

REGISTRATION PROCESS COURSE 2023/24

In the chart below you will find the documents you need to hand in at the school of languages in order to complete your registration. We also enclose additional information about fee reductions or exemptions (if you were to benefit from any of those, you must provide the required documents, depending on the case).

ORIGINAL AND PHOTOCOPY NIE+PASSPORT	(Under age students enclose copy of tutor's ID or NIE+PASSPORT)
ORIGINAL AND PHOTOCOPY OF HEALTH INSURANCE CARD	(National Health Insurance or Private Insurance showing last payment receipt)
PAY INTO THE BANK MODELO 700 AND HAND COPY OF RECEIPT (registration payment form) In the "tasas" drop box select: <i>"matrícula de curso de hasta 70 horas lectivas en primera convocatoria"</i> -Normal: 38,45 € -Reduced: 19,23 €	Download from our web: www.eoimaspalomas.com (barcode payment system). (Find the document " how to download the school payment form modelo 700 " attached).
PAY INTO THE BANK AND HAND IN COPY OF RECEIPT BONOMATERIAL-DIGITAL (15 € per student)	ACCOUNT N°: ES78 2100 8481 8913 0021 1558
FORM APPROPRIATELY COMPLETED	Download it from here
Informed consents: -Data processing -G-Suite data	Download Data Processing form Download G-suite data form
Minors' assistance control (for minors only)	Download it from here

EXTRA DOCUMENTS (WHERE APPLICABLE)

FEE DISCOUNTS:

1. **50 %** Large family (**valid card required**).
2. **50 %** When the student is unemployed or son/daughter of unemployed legal guardians.

FEE EXEMPTIONS:

1. Special large family (**valid card required**).
2. Disability (equal or more than 33%).
3. When the student has been a victim or son/daughter of a victim of terrorism.
4. When the student has been a victim of gender violence.



HOW TO DOWNLOAD THE SCHOOL PAYMENT FORM "MODELO 700"

1. Log onto our website 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 "EOI 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 de hasta 70 horas en primera convocatoria (38,45 €)." (Depending on your situation you could benefit from any reduction. In that case you should choose other description and enclose the required documents, being the final amount to pay 19,23 €).
6. Choose payment method.
7. In "concepto" you must complete this section by typing the following information:

CURSO ESPAÑOL INICIACIÓN (A1)

CURSO 2023-24 - 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.