

Enrolment Procedure & Terms and Conditions

We are working hard to improve the Instituto Cervantes in London: better classrooms, a new library, and more spacious areas for cultural activities. Because of these building works, access to the library will be restricted during part of this term, and our cultural events will be held elsewhere. The condition of the classrooms will improve day by day. We thank all our students and other visitors for your patience and ask that you forgive any inconvenience caused by this work.

CONCESSIONS

- To be eligible for a **10% discount on any of our Winter 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. These discounts do not apply to our 'Spanish for Children' courses.
- 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 **not all 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, 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.

- Tests can be taken on the following days and times:

From 12th to 19th December and from 5th to 14th January from 13.30 to 17.00 (Monday-Friday) and from 11.00 to 15.00 (Saturday).

- During other periods placement tests take place on **Fridays from 13.30 to 17.00**

Please make an appointment for your 15-minute oral test, by calling **020 7235 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 the chance to finish the course in a different timetable.

On-line Courses - AVE

Learn on-line with teaching materials specifically designed for distance learning			
Individual On-line Learning On-line interactive material	Initial Elementary Intermediate Advanced Proficiency	16 Weeks Starting Anytime	£65 <small>(If you are already attending a course at our Institute, the fee for this course is only £30. Free for students in Initial 1 until the end of the course.)</small>
	Preparation for DELE Inicial Preparation for DELE Intermedio	8 Weeks Starting Anytime	£40 <small>(If you are already attending a course at our Institute, or if you have already enrolled for the exam, the fee for this course is only £20)</small>
On-line Learning with Tutor Support On-line interactive material On-line individual tutorials	Initial Elementary Intermediate	20 Weeks Enrolment March 2012 Starting in April 2012	£130

Teacher Training Courses



Curso de Formación de Profesores en Colaboración con Goldsmiths, Universidad de Londres. Certificate in Language Teaching to Adults. Module 1 (Spanish - 44 hours)				
Aimed at people with no language teaching experience or those who have had no specific training in this field.	Saturday	09.30-14.00	14 Jan - 24 March	£410

Curso de Formación para Profesores de niños (Teaching Spanish to Young Learners) 40 hours				
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.	Saturday	09.30-14.00	21 Jan - 24 March	£410

Spanish for Children



Spanish for Children (10 hours)				
Spanish Lessons for Primary-aged pupils.	Saturday (7-11 years. Level 2)	10.00-11.00	14 Jan - 24 March	£175
	Saturday (7-11 years. Level 1)	11.15-12.15	14 Jan - 24 March	

Wine Courses



Wine Programme - Winter Term				
An introduction to Wines from Spain	19 January	18.30-21.00	Complete Course (4 Sessions): £140 Per Session: £40	
Hacienda Zorita - Wines and Food from the Duero Valley	15 February	18.30-21.00		
Marqués de Monistrol Cava House	15 March	18.30-21.00		
Wine and Chocolate Tasting	29 March	18.30-21.00		
Bacchanalia, Broken Wharf House, 2 Broken Wharf, London, EC4V 3DT Tel. 0845 603 85 65. E-mail: dgreen@bacchanaliatws.co.uk				

Check our Special Courses flyers for more information on any of these courses



**Instituto
Cervantes
Londres**

102 Eaton Square, London SW1W 9AN
Tel: 020 7235 0353 / 7245 0621 Fax: 020 7235 0329
E-mail: cenlon@cervantes.es
Web: <http://www.londres.cervantes.es>



2012 Winter Term Courses

Regular Afternoon and Evening Courses. January - April 2012

AFTERNOON & EVENING COURSES

INICIAL 1 & INICIAL 2 (A1 BREAKTHROUGH LEVEL)					
Level	Day	Timetable	Dates	Price	
Inicial 1 Once a week	Tuesday	16.30-19.00	10 Jan - 27 Mar	£245	
	Thursday	16.30-19.00	12 Jan - 29 Mar	£245	
	Monday	18.00-20.30	09 Jan - 26 Mar	£285	
	Friday	18.00-20.30	13 Jan - 30 Mar	£250	
	Tuesday	19.00-21.30	10 Jan - 27 Mar	£285	
Inicial 2 Once a week.	Thursday	19.00-21.30	12 Jan - 29 Mar	£285	
	Tuesday	16.30-19.00	10 Jan - 27 Mar	£245	
	Wednesday	18.00-20.30	11 Jan - 28 Mar	£285	
	Monday	19.00-21.30	09 Jan - 26 Mar	£285	
	Tuesday	19.00-21.30	10 Jan - 27 Mar	£285	
Inicial 1&2 Twice a week.	Thursday	19.00-21.30	12 Jan - 29 Mar	£285	
	Friday	18.00-20.30	13 Jan - 30 Mar	£250	
	Mon-Weds	19.00-21.30	09 Jan - 28 Mar	£485	
ELEMENTAL 1, 2 & 3 (A2 WAYSTAGE LEVEL)					
Elemental 1 Once a week.	Wednesday	16.30-19.00	11 Jan - 28 Mar	£245	
	Monday	18.00-20.30	09 Jan - 26 Mar	£285	
	Wednesday	19.00-21.30	11 Jan - 28 Mar	£285	
Elemental 2 Once a week.	Tuesday	19.00-21.30	10 Jan - 27 Mar	£285	
	Thursday	19.00-21.30	12 Jan - 29 Mar	£285	
Elemental 1&2 Twice a week.	Tues & Thurs	18.00-20.30	10 Jan - 29 Mar	£458	
Elemental 3 Once a week.	Monday	16.30-19.00	09 Jan - 26 Mar	£245	
	Monday	18.00-20.30	09 Jan - 26 Mar	£285	
	Wednesday	18.00-20.30	11 Jan - 28 Mar	£285	
	Tuesday	19.00-21.30	10 Jan - 27 Mar	£285	
	Thursday	19.00-21.30	12 Jan - 29 Mar	£285	
Elemental 3+ Intermedio1 Twice a week.	Mon-Weds	19.00-21.30	09 Jan - 28 Mar	£485	
INTERMEDIO 1, 2, 3 & 4 (B1 THRESHOLD LEVEL)					
Intermedio 1 Once a week.	Thursday	18.00-20.30	12 Jan - 29 Mar	£285	
	Tuesday	19.00-21.30	10 Jan - 27 Mar	£285	
	Wednesday	19.00-21.30	11 Jan - 28 Mar	£285	
Intermedio 2 Once a week.	Monday	16.30-19.00	09 Jan - 26 Mar	£245	
	Friday	18.00-20.30	13 Jan - 30 Mar	£250	
	Tuesday	19.00-21.30	10 Jan - 27 Mar	£285	
Intermedio 3 Once a week.	Monday	16.30-19.00	09 Jan - 26 Mar	£245	
	Wednesday	18.00-20.30	11 Jan - 28 Mar	£285	
	Monday	19.00-21.30	09 Jan - 26 Mar	£285	
Intermedio 4 Once a week.	Tuesday	19.00-21.30	10 Jan - 27 Mar	£285	
	Friday	18.00-20.30	13 Jan - 30 Mar	£250	
	Wednesday	19.00-21.30	11 Jan - 28 Mar	£285	
Avanzado 1, 2, 3 & 4 (B2 VANTAGE LEVEL)	Thursday	18.00-20.30	12 Jan - 29 Mar	£285	
	Monday	18.00-20.30	09 Jan - 26 Mar	£285	
	Friday	18.00-20.30	13 Jan - 30 Mar	£250	

Regular Afternoon and Evening Courses. January - April 2012 cont.

AFTERNOON & EVENING COURSES continued

AVANZADO 1, 2, 3 & 4 (B2 VANTAGE LEVEL)				
Level	Day	Timetable	Dates	Price
Avanzado 2 Once a week.	Monday	18.00-20.30	09 Jan - 26 Mar	£285
	Wednesday	19.00-21.30	11 Jan - 28 Mar	£285
Avanzado 3 Once a week.	Thursday	19.00-21.30	12 Jan - 29 Mar	£285
Avanzado 4 Once a week.	Friday	18.00-20.30	13 Jan - 30 Mar	£250
SUPERIOR 1, 2 & 3 (C1 PROFICIENCY LEVEL)				
Superior 1 Once a week.	Tuesday	18.00-20.30	10 Jan - 27 Mar	£285
Superior 2 Once a week.	Monday	19.00-21.30	09 Jan - 26 Mar	£285
	Friday	18.00-20.30	13 Jan - 30 Mar	£250
Superior 4 Once a week.	Tuesday	19.00-21.30	10 Jan - 27 Mar	£285
Superior 5 Once a week.	Wednesday	18.00-20.30	11 Jan - 28 Mar	£285

CATALAN COURSES

Inicial 1 Once a week.	Thursday	19.00-21.30	12 Jan - 29 Mar	£285
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GALLEGO COURSES

Inicial 1 Once a week.	Thursday	19.00-21.30	12 Jan - 29 Mar	£285
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Regular Morning & Afternoon Courses. January - April 2012

MORNING, AFTERNOON & WEEKEND COURSES

INICIAL 1 & INICIAL 2 (A1 BREAKTHROUGH LEVEL)				
Level	Day	Timetable	Dates	Price
Inicial 1 Once a week.	Wednesday	10.30-13.30	18 Jan - 21 Mar	£285
	Friday	10.30-13.30	20 Jan - 23 Mar	£250
	Saturday	10.00-13.00	21 Jan - 24 Mar	£285
	Monday	14.00-17.00	16 Jan - 19 Mar	£245
	Thursday	14.00-17.00	19 Jan - 22 Mar	£245
	Friday	14.00-17.00	20 Jan - 23 Mar	£238
Inicial 2 Once a week.	Saturday	14.00-17.00	21 Jan - 24 Mar	£250
	Tuesday	10.30-13.30	17 Jan - 20 Mar	£285
	Friday	10.30-13.30	20 Jan - 23 Mar	£250
Inicial 1&2 Twice a week.	Monday	14.00-17.00	16 Jan - 19 Mar	£245
	Saturday	14.00-17.00	21 Jan - 24 Mar	£250
	Saturday	14.00-17.00	21 Jan - 24 Mar	£250

ELEMENTAL 1, 2 & 3 (A2 WAYSTAGE LEVEL)

Elemental 1 Once a week.	Saturday	14.00-17.00	21 Jan - 24 Mar	£250
Elemental 2 Once a week.	Friday	10.30-13.30	20 Jan - 23 Mar	£250
	Monday	14.00-17.00	16 Jan - 19 Mar	£245
	Saturday	14.00-17.00	21 Jan - 24 Mar	£250
Elemental 1&2 Twice a week.	Mon-Weds	14.00-17.00	16 Jan - 21 Mar	£458
Elemental 3 Once a week.	Wednesday	10.30-13.30	18 Jan - 21 Mar	£285
	Wednesday	14.00-17.00	18 Jan - 21 Mar	£245

INTERMEDIO 1, 2, 3 & 4 (B1 THRESHOLD LEVEL)

Intermedio 1 Once a week.	Saturday	10.00-13.00	21 Jan - 24 Mar	£285
	Saturday	14.00-17.00	21 Jan - 24 Mar	£250
Intermedio 2 Once a week.	Thursday	14.00-17.00	19 Jan - 22 Mar	£245
	Saturday	14.00-17.00	21 Jan - 24 Mar	£250
Intermedio 1 & 2 Twice a week.	Mon-Weds	10.30-13.30	16 Jan - 21 Mar	£485
Intermedio 3 Once a week.	Saturday	10.00-13.00	21 Jan - 24 Mar	£285
Intermedio 4 Once a week.	Friday	14.00-17.00	20 Jan - 23 Mar	£238
Intermedio 4 & Avanzado 1 Once a week.	Tue-Thurs	14.00-17.00	17 Jan - 22 Mar	£458

Regular Morning & Afternoon Courses. January - April 2012 cont.

MORNING, AFTERNOON & WEEKEND COURSES continued

AVANZADO 1, 2, 3 & 4 (B2 VANTAGE LEVEL)				
Level	Day	Timetable	Dates	Price
Avanzado 1 Once a week.	Wednesday	10.30-13.30	18 Jan - 21 Mar	£285
	Tuesday	14.00-17.00	17 Jan - 20 Mar	£245
Avanzado 2 Once a week.	Wednesday	10.30-13.30	18 Jan - 21 Mar	£285
Avanzado 3 Once a week.	Saturday	14.00-17.00	21 Jan - 24 Mar	£250
Avanzado 4 Once a week.	Thursday	14.00-17.00	19 Jan - 22 Mar	£245
	Friday	10.30-13.30	20 Jan - 23 Mar	£250
SUPERIOR 1, 2 & 3 (C1 PROFICIENCY LEVEL)				
Superior 1 Once a week.	Saturday	14.00-17.00	21 Jan - 24 Mar	£250
Superior 2 Once a week.	Friday	10.30-13.30	20 Jan - 23 Mar	£250
Superior 4 Once a week.	Wednesday	14.00-17.00	18 Jan - 21 Mar	£245
Superior 5 Once a week.	Friday	10.30-13.30	20 Jan - 23 Mar	£250

At the end of these courses, you can continue learning in any of our regular Spring Term Courses.

Crash & Intensive Courses

For those who want to make the most of the Spanish experience. These courses cover the same programme as regular courses in a more comprehensive and faster way.

Crash 1 Week Courses 30 hours

BEGINNERS & INTERMEDIATE LEVELS

Level	Day	Timetable	Dates	Price
Inicial 1	Monday to Friday	10.00-13.00 and 14.00-17.00	09 - 13 January	£285
Inicial 2			06 - 10 February	
			05 - 09 March	

(We can schedule other levels on request)

Intensive 2 Week Courses 30 hours

BEGINNERS & INTERMEDIATE LEVELS

Level	Day	Timetable	Dates	Price
Inicial 1 5 days per week	Monday to Friday	10.30-13.30 or 14.00-17.00	09 - 20 January	£285
Inicial 2 5 days per week			23 Jan - 03 Feb	
Elemental 1 5 days per week			06 - 17 February	
Elemental 2 5 days per week			20 Feb - 02 March	
Intermedio 1 5 days per week			05 - 16 March	
			19 - 30 March	



2012 Winter Term Special Courses

Course	Day	Timetable	Dates	Price
Preparation for the DELE Exams (20 hours)				
Preparation for DELE B1	Tuesday	17.00-19.00	17 Jan - 20 March	£215
	Friday	18.30-20.30	20 Jan - 23 March	£215
	Saturday	09.30-11.30	21 Jan - 24 March	£215
Preparation for DELE B2	Tuesday	17.00-19.00	17 Jan - 20 March	£215
	Friday	18.30-20.30	20 Jan - 23 March	£215
	Saturday	09.30-11.30	21 Jan - 24 March	£215
Preparation for DELE C1	Thursday	17.00-19.00	19 Jan - 22 March	£215
	Friday	18.30-20.30	20 Jan - 23 March	£215
	Saturday	09.30-11.30	21 Jan - 24 March	£215
Preparation for DELE C2	Thursday	17.00-19.00	19 Jan - 22 March	£215
	Friday	18.30-20.30	20 Jan - 23 March	£215
	Saturday	09.30-11.30	21 Jan - 24 March	£215
Preparation for AS, A2, GCSE Exams (15 hours)				
Preparation for AS Level	Mon to Fri	10.00-13.00	13 - 17 February	£162
Preparation for A2 Level	Mon to Fri	10.00-13.00	13 - 17 February	£162
Preparation for GCSE	Mon to Fri	14.00-17.00	13 - 17 February	£162
Conversation (10 week Course 20 hours)				
Intermediate Level	Tuesday	11.00-13.00	17 January - 20 March	£215
Intermediate Level	Tuesday	17.00-19.00	17 January - 20 March	£215
Intermediate Level	Saturday	11.30-13.30	21 January - 24 March	£215
Advanced Level	Tuesday	11.00-13.00	17 January - 20 March	£215
Advanced Level	Wednesday	17.00-19.00	18 January - 21 March	£215
Advanced Level	Saturday	11.30-13.30	21 January - 24 March	£215
Translation (10 week Course 20 hours)				
Translation (Advanced Level)	Monday	18.30-20.30	16 January - 19 March	£215
Business (10 week Course 20 hours)				
General Business Spanish (Advanced Level)	Saturday	11.30-13.30	21 January - 24 March	£215
Language Skills (12 week Course 30 hours)				
Perfeccionamiento (Nivel superior)	Friday	18.00-20.30	13 January - 30 March	£250
	Saturday	10.00-13.00	21 January - 24 March	£250
Revisión de contenidos del nivel avanzado	Friday	10.30-13.30	20 January - 23 March	£250

Improve your Spanish through Literature & Art

Course	Day	Timetable	Dates	Price
Improve your Spanish through Literature (10 week course 20 hours)				
Literatura y conversación en español (Advanced and Higher Levels)	Wednesday	11.00-13.00	18 Jan - 21 March	£215
	Thursday	18.30-20.30	19 Jan - 22 March	£215
	Saturday	12.00-14.00	21 Jan - 24 March	£215
Improve your Spanish through Art (10 week course 20 hours)				
Arquitectura y arte contemporáneos en España. (Advanced and Higher levels)	Wednesday	11.00-13.00	18 Jan - 21 March	£215
	Thursday	19.00-21.00	19 Jan - 22 March	£215

Improve your Spanish through Theatre

Course	Day	Timetable	Dates	Price
Improve your Spanish through Theatre (20 hours)				
Drama Classes (Intermediate and above)	Wednesday	18.30-21.30	18 Jan - 21 March	£215