

Steps for new students



REGISTRATION

Complete and send the following information in one single e-mail to the Colegio Mayor Olarain tutoring department (tutoria@olarain.com).

01. Complete the document which includes:
 - a. Personal information form.
 - b. Document on deposit refund regulations.
 - c. Signed document stating express acceptance of the Statutes, General Regulations, and Specific Regulations (Download the Regulations [here](#)).
 - d. Signed document on the protection of personal data.
 - e. Document dealing with banking information to direct debit monthly bills.
02. Recent photo against a white background.
03. Receipt for the €900 deposited into checking account with **IBAN: ES50 2095 5206 04 1061940028**
BIC: BASKES2B with Kutxabank, indicating the name and surnames of the future student.
04. Photocopy of your national ID or passport.

05. Photocopy of your Social Security or Private Medical Insurance Card.

06. If you suffer from any special medical condition or food allergy, please send a certifying medical report.

University entrance exam grade:
the document certifying that the entrance exam has been passed must be sent via e-mail to the Colegio Mayor Olarain tutoring department (tutoria@olarain.com).

PERSONAL INTERVIEW WITH THE FUTURE STUDENT

After the documentation has been sent, the Director, Director of Residents, or the Tutor will contact you by phone in order to arrange a date and time for the compulsory interview. This interview is an essential requirement for final admission to the Colegio Mayor Olarain. Once completed, you will be contacted if admitted as a student.

FINAL ADMISSION

Once the personal interview is complete and the entrance exam score is sent, the Olarain Tutoring Department will confirm your reserved place via e-mail.

Deposit refund regulations due to waiving the reserved spot



The deposit which guarantees the student(s) their pre-registration for the academic year, and whose sum is €900, shall be fully or partially refunded in the cases listed as follows:

01. The total sum shall be refunded:

- a)** If the student waives their possible admission prior to the date set for the personal interview at the School.
- b)** If, after having completed the personal interview, the student is not admitted to the School by decision of Olarain Management.

02. Part of the sum shall be refunded:

- c)** If the student is forced to waive the possible admission after having completed the personal interview at the School, if this situation is communicated to the school prior to midnight on 1 September.
In this case, €700 will be refunded.

- d)** If the student is forced to waive the possible admission after

having completed the personal interview at the School, if this situation is communicated to the school after midnight on 1 September.

In this case, €500 will be refunded.

If the deposit is made after 1 September, and the student wishes to waive his or her possible admission and request a deposit refund, said request must be made at least one month prior to the entrance date at Olarain.

The resulting reimbursements shall be made to the account designated by the father, mother, or tutor of the registered student within a period of one month from the date in which Colegio Mayor Olarain is notified of the spot being waived.

I accept each and every one of the points contained in this regulation relating to refunds for deposits made to Colegio Mayor Olarain for pre-registration at the School.

Name, surnames, and national ID of the mother / father / tutor

Name and surnames of the student

Signature

Signature

Acceptance of the regulation



I am aware of and accept each and everyone one of the prescriptions contained in the Statutes, General Regulations, and Specific Regulations corresponding to academic year 20 -20 at the Colegio Mayor Olarain.

Name, surnames, and national ID of the mother / father / tutor

Name and surnames of the student

Signature

Signature

Bank Information



SEPA

01. Savings Bank or Bank

02. Account holder

03. National ID of the account holder

04. IBAN

05. BIC

I authorise the Colegio Mayor Olarain to automatically withdraw funds for monthly expenses.

Name, surnames, and national ID of the mother / father / tutor

Signature

Data protection



In accordance with the provisions of Data Protection regulation, **COLEGIO MAYOR OLARAIN, S.L.**, as data Processing Manager, with Fiscal ID Number NIF B20581138, hereinafter "**OLARAIN**", wishes to inform you of the following:

01. Purposes. The personal data and documents provided throughout your relationship with the Processing Manager will be included in our processing systems with the purpose of managing the administrative and organisational tasks of Colegio Mayor, the **promotion and dissemination** of our services and activities, performing the **legitimate functions** of our business activity and fulfilment of the **legal obligations** arising from the same, as well as any other purposes arising from the By-Laws, the school's internal Regulations and the operational working hours and criteria in force at all times.

02. OLARAIN has **video-surveillance cameras** installed in several internal areas, as well as outside the building itself. Your image may be therefore included in the data we process, known as "Video-surveillance", the purpose of which is to ensure the proper care and security to residents, workers and third parties as well as for the company's own activities and facilities.

03. OLARAIN has **access monitoring** systems in place, based on the use of electronic cards. The use of your electronic card may therefore be included in our data processing known as "Access to internal areas", the purpose of which is the proper monitoring of access to the Colegio Mayor facilities and the management of any ensuing incidents.

04. Duty of confidentiality. The processing of personal data is protected by the **duty to professional secrecy** and

shall take place by applying the proper level of confidentiality in accordance with the provisions of legislation in force on Personal Data Protection.

05. Consent. The undersigned, as well as his/her family members or caregivers, provides his/her **express consent** for the Processing Manager to collect and process his/her personal data, including, if applicable, **data related to his/her health**. In the event of providing data belonging to your family members or third parties, you guarantee that you have obtained their express consent for the provision of their data to OLARAIN.

06. Method and duration. The processing of personal data may take place in both **paper** and **electronic** format. OLARAIN may retain the data for the fulfilment of your legal obligations or your legitimate interests without any time restriction, unless you request otherwise.

07. Communication of data. Personal data will only be processed for the purposes described and will not be used or assigned to third parties for any other purpose, unless you expressly request this in writing. However, OLARAIN may notify **parents or the legal representatives** of the resident or the company or the institution on whose behalf this party has the condition of resident at the Colegio Mayor, of any of these data (including image and audio) relating to behaviour, incidents, punishments, school check-in and check-out system, participation in activities, and any others that are necessary for the proper fulfilment of the purposes indicated in the By-Laws, the school's Internal Regulations and of the criteria and operational hours that affect the resident, and specifically, any data related to the condition of the residents' rooms, access control and

video-surveillance. OLARAIN may also communicate the data to the Department of Education of the Basque Government, the Basque Department of Health (Osakidetza), the University of the Basque Country, the Provincial Council of Gipuzkoa, Sports Federations, the School's insurance company, as well as for any other cases provided, authorised or required by law.

08. Contact with the college. The undersigned as well as his/her family members or caregivers, if applicable, provide their express consent to the Processing Manager to send them **information and documentation** related to its services and activities **by electronic means**, including email, electronic messaging and similar tools.

09. The following are the legal grounds for the processing of the data described in this Privacy Policy:

- a. your **consent** for the processing of the data,
- b. the need to process your data for the **provision of the services** that you request,
- c. fulfilment of the **legal obligations** by the Processing Manager, and/or
- d. the **legitimate interest** of the Processing Manager, such as for the promotion and dissemination of our services and activities.

10. Due to the fact that this document constitutes OLARAIN's Data Protection Policy in relation to its residents, it is therefore not necessary to inform you about the same in subsequent forms and services provided, except for changes in the same or legislative amendments. The contribution of the data requested, your request for our services and the acceptance of this Policy entails your **express consent** for the the Processing Manager to collect and and perform all the data processing described, including

data related to your health, whenever necessary. OLARAIN can not provide the services requested if you do not provide consent for the processing of your data or subsequently withdraw it.

11. Rights. You can exercise your **rights of access, rectification, restricted processing, deletion, opposition and portability** as well as **withdraw your consent** or any other request related to this matter, by writing

to OLARAIN, at Paseo de Ondarreta 24, 20018 Donostia San Sebastián (Gipuzkoa) or to the email address **tutoria@olarain.com**, attaching a copy of your National ID document or equivalent ID document. The control authority to contact if you are not in agreement with the resolution of requests or to file a complaint, is the Data Protection Agency: **www.aepd.es**

Colegio Mayor Olarain, S.L., as Processing Manager, is **requesting your express consent** for the following data communication and processing:

01. Data related to the name and surnames, personal image, number of rooms, postal and electronic address, phone number, where the person is originally from, activity or studies completed by the resident, the roles performed at the school and the activities which he/she participates in, can be communicated each academic year in electronic and paper format as well as being published on the school's notice boards to be read by the rest of residents, users, visitors and personnel from the school.

I CONSENT

I DO NOT CONSENT

02. The data related to the name and surnames, personal image, postal and electronic address, phone number, activity or studies completed by the resident, the roles this party performs in the school and the activities that this party may participate in may appear in OLARAIN' publications.

I CONSENT

I DO NOT CONSENT

03. The data related to the name and surnames, image, voice, postal and electronic address, phone number, activity or studies completed by the resident, the roles this party performs in the school and the activities that this party may participate in may be included on OLARAIN's social channels, networks, blogs and websites as well as on OLARAIN's intranet.

I CONSENT

I DO NOT CONSENT

In Donostia San Sebastián,

Name and surnames of the mother/father/guardian

Name and surnames of the resident

Signature

Signature

National ID Number

National ID Number