



# APPLICATION FORM & BOOKING PROCEDURES



## PORTUGUESE COURSES FOR Erasmus+ STUDENTS

### Personal Details

Mr  Ms  Other \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Nationality: \_\_\_\_\_ Occupation: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Did you study Portuguese:  Yes For how long: \_\_\_\_\_

No  in a school  self study

Current level of Portuguese:  Beginner  Intermediate  
 Elementary  Advanced

Knowledge of other languages:

Your mother language: \_\_\_\_\_

Poor  Fair  Good

### Course Reservation

4 lessons/day | 9h00 - 12h40 | Monday to Friday | 2 Weeks

Type of study:	School:	Course Dates:	Price:
<input type="checkbox"/> Presential	<input type="checkbox"/> Lisbon	<input type="checkbox"/> 31/08/2026 to 11/09/2026	Euro 180,00
<input type="checkbox"/> Online	<input type="checkbox"/> Faro	<input type="checkbox"/> 01/02/2027 to 12/02/2027	
<input type="checkbox"/> Both			

### Payment by:

**Bank Transfer**  
CIAL - Centro de Línguas  
Millennium BCP - Account nº: 937479 - Swift Code: BCOMPTPL  
IBAN: PT50 003300000000093747986  
Please send a copy of the Bank Transfer form.



You will receive by email a link for secure payment in Paypal's secure website (no Paypal account needed).

### I heard of CIAL through:

Web Search  Social Media

Other: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

## Terms and Conditions

### Booking Procedure

Minimum age is 18.

A program with a minimum of 10 lessons/week is required to book accommodation.

After receiving this form duly filled and a deposit of €200,00, CIAL will confirm the booking. Confirmation letters for visa purposes require a deposit of €1.000,00.

When accommodation is booked, a map with the location of the accommodation and the school will also be sent.

Students booking accommodation must inform the time of arrival or risk not being greeted on arrival.

### Changes of Program

If only one student is placed at a given level the course will be replaced as follows:

Group 20 lessons/week ---> Individual 12,5 lessons/week

Workshop 5 lessons/week ---> Individual 3 lessons/week

### CIAL's Course Fees Include

- . Tuition . Assessment test . Internet access . Teaching materials
- . Grading and final tests . Audiovisual and multimedia facilities
- . Certificate/Diploma . Cultural and extra-curricular activities (except for dinners)

### IMPORTANT NOTICE

One lesson is **50 minutes**.

On Public Holidays Group and Group+Workshop Course lessons will not take place and will not be recovered. Individual Courses lessons will take place or will be recovered.

### Public Holidays 2026

January 1 / April 3 / May 1 / June 4 / September 7 (Faro) / October 5 / December 1, 25

### Payments

Full payment of courses and other services must be done on the first day of lessons in cash or credit card.

When paying by bank transfer, a copy of the Bank Transfer Form stating name of student, course dates and location must be sent.

### Cancellation Fees *(bank fees will be deducted from all refunds)*

Visa refusal: Students must send copy of the visa refusal letter and CIAL will refund the fee paid, minus €200,00 + bank expenses.

Failure to provide the visa refusal letter forfeits the total fee paid.

Refunds will only be made to the person who paid the original fees and using the same method of transaction.

Up to 2 weeks before starting date: no cancellation fee

Less than 2 weeks before starting date: €200,00

No show: 1 week of course + 1 week accommodation

After arrival (written request needed): Course fees --> 50% of fees paid and not used  
Accommodation fees --> no refund

### Missed Lessons / Attendance

Group and Workshop lessons missed cannot be recovered or refunded. Individual lessons can be rescheduled with 24h notice.

Minimum attendance required to take the level test: 80%

### Insurance

CIAL will not accept any liability for loss, damage or injury of any kind, incurred in whatever way. Students are invited to take out comprehensive personal insurance (health and liability) before travelling to Portugal.

## Privacy Policy

CIAL respects your privacy and this Privacy Policy describes who we are, for what purposes we use your data, how we process your data, who we share your data with, and for how long we store your data. It also informs about how you can contact us and exercise your rights.

### WHO WE ARE?

Your data will be processed by SOUSA E COIMBRA, LDA, legal entity no. 500275378, with registered office at Rua Actor Taborda, 55 - 1E, 1000-007 Lisboa, telephone number +(351) 217940 448, hereafter referred to as "CIAL" or "we".

CIAL is the data controller within the meaning of the General Data Protection Regulation.

### WHY DO WE PROCESS YOUR INFORMATION?

CIAL will only process your personal data when:

1. It has obtained your consent to process your personal data for specific, explicit and legitimate purposes; and/or
2. It is necessary to comply with legal obligations applicable.

### FOR WHAT PURPOSE DO WE PROCESS YOUR INFORMATION?

When you fill this application form, your data, such as your name, email address, telephone number or address, is collected by CIAL and processed in order to respond to your questions and requests, or to provide information.

If you provide your contacts, CIAL may contact you for marketing purposes relating to its services, provided you have consented to the processing of your personal data for this purpose. If you do consent, you will receive marketing communications by email. However, you may object to this data processing at any time.

The personal data you provide us may also be processed for the purposes indicated at the time the data are collected.

Your consent is essential for CIAL to be able to process your personal data for the purposes described above.

### HOW LONG DO WE STORE YOUR INFORMATION?

Our policy is to store your data only for the period necessary to fulfil the purposes for which they were collected. However, in certain cases, we may store the data for longer periods when required by law.

### WHAT ARE MY RIGHTS?

At any time, you may:

1. Have access to the information.
2. Ask for the correction of the information if it is inaccurate or incomplete
3. Ask for the erasure of your personal data

As the data subject, you have the right to ask CIAL to erase your data without undue delay, and CIAL is required to erase your data without undue delay for any of the following reasons:

- a) The personal data is no longer necessary for the purpose for which it was collected or processed;
- b) You withdrew your consent to the data processing (in cases in which the processing is based on consent) and there is no other ground for the processing in question;
- c) You object to the processing and there are no overriding legitimate interests that justify their processing.
4. Ask for restriction of processing of your personal data.

As data subject, you have the right to ask CIAL to restrict the processing of your data when one of the following situations apply:

- a) You question the accuracy of the personal data, with a restriction period enabling CIAL to verify its accuracy;
  - b) The processing is unlawful; you oppose the erasure of the personal data and instead request the restriction of its use;
  - c) If you have objected to the processing, pending the verification whether the legitimate grounds of the controller prevail over your grounds.
5. Object to the processing of personal data.
  6. If the processing depends on your consent, you have the right to withdraw that consent.

If consent is legally necessary to process the data, the data subject has the right to withdraw consent at any time. However, the right to withdraw consent does not affect the lawfulness of any processing based on the consent initially given up to the point of its withdrawal. It also does not affect the subsequent processing of the data based on other legal ground, for example, in the case of compliance with a contractual obligation or with any legal requirements to which CIAL is subject. If you wish to exercise any of your rights, you should contact us in writing, by email to [connect@cial.pt](mailto:connect@cial.pt) or by letter to following address: Rua Actor Taborda, 55 - 1ª Esquerdo, 1000-007 Lisboa.

Your requests will be processed with special care so that we can ensure we give effect to your rights. We may ask you to prove your identity in order to ensure that your personal data is only shared with its data subject.

Please bear in mind that, in certain cases, for example, as a result of legal requirements, your request may not be dealt with immediately.

In any case, you will be informed of the measures taken to deal with your request within one month of the date the request is made.

You also have the right to make a complaint to the Portuguese National Data Protection Commission <https://www.cnpd.pt/>.

### SECURITY AND CONFIDENTIALITY

We are committed to keeping your data secure and we use appropriate security measures to ensure your personal data is protected and to prevent access to them by unauthorised persons. We periodically analyse our security systems and policies to ensure that your data is safe and protected. However, the transmission of data over the Internet is not completely secure and we cannot provide an absolute guarantee of the security of the information transmitted through our website.

We also respect the confidentiality of your information. Therefore, we do not sell, distribute or make your information commercially available in any other way, to any third party. CIAL keeps your information confidential in accordance with this Privacy Policy and with the applicable legislation.

### DO YOU HAVE ANY DOUBTS?

If any doubts remain in relation to the processing of your personal data, or if you wish to exercise any of your rights, please contact us:

Email: [connect@cial.pt](mailto:connect@cial.pt)

Telephone: +(351) 217940 448

Address Rua Actor Taborda, 55 -1E, 1000-007 Lisboa, Portugal.