LE CORDON BLEU® MADRID

Application Form

National Students

PERSONAL DETAILS

All fields must be completed in uppercase.

Gender: ☐ Male ☐ Female

First name (As per Passport): _____

Last name (As per Passport): _____

Address: _____

_____

City: _____

Province/ State/ Region: _____

Postal/Zip code: _____ Country: _____

Mobile phone (Include country code): _____

Landline phone (Include country code): _____

Nationality: _____

2nd Nationality: _____

Passport/ID number: _____ Expiry date: _____

NIE number: _____ Expiry date: _____

Date of birth (day/ month/ year): _____

E-mail: _____

EMERGENCY CONTACT

Relationship: _____

First name: _____

Last name: _____

Address: _____

_____

City: _____

Province/ State/ Region: _____

Postal/Zip code: _____ Country: _____

Mobile phone (Include country code): _____

Landline phone (Include country code): _____

E-mail: _____

HOW DID YOU HEAR ABOUT US?

☐ Internet ☐ Press ☐ Friends

☐ Radio ☐ TV ☐ Reputation

☐ Others: _____

Have you attended to an Open House?

☐ No ☐ Yes, please specify which one: _____

Would you like to receive information of Le Cordon Bleu Madrid via electronic means?

☐ Yes ☐ No

VALIDATIONS

Do you have an University Degree in culinary arts?

☐ Yes ☐ No

CHECK LIST – NECESSARY DOCUMENTATION:

☐ Application form duly filled in and signed Letter of

☐ motivation (between 300-600 words)

☐ Photocopy of valid ID or Passport

☐ Current photograph with a white background

If applicable:

☐ Photocopy of your NIE / Resident permit in Europe

☐ Official certificate B2 level of Spanish or English

☐ Photocopy of documents certifiying completion of any University Degree in culinary arts or a Certificate in another Le Cordon Bleu school

EDUCATION

Briefly describe all education and training that you have successfully completed or part-completed to date and where you have carried them out.

_____

_____

_____

_____

PROFESSIONAL DETAILS

Briefly describe your professional experience to date: company, job, period of time and country.

_____

_____

_____

_____

VISA

(only for non-EU foreign students).

Do you need a Student visa?

☐ Yes, I need a Student visa

☐ No. Please indicate the reason:

☐ Tourist Visa (Stay in Spain less than 90 days)

☐ Student Visa Expiry date: _____

☐ NIE Expiry date: _____

☐ European citizen Expiry date: _____

☐ European resident permit Expiry date: _____

☐ Other: _____

MEDICAL INFORMATION

Do you have a medical condition or disability?* (Including allergies, pregnancy, dyslexia or learning difficulty).

☐ No ☐ Yes, please advise details:

_____

_____

See Data Protection clause on page 5.

PROGRAMS

1. Select the course(s)*:

☐ **Grand Diplôme®**

(1020 hours- 9 months)

Application fee:	1.500 €
Tuition fee:	41.790 €
Total:	**43.290 €**

☐ **Cuisine Diploma** (600 hours) = ☐ Basic Certificate (200 hours) + ☐ Intermediate Certificate (200 hours) + ☐ Superior Certificate (200 hours)

	Cuisine Diploma	Basic Certificate	Intermediate Certificate	Superior Certificate
Application fee:	1.500 €	500 €	500 €	500 €
Tuition fee:	23.970 €	9.004 €	9.004 €	9.004 €
Total:	**25.470 €**	**9.504 €**	**9.504 €**	**9.504 €**

☐ **Pastry Diploma** (420 hours) = ☐ Basic Certificate (140 hours) + ☐ Intermediate Certificate (140 hours) + ☐ Superior Certificate (140 hours)

	Pastry Diploma	Basic Certificate	Intermediate Certificate	Superior Certificate
Application fee:	1.500 €	500 €	500 €	500 €
Tuition fee:	19.650 €	7.330 €	7.330 €	7.330 €
Total:	**21.150 €**	**7.830 €**	**7.830 €**	**7.830 €**

☐ **Spanish Cuisine Diploma** (420 hours) = ☐ Basic Certificate (140 hours) + ☐ Intermediate Certificate (140 hours) + ☐ Superior Certificate (140 hours)

	Spanish Cuisine Diploma	Basic Certificate	Intermediate Certificate	Superior Certificate
Application fee:	1.500 €	500 €	500 €	500 €
Tuition fee:	15.816 €	5.818 €	5.818 €	5.818 €
Total:	**17.316 €**	**6.318 €**	**6.318 €**	**6.318 €**

☐ **Plant Based Pastry Diploma** (260 hours) — ☐ **Plant Based Cuisine Diploma** (260 hours)

	1 PBD*	2 PBD*	1 PBD + AA	2 PBD + AA
Application fee:	500 €	500 €	500 €	500 €
Tuition fee:	8.000 €	7.100 €	7.000€	6.300 €
Total:**	**8.500 €**	**7.600 €**	**7.500 €**	**6.800 €**

**1 PBD= both Cuisine and Pastry; 2 PBD= Cuisine + Pastry*

***Price per diploma*

☐ **Validation****

	☐ Validation of Cuisine	☐ Validation of Pastry	☐ Validation of Spanish Cuisise	☐ Validation of Grand Diplôme
	Intermediate Certificate + Superior Certificate	Intermediate Certificate + Superior Certificate	Intermediate Certificate + Superior Certificate	Intermediate Certificate + Superior Certificate
	(400 hours)	(280 hours)	(280 hours)	(680 hours)
Application fee:	1.000 €	1.000 €	1.000 €	1.000 €
Tuition fee:	16.037 €	13.445 €	10.754 €	28.187 €
Total:	**17.037 €**	**14.445 €**	**11.754 €**	**29.187 €**

Prices valid until June 30, 2027.

2. Select:

START DATE:

- ☐ January
- ☐ April
- ☐ July
- ☐ August
- ☐ October

MODE:

- ☐ Standard
- ☐ Intensive *(only July/August)*
- ☐ Weekend *(only October)*

YEAR: .....

* Check start dates and sessions with the Admissions Department.
- You must start with the Basic Certificate except in cases of validation.
- In diploma mode, certificates must be made consecutively and without interruption.

** To start the validation process, indispensable prior consultation to the Admissions Department.

ADMISSION PROCESS, ENROLMENT AND PAYMENT RULES

1. ADMISSION PROCESS AND RESERVATION OF PLACE

1.1. The necessary documents to apply for a course are the following:

- Students must be over 18 years old
- For those students who are non-native speakers of Spanish or English, it is compulsory to certify through the admission interview a sufficient written and spoken knowledge of the language according to the criteria of Le Cordon Bleu Madrid that allows the student to follow the class without difficulty and make themselves understood by the professors. If the School considers it appropriate, the student may be required a certificate of a B2 Level (the Common European Framework of Reference for Languages: learning, teaching and evaluation) of Spanish or English. On some occasions it can be recommended to the student to attend Spanish or English classes before or during the course.
- Application form duly filled in and signed, included in this document.
- Valid Spanish ID card or passport photocopy and NIE, if proceed.
- One photo with a white background.
- Letter of motivation written in Spanish or English
- Students documents must be written in the same language as the one chosen to take the course.
- If applicable, photocopy of documents certifying completion of any University degrees in culinary arts or other certificates or Ddplomas from another Le Cordon Bleu school where our classic cycles* are also taught. This information will be checked with Le Cordon Bleu International.

1.2. Interview:

- Once the application has been received and assessed, a one-to-one interview will be arranged with the candidate. For residents outside Madrid it is possible to conduct this interview by phone or videoconference.
- All written and oral information provided by the staff of Le Cordon Bleu Madrid regarding our school and programs will be understood as an act in good faith. If for the students any given information is determinant at the time of enrolment, the student must confirm this information before accepting the admission regulations in order to avoid possible errors.

1.3. Admission. The student applying must take the following into account:

- The admission documentation must be fully completed and be legible.
- The letter of motivation must be written by the applicant. It will be used to assess the student's motivation to study at the School, as well as their future aspirations. Previous experience in the sector is not required.
- The admission application will only be accepted if, together with the rest of the documentation, the signed "Admission regulations, enrolment and method of payment" is received.
- Once the application has been assessed by the Admissions Team, the applicant will receive a letter with a final decision: if the application has been successful, this letter will contain the offer of a place.
- If the application has not been successful, the candidate may apply for another interview within three (3) working days since the official notification that the application has been denied to the School's Board. The new decision will be final and irrevocable.
- Applicants to the Cuisine, Pastry, Spanish Cuisine Diplomas as well as the Grand Diplôme© must take into consideration that these courses are considered unique programs and will not be considered for any procedure as individual certificates, meaning that the student must take all the certificates consecutively, as long as the circumstances of the School allow. If they do not attend them consecutively, they will have to pay a penalty per diploma division.
- The student applying by Certificates must notify in writing their interest to continue the next certificate to the Admissions Department, which will assess each request based on availability at the moment of the application.
- Once the course has started, switching into the Diploma mode is not permitted.
- Diplomas are not available for weekend mode.
- Applications from Foreign, non-European Union students, in need of a student Visa, will only be accepted if received by our admissions department 8 weeks before the course starts. They should take into consideration during the admission process and enrolment article 2.5 in this document (Student Visa).
- Le Cordon Bleu Madrid is committed to ensure that every application will be assessed in a fair and responsible manner.

1.4. Validations:

- We will assess the validation for Cuisine, Spanish Cuisine or Pastry's Basic certificates, for those applicants who have submitted a copy of their completed University Degree in culinary arts (please verify with our Admissions Department) or those who have more than 5 years proven work experience in the same field as the discipline to validate.
- In addition to the aforementioned, students who would like to validate their studies will be summoned for an interview with our Chefs, to be able to join Cuisine, Spanish Cuisine or Pastry's Intermediate certificate.
- Should the applicant be successful, they will be able to choose the program and start date desired, subject to availability.
- The admission process will be valid for one year from the interview date.

1.5. Signature of the "Academic and Administrative Policy and Procedures":

- Along with the "Admission Letter", students will receive "Le Cordon Bleu Madrid's Academic Rules and Procedures" that they must read and sign for acceptance and send them back to our School via email.
- If this policy is not signed, no "Application Fee" will be accepted.

1.6. "Application Fee" Payment:

- The student must make the payment and notify irrefutably to Le Cordon Bleu Madrid with a bank payment receipt indicating of the amount specified as "Application Fee" within ten (10) calendar days from the notification of student's admission by Le Cordon Bleu Madrid. (500€ Certificate / 1.500€ Diploma).
- Payments are only accepted in euros, by bank transfer, credit or debit card, or Flywire.
- Students must ensure that their name and the program they are going to take are clearly shown in the bank transfer.
- Payments that have not been duly received at Le Cordon Bleu Madrid within the ten calendar days (mentioned above), shall not be considered.
- The "Application Fee" is non-refundable. It will not be returned under any circumstances.
- The School will inform the student of the receipt of payment and will notify that the reservation of place has been made effective.
- Failure to receive the "Application Fee" in the time and manner established, the School cannot guarantee availability in chosen program and start date.
- New entry students who wish to postpone their "Application Fee" to another start date may do so, provided that the request is at least eight (8) weeks prior to the beginning of the course, or before the date specified by the School for the payment of the "Tuition Fee". Otherwise, the "Application Fee" will be lost.
- This "Application Fee" may only be transferred once, to one of the four (4) consecutive start dates to the one initially requested; and exclusively for the programs of Cuisine, Pastry, Spanish Cuisine and Grand Diplôme®, regardless of their schedule.
- If the course could not finally be offered because of an insufficient number of students or other reasons founded in the judgment of Le Cordon Bleu Madrid, the "Application Fee" would be returned.

2. ENROLMENT PROCESS

2.1. Payment of the "Tuition Fees":

- Once the student has paid their "Application Fee" according to the procedure above, the student will receive all the necessary documentation to formalize their "Enrolment".
- Enrolment must be formalized eight (8) weeks before the start date of the program specified by the School.
- If an applicant did not make the payment in time and manner, according to the previous point, the School would release their place and withdraw the student from the chosen program. The amount paid by the student as "Application Fee" would not be refunded under any circumstances. The Admissions Committee will assess any extraordinary cases and may offer the student a place in the next available start date, as long as they consider the mitigating circumstances sufficiently justifiable.
- All bank transfer charges resulting from the transfer, including charges resulting from the return of the "Tuition Fees", shall be borne by the student.
- The student who is admitted less than eight (8) weeks before the start of the course, will have to pay the "Application Fee" and the "Tuition Fees" on the date specified by the School.
- Non-EU foreign student's enrolments who require a student visa will only be accepted eight (8) weeks in advance.

Student's signature: .....

* Understanding by Classic Cycles the programs of Cuisine and Pastry, both diplomas, as well as the certificates.

2.2. Deferment of Tuition Fees for new students:

- Students who have paid in time and manner the "Application Fee", and have made any other payments in terms of "Tuition Fee", may defer this registration to another start date, provided that there is availability and request it in writing at least eight (8) weeks before the start of the program.
- Students will only be able to defer their "Tuition Fee" once without incurring extra costs, except in the event of a price increase in the program. A " Tuition Fee" may be deferred for a maximum period of one year from the one initially requested, exclusively for their programs of Cuisine, Pastry, Spanish Cuisine and Grand Diplôme®, regardless of their schedule.
- Should there be no availability within the designated period, the School will refund all amounts paid to the student, except for the "Application Fee". Any costs arising from bankers' charges or commissions will be borne by the student.

2.3. Cancellation:

- A student who notifies by written of their withdrawal at least eight (8) weeks prior to the beginning of the program, will have the right to be reimbursed the amounts paid, except for the "Application Fee" and exclusively for Cuisine, Pastry, Spanish Cuisine programs, and Grand Diplome®.
- No amount shall be reimbursed if notice of withdrawal is given within the eight weeks of program commencement. Exceptions to this are:

1. If the program could not finally be offered because of an insufficient number of students or other reasons founded in the judgment of Le Cordon Bleu Madrid.
2. The Student Visa is denied, as long as the student can proof that documentation was completed correctly and submitted at the Consulate or Embassy with, at least, (8) eight weeks prior to the beginning of the program. To justify this, the student should submit written evidence of the Spanish Institution that refused the visa along with the reasons for the decision. Foreign non-European Union students should take into consideration during the admission process and enrolment article 2.5 in this document (Student Visa).
3. In the case of medical emergency, the death of a close relative, natural disaster etc. written justification should be submitted and this may give the right to complete reimbursement of the amount of the "Tuition Fees" paid. The Admission Team will assess these extraordinary cases and will inform the student of their decision that will be final and binding. (These extraordinary circumstances will not be applicable to a withdrawal made once the classes have started).

- Once a course has commenced, regardless of whether it is a Certificate, Diploma or Grand Diplôme®, no refunds will be granted under any circumstances.
- Payment refunds will only be addressed to student enrolled.

2.4. Certificate of Enrolment:

- Once the payment of the "Tuition Fees" has been cleared, the student will receive a "Certificate of Enrolment". This document is essential to start the application for a Student Visa for those foreign non-EU national students who require it.

2.5. Student Visa:

- It is the sole responsibility of the students to obtain or renew their required Student visa.
- Non-EU international students will need to apply for a student visa at the Spanish Embassy or Consulate from their own country. To apply for this visa you must submit the documents required by the Spanish authorities, along with the original "Certificate of Enrolment" and "Admission letter", which will be issued to you by the School, once the "Application Fee" and the "Tuition Fee" have been paid.
- The School strongly advises the student to start the visa application at least three (3) months before the program starts. Otherwise, the visa may not be issued on time.

2.6. Accident, illness and repatriation insurance:

- During their course, students must have a valid accident insurance and a valid health insurance.
- It is the student's responsibility for the search, select and hire the insurance services.

2.7. Start and end dates:

- Students will be notified of their certificate's start and end dates. Exams and Graduation Day will be included within this period. (Please check dates with our Student Services department).

2.8. Induction Day:

- New students must attend an Induction Day on a date that will be specified by the School.

2.9. Schedule:

- Schedule for new students will be provided on Induction Day.

3. ENROLMENT PROCESS FOR INTERMEDIATE AND SUPERIOR CERTIFICATES

- The process for the payment of the " Application and Tuition Fees" for those students that choose to apply for each certificate separately and wish to continue with the intermediate and superior certificates will be the same as previously described. Thus, the students will have to notify their interest in being admitted, specifying the starting start date and program of interest, to the Admission Team which will take into account availability at the moment, . If there is availability, they will receive the "Admission Letter" to pay the application and tuition in the time and manner previously described.
- The number of groups that will be opened every three months for the offered programs is the School's decision and may or may not correspond with the number of groups opened in the immediately lower level.

4. FAILURES AND STUDIES INTERRUPTION

1. **Students applying by certificates**: the student who fails a certificate and has already paid the next level will not be reimbursed the amount previously paid and will only be able to use it to repeat the complete or partial failed certificate, or to study another program from Cuisine, Pastry and Spanish Cuisine, regardless of their schedule mode.
2. **Students applying by diplomas**: the student taking the basic, intermediate or superior level of a diploma will be able to repeat the complete or partial failed certificate in the next start date with availability. To achieve the diploma the student must continue studying the rest of the program in the consecutive start dates after the retake. The cost of the retake will be adjusted in the time and manner described by the Admission Team.
3. **Students taking the Grand Diplôme®**: the student will be able to decide whether to continue with the passed discipline or to repeat the complete or partial program failed; either way, studying consecutively the retake and remaining certificates. The cost of the retake will be adjusted in the time and manner described by the Admission Team.

All retakes will be conditioned by availability.

The Grand Diplôme® and the diplomas are not subject to division. Those students enrolled in these programs who need to do so for extraordinary reasons must write to the Director of the Student Services Department, sending the documents that prove this circumstance. The Academic Committee will decide the viability or not of each case. If there is no concession and want to continue with the division, students must pay the amount of the regularization.

5. MEDICAL INFORMATION

Due to the physical requirements of our programs and the risks inherent in the use of utensils and premises, it is necessary that new students declare in the admission interview any disability or difficulty, physical or psychological that may affect participation in any of the classes or activities. The School will not be liable for any consequences resulting from omissions of this information. We recommend all students, in case of doubt, to consult on their circumstances with the School during the admission process.
The Admission Team will individually assess the admission of those students declaring any such difficulties, and will inform them within five working days of their decision, which will be final and binding.

To be completed by the Admission Department:

☐ Nothing to declare ☐ See report

6. RETURNING THE DOCUMENTS

Once the application form is completed and the "Admission Regulations, Enrolment and Method of Payment" is signed, you should send the scanned documents to:

Le Cordon Bleu Madrid, Att. Departamento de Admisiones
Email: admisionescordonbleu@ufv.es

Student's signature: .....

LE CORDON BLEU'S INTELECTUAL PROPERTY

Please read this section carefully.
Le Cordon Bleu vigorously defends its trade marks, copyright materials and other intellectual property rights and will take action to prevent any breach of its rights, including by claiming fiancial compensation. In this section "you" and "your" refer to the student making this application but its terms apply both during and after your studies at the Le Cordon Bleu institute.

1. LE CORDON BLEU'S INTELECTUAL PROPERTY

1.1. Trade Marks

- Le Cordon Bleu International is the owner of a number of trade marks registered in numerous countries throughout the world for many classes of services and products, which include notably "Le Cordon Bleu", the Le Cordon Bleu logo (which appears on the top of this application form) and "Grand Diplôme".
- You must not use any of Le Cordon Bleu's trade marks, or any confusingly similar trade mark, in connection with any activity that is commercial, business-related or professional in its nature or purpose. By way of example, such prohibited use would include use as or as part of a company name, trading name, domain name or email address.

1.2. Uniforms

- After your studies we hope that you will keep and treasure your Le Cordon Bleu uniform and you are, naturally, free to use it in a purely private and non-commercial context. However, cases of misuse of the uniform by alumni have arisen including use in a public and/or business-related setting.
- Therefore, please note that you must not wear any part of the Le Cordon Bleu uniform or any other clothing that bears any of Le Cordon Bleu's trade marks in connection with any activity that is commercial, business-related or professional in its nature or purpose.
- Le Cordon Bleu will take firm action to prevent any misuse of the uniform.

1.3. Copyright Material

- The copyright in all learning, pedagogical and other materials provided to you by Le Cordon Bleu during your studies is owned by Le Cordon Bleu International, except for any materials which may be in the public domain and materials used by permission of a third-party copyright owner.
- Such materials are provided for your personal educational use only and must not be reproduced, distributed or shared with others, except with the prior written permission of the Institute's senior management.
- By signing this Application Form you accept the above.

DUTY, INFORMATION AND CONSENT REPORT

1. ADMISSIONS

1.1. Information about personal data protection

- Complying with Regulation (UE) 2016/679 and Spanish Organic Law 3/2018, December 5th, about Personal Data Protection and Digital Rights Guarantees

Data controller	**Company name:** LE CORDON BLEU UFV **VAT number:** B84892009 **Address:** CARRETERA MAJADAHONDA/M-515, Universidad Francisco de Vitoria, 28223 Pozuelo de Alarcón **Telephone number:** 917151046 **DPO contact:** LCB-UFV@dpoexterno.com

Purpose of the data processing	Legal basis	Personal data transfers
Managing student applications for admission in the chosen diploma	Processing is necessary for the performance of a contract to which the data subject is party	Other Group companies (international data transfer)
Keep you informed about our services while you are our client	Necessary for legitimate interests pursued by the controller	There are no data transfers foreseen.
Keep you informed about our services after the end of the business relationship, being our former student	Consent	There are no data transfers foreseen.
Perform statistical studies	Necessary for legitimate interests pursued by the controller	There are no data transfers foreseen.
To process the contact person data provided by you, for communications cases that have been impossible to carry out directly with the interested party, which are provided under your responsibility. The lack of veracity of said data exempts Le Cordon Bleu UFV from responsibility	Necessary for legitimate interests pursued by the controller	The data may be transferred to the contact persons.
Obtain information about any pathology, disability or similar, physical or psychological, that could affect your participation in any of the classes	Consent expressed with the delivery of the respective report and the signing of this document	There are no data transfers foreseen

1.2. International data transfer

1. Destination country: Canada (Countries with Adequate Data Protection)

- **International transfer purpose:** Data Processing Agreement
- **International transfer legal basis:** There is a decision / act of execution of the European Commission regarding the adequacy of a third country or a territory or a specified sector thereof, or with an international organization.

2. Destination region: Group companies (adequate Data protection) (Countries with Adequate Data Protection).

- **International transfer purpose:** Sending information of the candidate to other Schools of the same Group.
- **International transfer legal basis:** There is a decision / act of execution of the European Commission regarding the adequacy of a third country or a territory or a specified sector thereof, or with an international organization.

3. Destination region: Group companies (Non-adequate Data protection) (Others)

- **International transfer purpose:** Sending information of the candidate to other Schools of the same Group.
- **International data transfer legal basis:** The data subject consents explicitly to the Transfer mentioned by signing this clause.
- We inform that, although companies regarding Le Cordon Bleu Group has suitable Security Policies, data protection legislation in these countries does not exist or is not as strict as European (and Spanish.

1.3. Storage period

- In data processing which legal basis is your consent, your personal Data will be kept in our system until your consent being withdrawn.
- For the other data processing, your data will be kept during the legally stipulated deadlines or for as long as a judge or court may require them, taking into account the limitation period for legal actions.

1.4. Rights

- You can execute the following rights: Access, Rectification, Data Portability, Erasure, Restriction, or when possible, the right to Object. In order to exercise the rights, you must submit a letter to the address indicated above. You must specify which rights you are willing to execute, and, at the same time, it must be attached to a photocopy of your National Identity Card or appropriate identification document. In case of acting through legal representation, you must also provide a document proving the representation and identification document thereof.
- Additionally, in case considering your personal data protection rights have been violated, you can file a claim at the Data Protection Spanish Agency (www.agpd.es).

SIGN OF REGULATIONS

1. ACCEPTANCE OF CONDITIONS AND STUDENT'S SIGNATURE

I have read, understand and accept all the conditions described in the hereby document "Acceptance of Admission Regulations, Enrolment and Method of Payment". With this signature, I also recognize and accept that it is totally forbidden to use the name and/or logo "Le Cordon Bleu" and/ or similar names or logos under any circumstance at any time, geographic space or place (including Internet and social networks) whether before, during or after my education at the School or use it as a brand, company or trade name, domain name or in other way or for any other purpose.
I understand that I must inform Le Cordon Bleu of any changes in the submitted information. Distorting all or part of the material could lead to refusal of admittance to the course.

To be completed by the student:

NAME: .....

DATE: ..... SIGNATURE: .....

Le Cordon Bleu Madrid
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