



Student information

(To be filled in by the student)

Full name: _____

Full address: _____

Email: _____

Personal/passport nr: _____

Current study: _____

Year of study: _____

School: _____

Internship period: _____

Hours per week: _____

Deadline school: _____

Requirements of the school that the internship must meet:

Other important things to take into account:

Check the services you request:

- Internship organization (€475*)
- Accomodation organization (€50*)
- Airport transfers (€40*)

* Prices excluding 21% VAT



Terms and Conditions Stage in Spanje S.L.

1. Service

The service of Stage in Spanje includes finding a suitable internship for the student. Stage in Spanje mediates between the student and the company. Stage in Spanje will ensure that the internship agreement and all the documents related to the internship will be signed. The student is responsible for obtaining these documents from the educational institution.

Stage in Spanje offers the following extra services free of charge:

- Accreditation of the company by SBB
- Providing assistance in finding a suitable language course;
- Providing extensive information and useful tips about the beautiful city of Valencia.

2. Procedure

During the intake interview between the student and Stage in Spanje, the student explains his/her wishes and requirements with regards to the internship. Based on these wishes, the requirements and the CV of the student, Stage in Spanje starts the search for a suitable internship. As soon as Stage in Spanje has found the internship, the student will be informed about the company and the content of the internship. If the student agrees to the internship, a meeting will take place, if desired, between the student and the company. Stage in Spanje will help with all the necessary formalities. If the student does not agree to the internship offered, Stage in Spanje will continue the search for a suitable internship.

3. Price

- 3.1 The price for organizing an internship through the service of Stage in Spanje is €475 in total (excluding 21% VAT).
- 3.2 Of the total service costs, an advanced payment of €75 (excluding VAT) is requested. At the moment that this payment is made, the search for an internship will start.
- 3.3 The student is supposed to pay the remaining €400 (excluding VAT) at the moment that the contracts are signed by the student, the organization providing the internship and the educational institution.
- 3.4 In case that Stage in Spanje has not found a suitable internship one week before the start of the internship period, the advanced payment of €75 will be returned (no cure, no pay).
- 3.5 The advanced payment of €95 will not be returned in case that the search for an internship is ceased on the initiative of the student, or if an internship that meets the student's requirement is refused by the student.
- 3.6 If the student withdraws after all contracts have been signed, there is no possibility to refund the total service costs.
- 3.7 Arranging an (shared) accommodation for the students (monthly rental costs not included) will have a cost of 50.-€ (excluding VAT)
- 3.8 Pick ups at the airport will cost 40 euros (Timetable from 8:00h to 19:00h)

4. Term of Payment

- 4.1 Stage in Spanje has a term of payment of two weeks after the invoice date.
- 4.2 The full service costs must be paid by the student through a bank transfer, at all times before the start of the internship.
- 4.3 In case that the above points conflict, the latter will apply.



5. Stage in Spanje

- 5.1 Stage in Spanje mediates between the student and the organisation providing the internship.
- 5.2 Stage in Spanje is not responsible for occurring problems regarding the employment conditions and internship compensation of the signed contract between the student and the organisation.
- 5.3 As stated in article 1, Stage in Spanje provides accommodation in a shared student apartment as an extra service. If the student does not make use of that service, it will not affect the price of the service.
- 5.4 The office of Stage in Spanje will be closed during the second and the third week of August.

6. Arrival

- 6.1 At least two weeks before arrival, the student has to inform Stage in Spanje about the arrival date and time via this link: <http://www.stageinspanje.nl/plan-aankomst>.
- 6.2 The student is responsible for agreeing on a start date with the company providing the internship.

7. The student

- 7.1 The student is responsible for accepting an internship that meets the requirements of the educational institution.
- 7.2 The student is aware of the fact that the Dutch school holidays will not be applicable during the internship abroad and that holidays can be taken in consultation with the organization providing the internship.
- 7.3 The student declares that Stage in Spanje and its employees cannot be held responsible for injury, death, damage or loss of any kind, which may be suffered during the stay in Valencia organized by Stage in Spanje.
- 7.4 The student is neither entitled to pass on companies, contacts, internships and/or contract details of homeowners to thirds parties, nor to place them on job databases of the study program or to publish them on the internet.
- 7.5 The student is responsible for arranging a NIE number. The company providing the internship will indicate whether it is necessary to have a NIE number. This NIE number can be requested before arrival at the Spanish consulate in Amsterdam. For more information, go to <http://www.stageinspanje.nl/nie-nummer>

8. The accommodation

- 8.1 The accommodation that Stage in Spanje will organize, concerns an apartment that will be shared with a maximum of 4 other students. The student will always have an own bedroom and will share the rest of the apartment with others.
- 8.2 The accommodation will be booked when the internship is fully arranged.
- 8.3 Stage in Spanje always tries to take into account that the travel time from the apartment to the internship is as short as possible.
- 8.4 In case that the student uses the extra service of 'arranging the accommodation', the student must pay a deposit of €200 upon arrival at the apartment. At the end of the internship period, this amount will be returned if the apartment looks just like it did on arrival.
- 8.5 The student is obliged to pay €40 each month as an advance on the invoices for the use of gas, water and electricity in the apartment. At the end of the period, all invoices will be calculated. Based on the total costs incurred, the student will receive money back from the advance payment or pay extra if necessary.

