

# Application Process for Teens Anglos at Valbonella 2019

## Step 1: Online Application

Please **fill in the online form carefully**, telling us all about yourself. It's important you complete the form as fully as possible to give yourself the best chance of being accepted. Once we have received your completed application, we will be in contact with you via email to acknowledge your application.

## Step 2: Programme Offer

We will look at your application and if we think that you are right for the **Teen Anglo** role at the **Speak Teens English Discovery** Camp, we will offer you a place on the programme. Please be aware that while we will try our best to satisfy your choice of programme, this may not always be possible depending on availability.

Once we have arranged the programme dates, we will send you our Official Invitation Email which will include a Welcome Pack together with our Anglo Agreement for you to sign. Please read the Agreement carefully before signing.

## Step 3: Anglo Agreement

You will then have **7 days** from the date of receiving the **Official Invitation Email** to sign and return the **Anglo Agreement**.

## Step 4: Confirmation Email & Admin Fee Payment

Once we have received your signed **Anglo Agreement**, we will send you an official **Confirmation Email** together with a request for payment of the non-refundable **Admin Fee** of **€180\***. This fee covers all administrative services outside of the Camp (Admin fee, Meet & Greet service, Coach transfers, Public Liability Insurance). Proof of payment of the **Admin Fee** is required **within 14 days** of the **Confirmation Email**.

\* **Note:** This fee is reduced by 50% for two siblings attending together.

## Step 5. Contact Form

The **Confirmation Email** also includes a link to our online **Reserved Area** for the Camp for which you have been accepted where you can find more information and a **Contact Form** which you will need to fill in once your travel arrangements have been organised.

**IMPORTANT: DO NOT** make any travel arrangements prior to receiving the **Confirmation Email**.

**Thank you for taking the time to read this information!**

### Speak Srl

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