



**estualia**

## ENROLLMENT SHEET

estualia.es | 647 523 602 | contacto@estualia.es

### Student information

Name: Surname: I.D.:

Address:

Town: City: Post code:

Date of birth: Phone number: E-mail:

### Mother, father or tutor information

(Fill in only in case the person who is going to enroll in the course is a minor or needs special attention due to legal issues.)

Name: Surname: I.D.:

Dirección:

Town: City: Postal code:

Date of birth: Phone number: E-mail:

### Course in which you wish to enroll

Credit/ Debit card payment

Bizum to 647 523 602

Bank transfer to the account ES32 3190 0054 6502 6739 8410

At

of

I have read the Consent, Terms and Conditions of Writings Proofreading Online Service (attached).

## SCOPE OF APPLICATION

1.1. Juan Alcantud Ramos with DNI 47076659Y offers different types of courses under the Estualia brand for the preparation official English exams, extra-curricular classes, competitive examinations, etc. online and in person.

1.2. These Conditions apply to all persons (hereinafter referred to as "Student") who pay for the course through any of the options offered on the registration form. The student will not be able to access any course or activity offered by Estualia until the payment has been verified by the entity.

## SUBJECT OF THE CONTRACT, DESCRIPTION OF SERVICES

2.1. Students are entitled to be taught each and every one of the classes established for each course. The hours of the course will be stipulated by the teacher or by the nature of the course and will be made available to the student prior to the start of each course.

2.2. If a pupil and the teacher agree on a lesson by video call, the contract on video call lessons is made directly between the pupil and the teacher.

2.3. During the course the teacher will provide all the material for the course.

2.4. Classes may or may not be recorded, depending on the nature of the course, for educational purposes and/or to enhance the student experience.

## ACCESS, CONSENT OF THE PUPIL AND/OR LEGAL REPRESENTATIVE

3.1. The use of the services requires acceptance of the validity of these Conditions.

3.2. The teacher will provide access to the virtual campus, as far as the nature of the course permits, by sending the student his/her access data via the mobile phone number or e-mail address provided by the student. In this context, the learner is obliged to provide an e-mail address to which documents can be sent. If this e-mail address changes, the learner must notify this immediately, indicating the new e-mail address.

## CONTRACT FOR THE IMPLEMENTATION OF COURSES

4.1. Contracts are concluded between the learner and the teacher in accordance with the relevant provisions of these terms of use.

4.2. Payment for the course must be made by one of the means provided on the course registration form. The corresponding amount will be paid in advance. Once the administration has proof of payment, the student will be sent the personal and non-transferable passwords to enter the virtual campus, provided that the nature of the course allows it, and will be given the appropriate information so that he/she can attend the classes of the chosen course either in person or by video call.

4.3. Contracts can be arranged in the form of different packages of hours, which the learner must use within a certain period of time. The prices of the different packages may vary according to the number of units and the period of time in which the units are to be used.

4.4. The administration reserves the right to change prices and course times at any time. Such changes only apply to courses held after such a change.

4.5. The duration of the classes and the days on which the course will be held depend on each course. This information will always be provided prior to the course and the student should be aware of this before enrolling in any of the courses.

## RIGHTS AND OBLIGATIONS OF PUPILS

5.1. The student must connect via video call or come to the centre's premises on the day and at the time agreed in advance between the user and the teacher. The information necessary for the course will be provided by mobile phone or email prior to the course.

5.2. The student can cancel and withdraw from the initially agreed course seven days before the course is due to take place free of charge. Likewise, the student may cancel his/her participation in the course previously chosen within seven calendar days from the start of the course and owe only the proportional part until the end of the course or may receive a voucher for the proportional amount to be used in any other course offered by Estualia with no expiry date. If the limit of seven calendar days from the start of the course is exceeded, the course will be fully charged.

5.3. The access data sent by the teacher to join any video call or access to the virtual campus are confidential and non-transferable. The student undertakes to keep them secret. The student is responsible for all activity resulting from non-compliance with this condition.

5.4. The student agrees to the recording of his/her participation in those courses that for educational purposes and/or to improve the student's experience require the recording of the same. If the student does not accept this condition, he/she must submit a written notice and exercise his/her right to privacy to [contacto@estualia.es](mailto:contacto@estualia.es)

5.5. The student has the right to correction, by the Centre's services, of the exercises programmed, as well as to receive answers to any queries he/she may wish to make on the specific subjects of the course. preparation and the necessary guidance in the course of their studies.

5.6. The student shall treat and be treated with the utmost respect by all other students and teachers or any other person in the course.

5.7. The student undertakes to inform the administration of any change in the personal data reflected in this document, Estualia declining any responsibility derived from this lack of information. communication in the event that this should prevent the correct provision of the contracted services.

## INFORMATION ABOUT TEACHERS

6.1. Teachers act in accordance with the law and account for the income and costs of this activity.

## GUARANTEE, CANCELLATION OF THE CONTRACT

7.1. In the relationship between the pupil and the teacher, the statutory guarantees apply.

7.2. If the teacher has not fulfilled the contract or has done so in a deficient manner (e.g. by not showing up or arriving late, does not have adequate knowledge, provides inadequate treatment of the user, etc.), the pupil may cancel the contract at any time. The learner and the teacher agree to a review of all communications via all media in which they have taken place, as well as a review of video call sessions, provided they have been recorded, so that an independent body can make a judgement. If fault on the part of the teacher is proven, the remaining sessions will be refunded through the same method of payment used by the student.

## RESPONSIBILITY

8.1. The teacher is only liable, irrespective of the legal basis, if he/she is grossly negligent or intentionally negligent in causing damage. The teacher's liability for slight negligence is excluded, except in the case of personal injury.

## DURATION OF CONTRACT / TERMINATION

9.1 The contractual relationship between the teacher and the student begins with the payment of the course fee by the student and ends when all sessions of the course have been completed.

## PROTECTION OF PERSONAL DATA

10.1. Your personal data will be used for our relationship with you in order to provide you with our services. This information is necessary for us to be able to interact with you, which allows us to use your information in accordance with the law. Your information may also be disclosed to those entities that need to have access to it in order for us to provide you with our services.

We will retain your data for the duration of our relationship and for as long as we are required to do so by applicable law. You can contact us at any time to find out what information we hold about you, rectify it if it is incorrect and delete it once our relationship has ended.

You also have the right to request the transfer of your information to another entity (portability). To request either of these rights, you should make a written request to [tocontacto@estualia.es](mailto:tocontacto@estualia.es) together with a photocopy of your ID card. In the event that you feel that your rights have been disregarded, you may file a complaint with the Spanish Data Protection Agency ([www.agpd.es](http://www.agpd.es)).



## CONSENT OF PERSONAL DATA

We inform you that in compliance with the European General Data Protection Regulation, 2016/679 of April 27, 2016 and the Organic Law 3/2018, of December 52018, on the Protection of Personal Data and Guarantee of the Rights of Individuals with regard to the Protection of Personal Data and the Protection of Privacy. ESTUALIA informs you about the processing of the data you provide us with:

### Basic information on Data Protection.

Responsible: Juan Alcantud Ramos C/ Doctor Ferrán, 114 4Izq. 02004 Albacete DNI.- 47076659Y, e-mail: [contacto@estualia.es](mailto:contacto@estualia.es), mobile phone: 647 523 602.

#### Purpose(\*):

To carry out administrative, accounting, fiscal and commercial management tasks of the company.

The provision of educational and training services requested.

To carry out commercial and marketing communications of the offers, promotions and services of the training center.

The publication of videos and/or photographs of users on the company's website and social networks for the purpose of promoting the training center.

#### Legitimation:

- Established commercial and/or contractual relationship.
- Legitimate interest of the Controller.
- Consent of the interested party.

**Recipients:** No data transfers are foreseen except those necessary for compliance with current legislation and the correct management of the company's activity.

**Retention period:** The data will be kept for as long as the commercial relationship is maintained, for the years necessary to comply with legal obligations and for the purpose of communications and commercial promotion as long as the interested party does not request its deletion.

**Rights:** You have the right to access, rectify and delete data, as well as to its limitation and portability, which can be exercised by e-mail to the address [contacto@estualia.es](mailto:contacto@estualia.es).

**Origin:** The interested party.

**Additional information:** By request at [contacto@estualia.es](mailto:contacto@estualia.es).

(\*) Check the purpose(s) to which you give your consent. NOTE : The first 2 purposes do not require specific acceptance in the case of a service contract. In case of any modification, please inform us in order to keep them updated.

I give my explicit consent to the processing of my data under the terms and conditions herein:

Name and surname:

Id. Number:

Date:

Signature:

In case of a minor under 13 years of age, the authorization of the parent/guardian is required legal and/or other reasons:

Name and surname:

Id. Number:

Date:

Signature:

## Who is responsible for the processing of your data?

Identity: Juan Alcantud Ramos D.N.I. 47076659Y Postal address: C/ Doctor Ferrán, 114 4 Izquierda. 02004. Albacete. Mobile: 647 523 602. E-mail address: [contacto@estualia.es](mailto:contacto@estualia.es)

## For what purposes do we process your personal data?

At ESTUALIA (hereinafter THE PROCESSING CONTROLLER or RT) we process the information provided by the interested parties in order to carry out the commercial, accounting and administrative management of RT, the provision of the educational and training services requested, the sending of commercial communications about the services we offer and, lastly, to our services through the web and social networks.

## How long will we keep your data?

The data will be kept for as long as the commercial relationship is maintained, for the years necessary to comply with legal obligations and for the purpose of commercial promotion as long as the data subject does not request its deletion.

## What is the legitimacy for the processing of your data?

We indicate the legal basis for the processing of your data:

- Performance of a contract: Provision of services and organisational management.
- Legitimate interest of the Controller: Commercial promotion.
- Consent of the data subject: Commercial communications.

## To which recipients will your data be communicated?

No data will be transferred, except for legal obligations and for the internal management needs of the company (administration, computer support, ... ).

## Data transfers to third countries?

There are no plans to transfer data to third countries.

## What are your rights when you provide us with your data?

Any person has the right to obtain confirmation as to whether or not ESTUALIA is processing personal data concerning them. Interested parties have the right to access their personal data, as well as to request the rectification of inaccurate data or, where appropriate, to request its deletion when, among other reasons, the data is no longer necessary for the purposes for which it was collected. In certain circumstances, data subjects may request the limitation of the processing of their data, in which case we will only keep it for the exercise or defence of claims. In certain circumstances and for reasons relating to their particular situation, data subjects may object to the processing of their data. In this case, RT will stop processing the data, except for compelling legitimate reasons, or the exercise or defence of possible claims. You may materially exercise your rights as follows: You have the right to access, rectify and delete the data, as well as other rights, indicated in the additional information, which you can exercise by email to [contacto@estualia.es](mailto:contacto@estualia.es). If you have given your consent for any specific purpose, you have the right to withdraw the consent given at any time, without affecting the lawfulness of the processing based on the consent prior to its withdrawal. In case you feel that your rights concerning the protection of your personal data have been violated, especially when you have not obtained satisfaction in the exercise of your rights, you can lodge a complaint with the competent Data Protection Supervisory Authority via its website: [www.agpd.es](http://www.agpd.es).

## How did we obtain your data?

The personal data that we process at ESTUALIA comes from the data subject. The categories of data processed are:

- Identification data, postal addresses, contact telephone numbers, signature and e-mail address.
- Bank details for the management of collections and payments.

Other special categories of personal data (such as data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data intended to uniquely identify a natural person, data concerning health, or data concerning a natural person's sex life or sexual orientation) are not processed.