



**UNIVERSITY COLLEGE OF
HOSPITALITY MANAGEMENT
AND CULINARY ARTS**
HOTEL SCHOOL SANT POL DE MAR

Affiliated to:



www.santpol.edu.es

Erasmus+
admission and enrolment form
2017-2018 academic year



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SANT POL DE MAR**
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Instructions:

In order to be admitted on the exchange Erasmus+ programme of the University school of Hospitality Management of Sant Pol (EUHT StPOL), as a future student, you must present this form duly completed along with the required documentation. These documents may be sent by post, courier or electronic mail to blanca.roura@santpol.edu.es :

Blanca Roura
EUHT StPOL
Ctra. N-II Km. 664
08395 Sant Pol de Mar, Barcelona, Spain

In order to perform the admission application process, the candidate must complete the following points:

1. Admission Application Form
2. Documentation to be attached to the Admission Application Form

ALL DOCUMENTATION MUST BE DELIVERED AT THE SAME TIME. THE ADMISSIONS DEPARTMENT WILL NOT ACCEPT CANDIDATURES WITH INCOMPLETE FILES.

1. Admission Application Form 2017-2018:

(Complete all of the fields by hand and in capitals)

- First semester** (October 2017)
 Second semester (February 2018)

Personal Details

Name: _____ Surname/s: _____

Date and place of birth: _____ Man Woman

ID/Passport: _____ Nationality: _____

Student Contact Details

Address: Street name: _____ No. _____ Flat _____

Town/City: _____ Province: _____ Country: _____ Postcode: _____

Landline tel.: _____ Cell phone: _____

E-mail: _____

Security Contact Details (relative/colleague). (Compulsory):

Name: _____ Surname/s: _____

Relationship: _____ Telephone no.: _____

E-mail: _____

Studies

Studies in course	Year started	Expected end	University	Country

The undersigned hereby certifies the truth of the details given above and accepts the conditions and regulations of internal use stipulated by EUHT StPOL and accepts each and every condition exposed in this document.

Signed in _____ on _____, _____ **Signature:** _____

LEGAL NOTICE:

In compliance with articles 5 and 11 of the Spanish LOPD, we hereby inform you that your personal data will be included in our files for the effects of maintaining and developing the activities of EUHT StPOL, and may be passed on to all public bodies that might legally correspond and to the bank institutions with which we work for the payment and/or receipt of monetary amounts when this might proceed due to the needs of the service (page 7).

However, EUHT StPOL guarantees the holder of the data the exercise of all rights of access, rectification, cancellation and opposition to the data concerning them, by writing to the following address: EUHT StPOL Ctra. N-II s/n km664 08395 Sant Pol de Mar (Barcelona) FAO Marketing and communication department.

The holder of the data is informed of the communication and treatment of said data under due conditions of security and professional secrecy for the period which might be necessary for the purpose for which they are collected, treated and granted.

2. Documentation to attach

- Duly completed and signed admission application form.
- Photocopy of ID or Passport.
- Passport photo in digital format (only .jpg).
- Transcript of records
- European Health Insurance card and/or personal private medical-health insurance. (**EHIC**)
- Residence enrolment (if necessary)
- CV according to professional standards.

3. RESIDENCE WITH MEALS APPLICATION FORM

This option includes 3 daily meals during the ERASMUS period.

Name: _____

Male Female

Starting date: _____

Type of bedroom:

Residence from the first to the last day of class, including all the days (includes Christmas and Easter time), choosing the following type of room:

- Double room, shared with other student (3.475 € one semester)
- Single room (4.825 € one semester)*
* According to availability

Deposit:

A 200 € deposit should be paid as a residence deposit. It will be given back to the student once he/she had left the room properly. In case of causing any flaw to the room, the related amount will be taken from the deposit.

Payments:

Payment Calendar:

The 50% of the chosen amount payment, plus the deposit amount payment, should be paid at the moment of delivering this application form in order to confirm the booking of the vacancy. The rest of the payment should be paid one month before the date of start. It is also possible to pay the total amount in a single payment.

These payments should be transferred to:

For transfers made from abroad:

ESTUR SL (Nombre fiscal de EUHT StPOL)

Banco de Sabadell SA

Església 215, 08370 CALELLA, Barcelona. España

IBAN ES86 0081 0102 8100 0104 4107

BIX: BSABESBB (57A: BSABESB1102)

RESIDENCE USE RULES

By the acceptance of these rules it is assumed that each student living in the residence is responsible of his/her room during the period of use.

1. ACCESS

- 2.1 The access to the resident's area is exclusive for current residents. This access is forbidden for anyone else.
- 2.2 Due to civil reasons, it is forbidden to get communicated between rooms through the non-common access.

2. PHONE

There is a phone in each room. Its use is only to receive calls from outside. The calls won't be passed during the class/training hours. The student can activate a "voice mail" in order to get messages from lost calls. To make calls from the residence there are some public phones (working with coins) in the hotel school.

3. VALUES DEPOSIT

The school is not responsible for any value object that could be stolen to the student (neither in the rooms nor in the rest of hotel-school).

4. ROOM MAINTENANCE

- 4.1. Each student will be responsible of the cleanness of his/her own room. As far as possible the rooms will be cleaned once per week. If, by any circumstance, there is a delay on this cleanness service, the clean bed clothes and towels will be provided to the student.
- 4.2. At every single moment the student should maintain his/her room tidy and clean, as at any time a responsible from the residence could enter into the room if it would be needed. Any flaw noticed should be reported to the reception department in order to be immediately repaired.
- 4.3. Any flaw noticed (paint, damage, deterioration of the electric system) imputed to the student will be paid from the deposit. It will always be notified to the student. There will be periodic inspections to the rooms, at least once per week.
- 4.4. Linen or other objects damaged by negligence will be paid sharing the cost between the students living in the same room. It will be taken from the deposit.
- 4.5. It is forbidden to hang posters or other kind of object from the walls.
- 4.6. It is forbidden to light candles or incense into the rooms.
- 4.7. Leaving on the lights from the room or bathroom without a reason can be penalized.
- 4.8. It is forbidden to cook in the rooms
- 4.9. It is forbidden to modify the electric system of the room, neither the installation of any kind of new light.
- 4.10. It is forbidden to own any kind of animal in the room, neither any kind of plant in the balcony.
- 4.11. When leaving the room (at Christmas, Easter or when de course finishes) the student should leave the room in the same conditions he/she founded it.
- 4.1.2. If the student wants a private mini-refrigerator in the room, that should be asked to Mr. Ramon Arnalot, Residence Manager, and will be provided at an extra cost of €100 and with an extra deposit of €20,00.

5. COHABITATION RULES

- 5.1. It is fully forbidden to enter and consume alcohol or any kind of illegal substances into the rooms.
- 5.2. The TV or particular radio should always be at a right volume, in order to don't disturb any other person. Its use is forbidden between 12 pm and 8 am.
- 5.3. The student should facilitate the access to the room to any responsible or teacher that should inspect it.
- 5.4. The student cannot change her/his room with another student without the authorization of the school management.
- 5.5. It is not allowed to remain in somebody else room after 11pm.
- 5.6. A part from the meals schedule, the night access to the residence is fixed like: until 1am on working days, and, until 3 am on previous days to festivities.

THE BREACH OF THIS AGREEMENT COULD MEAN THE EXPULSION FROM THE RESIDENCE WITHOUT THE REFUND OF THE PAIED AMOUNT.



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