

SPANISH IN Valencia



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GENERAL INFORMATION

CHARACTERISTICS OF THE SCHOOL

You have never seen a school like this before!! The School is fresh, dynamic, happy and different! Our school is located in the city centre, at only 20 min from Valencia beach. All our teachers are native speakers with a university degree in Spanish philology. Our school is accredited by Instituto Cervantes. The school has been carefully decorated by different Valencian artists, a work of art! All rooms are equipped with air-conditioning. Free Internet access is provided. There is also a special chill-out area with music. We organize evening activities almost everyday. Learning Spanish in Valencia will be the best experience in your life!

SCHOOL			
Max. Number students per class: 10	Min. Number students per class: 3		
Number of students in low season: 30	Number of students in high season: 120		
SCHOOL STATISTIC - INTERNATIONAL STUDENTS			
West Europe: 60%	East Europe: 15%	Usa: 15%	Asia: 10%

SERVICES

Secretary	<input checked="" type="checkbox"/>	Library	<input checked="" type="checkbox"/>	Airport Transfer	<input checked="" type="checkbox"/>
Principal's Office	<input checked="" type="checkbox"/>	Video Room	<input checked="" type="checkbox"/>	Cultural Programme	<input checked="" type="checkbox"/>
Teacher's Room	<input checked="" type="checkbox"/>	Free Internet/WIFI	<input checked="" type="checkbox"/>	Parties	<input checked="" type="checkbox"/>
Head of Studies	<input checked="" type="checkbox"/>	Terrace/ Patio	<input checked="" type="checkbox"/>	Weekend Trips	<input checked="" type="checkbox"/>
Emergency Phone	<input checked="" type="checkbox"/>	Lounge Room	<input checked="" type="checkbox"/>	Air conditioning	<input checked="" type="checkbox"/>
Free Phone SKYPE	<input checked="" type="checkbox"/>	Coffe Bar	<input checked="" type="checkbox"/>	TV -DVD	<input checked="" type="checkbox"/>

ACKNOWLEDGMENTS

Accreditations:

Instituto Cervantes
Tandem Quality

Homologations:

Bildungsurlaub - Germany
CSN - Sweden

Associations:

Fedele
Ameele
Tandem International

OFFICE HOURS

Monday to Thursday:
09.00 am - 06.30pm

Friday:
09.00 am - 05.00 pm

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GENERAL INFORMATION THE TEAM



EVA

EVA is the managing director. She is in charge of making the school run perfectly. She has a University Degree in Fine Arts and that is why our school is so beautiful and artistic!



MAXI

MAXI is also one of the directors. He has a University Degree in Spanish Philology and is in charge of supervising our studies program. Together with Fernando, he is takes care of our activities program. He is also known as the scary Dr. Loco!



FERNANDO

FERNANDO is the third director of the school. He has University Degrees in English and Italian Philology. He is in charge of the international relations of the school and, together with Maxi, plans our weekly activities program. He is also known as the Great Chef Nando!



CLARA

CLARA is our "Argentinian-Swedish" secretary and has a University Degree in Spanish Philology. She is the person who will be in contact with you from the first moment. She always has a smile on her face and is ready to solve your questions and problems!



CAROLINA

CAROLINA is the school Head Teacher and has a University Degree in Spanish Philology. She coordinates our great teachers team! She is also responsible for the right operation of the lessons, timetables, groups and levels.

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THE SCHOOL

The School is unique, fresh and dynamic. It is a special place where you can learn our language perfectly and where you will feel like a real Spaniard.

Our school is located right in the city centre, in a 19th century building, surrounded by a beautiful pedestrian area.

Many of the important historic buildings in the city centre have recently been restored while new museums and cultural centres have been built, giving the city a new feel. Valencia conserves many of its ancient buildings.



Once inside the school you will discover that every single corner of it has been carefully decorated by different Valencian artists: you will find the Kitsch Paradise room, the Freaky Doctor's room, the Hippie room...



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THE SCHOOL

All our classrooms are equipped with the latest audiovisual technology. All our teachers are young and dynamic, with a university degree in Spanish Philology and experience in teaching.

We demand the highest professionalism from our teachers and staff. We guarantee a fast and effective learning of the Spanish language. We employ only native speakers with a university degree in Spanish philology.

We also have air-conditioning in every room and free access to Internet/WIFI all day in our Chill Out area where you can listen to music, have a coffee, relax...

Student's book is included in the price. For intensive and superintensive course



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THE SCHOOL

On the other side, we organize lots of social activities every week such as:



A welcome dinner party every monday, where we usually cook the typical valencian PAELLA.



A free city center sightseeing every Tuesday



A free Spanish cooking class every Tuesday with the great "Chef Nando".



A cultural activity once a week: we go to the cinema, museum, theatre...



A free culture class every thursday with exciting subjects, like Flamenco.



Suppers, trips, art and much more...



SPANISH *IN* Valencia

THE CITY

Learn Spanish in Valencia, the Jewel of the Mediterranean.

Valencia is Spain's third largest city, located on the Mediterranean Coast, just in front of the island of Ibiza. With an approximate population of one million inhabitants it has become, in recent years, into one of the main emerging capitals of Europe. Valencia's population is approximately one million inhabitants, making it a medium-sized city; this means that Valencia offers you as much as a big city but, at the same time, it is comfortable to move around.



El casco antiguo Valencia (old city center):

In the middle age it was one of the biggest city centers in Europe. You can find a large number of incredible old buildings, cultural events and a great nightlife, plenty of pubs and restaurants. La Lonja (a medieval market, a world heritage), el tribunal de las aguas (the oldest jurist court in Europe), la catedral (from the Romanic to the Baroque), the central market (example of Modernist architecture), el palacio del Marques de dos Aguas (national ceramic museum).



Our highlight:

Paella, the world famous rice dish, is original from Valencia. In fact, "Paella" is a valencian word that means "Frying pan" and stands for "Rice cooked on a pan". If you think there are only two kinds of paella (seafood and chicken paella) then you are totally wrong! In Valencia we eat rice at least three times per week and we have an infinite number of different rice dishes: Vegetable Paella, Duck Paella, Lobster Paella, Crab Paella, Turnip and Beans rice, Black rice, Oven rice...! At our school, you will learn how to cook traditional Paella with the Great Chef Nando!

The Tomatoe war

La Tomatina:

The world famous 'Tomato War' from Bunyol (Valencia) - August



Ciudad de las Artes y las Ciencias:

This futuristic "city within a city" must surely rank as one of the world's most exciting and imaginative millennium projects. El Oceanografico, Ciudad de las Ciencias, Hemisferio, Palacio de las artes.



Fallas Festival:

One of the most famous festivals in Spain and in the world. Fire, powder, amazing paper-maché monuments - March



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THE CITY

HOW TO GET TO VALENCIA?

Regular or charter flights to Valencia are available from most European airports. There is a subway every 10 minutes to the centre of Valencia (Xativa Station), it costs around 1,50€ and it takes only about 15 minutes. Regular or charter flights to Alicante are available from most European airports as well. The airport bus takes you to center of Alicante and after you can take a train or bus to Valencia. Valencia Airport has flight connections to Barcelona and Madrid allowing students to connect their flights directly to our city.

Travelling times by car to destination from the centre:
Ciudad de las Artes y las Ciencias.....5 minutes
Harbour and Malvarrosa beach.....5 minutes
Albufera lake and the Saler beaches.....15 minutes
Roman city of Sagunto.....20 minutes
Valencia Airport.....15 minutes



CLIMATE

Valencia enjoys a wonderful Mediterranean climate. The average annual temperature is 17°C with warm summers and very mild winters, rarely below 10°C. There is only light rainfall mainly in autumn and the beginning of spring. You can enjoy a mild summer weather seven months a year.

THE BEACH

The Malvarrosa and Las Arenas beaches are the two very high-quality beaches that you can find in the city of Valencia. In both you will find excellent facilities and water sports equipment hire available. In summer you can play, dive and swim, and in winter, it's wonderful to walk by its long promenade. Is the urban beach per excellence in Valencia, wide and open, of fine and golden sand, it shows a very bustling aspect both at the own beach, because of the quality and quantity of services offered, and along the waterfront delimiting it, which gathers restaurants and cafés. It has an adapted area for people with reduced mobility. The length of the two beaches is nearly 2 km.



AVERAGE TEMPERATURE AT THE BEACH

The average temperature in winter is 20°-22° Celsius
The average water temperature in winter is 10°-15° Celsius
The average temperature in summer is 30° Celsius
The average water temperature in summer is 25° Celsius

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ACCREDITATIONS

Instituto Cervantes



Instituto Cervantes is a Public Cultural Institution created in 1991 dependent of the Spanish Foreign Affairs' Ministry. It works for the promotion and the teaching of the Spanish Language, and also promotes the diffusion of the Spain and Hispano American Culture Worldwide. In December 2006, the School, signed an agreement for the recognition as an Accredited Center by "The Cervantes Institute". It guarantees to their students the highest level of quality concerning the teaching of the Spanish and the services giving by The School, which are required by this institute.

Fedele



FEDELE is a Spanish Schools Association. It gives the guarantee of the Legality, the Quality of the teaching and of the services; the Publicity Loyalty with all associated schools.

Tandem Quality



TANDEM International e.V., which is registered as a society in Germany, is an international association of language schools, specialising in the teaching of languages worldwide. We promote not only language development but also cultural awareness and understanding through our language courses, which we complement and reinforce, where possible, with TANDEM Language-Learning Partnerships. It is our common belief that we can significantly enhance cross-cultural awareness and understanding by offering a rich variety of language-learning opportunities. We strive to offer the best value and service in our language courses and programs by meeting the needs of students as individuals and by encouraging their continuous independent language learning. We agree to uphold the following Quality Standards within our schools and throughout our activities and to make these Quality Standards openly available.

Bildungsurlaub



The "Bildungsurlaub" concept gives the German workers the right to get 5 vacation days a year (apart from their normal vacation days) to extend their studies or work formation. Education is usually a competence of every county, that is why in Germany every county has its own rules to grant the Bildungsurlaub. The Spanish School has courses recognised by the Bildungsurlaub in the following German countries: Berlin, Brandenburg, Hamburg, Mecklenburg-Vorpommern, Rheinland-Pfalz, Sachsen-Anhalt y Schleswig-Holstein.

CSN



CSN is the national authority that handles the Swedish financial aid for students, i.e. loans and grants for studies. We also handle the recruitment grant; a grant you may receive if you meet certain criteria.

Tandem International



TANDEM International has Language Institutes in Europe and South America. TANDEM language schools distinguish themselves through their high quality and efficiency of teaching, and their friendly atmosphere. TANDEM schools place special emphasis on the cultural integration of their students, through facilitating language exchange with native speakers.

TANDEM International is a member of WYSETC (World Youth Student & Educational Travel Confederation) and ALTO (Association of Language Travel Organisations).

Turismo Valencia



The Spanish School has been recognised by the Generalitat Valenciana as a Turistic Service Company. This guarantees our client that our school has the quality standards and all the services needed to get this important recognition.

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SPANISH COURSES

About our courses

Our School does not neglect any of the four skills (listening, reading, writing, speaking) however trying to encourage, above all, the speaking Spanish skill.

Student's needs, goals and interests together with their own learning strategies will become the basis for our Spanish teachers to prepare the Spanish lessons. Thanks to the reduced number of students per class teachers can attend the student's needs personally.

Class materials (text books, press articles, videos, songs.) are always adapted to the Spanish class level.

Regarding the different levels of Spanish learning in our Spanish School we follow the Cervantes Institute guidelines in combination with the "Common European Framework of Reference for Languages (European Council)"



Levels

Beginners Level A1+A2

A1.
*Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

A2.
*Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

Intermediate Level B1+B2

B1.
*Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

B2.
*Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

Advanced Level C1+C2

C1.
*Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

C2.
*Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

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SPANISH COURSES

Certificate of attendance

Once you have finished your stay at The School you will be issued an attendance Certificate with the number of hours attended and the level reached in the Spanish language.
To obtain the Certificate, it is necessary to attend at least 80% of the classes.

GENERAL SPANISH COURSES



- **Intensive Course:** This course is conceived for students who wish to combine the study of the language, achieving excellent results, with free time to enjoy the city of Valencia, getting to know its famous places, beaches, museums...
The course is 20 hours/week (4 hours a day).

- **Superintensive Course:** This course is recommended for students who want to take the maximum profit of the Spanish classes while they are in Valencia. (30 hours/week, 6 hours/day).

- **Spanish Course + D.E.L.E:** The D.E.L.E certificate is the "Certificate of Spanish as a Foreign Language". It is the only Spanish official certificate valid abroad. This course is 25 hours/week (20 hours/week Intensive Course + 5 hours/week D.E.L.E Course).



- **Spanish Course + Business:** This course is recommended for students with an intermediate level of Spanish who want to dominate Spanish Business Vocabulary. The course consists of 25 hours/week (20 hours/week Intensive Course + 5 hours/week Business Course dedicated exclusively to Business Terminology).

- **Spanish course + Art:** The course is recommended for students who want to combine language study with Drawing and Painting courses. In the morning, each student will study Spanish (4 hours a day) and in the afternoon, they will study Art (two days a week). The course is 27 hours/week, that is, 20 hours/week Spanish Course + 7 hours/week Art Course.

PRIVATE LESSONS:

Private lessons are a way of focusing on the individual needs of the student allowing him to learn at his/her own speed and with the intensity that best fits. In our Spanish School the student can choose either the 10 or 20 hours/week private lessons or the "made-to-measure" Spanish one-to-one courses. It is also possible to combine the private lessons with the Intensive or Superintensive Courses.



LONG TERM COURSE

Students staying for long terms will have a discount in the price. The price they have to pay at the beginning of the course, if they want to have this discount, is THE TOTAL AMOUNT OF THE WEEKS THEY TAKE (These fees are not applicable for students who book shorter term but subsequently extend their language course at the school).

INTERNSHIP PROGRAM

Internship in Spanish companies is aimed to students and to university diplomats who already have an advanced knowledge of the Spanish language.

The program is comprised of two parts:

- 1° At least 2 weeks dedicated exclusively for improvement of Spanish
- 2° At least 4 weeks internship in a Spanish company (the student does not receive salary).



Conditions:

- The program should be booked at least one month in advance
- The duration of the internship is at least 4 weeks

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SPANISH COURSES



PROGRAMS FOR GROUPS

Taronja Spanish School offers also special programs for groups. Each group has its own characteristics, which is why we prepare a detailed budget for every particular group.

The Spanish program can be organized in lessons of 3 or 4 hours according to the needs of the group. Students will work mainly with communicative methods. The cultural program will be designed according to the age and needs of the group. We can include different cultural and sport activities everyday.

The accommodation will be in families on full board (breakfast, picnic-lunch and supper).

To consult prices, send us your request with your needs and preferences and we will offer you an estimated budget.

SPECIAL COURSES

The following courses take place several times per year, on fixed dates. The duration of these courses is one week. For complete information on the courses and starting dates, check our website or contact us directly.

1- VALENCIAN COOKING:

What a course! You will spend a whole week with the world famous CHEF NANDO discovering all the secrets of the Valencian rice recipes (all kinds of Paella dishes, soup and oven rice dishes, vegetable, fish and meat rice dishes...), traditional Valencian dishes, incredible Spanish Tapas and some desserts. And remember, this course is not only about cooking, you will also visit the Albufera lake (home of Paella) the rice museum, the horchata museum and, of course, Chef Nando will take you to the most peculiar and 'non-touristic' restaurants and taverns in Valencia. The course is bilingual, it will be given in both Spanish and English, and you will learn lots of Spanish vocabulary and expressions with Chef Nando.



2- SPANISH TEACHERS TRAINING COURSE:

This course is aimed for NON-NATIVE SPANISH TEACHERS who work teaching Spanish in other countries and who want to refine the knowledge of their Spanish language and teaching skills. Professional support is provided in this course, giving and exchanging information on the development of work materials, new methodologies, etc. Some extra cultural/social activities are also included in the course, in order to make your stay in Valencia a great and profitable time.



3- THE LOVE COURSE:

We are the first and only school in the world to offer a course about love! Our unique teacher 'Dr. AMOR' will be in charge of showing you what love, love, love has to offer: Spanish love poetry, Spanish love cinema, love traditions. An important part of the course will have to do with music: Introduction to Tango (tormented love music), to Boleros (the greatest Spanish love music), Flamenco (gipsy love music). We will go to concerts, dancing classes, cinema and, on the last night, we will celebrate a fake bachelor's/ bachelorette's night!! Probably the most fun and amusing Spanish course ever. We are sure you will fall in love with it!



SPANISH IN TWO CITIES

Our school offers the possibility to combine our course with a course in a different city in Spain (Madrid, Barcelona, Granada, Cádiz, San Sebastián).



TANDEM EXCHANGE

TANDEM schools place special emphasis on the cultural integration of the students, through facilitating language exchange with native speakers (always when the students stay at least 4 weeks in the school). The school will put you in contact with a native person who studies your mother tongue. You will meet your partner once or twice a week and you will work as a professor and student on both languages, thus having fun together!

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ACTIVITIES

WEEK ACTIVITIES

Every Monday at 11:00 am the week activities calendar will be hung in the information boards of the school.



FREE REGULAR ACTIVITIES:

1- Monday:

Every Monday night we celebrate our welcome PAELLA PARTY! All students and teachers in the school are invited to come and enjoy a real Valencian Paella. It's a great way to get to know your new classmates and teachers in a relaxed atmosphere with Spanish cooking.

2-Tuesday:

Every Tuesday at 12:40 you can attend a free cooking class with the great Chef Nando!
Every Tuesday evening you can come to our free tourist visit around the city center.

3-Thursday:

Every Thursday at 12:40 you can attend our free Spanish culture class.



ALTERNATIVE ACTIVITIES AT EXTRA COST:

CULTURAL ACTIVITIES

In our Spanish Language School we also go once a week to the cinema, theatre, art exhibitions, etc (optional activity). This extra activities have an extra cost but it is usually not too high. Our intention is to generate a friendly, participative atmosphere amongst the international students themselves, and between students and teachers.



PARTIES

Every month VULTURE Magazine organizes all kinds of events such as concerts, art exhibitions, theatre, cinema, and of course great university parties. This is an exceptional chance to meet Spanish students, to enjoy wide cultural variety and an opportunity, to speak Spanish in Spain all the time!

The school also organizes dinners and parties every week!



TRIPS

Every 2 weeks we organize a day trip to towns and places near Valencia like Xativa, Sagunto, La Albufera, Cullera, etc.



SPORTS AND ALTERNATIVE ACTIVITIES

Through our Spanish Language School you will also be able to enrol in all kind of courses and activities such as Gym, Tennis, Paddle, Horse Riding, Flamenco guitar lessons, Sailing course or any other activity you can think of!

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ACCOMMODATION

APARTMENT

Near Valencia city centre, well preserved and fully equipped. Kitchen (fridge, washing machine) a living room with TV and a bathroom. Apartments must be vacated by Saturday at 12:00 am. Bed linen included. Cleaning of the apartment and changing of linen once a week. Single Room and Double Room (only for two people travelling together).



HOST FAMILIES

When we talk about “host families”, we usually refer to both conventional families and single women who want to share their flats and enjoy the company of foreign students while they speak Spanish to them. Family must be vacated by Saturday at 12:00 am. Towels and bed linen included. Laundry once a week. Single Room and Double Room (only for two people travelling together). You can choose your board: Bed & Breakfast, Half board or Full board.



RESIDENCE

The residence is near Valencia beach. It is placed in a university area, at only 15 minutes from Valencia city center and the school by bus. Each room has a bathroom, air-conditioning, and Internet and TV connection. The residence has also some common areas, such as: Study room with computers and Internet connection, dining room with home made food, microwave and fridge, living room with TV, DVD. There is no closing time. Towels and bed linen included. Cleaning and changing of linen once a week. Single Room and Double Room (only for two people travelling together). You can choose your board: Bed & Breakfast, Half board or Full board.



HOTELS

We work with many hotels in Valencia near the school, we only need to know the client needs and we will find the best option for them.

PICK UP SERVICE AT THE AIRPORT.

The School has an airport pick up service. If the student wants this service has to be booked at least 3 days before the arrival.

INSURANCE

Our students are insured by the school, inside the school through a third party and outside the school in the activities organized by the school (trips, extra activities outside the school...).

Our students ARE NOT insured by the school against illness, accident, theft, loss of personal effects, or any other inconvenience. The School will not accept any responsibility for such occurrences. Students can contract a health insurance through our Spanish School from 15 days to one year valid from the day of their arrival in Spain.



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DATES

STARTING DATES FOR BEGINNERS 2010

There are Spanish courses starting every Monday of the year.
If the Spanish student has some knowledge of the Spanish language he/she can start any Monday.

•We recommend that Spanish beginners start on the following specific dates:

JANUARY	04/01/2010	18/01/2010	
FEBRUARY	01/02/2010	15/02/2010	
MARCH	01/03/2010	22/03/2010	
APRIL	05/04/2010	19/04/2010	
MAYO	03/05/2010	17/05/2010	31/05/2010
JUNE	14/06/2010	28/06/2010	
JULY	05/07/2010	19/07/2010	
AUGUST	02/08/2010	16/08/2010	30/08/2010
SEPTEMBER	13/09/2010	27/09/2010	
OCTOBER	11/10/2010	25/10/2010	
NOVEMBER	08/11/2010	22/11/2010	
DECEMBER	06/12/2010	20/12/2010	

SPECIAL COURSES STARTING DATES

TEACHER TRAINING	01.02/ 15.02/ 05.04/ 12.07/ 26.07/ 09.08/ 18.10
SPANISH COOKING	08.02/ 26.04/ 05.07/ 25.10
LOVE COURSE	11.01/ 08.02/ 08.03/ 12.04/ 10.05/ 07.06/ 05.07/ 09.08/ 06.09/ 04.10/ 08.11/ 06.12

PUBLIC HOLIDAYS 2010

There will be no Spanish courses on these dates due to public holidays.
No compensation will be made for these days.

JANUARY	01/01/2010
MARCH	19/03/2010
APRIL	05/04/2010

SPECIAL EVENTS IN VALENCIA 2010

FEBRUARY	VEO festival, a great street theater festival.
MARCH	The world famous festival of LAS FALLAS, from 15th to 19th of March
APRIL	Moros y Cristianos festival in Alcoy
JUNY	CINEMAJOVE, young directors film festival.
JULY	FERIA DE JULIO, with night fireworks, concerts, bullfights and much more.
JULY	The famous computer event CAMPUS PARTY.
JULY	"FIBER FIB", the most important independent rock festival in Spain.
AUGUST	European FORMULA ONE Gran Prix.
AUGUST	LA TOMATINA, the world famous Tomato War, on the last Wed. of August.
OCTOBER	Cinema festival of "La MOSTRA de cinema del Mediterrani".
NOVEMBER	The art festival of "OBSERVATORI".



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ENROLMENT RULES

MINIMUM AGE

Minimum age to enrol in our school is 16.

For students under 18, the school needs that the legal representative or legal guardian of the minor, accepts the terms and conditions of our school in a document attached. "Student under 18".

ACCOMMODATIONS ARRIVALS AND DEPARTURES

Students have to inform the agent about their arrival details: day, time, flight number, etc., at least 15 days before the arrival date. This is very important for us to arrange that someone will be waiting for you in the apartment and provide you with the key when you arrive in Valencia.

Students should arrive on Sunday before the beginning of the course before 11pm directly to his/her accommodation. Students arriving after 11:00 pm must book and pay the airport transfer service.

One week before the beginning of your course the agent will send you, your accommodation details (name, address...). Students have to check out before 12:00 am (noon) on Saturday after the end of their course.

Arriving and departing on different days to the ones exposed above is possible if paying an extra charge (extra nights might be possible at extra cost).

Students staying in apartments must leave a deposit of 50€ on the first day of class.

AIRPORT TRANSFERS

The school can also pick you up at the airport at an extra cost of 50€ (60€ two people coming together). If the student wants this service he/she has to book it 3 days before his/her arrival.

INSURANCE

Our students are insured by the school, inside the school through a third party and outside the school in the activities organized by the school (trips, extra activities outside the school...)

Our students ARE NOT insured by the school against illness, accident, theft, loss of personal effects, or any other inconvenience. The school will not accept any responsibility for such occurrences.

Students should check if their home country has any kind of medical agreement with the Spanish Social Security.

European Community students and Suisse students should obtain the TSE (Sanitary European card). This is an individual card to obtain assistance during a temporal period in any city of the European Community or Switzerland.

Non-European community citizens should have an international health insurance policy valid for Spain.

MEDICAL INSURANCE

Our School offers the possibility of arranging a medical insurance for students at an extra cost. See price list.

CANCELLATIONS

Due to internal policy, all cancellations must be notified to the school in advance by writing.

In cancellations made 30 days before the course starts, the school will refund all fees paid deducting just the enrolment fee (45€). The school will keep this amount during the current year for a possible course at a later date. After the end of the current year this amount will be kept by the school.

In cancellations made 15 days before the course starts, the school will refund all fees paid deducting the deposit (150€). The school will keep this amount during the current year for a possible course at a later date. After the end of the current year this amount will be kept by the school.

In cancellations made less than 15 days before the course starts, the school will refund the student just the 60% of the course. The other 40% will be kept by the school during the current year for a possible course at a later date. After the end of the current year this amount will be kept by the school.

Money WILL NOT be refunded in case a cancellation is made once the course and/or accommodation has started. Only special cases due to illness of the student, or of a close family member, will be considered upon the presentation of a medical certificate.

The school reserves the right to cancel courses when insufficient bookings are made, and to transfer students to other courses. In both cases a full refund of fees, including deposit money, will be made if the student should request so.

Maximum number of students per class is 10, minimum is 3. If the number of students per class is less than 3, the school has the right to reduce the number of class hours to half the total (because this is basically like private lessons). If the student does not want to accept this agreement, he/she will only have the right to be refunded the corresponding amount to the reduced number of hours.

In no case will money be refunded if a student arrives after the beginning of the course, or misses class days, under his/her responsibility. If the student cannot assist one day to his/her class, he will not reclaim the school the refund of the class, there's no possibility to recover it. Students going to miss a whole week have to inform the School 7 days before.

POSTPONEMENT

A student may postpone his/her starting date by notifying our school with a minimum of 7 days before the course starts. All fees will be transferred to a later starting date.

PUBLIC HOLIDAYS

There will be no lessons on public holidays. You can check dates on this manual. No compensation will be made for these days.

SPANISH IN Valencia



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TIMETABLE

The School expects that all students will fulfil correctly all class schedules, respecting thus the rest of students. Students will have to complete and send to us the level test at least one week before the start of the course. Duration of class hours is 50 minutes.

School opening hours:
Monday to Thursday from 09:00 to 18:30

Friday from 9:00 to 17:00.

Time table classes:

09:00 to 10:40: Intensive Course (Morning Pass)
10:40 to 11:00: Break
11:00 to 12:40: Intensive Course (Morning Pass)
12:40 to 13:30: Cooking and Culture Class
12:40 to 13:30: Dele/Business
13:30 to 15:10: Superintensive
15:10 to 15:30: Break
15:30 to 17:10: Intensive Course (Afternoon Pass)
17:10 to 17:30: Break
17:30 to 19:10: Intensive Course (Afternoon Pass)

Low Season: only Morning Pass

High Season: we will offer rotating schedules, for example:

Some of the groups will have Monday-Wednesday-Friday morning pass and Tuesday and Thursday afternoon pass. It will rotate each week, so everyone will be able to enjoy 2 "free mornings" and 3 "free afternoons" or vice versa every week.

FIRST DAY OF CLASS

On the first Monday of his/her course, the student will come to the school at the following times:

Morning Pass- 08:45 am.
Afternoon Pass- 15:15 pm.

The student will come to the school secretary where he/she will be given the welcome pack and will be told the class to attend.

At 9:00 am or at 15:30 pm, depending on the shift, the student will start directly the Spanish lesson.

NOTE: We want to remind everyone that the first day of class everything is new for you and for us, so please KEEP CALM if you have any problems or complaints regarding your accommodation, classes, etc. Once you finish your lessons come to the secretary and we will try to solve your questions and find solutions for your problems.

DIDACTIC MATERIAL

School lessons book is included in the price for students taking Intensive and Super-Intensive course for 2 or more weeks. The rest of students will be provided with some photocopies and can also buy the lessons book at an extra cost if they wish.

CERTIFICATES

All students who complete a Spanish course in our school will receive a School Certificate that follows the "Common European Framework of Reference for Languages".

However, to receive the Certificate it is necessary to assist to, at least, 80% of the lessons.

STUDENTS BEHAVIOUR

The school expects from the student that he /she follows some basic rules of behaviour that affect the School and the accommodations.

In case of any inappropriate or unacceptable behaviour, the student may be required to leave immediately; in this case no refund will be made. The School is the only arbiter in such cases to decide what constitutes serious misconduct. In any case, ALL students will be required to pay for any damages caused.

When students enrol in our school they agree with all the things above mentioned.

