:

ADDITIONAL INFORMATION ON DATA PROTECTION

Who is responsible for the processing of your data?

- Identity: INSTITUTOS NEBRIJA, S.A. (en adelante, Institutos Nebrija).
- Address: Calle Santa Cruz de Marcenado, nº 29 - 31 - 28015 Madrid.
- Telephone: +34 91 452 11 03.
- E-mail: lopd@nebrija.es

Who is the entity's Data Protection Officer (DPO) and how can they help you? The DPD is a legally established figure whose main functions are to inform and advise the entity on the obligations that affect it in terms of personal data protection and supervise compliance. In addition, the DPO acts as a point of contact with the entity for any matter related to the processing of personal data. To contact the DPO please write to: DPO@nebrija.es

Why do we process your personal data? We process the personal data that you provide us for the following purposes:

- a) Tramitar su inscripción en los programas de Institutos Nebrija y ofrecerle los a) Process your enrollment in the Institutos Nebrija programs and offer you the requested academic services, as well as manage any activity and service associated with them. Data treatment is necessary for the correct registration and participation in the requested programs, therefore, it is mandatory that personal data be provided. Otherwise, registration as a student of Institutos Nebrija would not be possible. For the purposes indicated, the students' health information (allergies) may be processed, as long as said treatment is necessary to assist the interested party and offer our services by virtue of their needs.

As part of the academic function, Institutos Nebrija will proceed to record the classes held remotely, through the entity's teaching tools. Institutos Nebrija will record the classes in order to offer the possibility of their subsequent viewing in teletraining models, guarantee accessibility to the contents by students and constitute study material for the preparation of the evaluations, being able to record the students during their likely participation in class, as it is considered a part of the teaching activity. The recordings will be available through the tools that the entity makes available to the students, whose access will be restricted to the students and teachers of the Institutos Nebrija themselves, as well as to the employees of the entity in charge of maintaining said system. The provision of data for this purpose is mandatory, being impossible for the student to participate in classes otherwise. It is forbidden for students to record the classes for later dissemination or for them to be used for purposes other than those indicated above.

Likewise, exams and evaluations carried out online will be recorded to guarantee the presence of the students and the completion of the tests, preventing students from engaging in suspicious behavior during their academic tests.

- b) The sending of commercial communications of the academic services, activities and events of Institutos Nebrija, unless you express your wish otherwise. In any case, the authorization to process your data for this purpose is voluntary and your refusal would only result in the fact that you would not receive the referenced communications.

How long will your data be processed? The data provided to process your enrollment in the Institutos Nebrija programs and offer you the requested academic services, as well as manage any activity and service associated with them, will be kept while you are a student at Institutos Nebrija and thereafter until the potential liabilities that may arise from your relationship with Institutos Nebrija prescribe or as a consequence of the agreement signed with the associated universities and agencies of which you are a student, and for the entire time required by the applicable regulations.

In general, the recordings will be available at most during the corresponding academic year, unless they form part of the student's evaluation evidence. In this sense, in the cases of request for review or appeal, they will be kept until a firm resolution is reached.

The data for sending commercial communications will be kept indefinitely, until, when appropriate, you express your willingness to suppress them.

What is the legitimacy for the processing of your data? The legal basis for managing your data in order to process your registration in the Institutos Nebrija programs and offer you the requested academic services (including the recording of classes and evaluations), as well as manage any activity and service associated with them, it is the contractual relationship maintained with the student, although the processing of data for the development of academic activity can also be based on the compliance of a mission carried out in the public interest.

The prospective offer of the academic services, activities and events of Institutos Nebrija

is based on the satisfaction of the legitimate business interest consisting of being able to offer our students the contracting of other academic services. This legitimate interest is recognized by the applicable legal regulations, which expressly allow the processing of personal data on that basis for direct marketing purposes. However, we remind you that you have the right to oppose the processing of your data for this purpose, by any of the means provided for in this clause.

Who will your data be communicated to? The data will be communicated to the following entities:

- To the Public Administration in the cases provided for in the Law and for the purposes defined therein.
- To financial entities for collection management.
- To the insurance entities with which Institutos Nebrija have to arrange a medical insurance, at the student's request, or any other institution when necessary for the development of excursions or activities carried out by Institutos Nebrija.
- To the Universidad Nebrija when the students enjoy the facilities, the academic services or any other kind of service offered by the University, as well as when necessary to enroll students in courses to be carried out at Universidad Nebrija for the purpose of credit validation. This action is necessary for the correct development of the services offered by Institutos Nebrija. If the student expresses their consent, their data may also be transferred to Universidad Nebrija for sending communications of its services or activities offered. This consent may be revoked at any time, although this will not affect the legality of the data previously processed. The latter transfer of data to the University is voluntary; if not authorized, the student will not receive commercial communications from this entity. If the student consents, the University may keep their data indefinitely for this commercial purpose, unless the student expresses their willingness for it to be deleted.
- Student Residence Halls, hotels and host families where the student has decided to stay, so that said accommodation can be made at the student's request.
- In accordance with the existing agreement between Institutos Nebrija and partner universities and agencies, your personal data may be transferred to these entities for attendance control, access to grades, course development supervision and, ultimately, verifying that adequate compliance of the referenced agreement. This data transfer is necessary for the correct development of the programs and activities in which the student will participate, and it is based on the compliance of the obligations accepted by the signing parties of the agreement. In the event that these universities are located outside the European Economic Area (EEA), said data transfer will imply an international transfer of data to a country for which there is no adequacy decision from the European Commission, although it is necessary for the execution of the contract with the student.

What are your rights when you provide us with your data? Every person has the right to obtain confirmation on whether or not their personal data is being treated. The concerned persons have the right to access their personal data, as well as to request the rectification of inaccurate data or, where appropriate, request its deletion when, among other reasons, the data is no longer necessary for the purposes for which they were collected.

Under the conditions provided in the General Data Protection Regulation, the interested parties may request the limitation of the processing of their data or its portability, in which case they will only be kept for the exercise or defense of claims.

Under certain circumstances and for reasons related to their particular situation, the interested parties may object the processing of their data. If you have given consent for any specific purpose, you have the right to withdraw it at any time, without affecting the legality of the treatment based on the consent prior to its withdrawal. In these cases, we will stop processing the data or, where appropriate, we will stop doing so for that specific purpose, except for compelling legitimate reasons, or the exercise or defense of potential claims.

All the aforementioned rights can be exercised through the means of contact that appear at the beginning of this clause.

In case of any rights violation, you can file a claim with the Spanish Agency for Data Protection (contact details available at www.aepd.es), or another competent control authority. You can also obtain more information about your rights by contacting these organizations.

If you provide data from third parties, you assume the responsibility of informing them in advance of everything provided for in article 14 of the General Data Protection Regulation under the conditions established in said precept.

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