

Spanish Courses and Culture in Andalusia



Granada



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Granada is a town situated at the foot of the Sierra Nevada. It has a population of 280.000. There are many sides to the town:

- **A Moorish town:** it was the last kingdom to be reconquered by the Christians from the Moors. Its Moorishness is evident throughout the town, but especially in the Alhambra Palace and Generalife, one of the most visited monuments in the world, and, on the opposite hill, the Albaycín, the ancient Moorish quarter with its narrow cobbled lanes and squares and traditional houses.

- **A renaissance and modernist town:** renaissance because of the large amount of buildings in this style of architecture, particularly religious buildings, which were built at the time of the Christians arrival in the 16th century. Modernist since the beginning of the 20th century because of the modernist style borrowed from Catalonia after the creation of the Granadan sugar refining industry.

- **A centre for Flamenco,** centred on the district of Sacromonte, inhabited by gypsies who have become singers, dancers and guitarists. They have spread their art throughout the world.

- **A university town,** with one of the oldest universities in Spain (over 500 years old) where you can study everything. At the moment, it has around 60,000 students.

- **A cultural town:** apart from Semana Santa (Easter) and Fiestas del Corpus, other events stand out: jazz festival (autumn), international festival of theatre (spring) and international festival of music and dance (spring). As well as these events theatrical representations, concerts and flamenco shows, etc., occur throughout the year at the Manuel de Falla cultural centre, the Palacio de Congresos and in various other centres created for these purposes.

It is an ideal site for winter **sports** being 36 km away from the winter resort of Sierra Nevada whose sports facilities are easily accessible from the town. Here several international championships take place, among them the World Ski Championships in 1995. Sports lovers of any kind have ample opportunity to practice in sport complexes all over the town.

Granada lives in the present day without losing its traditions, its beauty or its Spanish and Andalusian flavour for one minute.



IMSOL- GRANADA

IMSOL-Granada was established in 1993 in the beautiful city of the Alhambra, which is considered one of the Wonders of the World. The geographic location of Granada is privileged, because it is only 30 minutes far from the natural park of Sierra Nevada and its winter ski resort, and only 1 hour far from the Costa Tropical.

The school is in the very city centre, in the unique quarter of El Realejo, less than 5 minutes walking from Puerta Real, the Cathedral, Gran Vía de Colón, theatres, hotels, restaurants, shops,... All in all, you will be able to learn Spanish in the calm atmosphere prevailing in this Realejo area and at a stone's throw from the heart of the city, surrounded by all the facilities and comforts.

IMSOL-Granada (**Accredited Teaching Centre by Instituto Cervantes**) has five classrooms fully-equipped for the study of Spanish with TV, video, DVD and all the necessary audio and CD equipment. All these devices plus the small group size (maximum 8 students per class) create a very familiar atmosphere and a personal treatment, which make the learning of Spanish more natural and effective.



GENERAL INFORMATION ABOUT THE COURSES

- Courses at IMSOL begin on any Monday, any level (also beginners), except for the teenagers and teachers training courses.
- Every Spanish lesson has a duration of 45 minutes. Flamenco lessons has a duration of 60 minutes.
- Classes take place from Monday to Friday (except bank holidays).
- Classes are scheduled either in the morning or in the afternoon.
- Classes are taught completely in Spanish from the first day and for every level.
- The school will lend the manual for the classes and other material to the participants during their stay.
- The maximum number of participants per class is 8.
- One week before coming students have to undergo an online language test. This is useful for the Head of Studies to determine their level of Spanish and the most suitable classes or groups to place them.
- At the end of the course every participant will receive the IMSOL Attendance Certificate.
- To get it, it's necessary to attend an **80% minimum of classes**.



METHODOLOGY

The teaching is carried out only in Spanish and without using any other language, developing a direct, situational and communicative method looking for mental associations between the concept and the word in Spanish.

Vocabulary and Grammar are studied in a contextual way, placing particular emphasis on the students' participation both in the oral and in the written production.

Teachers use exercises on the different grammatical structures, dictations, readings paying special attention on the phonetics and pronunciation, etc. creating controlled and free conversation, always with the teacher's corrections.

Before starting the lessons participants will have to do a language test. As the classes are structured in blocks depending on the number of lessons of the course, one more grammatical and the other more of oral production, there exists the possibility of differentiating the levels between both parts, therefore participants could join two different group depending on their levels of grammar and conversation and vocabulary.

Groups will be "open" until Tuesday.



IMSOL TEACHING STAFF

IMSOL teaching staff is very professional and dynamic. Teachers have superior university degrees, the teaching training certificate (CAP) and, in addition to these, a specific methodological preparation given by the school for the teaching of Spanish as a foreign Language.



LEVELS

According to the **Common European Framework of Reference for Languages** (Council of Europe), our courses are structured in 6 levels in which the participants can take part after having been evaluated their Spanish command with the language / placement test.

The levels are:

- **Level A1** (Elementary) (DELE A1): Users exchange brief information with questions and answers, within a clear and concrete communicative context.
- **Level A2** (Basic) (DELE A2): Users understand, communicate and express themselves in spoken and written Spanish, using a simple language in daily situations and cultural aspects.
- **Level B1** (Intermediate) (DELE B1): Users understand and are able to communicate in communicative contexts in their routine surroundings, knowing how to solve problems by themselves.
- **Level B2** (Advanced) (DELE B2): Users understand and express themselves in general situations where there is an exchange of information. They express personal attitudes on subjects that are familiar for them or are interested in them and they speak about experiences, too.
- **Level C1** (Superior) (DELE C1): Users understand and express themselves in multiple situations with complex linguistic structures - still controlled, with fluency and in a spontaneous way.
- **Level C2** (Proficiency) (DELE C2): Users express themselves in a suitable form in any situation, controlling the own linguistic and cultural elements of a native speaker and discerning meaning nuances.

COURSES

All the 4 skills (Listening, Speaking, Reading and Writing) are covered in these courses.

Levels: All. Starting dates: Every Monday in the year except Flamenco Choreography and Teenagers Package (please check our webpage or contact us.)

Minimum duration: 1 week except courses for teachers, teenagers and Bildungsurlaub

Courses	Lessons per week	Lessons per day	Number of students
I. Intensive Spanish	20	4	Maximum 8
II. Intensive Spanish	25	5	Maximum 8
III. Superintensive	30	6	Maximum 8
IV. Combined	25	4 + 1 ind.	Maximum 8
V. Individual	10-15-20	2-3-4	Individual
VI. D.E.L.E	20	4	Maximum 8
VII. Grammar	10	2	Maximum 8
VIII. Vocabulary and Conversation	10	2	Maximum 8
XIX. Bildungsurlaub	30	6	Maximum 8
XX. Senior (50+)	10	2	Maximum 8
Estudios Hispánicos -Minimum level B1-			
IX. General course	20 /25	4/5	Maximum 8
X. Spanish and Latin-America Literature	10	2	Maximum 8
XI. Spanish and Latin-America History	10	2	Maximum 8
XI. Spanish and Latin-America Culture	10	2	Maximum 8
XIII. Commercial Spanish	10	2	Maximum 8
XIV. Medical Spanish	10	2	Maximum 8
XV. Tourism Spanish	10	2	Maximum 8
Special courses			
XVI. Courses for Teenagers	20	4	Maximum 8
XVII. Courses for Teachers of E/L.E.	20	4	Maximum 8
XXI. Spanish for families	20	4	Maximum 8
XVIII. Courses for Groups			Maximum 10
XXIII. Spanish Course + Flamenco Dance Introduction	20+7,5	4+1,5	Maximum 8/12
XXV. Spanish Course + Flamenco Compás (Rhythm)	20+5	4+1	Maximum 8/12

PREPARATORY COURSES FOR D.E.L.E. EXAM

The Diplomas de Español como Lengua Extranjera (DELE) are official certificates, which prove the Spanish competence and command, given by Instituto Cervantes on behalf of the Spanish Ministry of Education and Science.

There are three Diplomas: Beginner, Intermediate and Proficiency.

IMSOL offer preparatory courses for D.E.L.E. exam with 4 classes / day specifically centred on the 5 different tests (listening comprehension, oral expression, reading comprehension, use of language, and writing) involved in the exam.

It is necessary that participants have already approximately the level of the exam they wish to do. If not, IMSOL will inform about the best option for them.

(Examination charges are not included in the price of the course but we can arrange the papers for the inscription and provide participants with all the information about the dates and time of the different exams).

Levels: Intermediate, Superior and Proficiency. **Starting dates:** Any Monday, throughout the year.

Minimum duration: 1 week.



COURSE FOR SENIORS

These courses are drawn up for people from 50 years old who wish to learn or improve their Spanish. They have 2 lessons / day and the class rhythm and contents are much more communicative and adapted to the real needs of this collective.

Levels: All. **Starting dates:** 13.01.2014, 27.01.2014, 10.02.2014, 24.02.2014, 10.03.2014, 24.03.2014, 07.04.2014, 21.04.2014, 05.05.2014, 19.05.2014, 02.06.2014, 16.06.2014, 30.06.2014, 14.07.2014, 28.07.2014, 11.08.2014, 25.08.2014, 08.09.2014, 22.09.2014, 06.10.2014, 20.10.2014, 03.11.2014, 17.11.2014, 01.12.2014, 15.12.2014.

Minimum duration: 1 week.



SPANISH FOR FAMILIES

Instituto Mediterráneo Sol, in collaboration with a nursery, offers a special programme called Spanish for Families.

It has been organized in order to allow parents that want to learn Spanish in Granada to be relaxed by leaving their sons in a specialized place that would provide them morning care during their Spanish classes.

Levels: All. **Starting dates:** Any Monday, throughout the year. **Minimum duration:** 1 week.

Maximum duration: 2 weeks.



COURSE FOR TEENAGERS

The teenagers courses are drawn up for young people between 13 and 17 years old. They are carried out in Summer time and they have specific starting dates.

In the **pack** it is included:

- **Spanish course**, 4 lessons / day for 2, 3 or 4 weeks.
- **Home-Stay Accommodation:** full-board, double room with arrival on Sunday before the starting of the course and departure on Saturday just after the end of it. Any arrival before the established or departure after the established, will be informed to the school and pay the extra nights.
- **Daily program of cultural and leisure activities**
- 1, 2 or 3 **excursions** depending the number of weeks.
- **Pick-up service:** Granada Airport-accommodation-Granada Airport.
- A person in charge of the minors for the duration of their stay. The **monitor** responsibilities will be the following:
 - Point of reference for all students. So there will be an initial meeting (the first day of their course) to know each other (monitor / students and student / student) and to explain how the program works.
 - Over-seeing of class attendance, making sure that the students are benefiting from the classes and behave appropriately in them.
 - Control of attendance to all activities. Students will be expected to attend all those especially programmed for them.
 - Being available to the Spanish family call if the student doesn't respect the "curfew" for night outings. Every going out, course or activity not organized by the school must be authorized by the parents and communicated to the school.
 - The Monitor will be available by mobile phone 24 hours a day for real emergencies.
 - All students will be periodically interviewed by the Monitor even though they may not require it, after reviewing their progress.
- Every participant will receive an **IMSOL attendance Certificate**. To get it, it's necessary to attend an **80% minimum of classes**.



Levels: All. **Starting dates:** Every Sunday from 1st June to 10th August, 2014. **Minimum Duration:** 2 weeks.

TEACHER TRAINING COURSES



The teacher training course is a two week course with 20 lessons / week offered not only for teachers with a proficiency level of Spanish but also for teachers with other levels of the language or students who want to become teachers. This course is recognized as a Grundtvig activity. Students can get a scholarship to attend it.

There are three different options, depending on the participant's needs:

- ✍ **Option A:** Teachers who have an intermediate level of Spanish and are therefore more interested in improving grammar rather than methodology. This course is especially interesting for Primary School teachers.
Distribution of lessons: 1st and 2nd lessons: M1. 3rd lesson: M3. 4th lesson: M4.
- ✍ **Option B:** Students interested in becoming teachers of Spanish as a Foreign Language, who need to increase their knowledge of the Spanish language and also need more experience of teaching methods.
Distribution of lessons: 1st lesson: M1. 2nd lesson: M2. 3rd lesson: M3. 4th lesson: M4.
- ✍ **Option C:** Spanish teachers who have a very advanced level of Spanish and therefore do not need any lessons on grammar anymore. This course is for those who want to broaden their range of teaching methods and their knowledge of Spanish culture and traditions.
Distribution of lessons: 1st and 2nd lessons: M2. 3rd lesson: M3. 4th lesson: M4.

Subjects:

M1: Spanish grammar in group lessons, depending on level.

M2: Methodology of Spanish as a Foreign Language: techniques, resources, classroom management.

M3: General topics of Spanish culture (literature, history, traditions...).

M4: Conversation and round table about general affairs concerning Spain in which the teacher will act as supervisor.

Levels: from Intermediate B1. **Starting Dates:** 13.01.2014-10.02.2014-10.03.2014-14.04.2014-12.05.2014-16.06.2014-14.07.2014- 28.07.2014- 18.08.2014 - 22.09.2014-13.10.2014-10.11.2014-24.11.2014. **Minimum duration:** 2 weeks

COURSES FOR GROUPS

With a minimum of 5 participants, IMSOL can arrange courses for groups (either teenagers or adults) all year round and with a minimum duration of 1 week. For this kind of stays, the school makes budgets attending to the needs and wishes of the components and / or organizer of the group, concerning the course, the accommodation (for minors, home stay) and the daily program of activities and excursions. The school can also arrange the airport pick-up service and in case of teenagers, a 24 hours telephone for emergencies.


Levels: All. **Starting dates:** Every Monday throughout the year. **Minimum duration:** 1 week.



CULTURAL AND LEISURE ACTIVITIES



In order to complete the immersion in the Spanish culture, apart from the course, the school organizes a daily program of cultural and leisure activities carried out by teachers with experience in them. They are in the afternoons / evenings and the attendance is not obligatory. Some of them are:

 **Cultural walks:** important quarters, historical centres, interesting routes, etc.

Visits: The Alhambra, Royal Chapel, Park of Sciences, etc;

Social activities: workshops in music, history, literature and current events and news; films; tapa's tour, international dinners, etc.

Excursions in the week-ends are included in the program to cities and towns of Andalusia such as, the Alpujarra, and important cities like, Seville or Cordoba.

and much more!

SERVICES FREE OF CHARGE



- Language Test
- "Welcome" folder
- IMSOL Attendance Certificate
- Tutorials every week
- Computers with free internet access.
- WiFi access for those who prefer to use their own computer
- Library.
- Video and DVD's library
- Loan Service of books, novels, VHS and DVD.
- IMSOL student's card with economic advantages in different shops both in Granada

ACCOMMODATION

IMSOL can also arrange accommodation, acting as intermediary, with the guarantee that it will be ready for your arrival. The average distance to the school is of 15 minutes (walking distance). Participants do not need to bring beddings but their own towels and product of "personal hygiene". It can be chosen among these possibilities:

- **Shared Apartment:**

- Flats are full equipped.
- Bedrooms have: bed, closet, table and chair.
- Common Areas:
 - Living room with TV, a place where to sit and to eat.
 - Kitchen with fridge, washing machine, cooker / stove
 - Bathroom.

- **Home Stay Accommodation:**

- Half Board (two meals: breakfast and lunch or dinner)
- Full Board (three meals: breakfast, lunch and dinner).
- Individual or double room
- There is no a general description of the concept "family", it could be also only a parent.
- A washing of clothes per week is included
- It is necessary to include in the inscription any kind of allergies and nutritional habits participants may have, whether they are smoker or not, etc.



- **Hotel / hostel and individual apartments booking:**

- We can also arrange these accommodation options upon request. The prices will depend on requirements.

ACCREDITATIONS AND MEMBERSHIPS



Accredited Teaching Centres
by Instituto Cervantes



Courses for Swedish people with CSN´s grants (Central
commission of economical assistance for studies in
Sweden).

BILDUNGSURLAUB

We are also entitled by Germany and by Austria, to provide Bildungsurlaub both
language and commercial Spanish courses.



Granadian Association
of Spanish Schools
for Foreigners



Andalusian Association of
Spanish Schools for
Foreigners



Schools of Spanish as a
Foreign Language
Federation



Confederación Española de Centros de
Enseñanza



Examination Center of The Madrid
Commerce Chamber: Business, Medical
and Tourism Spanish.



Centre for the preparation of DELE exams (Diplomas de Español como
Lengua Extranjera).
Instituto Mediterráneo Sol is a FEDELE-Granada center, organizer of the
diplomas de español D.E.L.E. of Instituto Cervantes in this city.



Federación Provincial de Empresas de
de Granada



The Granada City Hall gave IMSOL-Granada the distinction of
"Consumo Calidad" for the professional work which is being
made in terms of Eminence and Quality, attending all the
established requirements of the AREA DE MEDIO AMBIENTE,
SALUD Y CONSUMO (Environment, Health and Consumption).



Imsol "Teacher Training Course" is recognized as a
Grundtvig activity. Students can get a scholarship to
attend it.



OFFICE

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www.inmsol.es

www.cursos-profesores-ele.com



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Long Stay Prices

COURSES		
I. Intensive		II. Intensive
No. of Weeks	4 cl./d. (137 € / w)	5cl./d. (172 € / w)
13	1781 €	2236 €
14	1918 €	2408 €
16	2192 €	2752 €
20	2740 €	3440 €
24	3288 €	4128 €
28	3836 €	4816 €
32	4384 €	5504 €

ACCOMMODATION		
SHARED APARTMENT (1)		
No. of Weeks	Single room	Double room
13	1235 €	1105 €
14	1330 €	1190 €
16	1520 €	1360 €
20	1900 €	1700 €
24	2280 €	2040 €
28	2660 €	2380 €
32	3040 €	2720 €
Extra week (1)	20 €	17 €

(1) In apartment, if arrival is before Saturday and/or departure after Sunday, please, ask the school for availability.
Accompanying people must pay the price of their chosen accommodation plus 25 € / week. They may participate in all the complementary activities like any of the students.
HOTEL PRICES DEPEND ON CATEGORY AND SEASON

Prices for transfer services from the Airport to the accommodation

- ❖ Granada Airport - Accommodation: 48 €
- ❖ Granada Airport - Accommodation - Granada Airport: 96 €
- ❖ Malaga Airport - Accommodation: 185 €
- ❖ Malaga Airport - Accommodation - Malaga Airport: 370 €

Instituto Mediterráneo Sol, S. L.

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info@inmsol.es www.inmsol.es



The public holidays in 2014 are:

1st January, 6th January, 28th February (*local holiday*), 18th April (Holy Friday),
1st May, 19th June, 15th August, 13th October, 8th December, 25th December.

The Spanish Labour Laws say holidays falling on Sundays will be celebrated on the following Monday.

When there are two bank holidays in the same week, IMSOL only takes one of them.

Inscrita en el Registro Mercantil de Granada, Tomo 485, Folio 213, Hoja N° GR3554. CIF B- 18314468



Instituto Mediterraneo Sol, S. L.

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REGISTRATION FORM

Name: _____ Surname: _____ Sex: _____

Address: _____ Post Code: _____ Town: _____

Country: _____ Telephone number: _____ Passport No: _____

Date of birth: _____ Nationality: _____ Profession: _____ e-mail: _____

How did you find out about us? _____

What **level** of Spanish do you think you have? **A1** Beginner **A2** Basic **B1** Intermediate

B2 Advanced **C1** Superior **C2** Proficiency

COURSE

I wish to register in the _____ Course with _____ lessons per week from _____ to _____

Price of Course: €

I will make the prepayment of **100.00 €** as advanced payment of the total price of the course by:

Bank Transfer to: *Instituto Mediterraneo Sol*

Account Name: Instituto Mediterraneo Sol;
Address: Obispo Narváez 3, 23440 Baeza, Spain
Name of the bank: La Caixa
SWIFT CODE / BIC: CAIXESBBXXX
IBAN: ES43 2100 1630 1402 0007 8863

Credit Card (Send details to the school)

Post Office Giro

I wish to pay for the rest of the course:

by bank transfer to the account mentioned above by Post Office Giro by Credit Card in cash in the school

I have read and I accept all stipulated conditions contained in "Information and General Conditions":

Date: _____ Signature: _____ (of parents or guardian in the case of under 18s)

Observations: _____

Accommodation: If required, IMSOL can also arrange accommodation, acting as intermediary:

Home-stay: Shared apartment: with Spanish people: Hotel:

Half board

Single room

Single room

Full board

Double room

Double room

*Arrival day: _____

*Departure day: _____

(* See "Accommodation" in the "Information and General Conditions")

Do you wish to come accompanied by someone? Yes No

Price of accommodation: _____ €

Price for accompanying person: _____ €

Extra nights: _____ €

TOTAL _____ €

I have read and I accept all stipulated conditions contained in "Information and General Conditions":

Date: _____ Signature: _____ (of parents or guardian in the case of under 18s)

Observations: _____

Information and General Conditions

✦ **Inscription and Course Payment**

Inscriptions can be made in the following ways:

1. By internet through our web site www.inmsol.es
2. By fax, sending the Registration Form to:
 - (0034) 958 293732
3. By ordinary mail, sending the Registration Form to:
 - **Instituto Mediterráneo Sol**
 - Enriqueta Lozano, 17
 - 18009 Granada
 - Spain

4. Upon arrival, participants will hand in three recent passport-photos. It is also possible to make copies of a document with a photo.

The inscription is only accepted when a minimum prepayment of 100 €, which will be deducted from the total fee – or the total amount of the stay – is made by:

- (1) Bank / wire transfer, indicating the participant name. (**Instituto Mediterráneo Sol; Name of the bank: La Caixa; Address: Obispo Narváez 3, 23440 Baeza, Spain; SWIFT / BIC: CAIXESBBXXX; IBAN ES43 2100 1630 1402 0007 8863**)
- (2) Credit Card (Visa, Master Card)
- (3) Postal giro to **Instituto Mediterráneo Sol; Enriqueta Lozano, 17 18009 Granada (España)**
- (4) In cash, when the inscription is made directly in the school office.

Important:

- For stays for groups the only way to make the payment is via bank transfer.
- The participant will be responsible for paying all bank charges.
- It is necessary to send by fax (+34 958 293732) the receipt of payment indicating the participant's name.
- If only a prepayment has been made before arrival, the rest of the payment must be made on the first day of course, at the latest, in the school office and in cash.
- Travel Cheques are not accepted as valid means of payment.

✦ **How to get to Granada**

Participants will obtain detailed arrival information once they have received the IMSOL course confirmation and, subsequently, have paid the 100 € prepayment.

✦ **Inscriptions of minors (individual and group stays)**

A signed parental authorisation form must accompany any inscription of a minor. These kinds of stays (Individual and groups stays of minors) have to be paid in full before arrival.

✦ **Visa**

For those participants who need a travel visa in order to attend the course, Instituto Mediterráneo Sol will provide a confirmation letter so that they can arrange it. For this, participants will have to:

1. send the inscription form.
2. fax a copy of their current passport.
3. have paid the total amount of the course and the accommodation.

For minors, all this documentation must be accompanied by the signed parental authorisation form and a passport photocopy of the parent who signed the authorisation.

In case of travel visa denial/refusal the school will need a copy of it for any refund (see **Cancellation Conditions**).

✦ **Supplements**

- Extra Night: The week of accommodation begins on the Sunday before the start of the course, and ends on the following Saturday. When participants arrive before or leave after these days, they will have to inform the school for availability and then pay the respective extra nights (see **price list**).

- Accompanying person: Participants can come with other people who don't wish to attend a course. They will have to pay the price for their chosen accommodation plus 45 € per week. This will allow them to participate in all the free-of-charge activities organized by the school and to use other services from the school such as the internet access.

- Deposit: On the first day of class participants must leave a deposit of 60 € in the school (or its equivalent in their country's currency) to be held for the duration of the course. This deposit will be refunded in full at the end of the stay after the safe return of everything lent by IMSOL for the course and/or accommodation: books, films, novels, DVDs, blankets, sheets, keys, etc. If the participant, because of misuse or negligence, causes without justifiable reason, any type of damage to this material or the accommodation, the price of replacement or repair will be deducted from this deposit.

- Pick-up Service for Individual Stays: Instituto Mediterráneo Sol can arrange a pick up service from the airport direct to the chosen accommodation. This service is made by professionals of the Spanish transportation sector- i.e., taxi drivers- and the price will depend on the arrival/departure airport and the city where the course will be made (see **price list**).

✦ **Organization and class schedule**

Every lesson has a duration of 45 minutes. The classes will be carried out interely in Spanish from the first day and without using any other language. IMSOL teaching staff are all native Spanish speakers. The **maximum** number of participants per class is **8** and the **minimum is 2**. If the minimum number cannot be reached, the participants will receive a 50% of the lessons in an individual way and without paying the difference of the price, always taking care of the participant, following these rules:

- Course of 20 lessons in group shift to 10 individual lessons.
- Course of 25 lessons in group shift to 13 individual lessons.
- Course of 30 lessons in group shift to 15 individual lessons.

5th and 6th lessons.

If the participant is the only one who has 5th and 6 th lessons, the lessons change as follows:

- 5 lessons in group shift to 3 individual ones
- 10 lessons in group shift to 5 individual lessons.

In any case, the participant has not to pay the difference of price.

The classes will be timetabled either in the morning or in the afternoon / evening, from Monday to Friday, except holidays.

Bank holidays: The bank holidays in the Spanish Labour Calendar are: 1 January, 6 January, 28 February, Monday or Holy Thursday, Holy Friday (Easter), 1 May, 15 August, 12 October, 1 November, 6 December, 8 December, 25 December, plus two local holidays.

The Spanish Labour Laws say holidays falling on Sundays will be celebrated on the following Monday. When there are two bank holidays in the same week, IMSOL only takes one of them.

There are no classes on these days, no replacement classes are offered (except for the individual courses and Group Stays) and there is no refund for lost classes.

✦ **Teaching Material**

Instituto Mediterráneo Sol provides the participants (as a loan service) with all the necessary teaching material during the course: books, complementary material, NOT DICTIONARIES. For this it is necessary to leave a deposit at the secretary's office on the first day of the course.

✦ **Accommodation**

A week's stay begins on the Sunday before the start of the course (from 16.00 hrs.), and ends on the Saturday, just after the end of it (before 12.00 hrs.). Any arrival before or departure after that which has been established must be made clear to the school and the extra nights paid depending on the type of accommodation.

All information concerning accommodation will be sent to the participant not less than one week before the arrival date and always after having received the prepayment of 100 € (for Group Stays, the amount previously arranged).

✦ **Arriving late or Leaving early**

The minimum stay for the course (except for individual lessons) and for the accommodation is 1 week. The later arrival or earlier departure with respect to the dates confirmed by the school does not imply any discount or refund on the price of the stay. Neither will it be possible to extend the length of the course or the accommodation for the above reasons.

✦ **Cancellation Conditions**

IMSOL Cancellation Conditions are:

1. Cancellations will be accepted only when the participant provides evidence of justifiable reasons for doing so.
2. The school must receive notification of a cancellation at least 15 days before the start of the course and in writing via e-mail, fax or letter. Then we will send confirmation of receipt. The school will take into account the date of delivery, not the date of posting.
3. **Refunds:** If the notification of cancellation is received:
 - **15 days or more before** the start of the course, the school will refund **all money paid except** the prepayment, i.e., 100 €
 - **Between 15 and 5 days before the start of the course**, the school will refund 50% of the money paid if this amount is higher than the prepayment (100 €).
 - **Less than 5 days before the start of the course or after the start of the course**, the school will not refund any money paid.

✦ **Change of destination, course and/or accommodation**

- BEFORE ARRIVAL: If after sending the inscription, participants wish to change location, type of course, accommodation or dates, they will have to inform the school in writing via e-mail, fax or letter at least two weeks before the start of the course (in high season, one month before) in order to assure the change. If the participant applies for a change less than 2 weeks before the start of the course, this will not be accepted. In case of cancellation of the booking, cancellation conditions will be applied.

- DURING THE STAY: postponement of the course: If for justifiable reasons participants (serious illness of the participant or his relatives – mum, dad, son/daughter, brother/sister) cannot carry out their stay in full as booked, they must provide proof with the corresponding document if possible. In this case, participants will have the possibility of postponing their course (for a minimum of 1 week and up to a maximum of 12 months) without losing any money at all on the course (participants will only have to pay the difference in price if the course takes place in a different year and IMSOL's prices have changed) but on the accommodation. Change of courses: if the participant, when the course has still started, would like to change it, this change will be possible if the following circumstances will be fulfilled:

- The course that the participant wants to attend, has to be active in that period and has to include the minimum number of participants
- The duration of the course has to be the same as the one in the previous course.
- The cost has not to be inferior of the previous course. If it is longer, the participant has to pay the difference.
- The change has to be permitted by headquarters and central office of the school.

In both cases (BEFORE ARRIVAL and DURING THE STAY) participants will loose any money paid for the accommodation. All changes of the former inscription will always be subject to availability at the moment of informing the school.

✦ **Stay Extensions**

If participants wish to extend the length of their course or attend a different one, it will be possible if there are free places. The same will happen with accommodation. For this reason it is important that the school has this information at least 1 week before the end of the first course.

✦ **Complementary Courses**

IMSOL will provide the participants with all the information concerning complementary courses, such as, guitar, windsurfing, flamenco, scuba diving, etc. which they wish to follow and will also be the intermediary if participants require it. But IMSOL WILL NOT assume any responsibility for these courses, because it is not the school that organizes or programmes them, but specialized organizations external to the school.

✦ **Health and Travel Insurance**

Instituto Mediterráneo Sol advises participants to bring, at least, a health insurance with them, and a travel one if they want it too. Those who come from the European Union can make use of the European Health Insurance Card, formerly called the E111. The school can arrange insurance with a Spanish company if it is required.

✦ **Behaviour and Conduct Rules**

If participants misbehave, have bad manners; are disrespectful to their schoolmates, teachers, etc. or break the school rules in class and/or their place of accommodation, the school will inform them verbally and in writing of the possible consequences of behaving that way. If their conduct does not change after this first warning, the school will start with the expulsion procedure if it is necessary and always in accordance with the current Spanish legislation.

In the case of breaking a local, national or international law during the stay, IMSOL will take all the necessary steps according to the seriousness of behaviour.

The expulsion of any participant implies the loss of any right to receive any kind of refund.

All the expenses caused by the participant's behaviour (damage compensations, fines...) will be satisfied by the participant and, in case of underage participants, by their parents or legal guardians.

✦ **Complaints and Conflicts Resolution**

Instituto Mediterráneo Sol can manage all the necessary procedures to solve any problem that may occur during a participant's stay at their earliest convenience. Participants will have to communicate their complaints in writing. Subsequently, the school will have to reply under the same conditions. In the case of not reaching a total agreement between both parties (school & participant):

- The problem will be submitted to the authority of *la Junta de Arbitraje de Consumo del Ayuntamiento* (The Consumers' Arbitration Department of the Provincial Government)
- IMSOL also has at your disposal if they should be required, in the secretary's office:
 - AEEA (Association of Andalusian Spanish schools) *complaint forms* which will be sent to an official Student defence lawyer.
 - The *Official Complaint Forms of Junta De Andalucía* (Andalusian provincial Government) which, in accordance with the law, has to be at the clients disposal in every establishment.

IMSOL will not accept any claim and/or complaint made after departure that was not made clear to the school during the participant's stay in a written form as it would therefore not have been possible to carry out any procedure to resolve the problem in time.

✦ **Publicity/Advertisement**

IMSOL is not responsible for any advertisement made by others concerning the school.

The very fact of enrolling and attending a course implies the acceptance and fulfilment on the part of the participant of all the Information and General Conditions included in these pages. Instituto Mediterráneo Sol s.l. reserves the right to change or modify anything expressed in these pages whenever there is a justified reason for doing so.



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