



## HOW TO DOWNLOAD THE SCHOOL PAYMENT FORM "MODELO 700"

1. Log onto our website [www.eoimaspalomas.com](http://www.eoimaspalomas.com), click on "Modelo 700" (you can also search for this link in Google if you type "modelo 700 canarias").
2. On the next page, in "operaciones frecuentes" click on "E.O.I. Matrícula" and fill in the form.
3. In "Administración", in the drop down box select "Las Palmas."
4. Fill in all the required fields: NIE, full name, type of via (street, road, avenue...), street name, house number, telephone number, postcode, province (Las Palmas) and municipality (San Bartolomé de Tirajana, Mogán,...).
5. In "Tasas", in the drop box below select " **matrícula de curso a partir de 71 horas en primera convocatoria (74,31 €).**" (Depending on your situation you could benefit from any reduction. In that case you should choose other description and enclose the required documents).
6. Choose payment method.
7. In "concepto" you must complete this section by typing the following information:

### MATRÍCULA OFICIAL

CURSO \_\_\_\_\_

**CURSO 2020-21 - EOI MASPALOMAS**

8. Click on "continuar".
9. Click on "descargar impreso", open and print out the documents and make sure you sign all three copies. With these copies, go to the bank (we include the bank entities you can go to)


10. Pay the registration fee. Once you have got the copies, hand them in at the school's secretary.

**WARNING:** If you are not a bank client they can ask you to use the cash point/ATM or charge a fee.