



ENROLLMENT POLICIES

ONLINE / IN-PERSON SPANISH COURSES

1. The minimum age to be enrolled is 18 years old.
2. The registration form must be filled out with accurate information.
3. Course payment must be completed before classes start. Any promotion or discount must be approved by the administration.
4. Once the course has been paid, no reimbursement is available under any circumstance, unless UNAM-LA cancels that course.
5. Three students must be enrolled for a group to open. Each group will have a maximum of seven students.
6. Online platform and didactic materials are included in the cost (conditions apply¹).
7. Group changes are subject to availability before class starts and during the first week.
8. If any student fails to attend one class, there won't be any class substitution.
9. There are no trial courses or sample classes.
10. Particular situations not considered in these policies must be treated and solved by the UNAM-LA Administration and the Spanish Coordination.

ONLINE PRIVATE COURSE

1. A private course can start anytime upon request. It consists of 6 hours in total.
2. The schedule is established by mutual agreement between each student and his/her UNAM-LA teacher.
3. There are no sample classes.
4. If any student fails to attend one class, there won't be any class substitution.
5. Online Private Classes can be rescheduled if the student notifies his/her teacher within 24 hours. Otherwise, that class will be considered as taken.

¹Online text and platform will be adjusted to the type of course and level; access might be granted to cover more than one unit.



6. It is possible to reschedule only two classes during one period. All private lessons must be completed within 6 weeks.
7. The minimum age to be enrolled is 18 years old.
8. The registration form must be filled out with accurate information.
9. Course payment must be completed before classes start.
10. Once the course has been paid, no reimbursement is available under any circumstance, unless UNAM-LA cancels that course.
11. Didactic materials are included in the cost (conditions apply).
12. The UNAM-LA Administration and the Spanish Department Coordination must treat and solve particular situations not considered in these policies.