



**1.- CONDITIONS FOR HIRING COURSES**

- a. Students must be at least eighteen (18) years of age. If you are seventeen (17), you must be duly authorized by your mother, father or legal guardian. The Centro Universitario de Idiomas (CUI) does not enroll minors under seventeen (17) years of age under any circumstance.-
- b. All non-native alien students must show their passport as proof of identity when enrolling. They must submit a photocopy of the information and photo section which will be filed in their records.-
- c. Non-native students who wish to enroll as "Residents" and/or from the "MERCOSUR" must submit either:
  - d. A legal "MERCOSUR" document.-
  - e. A "Residence Permit", official authorization or an official document issued by the National Immigration Office (DNM) from the Ministry of Interior.-
  - f. The Office of International Studies (OIS) may request additional documents if considered necessary.-
- g. All students must complete ORAL and WRITTEN Placement Tests which will determine their level in the Program. The exam is a mandatory requirement for enrollment and for registration in all academic activities of the Centro Universitario de Idiomas. The WRITTEN placement test can be done via Internet or personally at the CUI. The ORAL placement test will be taken on the dates established in the Academic Calendar.-
- h. The professor in charge of the course in which the student is placed can change him/her to another level if judged needed. No change of level will be authorized after the second day of class.-

**2.- CLASS RULES**

- i. Opening of courses: courses have a minimum enrollment of four (4) students and a maximum of fourteen (14). Vacancies will be only guaranteed to those students who have enrolled, registered and paid according to the dates established in the Academic Calendar.-
- j. If the minimum enrollment (4) required for opening a course is not reached, students can opt for private lessons or a tuition fee reimbursement. Should there be only one (1) student, he can choose to take thirty (30) hours of private lessons. With two (2) students, a thirty five (35) hour package of lessons can be set up. With three (3) students, a forty (40) hour package will be set up. Cancellation of courses for lack of students will be informed by telephone or email to the students.-
- k. Under no other circumstance can group courses be exchanged for private lessons.-
- l. Students can enroll up to forty eight (48) hours after classes have started but participation will be subject to available vacancies.-

**m. Time schedule:**

**a. Regular- Intensive Courses**

- i. MON to FRI from 9AM to 12PM or 1PM to 4PM

**b. BA Impact/ Weekly Courses**

- i. BA Impact MON to FRI from 9AM to 12PM or 1PM to 4PM
- ii. Weekly MON to FRI from 9AM to 12PM or 1PM to 4PM  
+ five (5) hours of private lessons

**n. Private lessons:** schedule will be determined by general consent between the Office of International Studies, professors and the students.-

**BA Impact & Week-long Courses – Private Classes**

- o. These courses have special regimes. The place and schedule of each course will be determined according to the following: teacher availability and amount of enrolled students. Private lessons must be hired (and paid) at least seventy two (72) hours prior to the starting date. Direct hiring of private lessons between students and teachers is strictly forbidden.-
- p. Classes will start on the dates established in the Academic Calendar, which can be found on the web page and at the Office of International Studies. They will take place at the physical location decided by the CUI.-
- q. All national holidays have been taken into consideration for determination of the Academic Calendar.-
- r. A substitute teacher is guaranteed by the CUI in case of absence by the main teacher.-
- s. Classes cancelled due to force majeure events will be rescheduled for a day and time determined by the Spanish Coordinator in consultation with the Office of International Studies, teachers and students.-



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- t. Classes not given due to strikes, demonstrations and power cuts will not be rescheduled.-
- u. Classes not given due to students' "No show, no call" will not be rescheduled.
- v. Private lessons must be canceled at least forty eight (48) hours prior to their starting for their effective termination. Cancellations must be done by phone, email or in person.-

**3.- COURSE APPROVAL**

- w. REGULARITY requirements: students must have at least seventy five per cent (75%) of attendance to class. Attendance is monitored by the students signature on the List of Attendance.-
- x. A student who arrives between ten (10) and thirty (30) minutes late to class will be marked "HALF ABSENCY"
- y. Two "HALF ABSENCES" will turn into one "No show"
- z. Only two (2) absences can be justified with the submission of either a medical certificate or trip ticket/s. All other justifications will be left to the consideration of the Office of International Studies.-
- aa. A twenty (20) minute tolerance threshold is set for private lessons after which the professor will consider the student/s as "No show" and will cancel the class.-
- bb. For passing a course, students must score at least sixty over a hundred points on the ORAL and WRITTEN exams.-
- cc. Students who abandon courses or miss more than twenty-five per cent (25%) will lose their established benefits. It is the sole responsibility of each student to inform the Office of International Studies of their situation. Students lose their "regularity" one year after their last course ends.
- dd. Final exams are WRITTEN and/or ORAL.-
- ee. There is a \$40 USD fee for "Out-of-term" and make-up exams.-

**4.- Payment, cancellations and reimbursements**

- a. Pay dates are established in the Academic Calendar.-
  - b. When a student enrolls for more than one course, he/she can pay all at once or monthly.-
  - c. Cancellations will only be received by fax at 00-54-11-5238-3066, email at [internacionales@cui.edu.ar](mailto:internacionales@cui.edu.ar) or personally at the Department. Cancellations are subject to confirmation.-
  - d. The following deductions apply for confirmed cancellations (expressed in USD):
    - a. Canceling more than fifteen (15) days before the course begins: \$100 USD.
    - b. Canceling between fifteen (15) and seven (7) days before the course begins: \$150 USD.
    - c. Canceling less than seven (7) days before the course begins: no reimbursement
- Reimbursements will be in pesos. According to the exchange rate of the day.

**5.- Miscellaneous**

- a. Suggestions box: students can provide their suggestions, opinions, claims, proposals, etc. at [internacionales@cui.edu.ar](mailto:internacionales@cui.edu.ar) or personally at the Department for extraordinary reasons.-
- b. BASIC RULES FOR STUDENTS

Office of International Studies - Front Desk (3º Floor)      Office hours: Mon-Fri 9AM-4PM

- At the front desk, students can obtain information about classes and courses: dates, times and schedules, payment, make-up exams, compulsory cultural activities, etc.
- Students can also obtain information about other services and resources that may correspond to their specific needs and make their stay in Buenos Aires more comfortable.
- Entering the office behind the front desk and using office computers and phones are forbidden to students, except in case of an emergency.

Teachers

- All courses are taught by a team of two teachers who are responsible for preparing and delivering classes and for evaluating students' performances.
- Teachers will identify and recommend students in need of remedial classes. Teachers will communicate such needs to the front desk and Academic Coordinator right away. The Academic Coordinator will assign a teacher other than the ones in charge of the student's course for teaching these remedial classes.
- No support classes can be set up after the third week of class.



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- If students have problems with the management and/or contents of classes, they should talk first with their teachers in order to take care of the situation squarely. If the problem persists, student/s and teachers should make an appointment with the Academic Coordinator who will mediate until reaching a solution.

Spanish Language Program General Coordination	Office hours: Mon-Fri 10AM-4PM
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- The Academic Coordinator is responsible for overseeing the implementation of the program, for assigning teachers to each course, and for supervising classes and other administrative aspects of the program.
- Teachers are assigned to classes based on their experience, expertise and availability. The assignment of teachers to courses is not done according to student demand or preference.
- Students can speak with the Academic Coordinator about any question or concern related to course design, contents & materials, and course evaluation methods & criteria.
- The Academic Coordinator can mediate conflicts between teachers and students or between students.

Students
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- Health Insurance: CUI has emergency health assistance for incidents that take place inside the Junín 222 building. Students should make sure to have traveler's health insurance to cover their medical needs under all other circumstances. CUI is not responsible for providing students with health insurance and/or medical assistance during their stay.
- Loss, damage or theft: CUI is not responsible for the loss, damage or theft of students' belongings. This includes all times during cultural activities that take place inside or outside the school.
- Classes can have two breaks of 15 minutes each or one break of not more than 30 minutes. Students should not take a "lunch hour" during class or in the breaks. Snacks should only be eaten outside of the classroom and not during class activities.
- Two out of the three monthly Cultural activities arranged by the CUI are compulsory, and they are considered as any other class for attendance records.

Other general rules
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- In accordance to the City laws and regulations, smoking is not allowed in the building and venues established by the CUI for class.-
- Due to regulations of the public sanity authorities and health recommendations, it is strictly forbidden to consume food and beverages in the classes. Animals are not allowed. Exceptions apply for guide dogs and others which serve people with diminished capacities.-
- No children under seventeen (17) are allowed in class.
- Discrimination in terms of race, religion, nationality, ideology, public or professional (union) opinion, sex, economical position, social condition or physical appearance will result in direct expulsion without the right of monetary reimbursement.

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**The Int. Studies Office of the Centro Universitario de Idiomas holds the right of interpretation of these rules. The Centro Universitario de Idiomas holds the right to refuse enrollments and registrations.**

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I have read and accept, without reservations, the Administrative Regulations and Basic Rules for Students.

Signature:.....

Full name:.....

Document Type and N°:.....

Date:.....