

Spanish lessons with Marta

Lesson agreement

Lesson length	Pack of 10 lessons	No-fee changes	Notice to end
60 min	€250	24 h notice	7 days

Marta Ruiz , NIF 12345678Z, Calle Mayor 12, 28013 Madrid, +34 612 345 678, marta@example.com

01 **Parties.** Between Marta Ruiz (the teacher) and _____ (the student).

02 **Lessons.** Spanish lessons of 60 minutes, online via Google Meet.

03 **Price.** A pack of 10 lessons for €250. Exempt from VAT (IVA) under art. 20.Uno.10 of Ley 37/1992.

04 **Payment.** The whole pack in advance, before the first lesson, by card or bank transfer. If a payment is more than 7 days late, lessons pause until it's settled.

05 **Cancellations.** Changes with at least 24 hours' notice are free; later changes and no-shows count as taught. If I cancel, you choose a new time or a refund. The full rules are in my cancellation policy.

06 **Packs.** Use your pack within 3 months of the first lesson. If you stop early, I refund the unused lessons at the pack's price per lesson. If something stops us finishing it in time, we extend it.

07 **Price changes.** I'll tell you at least 30 days before any price change. It applies to new packs only; if it doesn't suit you, you can stop and I'll refund what's unused.

08 **Online lessons.** I'll send the link before each lesson. If my connection fails, we redo the lesson at no cost; if you join late, it still ends on time. Lessons aren't recorded.

09 **Ending.** Either of us can end this agreement with 7 days' notice, by the same channel we use now (WhatsApp or email). I refund unused paid lessons within 14 days.

10 **Complaints.** By WhatsApp or email (marta@example.com), by post to Calle Mayor 12, 28013 Madrid or by phone on +34 612 345 678. I'll give you a reference number and reply within 15 days. Complaint forms (hojas de reclamaciones) are available, also online.

11 **Results.** I'll help you reach _____, but it also depends on you: I can't guarantee a grade.

How to accept

Reply with this message:

> "I agree to the lesson agreement of 16 October 2026 for _____. I'm _____, the student. I understand it means paying €250 for 10 lessons."

I'll email you this agreement as a PDF before the first lesson.

Signature (client) _____ Date _____

Signature (teacher) _____ Date _____

Data protection (basic information)

Controller: Marta Ruiz (marta@example.com)

Legal basis: this agreement.

Recipients: the tools I use (a scheduling app, a payment provider, a video-call tool and WhatsApp or email), as processors. Nobody else gets your data unless the law requires it.

More information: ask me at marta@example.com.

Purpose: running lessons, bookings, payments and messages.

Retention: while we have lessons, then as long as Hacienda (4 years) and possible claims (5 years) require.

Your rights: access, correction, deletion, objection, restriction and portability, and to complain to the Spanish Data Protection Agency (AEPD).