

# Academic Programme 2011-2012



Instituto  
Cervantes

Londres

## *The Spanish Cultural Centre in London*





# General Information

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## Who we are

The Instituto Cervantes, the only official Spanish Government Language Centre, is a public institution founded in 1991 to promote Spanish language teaching and knowledge of the cultures of Spanish-speaking countries throughout the world.

It is the largest worldwide Spanish teaching organisation, with over 74 branches in five continents.

## Our teachers

All our teachers are university qualified and experienced in teaching Spanish as a Foreign Language. Our specialised courses are taught by experts in their fields. They are periodically retrained in the most up-to-date teaching methods.

## Our approach

We focus on communication, both oral and written, through active interaction from the very first day of teaching in a friendly environment. All our classes are conducted in Spanish to give students the maximum exposure to the language.

We teach global Spanish which enables the student to communicate at all levels and in different situations. Spanish is taught with due respect for the educated varieties of the language throughout the Spanish-speaking world. The content, methodology and assessment methods conform to the very latest research on modern language teaching.

## Our courses

The Instituto Cervantes is proud to announce that, in September 2009 and following the recommendations of the Council of Europe, a new curriculum took effect in our academic programme.

The Common European Framework of Reference (CEFR) provides a basis for the mutual recognition of language qualifications, thus facilitating educational and occupational mobility.

# General Information

The Common European Framework divides learners into three broad groups which can be divided into six levels:

- A1 Breakthrough (Inicial)
- A2 Waystage (Elemental)
- B1 Threshold (Intermedio)
- B2 Vantage (Avanzado)
- C1 Effective Operational Proficiency (Superior)
- C2 Mastery (Maestría)

At the end of each level, students sit an exam in order to obtain the corresponding certificate and proceed to the next course level. Certificates issued are valid worldwide.

<b>ONCE A WEEK, INTENSIVE AND CRASH COURSES</b>					
<b>A1 Breakthrough (Inicial)</b>					
A1.1			A1.2		
30 hrs			30 hrs		
<b>A2 Waystage (Elemental)</b>					
A2.1		A2.2		A2.3	
30 hrs		30 hrs		30 hrs	
<b>B1 Threshold (Intermedio)</b>					
B1.1		B1.2		B1.3	B1.4
30 hrs		30 hrs		30 hrs	30 hrs
<b>B2 Vantage (Avanzado)</b>					
B2.1	B2.2	B2.3	B2.4	B2.5	
30 hrs	30 hrs	30 hrs	30 hrs	30 hrs	
<b>C1 Proficiency (Superior)</b>					
C1.1	C1.2	C1.3	C1.4	C1.5	C1.6
30 hrs	30 hrs	30 hrs	30 hrs	30 hrs	30 hrs
<b>TWICE A WEEK COURSES</b>					
A1.1 & A1.2		A2.1 & A2.2		A2.3 & B1.1	
60 hrs		60 hrs		60 hrs	
B1.2 & B1.3		B1.4 & B2.1	B2.2 & B2.3	B2.4 & B2.5	
60 hrs		60 hrs	60 hrs	60 hrs	

# General Information

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Communication is the objective of the class, so students will be encouraged to use the language actively from day one, and also to interact with other students. Grammar will be used as a tool to reinforce the students' language skills, so during the class there will be time for both fluency and accuracy practice.

## Levels

The CEFR describes what a learner is supposed to be able to do in reading, listening, speaking and writing at each level. These descriptions can apply to any of the languages spoken in Europe.

### **A1 Breakthrough (Initial). 60 hours**

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a specific 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 Waystage (Elemental). 90 hours**

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



# General Information

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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.

## **B1 Threshold (Intermedio). 120 hours**

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 Vantage (Avanzado). 150 hours**

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.

## **C1 Proficiency (Superior). 180 hours**

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 Mastery (Maestría). 210 hours**

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 manner. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

# General Information

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## Corporate training

We can develop customised Spanish classes for your company, at any level, whatever the size or sector of your organisation. Spanish classes are available at either your premises or ours, from Monday to Saturday. Whether in-company training or at the Instituto Cervantes, classes may range from once or twice a week to intensive daily programmes with one of our qualified Spanish teachers. For further information on prices and conditions, please contact [aclon1@cervantes.es](mailto:aclon1@cervantes.es).

## One to One lessons

We can develop the student's capacity to understand and be able to communicate written and orally with native speakers. Spanish classes would be available at the Instituto Cervantes, from Monday to Saturday. For further information on prices and conditions, please contact [aclon1@cervantes.es](mailto:aclon1@cervantes.es).



## Spanish for Children

In a joint venture between the award-winning La Jolie Ronde Languages for Children and the Instituto Cervantes, the Spanish Cultural and Language Centre in London, new Spanish lessons for primary-aged pupils will be offered during the academic season 2011-2012.

The activity book and Cd are an integral part of the Saturday course and must be ordered directly from the La Jolie Ronde Regional Co-ordinator Joy Jermy by emailing [joy.jermy@blueyonder.co.uk](mailto:joy.jermy@blueyonder.co.uk)

The lessons will take place at the **Instituto Cervantes**. Saturdays 10.00-11.00 and 11.15-12.15



# Specialised Courses

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## **New! Spanish for Spanish speaking children**

Perfect for those children who already have an advanced level of Spanish and want to learn more about the language through reading and speaking in a fun environment.

The lessons will take place at the **Instituto Cervantes**.  
Wednesdays 16.30-17.30

For further information please contact the Instituto Cervantes at [cenlon@cervantes.es](mailto:cenlon@cervantes.es) or call **020 7235 0353**.  
<http://www.londres.cervantes.es>;  
<http://www.joyforlanguages.co.uk>

## **Catalan, Basque and Galician courses**

Spain is a nation in which various languages coexist. The Instituto Cervantes considers this to be one of Spain's most important cultural assets and encourages the learning of other official languages besides Spanish. Courses in Catalan, Basque and Galician can be arranged subject to demand.

We offer a wide variety of advanced and specialised courses, which complement the general language courses. These courses are designed to cover different interests and needs: courses to improve language skills, courses to prepare for official exams and qualifications, courses for specific purposes such as business and translation, and courses in culture and society.



# Specialised Courses

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## **DELE preparation course** Preparación para el DELE

The ‘Diplomas de Español como Lengua Extranjera’ (DELE) –Diplomas in Spanish as a Foreign Language– are the only qualifications awarded internationally by the Spanish Ministry of Education. They are recognised the world over by private companies, Chambers of Commerce, and public and private educational establishments.

Major Spanish companies such as Inditex (Grupo Zara), Repsol, Grupo Santander, Endesa and Telefónica recognise the DELE as a qualification which proves Spanish linguistic competence when they come to appoint employees from abroad.

Completing this course will help you to pass the exam, and revise the key principles of Spanish grammar. Doing the course doesn’t oblige you to take the exam, but if you do decide to sit it you’ll receive a 30% discount on enrolment.

## **Conversation** Conversación

- Intermediate Levels 1 and 2: for students who have completed B11 or B12
- Intermediate Levels 3 and 4: for students who have completed B13 or B14
- Advanced Level: for students who have completed B21, B22, B23 or B24.

## **Improve your Spanish through Literature** Literatura

Passion is a fundamental philosophy or an idiosyncratic element of Hispanic sensitivity and culture.

Through the observation and study of rhetorical methods and literary images used by the authors of our chosen texts, the teacher will show students how to appreciate and evaluate the skill of the Spanish language in communicating the emotional side of life.

We will consider how passion is expressed in Spanish literature, through both reflective and playful study of some of the principal writers from three key eras: the Golden Age, the Generation of 1927, and contemporary literature.

## **Drama** Teatro

A workshop to examine in depth the technical principles behind live stage action. We will work with the ‘Method

# Specialised Courses

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of Physical Actions’ and the concept of ‘Dramatic Structure’. Suitable for those with acting experience, who would like to delve deeper into that experience by working with theatrical texts in Spanish.

## **General Business Spanish** Español para negocios

We will focus on the current economic, employment and political situation and encourage debate. Specific vocabulary and the particular characteristics of the business arena in Spain will also be central to the programme. This course is an opportunity for those who already have a good level of Spanish and would like to expand their knowledge in a specific area. It is also ideal for those who would like to express themselves with more confidence in the context of a Spanish work environment.

## **Preparation for GCSE and A Level** Preparación para GCSE y A Level

On this course we will use different strategies to improve fluency and interaction during oral presentations and, at the same time, to master written Spanish. The ultimate aim is to achieve an excellent level of language competence across all the skills on which the students will be examined. This course will give you more confidence in using your Spanish, and the methods we propose will help you learn all you need to know for GCSE / A-Level quickly and easily. You will improve your fluency in spoken Spanish and acquire a thorough understanding of grammar to the level you require.

## **Dance Courses** Cursos de baile

Experience different forms of Latin American dance (salsa, cumbia, bachata, vallenato, reggaeton, Colombian folklore) and improve your Spanish! Classes are open to everyone interested in Latin American dance, irrespective of their level of Spanish or previous dance experience.

You will learn how to dance to traditional and popular Latin American rhythms, and improve your basic posture, balance, body alignment, rhythm and coordination. The course will also benefit your overall fitness and health, and, at the same time, give you a chance to practise your Spanish. You will acquire a better understanding of Latin American culture in a direct and positive way through dance.

# Specialised Courses

## Translation Traducción

This course aims to strengthen language skills and expand them into ever more detailed contexts of communication. It will be very useful in offering a real understanding of how to evaluate learning progress.

We will explore the language in depth and consider text-based communication options, but within a framework that also allows us to develop our linguistic knowledge through speaking and writing and to enrich our contact with Spanish and Latin American culture.



## Wine-tasting Cata de vinos

Bacchanalia The Wine Society is a new and exciting project which offers you the complete wine experience.

Bacchanalia's offices are located at Broken Wharf House, a wonderful location on the River Thames, bang opposite the Tate Modern and Shakespeare's Globe. You can also experience our restaurant –River Café by Sergi Arola (within our shop)– where you can taste all our wines and organic products in situ.

As part of Haciendas de España, Bacchanalia TWS brings you fine wines direct from our own fine estates in some of Spain's most interesting regions – Rioja, Ribera del Duero, Rueda, Arribes de Duero, Penedés and more.

For registration, check our brochure or contact Bacchanalia: **Broken Wharf House, 2 Broken Wharf, London, EC4V 3DT Tel. 0845 603 85 65**



# Specialised Courses

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## **Architecture and Contemporary art in Spain** *Arquitectura y arte contemporáneo en España*

A 10 week course which travels throughout the modern architecture, symbolic landmarks and revolutionary buildings of Spain, as well as the importance of the country's contemporary art. Since 2000, unique cultural architecture such as the Guggenheim (Bilbao), Torre Agbar (Barcelona), City of the Arts (Valencia) and the Auditorium of Tenerife have caused a transformation in today's landscape of Spain. Through exploring the urban and social impact these projects have had on their cities, this course attempts to answer the question "Why does architecture matter?" Ultimately, it is a journey through Spanish culture and their way of life, in which the student becomes a traveller of Spain through stimulating interactive classes.

## Our facilities

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### Library

The Instituto's library is a unique resource for students and teachers of Spanish. With nearly 30,000 items, the collection includes books, periodicals, magazines, videos, DVDs, audiotapes, slides, CDs and CD-ROMs, mostly in Spanish, specialising in the study of the Spanish language and the culture of the Spanish-speaking world. Students enrolled on Instituto Cervantes courses enjoy free library membership for one year, making them eligible for borrowing privileges as well as for other benefits such as discounts on selected activities organised by the Instituto Cervantes.

### Cultural Events

The Instituto in London works closely with a variety of institutions, companies and public and private organisations from Spain and also the United Kingdom. Every week we provide a meeting place for Spanish and British writers, filmmakers, scientists, historians, architects and specialists from a wide range of disciplines. Our cultural programme includes a wide variety of events from dance and theatre to music, literature, films, art and even gastronomy.

# Our facilities

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Please note that our programme of events runs from September to June.

## Attend an event

As a general rule and if nothing is indicated to the contrary, our events are held in our own auditorium, they are free and simultaneous translation is provided. To attend our events, it is highly recommended to book in advanced, please contact: [cultlon1@cervantes.es](mailto:cultlon1@cervantes.es).

## Join our mailing list

If you would like to receive our printed cultural programme by **post** 3 times a year, then join our mailing list by sending an email with the subject *Cultural Programme* and your postal address to [seclon@cervantes.es](mailto:seclon@cervantes.es).

If you would like to receive a fortnightly reminder of forthcoming events by **email**, then please send an email with the subject *Cultural Newsletter*.

(To receive both, please use the subject *Cultural Programme & Newsletter*.)

# Certificates & Diplomas



## DELE

In addition to the six Level Certificates, the Instituto Cervantes organises the DELE (Diplomas de Español como Lengua Extranjera) examination.

The DELEs (Diplomas de Español como Lengua Extranjera) are the official qualifications which certify the level of competence and proficiency in using the Spanish language. They are awarded by the Instituto Cervantes on behalf of the Spanish Ministry of Education.

DELE Level	A description of the global scale according to MCER (Marco Común Europeo de Referencia) for the learning of languages (See the detailed description for self-evaluation).	Which is your DELE?
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.	IC students who have finished <i>Inicial 2</i> .
A2	The capacity to understand sentences and frequently used expressions related to the most relevant areas of the language (e.g. very basic personal and family information, shopping, local geography, employment). The ability to communicate simple and routine tasks using a simple and direct exchange of information. Can describe in simple terms aspects of his/her past and background, immediate environment and matters in areas of immediate need.	IC students who have finished <i>Elemental 3</i> .
B1	The ability to understand the main points of a clear text written in standard language, regarding situations generally encountered in work, school, leisure etc. The ability to deal with situations likely to arise when travelling. The ability to produce simple and coherent texts about familiar topics which are of interest to the student. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.	IC students who have finished <i>Intermedio 4</i> .

# Certificates & Diplomas

<p><b>B2</b></p>	<p>The ability to 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.</p>	<p>IC students who have finished <i>Avanzado 4</i>.</p>
<p><b>C1</b></p>	<p>The ability to 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.</p>	<p>IC students who have studied 3 <i>Superior</i> courses or more.</p>
<p><b>C2</b></p>	<p>The ability to understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent manner. Can express him/herself spontaneously, very fluently and precisely, differentiating between finer variations in meaning even in the most complex situations.</p>	<p>IC students who have finished the whole Superior Level.</p>



# Certificates & Diplomas

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## Examination dates and fees 2011 -2012

- November 2011: Friday 18<sup>th</sup> and Saturday 19<sup>th</sup>.  
Register from 1<sup>st</sup> September to 14<sup>th</sup> October 2011.
- May 2012: Friday 25<sup>th</sup> and Saturday 26<sup>th</sup>.  
Register from 27<sup>th</sup> February to 20<sup>th</sup> April 2012.
- August 2012: Friday 24<sup>th</sup> August  
Register from 2<sup>nd</sup> to 27<sup>th</sup> July 2012

If you wish to find out which DELE level would be appropriate for you, you can arrange a placement test at the Instituto Cervantes.

The Instituto Cervantes also offers courses specifically to prepare you for the DELE exams. There is a special discount for students enrolled at the Instituto Cervantes.

For more information please contact us or visit <http://diplomas.cervantes.es>.

## Online Learning

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Aula Virtual de Español

### Ave Online Courses

You can learn online using the Aula Virtual de Español (AVE). AVE is an interactive platform specifically designed by the Instituto Cervantes for distance learning, using state of the art technology combined with the latest language teaching methods.

It is possible to learn with AVE in different ways:

#### • Individual Online Learning

Learn at your own pace, without joining a group or being assigned a tutor.

PASSWORD VALID FOR <b>16 WEEKS</b> Fee: £65*	Includes: • Online interactive material	• Initial • Elementary • Intermediate • Advanced • Proficiency	You can enrol on this option <b>anytime</b>
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\* £30 for students enrolled at the same time on another course at the Instituto Cervantes in London. (Free for students enrolled on Initial 1 until the end of their course).

# Online Learning

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## • Online Learning with Tutor Support

Follow a weekly programme, work online with the interactive material and receive individual feedback to the written tasks suggested by your tutor.

<b>20 WEEK COURSE</b> Fee: £130	<b>Includes:</b> <ul style="list-style-type: none"><li>• Online interactive material</li><li>• Online individual tutorials</li></ul>	<b>Courses:</b> <ul style="list-style-type: none"><li>• A1.1   B1.1</li><li>• A1.2   B1.2</li><li>• A2.1   B1.3</li><li>• A2.2   B1.4</li></ul>	<b>Starting dates:</b> September 2011 March 2012
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## • Online courses to prepare for the DELE Inicial and DELE Intermedio Exams

<b>PASSWORD VALID FOR 8 WEEKS</b> Fee: £40*	<b>In this course you will find:</b> <ul style="list-style-type: none"><li>• Useful tips for the exam</li><li>• Practice for all papers</li><li>• Models of written compositions</li><li>• Videos of interviews for the oral</li></ul>	You can enrol on this course <b>anytime</b>
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\* £20 for students enrolled at the same time on another course at the Instituto Cervantes in London and for candidates already enrolled on the exam.

## • AVE Courses for companies

We offer tailor-made courses to groups and companies on demand. These courses may include tuition in your own premises, thus combining the flexibility of a distance course with the advantages of class attendance.



# Online Learning

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## **• AVE for schools, universities and adult learning centres**

AVE is available to be used by schools and universities as part of their own courses or as extra learning material for their students. It can be used by teachers and students in the classroom, in the computer lab or at home. It is ideal as a visual and interactive learning tool for the class and as a source of material for further individual practice or to cater for the different needs of students in mixed-ability groups. AVE's flexible design means we can customise a package to suit any teaching-learning context. AVE can be used in the classroom for as little as £60 for 6 months.

# Teacher Training Courses

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**Goldsmiths**  
UNIVERSITY OF LONDON

## 1. Certificate in Language Teaching to Adults (CLTA, Module 1): Spanish

### The course

The CLTA Module 1 is a short 10-week taster programme, intended to be a basic and accessible introduction to teaching Spanish as a foreign language, for those with little or no teaching experience. It would also be of interest to anyone who has already done some teaching but without having done a formal course in teaching adults.

In recent years Goldsmiths has built up a strong reputation for running this popular course in partnership with the Instituto Cervantes, and it is now offered five times a year. It takes place principally at the Instituto Cervantes premises in central London. It consists of four hours input on 10 Saturdays, giving an overview of the background principles and the practical techniques of language teaching to adults. The teaching is delivered in both languages, some sessions in English, some in Spanish and it is taught by a team of tutors from both institutions. The number of students on each course is usually around 15.

### Dates

- 5<sup>th</sup> September – 16 September 2011.
- 1<sup>st</sup> October – 10<sup>th</sup> December 2011.
- 14<sup>th</sup> January – 24<sup>th</sup> March 2012.
- 31<sup>st</sup> March – 2<sup>nd</sup> June 2012.
- 18<sup>th</sup> - 29<sup>th</sup> June 2012.

### How to join

Entry is by application form.

Application forms are available from Goldsmiths Admissions Office, telephone **020 7919 7766** or email **admissions@gold.ac.uk**, & Instituto Cervantes. Forms can also be downloaded from **www.goldsmiths.ac.uk/apply**.

Education to degree level is normally expected. Obviously, you should be fluent in Spanish; and with a good level of spoken and written English (equivalent to levels C1 or C2 of the Common European Framework for Languages, for example the Cambridge Advanced certificate or IELTS 6), sufficient to follow academic

# Teacher Training Courses

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sessions in English, to read theoretical texts and to produce assessed written work.

The course is appropriate both for Spanish native speakers, and for English-speakers who are very fluent in Spanish.

**Fees** £410

Further information: please contact the course leader, **David Hopkins** at [d.hopkins@gold.ac.uk](mailto:d.hopkins@gold.ac.uk) or call him on **020 078 5014**.

Please state on your application form which session you are applying for - e.g. Autumn 2011 etc.

## 2. New!! Preparing to Teach Spanish to Young Learners

Our Teaching Spanish to Young Learners course is a new part-time Saturday course that we have prepared in response to many requests from potential teachers. It's a short 10-Saturday introduction to the theory and practice of teaching Spanish to younger learners (generally defined as those between 4 and 12 years of age, though the course could also benefit those interested in teaching very young learners and teens).

There is an increasing demand for good teachers to teach Spanish to young learners, and our course will provide you with the skills you need, and a wide variety of interesting and imaginative activities that you can try out in class. The sessions will be taught mainly in Spanish by native-speaker teachers with plenty of experience in the junior classroom. There may be occasional guest-sessions in English on specific topics.

The course is appropriate both for Spanish native speakers, and for English-speakers who are very fluent in Spanish.

**Fees** £410

### How to join

You can enrol at the Instituto Cervantes

### Dates

- 8<sup>th</sup> October – 10<sup>th</sup> December
- 14<sup>th</sup> January – 17<sup>th</sup> March

# Teacher Training Courses

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## 3. Workshops

Workshops on a variety of topics related to language theory and pedagogy taught by teachers of the Instituto Cervantes. For more information, fees and dates please check our web site.

## 4. New!! Cursos para examinadores y preparadores del DELE:

- Niveles A1 y A2
- Nivel C1
- Nivel C2

Para más información, consulte nuestro folleto de cursos, la página web [www.londres.cervantes.es](http://www.londres.cervantes.es) o escriba a [delelon@cervantes.es](mailto:delelon@cervantes.es)

## Holidays

- **English Bank Holidays:** Monday 7<sup>th</sup> May 2012, Monday 4<sup>th</sup> June 2012, Tuesday 5<sup>th</sup> June 2012 (Diamond Jubilee Holiday) and August 27<sup>th</sup> 2012.
- **Christmas break:** from 22<sup>nd</sup> December 2011 and 3<sup>rd</sup> January 2012
- **Easter Break:** from 5<sup>th</sup> to 9<sup>th</sup> April 2012.
- There will be no classes during the **Diploma exams** (D.E.L.E.) on Friday morning 18<sup>th</sup> November and Saturday 19<sup>th</sup> November 2011 and Friday morning 25<sup>th</sup> May and Saturday 26<sup>th</sup> May 2012.

Unless otherwise stated, courses have been extended accordingly. For further details please check the relevant term leaflet.

# Enrolment Procedure & Terms and Conditions

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## Concessions

- To be eligible for a **10% discount on any of Courses** you must have been enrolled on any course in the last two terms (six months.) For an **extra 5% discount** you must book at least **2 weeks prior to the start of the course**.
- A **10% discount** also applies for all courses to full-time students, senior citizens (+65) and those in receipt of the Jobseekers Allowance, subject to presentation of valid documentation at the time of enrolment. To be eligible for these discounts, students must enrol in person at the Instituto and present their proof of eligibility.
- All three of the above discounts can be applied for at the same time up to a maximum of **25% discount**.
- Students must apply for any appropriate discount at the time of enrolment. No discounts can be applied retrospectively.
- Payments can **only** be made by card or bank transfer. We regret that we can no longer accept cheques.
- Enrolment is automatic once payment and the application form have been received. Students will be notified in advance if a course has been cancelled. We regret that we cannot accept payment of fees by instalments. Fees are exclusive of books.

## Cancellations and refunds

- Students should consider their personal commitments and circumstances before enrolment as we regret that **no fees are refundable under any circumstances** once the course has started. No partial refund can be granted for classes not attended and no postponement can be allowed.
- Cancellations must be made in writing enclosing the receipt, at least **one day** before the beginning of the course and are subject to a **10% charge** of the total course fee.
- The Instituto Cervantes reserves the right to cancel a course in cases of insufficient student numbers or unforeseen circumstances, in which case a full refund will be made.
- The Instituto Cervantes reserves the right to change teachers during a course. Occasionally trainee teachers may participate in the classes.
- The Instituto Cervantes reserves the right to change, in exceptional cases, and by giving notice in advance, the timetable of some class sessions.

## Changes

- Students should consider their personal commitments and circumstances before enrolling in a class, as they will need prior approval from the Instituto to move to another class,

# Enrolment Procedure & Terms and Conditions

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and this can only be done during the first two weeks of the course. No changes are allowed in Intensive and crash courses.

Any change of level - for example from A11 to A12 - has to be approved and signed by the teacher.

## If you have no knowledge of Spanish

- Choose any of our Inicial 1 or Inicial 1&2 courses.

## If you have studied Spanish before

- You will have to take a **placement test**. We recommend you visit the Instituto Cervantes to do this in person. However, if this is not convenient, a telephone test can be arranged. Please make an appointment for your 15-minute oral test, by calling **0207 235 0353**. Before your appointment, please download the written level test from our website, complete it and remember to bring it with you.

## If you are continuing your studies with us

- To enrol for the next course level (i.e. Intermediate, Advanced...) you must have gained the certificate for the level you have just completed.

## Enrolment and procedures

- Once your level has been established, or if you are a beginner, you can enrol either in person at our office or by filling in the enrolment form and sending it to us with the appropriate payment to: *Instituto Cervantes, 102 Eaton Square, London SW1W 9AN* with the envelope marked 'ENROLMENTS'. You can also enrol by phone and pay by credit card.
- The enrolment office is open at the following times.
  - Monday to Friday. 09.30 to 18.45
  - Saturday. 09.30 to 17:00
- All courses require a minimum of 5 students, with a maximum of 17, in order to run.
- In exceptional cases **where courses run with fewer students than the required 5**, class hours could be reduced and students will be offered to finish the course in different timetable.

## Attendance

Attendance is the student's responsibility. If you are unable to attend a class, please talk to your teacher at the next session you can attend. There is no need to call the office. We regret that it is not possible to make up a missed class by attending another session.

Instituto Cervantes, the only official Spanish Government Language Centre, is a public institution founded in 1991 to promote Spanish Language teaching and knowledge of the cultures of Spanish speaking countries throughout the world. It is the largest Spanish teaching organisation worldwide, and it has over 78 branches, 44 countries in five continents.

In the last academic year 3500 students came to London to the Instituto Cervantes and shared the Spanish experience with us.



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