Agora Andorra International School
Shaping the world

Admission Form

Personal Details

Surname/s ..... Name ..... Course .....

Date of Birth ..... Nationality ..... ID Number/Passport .....

Place of Birth ..... Province .....

Usual address .....

City ..... Postcode ..... Home tel. number .....

E-mail ..... Social security number .....

Family Details

Father/Guardian ..... Usual address .....

..... ID Number/Passport ..... Nationality .....

E-mail ..... Mobile Phone number .....

Profession ..... Company ..... Phone number .....

Mother/Guardian ..... Usual address .....

..... ID Number/Passport ..... Nationality .....

E-mail ..... Mobile Phone number .....

Profession ..... Company ..... Phone number .....

Language(s) spoken at home ..... If applicable, custody awarded to .....

Services

☐ School Lunch

☐ Transportation. Route number ..... Parada .....

☐ Extended School Day (specify) .....

Continuation of studies insurance. Specify option desired:

☐ Father ☐ Mother ☐ Other

agorainternationalandorra.com | (+376) 838 366 | C/ Serrat del Camp, 14 | AD400 La Massana (Principat d'Andorra)

Observations

Medical history of relevance .....

.....

Medication to be administered at the centre (medical prescription and family authorisation required) .....

Allergies (medical certificate required) .....

Number of siblings including pupil ..... Boys ..... Girls ..... Birth order of pupil .....

Number of siblings already at this school ..... Names ..... Years .....

Previous Schools

Name ..... Year .....

Name ..... Year .....

Name ..... Year .....

Statistics

How did you find out about us?

- ☐ Recommendation from .....
- ☐ Other children in the school
- ☐ A business data base
- ☐ Outdoor advertising .....
- ☐ Relatives/Friends/Acquaintances School website
- ☐ School Website
- ☐ Television (specify) .....
- ☐ Radio
- ☐ Internet
- ☐ Proximity
- ☐ Press
- ☐ Other (specify) .....

What made you decide for us? .....

BY MEANS OF THIS ADMISSIONS DOCUMENT, YOU, THE UNDERSIGNED

— 1. Formally reserve a place in the school. At the time of registration, you will receive the Administrative Rules, the content of which you will expressly state that you know, together with the Educational Plan and Ethos of the school, which are accessible in the CAV, "Comunidad y Aula Virtual" (Community and Virtual Classroom) online platform, to which the school will give you access. While waiting for said access to the CAV, you may request to be sent these documents by e-mail.

— 2. The father, mother or guardian undersigned declares that he has custody of his child (by court order of precautionary measures or by final divorce ruling if this is the case), and that the other parent knows and accepts the enrolment of the child in the Centre and that he is aware that this decision is subject to knowledge and approval of the other parent and, in the event of disagreement, to the decision of the competent court.

— 3. You authorise the School to transfer the student to the nearest medical centre with which the school is affiliated in the event of an accident or illness, always after attempting to contact the parents/guardians by all available means.

— 4. You authorise your child's attendance at and participation in the academic and extracurricular activities that the School schedules during the School year, whether these be outings, excursions or trips.

— 5. The parents or guardians signing this document commit to pay the fees established by the centre. Failure to pay two monthly instalments will result in the suspension of the services contracted with the School, until the whole amounts due have been paid in full.

— 6. The School, through the "New Agora Auxiliary Service Society", has contracted a "Continuation of Studies Insurance" for all Centres which guarantees that every student whose parents are insured (mother, father, or both parents in accordance to the contract) can continue their studies in the School to end of Baccalaureate in the case of death or total and permanent disability. With the objective of covering this type of circumstance, and with the accumulated experience we now have, we recommend everyone to contract this insurance in addition to any other life insurance you may have. It is an annual insurance and covers the whole school year. It should be contracted on the Admission Form or on the Enrolment Reservation Form and will be charged for in the September monthly school fees. There is also an option for paying for the insurance in monthly installments which will be charged together with the monthly school fees.

— 7. DATA PROCESSING

Means by which data is processed

In accordance with current legislation, we are required to inform the parties concerned that all personal data will be dealt with by COL·LEGIS DEL PIRINEU, S.A. (hereinafter referred to as "the School") as the organisation responsible for handling said data. Data will be processed both manually and using automated systems.

Purposes for which data is required

- For the administration of the admissions process.
- For accounting, fiscal and administrative processes required by the School.
- To manage Direct Debits in the data owner's name if applicable.
- So that the owner of the data might be able to exercise their legal rights.
- For academic and educational management processes.

Legitimising the data handling process

- By means of a contract (student admission contract) drawn up between the owner of the data and the school.
- Via the attached consent form signed by the owner of the data.

Potential recipients of your data

- Organisations forming part of Nuevo Ágora Centro de Estudios, S.L. (hereinafter referred to as "Globeducate") in the European Economic Area as listed in the following URL: https://www.globeducate.com/our-schools/. All personal data shall be used solely and exclusively for the purposes outlined above and in compliance with the conditions stated for the use of same.
- Should a Direct Debit be required, the school's bank and the data owner's bank will have access to the aforementioned personal data in order to manage said Direct Debit in accordance with current legislation.
- The tax administration assigned to deal with these matters, in order to fulfil the necessary legal and fiscal requirements.
- Public administrative bodies assigned to educational matters, in accordance with legal requirements.
- The receiving educational establishment in situations where a transfer of files is required.
- In the case of students studying at an associated educational establishment overseas, data held on file for students, and their parents or legal guardians may be transferred to said centre for the purposes outlined above.

Commercial communications

The School may distribute commercial communications by any means, including electronically, to provide interested parties with information relating to news, products, services, offers or any other commercial information associated with the School, Globeducate and/or other schools managed by Globeducate, and which, under the criteria established by the School, may be of interest to said parties. Additionally, and without prejudice to the foregoing, the School may send commercial communications issued by third parties on behalf of the School in relation to activities associated with the training and teaching of languages, sports, dance and music.However, you may object to the sending of said commercial communications at any time by emailing the Data Protection Officer at dpo@agorainternationalandorra.com. You can also opt-out of receiving commercial communications by marking an X in the following box. ☐

Length of time for which data will be held on file

Personal data provided herein by the party/parties involved shall be held on file for a period of 10 years following receipt of the final payment received from said party's bank. In the event that the applicant is not admitted to the School the data shall be held on file for a period of five years following notification of non-admission. Nonetheless, we would remind interested parties that, in accordance with legal requirements, data entered into a child's academic record shall be held indefinitely.

Rights of the owner of the data

The owner of the data may exercise their rights of access, rectification, suppression, opposition, limitation and mobility of said data, although this withdrawal may result in the discontinuance of access to services and educational activities. Should the owner of the data consider that the school. has contravened any rights recognised under current data protection regulations, they are entitled to submit a complaint to the Andorran Data Protection Agency. In order to exercise their data protection rights or to make any enquiry or request regarding the handling and management of their personal data, involved parties can contact the Data Protection Officer for the school or for Globeducate via the following channels:

DP Officer at COL·LEGIS DEL PIRINEU, S.A. (Agora Andorra International School): Administrator. E-mail: dpo@agorainternationalandorra.com. C/ Serrat del camp, 14, AD400 La Massana (Andorra) PRINCIPAT D'ANDORRA. Tel. +376 838 366.

- DP Officer at Nuevo Ágora Centro de Estudios, S.L. (GLOBEDUCATE): Globeducate Organisation Consultant. E-mail: dpo@globeducate.com. Calle Valle de la Fuenfría, 3 – Bajo izquierda · 28034 Madrid, Spain. Tel. +34 91 360 00 35.

With regard to data provided on behalf of third parties of more than 16 years of age, if the School is to use said data for the purposes explained above, the express consent of said third party/parties must be obtained.

— 8. IMAGE RIGHTS

Means by which data is processed
In accordance with current legislation, we are required to inform the parties concerned that all personal data will be dealt with by COL·LEGIS DEL PIRINEU, S.A. (hereinafter referred to as "the School") as the organisation responsible for handling said data. Data will be processed both manually and using automated systems.

Purposes for which data is required
Total or partial use of students' images and/or voice recordings (hereinafter referred to as "the contents") for publication in both online and offline forums, including but not limited to, Nuevo Ágora Centro de Estudios, S.L. (hereinafter referred to as "Globeducate") websites or the websites of any of the individual schools that form part of Globeducate, publication on current or future social networks in relation to promoting the activities undertaken at the School, including end of course activity photographs, sporting, cultural, and scholastic events both for promotional purposes and for the purposes of distributing information in respect of the activities conducted at the Educational establishments that form part of Globeducate. Permission to use the student's images and/or voice in these terms is granted by marking an X in the following box. ☐

Total or partial use of students' images and/or voice recordings (hereinafter referred to as "the contents") for publication only in password-protected online platforms, including but not limited to, educational platforms owned by Globeducate, such as CAV, or those password-protected platforms that the School may use at any time, and offline platforms located in places where the access is restricted to the School community (such as the interior of the School), in relation to promoting the activities undertaken at the School, including end of course activity photographs, sporting, cultural, and scholastic events both for promotional purposes and for the purposes of distributing information in respect of the activities conducted at the Educational establishments that form part of Globeducate. Permission to use the student's images and/or voice in these terms is granted by marking an X in the following box. ☐

This authorisation covers all legally permitted temporal and territorial ambits and the referred to data can be used in all publications issued by Globeducate, always in accordance with Civil Protection Law 1/1982 5 May (Civil Protection of the Right to Honour, Personal and Family intimacy and to Own image and Law 1/1996 15 January Legal Protection of Minors).

Legitimising the data handling process
Via consent provided by the owner of the data.

Recipients of your data
Organisations forming part of Globeducate in the European Economic Area as listed in the following URL: https://www.globeducate.com/our-schools/. All personal data shall be used solely and exclusively for the purposes outlined above and in compliance with the conditions stated for the use of same.

Length of time your data will be held on file
In accordance with the foregoing, unless you have marked the box indicating that you do not agree to the use of your personal data under the terms stated above, your data will be held on file indefinitely as part of our archive.

Rights of the owner of the data
Additionally, the owner of the data may exercise their rights of access, rectification, suppression, opposition, limitation and mobility of said data. Should the owner of the data consider the school has contravened any rights recognised under current data protection regulations, they are entitled to submit a complaint to the Andorran Data Protection Agency. In order to exercise their data protection rights or to make any enquiry or request regarding the handling and management of their personal data, involved parties can contact the Data Protection Officer for the school or for Globeducate via the following channels:

DP Officer at COL·LEGIS DEL PIRINEU, S.A. (Agora Andorra International School): Administrator. E-mail: dpo@agorainternationalandorra.com. C/ Serrat del camp, 14, AD400 La Massana (Andorra) PRINCIPAT D'ANDORRA. Tel. +376 838 366.
• DP Officer at Nuevo Ágora Centro de Estudios, S.L. (GLOBEDUCATE): Globeducate Organisation Consultant. E-mail: dpo@globeducate.com. Calle Valle de la Fuenfría, 3 – Bajo izquierda · 28034 Madrid, Spain. Tel. +34 91 360 00 35.
With regard to data provided on behalf of third parties of more than 16 years of age, if the School is to use said data for the purposes explained above, the express consent of said third party/parties must be obtained.

— 9. The duration of the present document of Admissions, Renewal and Authorisation is one school year, renewable each year by the parties by mutual accord. The parties reserve the right to cancel the present document unilaterally at the end of each school year. In addition, the School reserves the right to cancel the present document during the school year in the specific disciplinary cases contemplated in its Internal Rules of Procedure.

— 10. The parents or guardians declare that they know and expressly accept the contents of this document.

— 11. In order to resolve any discrepancy deriving from the interpretation or application of the present document, the father, mother or if applicable the legal representative of the student expressly accepts to submit to the Courts and Tribunals corresponding to the School's location.

Signed Father/Mother/Legal guardian
(cross out those that do not apply if more than 16 years of age. Signature of both tutors required, if applicable)

☐ I consent my personal data being used under the terms outlined above.

Student's signature
(if more than 16 years of age, if applicable)

☐ I consent my personal data being used under the terms outlined above.

Signature & stamp of the School

Agora Andorra International School
Shaping the world

Date: On ..... of ..... year 20.....

NOTE: The amounts paid for admissions and reservation, if applicable, are non-refundable

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Debit Mandate

A	G	O	R	A		A	N	D	O	R	R	A																		

Mandate reference

COL·LEGIS DEL PIRINEU, S.A.

Creditor's name

A	D	4	1	0	0	2	A	7	0	4	0	2	4	Y	

Creditor's identifier

POLIESPORTIU DE L'ALDOSA

Adress

L'ALDOSA - LA MASSANA

City

AD400

Postal Code

PRINCIPAT D'ANDORRA

Country

By signing this mandate form, you authorise COL·LEGIS DEL PIRINEU, S.A. to send instructions to your bank to debit your account in accordance with the instructions COL·LEGIS DEL PIRINEU, S.A.. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with them. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Debtor's name

ID/Passport

Document country

Address

City

Postal Code

Country

Debtor's account number

SWIFT (BIC)

Type of payment: ☐ Recurrent payment or ☐ One-off Payment

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Debit Mandate

SEPA Direct Debit mandate

DATA CONTROLLER
In accordance with current legislation, we wish to inform you that your personal data will be processed by COL·LEGIS DEL PIRINEU, S.A., which is deemed to be the data controller. It will be processed using automated and non-automated means.

PURPOSE OF DATA PROCESSING
- For accounting, tax and administrative purposes required by COL·LEGIS DEL PIRINEU, S.A.
- Receiving direct debits.
- Sending commercial communications about activities, events or services provided by the entity.

LAWFUL BASIS FOR DATA PROCESSING
- The execution of a contract (student enrolment) between the data subject and COL·LEGIS DEL PIRINEU, S.A.
- Legitimate interest: the sending of commercial communications from COL·LEGIS DEL PIRINEU, S.A about products, events and similar services to those contracted are based on the legitimate interest of the entity for such treatments in accordance with current regulations.

RECIPIENTS OF THE DATA
- Organisations forming part of Nuevo Ágora Centro de Estudios, S.L. (hereinafter referred to as "Globeducate") in the European Economic Area as listed in the following URL: https://www.globeducate.com/our-schools/. Such entities agree to process said personal data solely for the above-mentioned purposes.
- The bank entrusted by COL·LEGIS DEL PIRINEU, S.A. and the bank entrusted by the data subject to receive the direct debit payments in accordance with current legislation.
- The corresponding tax authorities, strictly for legal and tax compliance purposes.

PERIOD OF DATA RETENTION
The personal data you provide in this form will be kept for a period of ten years following collection of the final direct debit.

RIGHTS OF THE DATA SUBJECT
You may withdraw your consent for the processing of your data at any time; however, in that case the educational services and activities will cease to be provided. Furthermore, you may exercise your right to access, correct, delete, oppose, limit and transfer your data.

Likewise, if you believe that COL·LEGIS DEL PIRINEU, S.A. has violated your data protection rights, you may lodge a complaint with the Andorran Agency of Data Protection. You may contact the Data Protection Officer assigned by COL·LEGIS DEL PIRINEU, S.A. and the officer assigned by Globeducate to exercise your rights and to make any enquiries you wish about the processing of your data.

DP Officer at COL·LEGIS DEL PIRINEU, S.A. (Agora Andorra International School): Administrator. E-mail: dpo@agorainternationalandorra.com. C/ Serrat del camp, 14, AD400 La Massana (Andorra) PRINCIPAT D'ANDORRA. Tel. +376 838 366.
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Data belonging to a third party/parties can only be provided by the interested party/parties with the express consent of said third party, and only when the interested party agrees to provide said third party with the information presented in the foregoing clause.

Signing location

Date

Signed Father/Mother/Legal guardian
(cross out those that do not apply)

☐ I consent my personal data being used under the terms outlined above.

Please, once you have completed the form, download, sign and send it to the following email address: admissions@agorainternationalandorra.com

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