



PERSONAL DETAILS

First name: _____

Last name: _____

Address: _____

Locality: _____

Province/State/Region: _____

Postal/Zip code: _____

Country: _____

Landline phone: _____

Mobile phone: _____

Nationality: _____

2nd Nationality: _____

Passport/ID number: _____

NIE number: _____

Date of birth: _____

E-mail: _____

Gender: Male Female

HOW DID YOU HEAR ABOUT US?

- Internet Press Friends
 Radio TV Reputation
 Others: _____

Have you attended to an Open House? Yes No

Would you like to receive information? Yes No

EMERGENCY CONTACT

Relationship: _____

First name: _____

Last name: _____

Address: _____

Locality: _____

Province/State/Region: _____

Postal/Zip code: _____

Country: _____

Landline phone: _____

Mobile phone: _____

E-mail: _____

NECESSARY DOCUMENTATION:

- Application form
- Letter of motivation (minimum 650 words)
- Photocopy of ID, Passport, NIE
- 1 Passport-size photo
- Admission process, enrollment and payment rules signed

If applicable:

- Official certificate B2 level of Spanish or English
- Photocopy of all the documents certifying you have completed successfully a Higher Degree in culinary arts

ACADEMIC TRAINING

Briefly describe the studies you have carried out to date and the institutions 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 have a visa? Yes No In process

Type of visa: _____

VALIDATIONS

Do you have a Higher Degree in culinary arts ?

Yes No

PROGRAMMES

Select the programme*:

Grand Diplôme®

(1033 hours - 9 months)

Deposit 1.500 €
Tuition 37.400 €
Total 38.900 €

Spanish Cuisine + Pastry

(868 hours - 18 months)

Deposit 1.500 €
Tuition 30.650 €
Total 32.150 €

Cuisine Diploma

(597 hours)

Deposit 1.500 €
Tuition 21.750 €
Total 23.250 €

Pastry Diploma

(436 hours)

Deposit 1.500 €
Tuition 16.875 €
Total 18.375 €

Spanish Cuisine Diploma

(418 hours)

Deposit 1.500 €
Tuition 14.350 €
Total 15.850 €

=

Basic Certificate

(205 hours)

500 €
8.050 €
8.550 €

+

Intermediate Certificate

(197 hours)

500 €
8.300 €
8.800 €

+

Superior Certificate

(195 hours)

500 €
8.400 €
8.900 €

=

Basic Certificate

(151 hours)

500 €
6.100 €
6.600 €

+

Intermediate Certificate

(146 hours)

500 €
6.250 €
6.750 €

+

Superior Certificate

(139 hours)

500 €
6.695 €
7.195 €

=

Basic Certificate

(145 hours)

500 €
5.050 €
5.550 €

+

Intermediate Certificate

(134 hours)

500 €
5.300 €
5.800 €

+

Superior Certificate

(139 hours)

500 €
5.450 €
5.950 €

Validation of Cuisine ***

Intermediate Certificate + Superior Certificate (392 hours)

1.000 €
14.674 €
15.674 €

Validation of Pastry***

Intermediate Certificate + Superior Certificate (285 hours)

1.000 €
11.543 €
12.543 €

Validation of Spanish Cuisine***

Intermediate Certificate + Superior Certificate (273 hours)

1.000 €
9.787 €
10.787 €

Select**:

Term:

- January
 April
 July
 October

Year: _____

Modality:

- Standard
 Intensive (only july)
 Weekend (only october)

* Prices valid until November 1st, 2019.

** Check terms and schedules with the Admissions Department.

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

PAYMENT METHOD

Select method of payment



Recommended for international transfers. You'll be able to issue your bank transfer in a quick and efficient way, avoiding commissions and obtaining a better exchange rate.



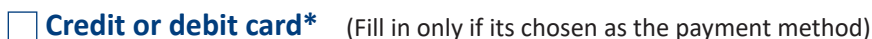
Payment information: **HOLDER: LE CORDON BLEU UFV, S.L.**

Current Account (payments from Spain): 0049 1916 18 2410140275

IBAN (International Bank Account Number): ES82 0049 1916 18 2410140275

SWIFT CODE: BSCHESMM

Please indicate a payment reference (your name and program).



I _____ (holder of the card)

authorise Le Cordon Bleu Madrid to debit _____ € (tuition fees in Euros)

for _____ (name of student) on the following debit/ credit card

Credit or debit card:  **VISA**

Card number:

Valid until: MM/YY

Date (dd/mm/yy): _____ Signature: _____

* No charge will be made on the card provided until you have passed the admission interview.

ADMISSION PROCESS, ENROLLMENT AND PAYMENT RULES

This regulation is applied from the admission to the student until the beginning of the classes of the program in which you wish to enroll. From that moment the student is governed by the Regulations and the Academic and Administrative Procedures of Le Cordon Bleu Madrid.

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 that 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. In some occasions it can be recommended to the student to attend Spanish or English classes before or during the program.
- Application form duly filled in and signed, included in this document.
- Spanish ID card or NIE or passport photocopy.
- One passport-size photo
- Letter of motivation written in Spanish or English (depending in which language the student has enrolled in), stating professional goals and the reasons why you have decided to enroll at Le Cordon Bleu Madrid.
- If applicable, photocopy of documents certifying completion of any other Certificates or Diplomas in another Le Cordon Bleu school where Classic Courses* are taught. This information will be verified by Le Cordon Bleu International.

1.2. Interview:

- Once the application has been received and assessed, an 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 enrollment, 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 into account that:

- The admission documentation must be fully completed and be legible.
- Le Cordon Bleu Madrid is committed to assure that every application will be assessed in a fair and responsible manner.
- 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, enrollment and method of payment" is also received.
- After the Admission Team assesses the application, the student will receive a letter with the decision. If the application has been successful, this letter will contain the next steps to book a place at the School.
- 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.
- The student applying by Certificates must notify by written their interest in continuing their education to the Admissions Department, which will assess each request taking into account availability or not of seats at the moment of the application. Once the course has started, you can't change to the Diploma mode.
- Foreign non-European Union students should take into consideration during the admission process and enrollment article 2.5 in this document (Student Visa).

1.4. Validations:

- We will evaluate the validation of the basic certificate of Cuisine, Spanish cuisine or Pastry, for those applicants who have submitted a copy of their completed Higher Degree in culinary arts (consult with the Admissions Department).
- To complete the admission process, in addition to the aforementioned, students who want to validate their studies will be summoned to our technical test, to be able to join the intermediate certificate of Cuisine, Spanish cuisine or Pastry.
- In case of passing the technical test, it will be possible to choose the program and call desired, being this subject to the number of available places.
- The admission process and the technical test will be valid for one year from the examination date.
- If the technical test is not successful, the student will have a new opportunity to retake the technical test in the next available call.

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

- Along with the "Admission Letter" and bank details for the payment of the "Application Fee", the student will receive the "Academic and Administrative Policy and Procedures of Le Cordon Bleu Madrid" whose terms must read and accept by signing and returning it to the School by 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 indicated as "Application Fee" within ten (10) natural days from the notification of student's admission by Le Cordon Bleu Madrid.
- In order to comply with the previous outlined deadline and, therefore, seat reservation, payments that are not properly communicated within the deadline of ten (10) natural days to Le Cordon Bleu Madrid will not be taken into account.
- The amount paid for a seat reservation is not refundable in any case.
- The School will inform the student of the receipt of payment and will notify that the seat reservation has been made effective.
- Failure to receive the "Application Fee" in the time and manner established, the School cannot guarantee seat availability in said program and call.
- The "Tuition Fee" must be paid together with the "Application Fee", within the time established by the School.
- In the case that the student begins the admission process within eight weeks prior to the beginning of the program in which he/she is going to enroll, the "Tuition Fee" must be paid and proof must be presented together with the application form. Admission will only be confirmed once the official payment letter is issued by the Admissions Department. In case of not being approved, or not having a place in the desired program and call, we will proceed to the full refund of the "Tuition Fee".
- For foreign non-EU students who need a student visa, applications received before the eight weeks prior to the start of the program will be full responsibility of the student.
- New entry students who wishes to postpone his/her "Application Fee" to another start intake may do so provided that the request is at least eight weeks prior to the beginning of the program, or before the date indicated by the School for the payment of the "Tuition Fee".
- The "Application Fee" can only be only moved once, to one of the four consecutive intakes from the one initially requested, provided that it does not exceed the maximum time period of one year; and exclusively for the programs of Cuisine, Pastry, Spanish Cuisine and Grand Diplôme, regardless of their schedule mode.
- 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, the "Application Fee" would be returned.

2. ENROLLMENT PROCESS

2.1. Payment of the "Tuition Fees":

- There are two ways to formalize the enrollment, by full diploma or by taking each certificate individually. Once the "Application Fee" has been cleared according to the procedure outlined above, the students will receive all necessary documentation to complete their "Tuition Fees".
- The payment of the Tuition Fee must be made eight weeks prior to the beginning of the program, being this date the one indicated by the School.
- If an applicant fails to pay in time, according to the previous clause, the School will cancel the place and withdraw the student from the reserved program. The amount paid by the student as "Application Fee" will not be returned in any case. The Admission Team will assess extraordinary cases and may offer a seat in the next intake with a vacancy position, as long as they consider the mitigating circumstances sufficiently justifiable.
- Payments must always be made in Euros, by bank transfer or credit or debit card or flywire.
- 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 should ensure that the bank transfer includes their name and the program to be followed, lastly that given charges are exclusive to the student's account.
- The student admitted prior to the eight weeks prior to the beginning of the course, must pay the "Application Fee" and the "Tuition Fees" by the dates indicated by the School.
- Foreign non-European Union students should take into account during the admission process and enrollment article 2.5 of this document (Student Visa).

2.2. Tuition Fees Deferment:

- A student that has paid the “Application Fee” (€500 for certificates or €1.500 for diplomas or Grand Diplôme®) or that have made a partial or complete payment of the “Tuition Fees” may defer their enrolment as long as the period of deferment is no longer than one year, if there are vacancies on the course and it has been requested in writing at least eight weeks prior to the beginning of the program.
- Students can only defer their “Tuition Fees” once, without incurring extra costs, except for any possible price increase given the case. The maximum time allowed to defer the “Tuition Fees” is one year from the starting date of the course that he had been admitted to; and exclusively for the Cuisine, Pastry and Spanish Cuisine programs, regardless of the schedule mode.
- If the School cannot offer a place on any course during this year of deferment, paid amounts will be returned, with the exception of the “Application Fee”. Any charges resulting from the collection of commissions by the bank shall be borne by the student.
- The student of Diploma or Grand Diplôme® shall complete all the certificates consecutively, except in the case of repeating any of them. See clause 4 of this document (Failures).

2.3. Cancellation:

- A student that notifies by written his withdrawal eight weeks prior to the beginning of the program will have the right to be reimbursed the amounts paid, with the exception of the “Application Fee”. 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 prove that documentation was completed correctly and submitted at the Consulate or Embassy with, at least, 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 enrollment 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).
- Reimbursement of previously collected payments will be made in a registered manner to the student entitled to it and will only be applicable in Classic Courses* and Spanish Cuisine.

2.4. Certificate of Enrollment:

Once the payment of the “Tuition Fees” has been cleared, the student will receive a “Certificate of Enrollment”. 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:

- Non-EU national students should apply for a Student Visa through the Spanish Embassy or Consulate in their home country. To start the application of the visa it will be necessary to submit the documentation required by the Spanish institution along with the “Certificate of Enrollment”, issued by the School once the course fees have been paid.
- The School strongly advises the student to start the visa application two or three months prior to the beginning of the program. If the visa application is not done promptly, the visa may not be issued in time to start the program.

2.6. Accident, illness and repatriation insurance:

Together with the payment receipt of the “Tuition Fees”, international students should submit proof of accident, illness and repatriation insurance. This insurance can also sometimes be similar to the one that Embassies or Consulates require to issue the visa. In the case that the insurance required by the Consulate or Embassy is different from the one required by the School, the student must ensure that all of the above mentions are covered.

3. ENROLLMENT PROCESS FOR INTERMEDIATE AND SUPERIOR CERTIFICATES

- The payment process for 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 to the Admission Team which will take into account seat availability at the moment, indicating the starting intake and program of interest, and also receive the “Admission Letter” and pay the “Application and Tuition Fees” 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

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 its 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 intake with available seats. To achieve the diploma the student must continue studying the rest of the program in the consecutive calls 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 seat availability.

5. METHODOLOGY

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. 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, Enrollment 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: _____

7. RETURNING THE DOCUMENTS

Once the application form is completed and the “Admission Regulations, Enrollment and Method of Payment” is signed, you should send the original or scanned documents to:

Le Cordon Bleu Madrid, Att. Admissions Department
Ctra. M-515 km 1,800 - CP/ 28223 (Pozuelo de Alarcón) MADRID
Email: admisionescordonbleu@ufv.es
Phone: (+34) 91 715 10 46