

Cervantes Escuela Internacional



AGENT MANUAL 2017

Contents

- 1.** [Why Malaga?](#)
- 2.** [The School](#)
 - 2.1.** [Accreditations](#)
 - 2.2.** [Facilities](#)
- 3.** [Courses](#)
 - 3.1.** [Methodology](#)
 - 3.2.** [Levels](#)
 - 3.3.** [Our Teachers](#)
 - 3.4.** [Teaching Materials](#)
 - 3.5.** [Our Courses](#)
 - [General Spanish Courses](#)
 - [Intensive](#)
 - [Intensive Plus](#)
 - [Super Intensive](#)
 - [Long Term Spanish Courses](#)
 - [Annual Course \(36+ weeks\)](#)
 - [Half-Yearly Course \(24+ weeks\)](#)
 - [Quarterly Course \(12+ weeks\)](#)
 - [Special Courses](#)
 - [Individual Course](#)
 - [Golden Age Course \(60+\)](#)
 - [Intensive + Flamenco Course](#)
 - [Specialised Spanish Courses](#)
 - [DELE Preparation Course](#)
 - [Spanish for the Legal Profession](#)
 - [Intensive + Hispanic Studies Course](#)
 - [Spanish for executives course](#)
 - [Spanish for teachers course](#)
 - [Courses for Groups](#)
 - [Courses for families](#)
- 4.** [Accommodation & Transfer](#)
 - 4.1.** [Host Families](#)
 - 4.2.** [Shared Apartments](#)
 - 4.3.** [Private apartments](#)
 - 4.4.** [Hostels and Hotels](#)
 - 4.5.** [Airport Transfer](#)
 - 4.6.** [Medical Insurance](#)
- 5.** [Activities & Excursions](#)
- 6.** [What Students Can Expect](#)
- 7.** [Prices](#)
- 8.** [Holidays](#)
- 9.** [Rules & Regulations](#)
- 10.** [Payment and Cancellations](#)
- 11.** [School Area Map](#)

1. Why Malaga?

The diversity of its landscapes and the unique beauty of its geography, formed by the contrasts between sea and mountains, sun and snow, plains and hills, make Malaga a special region. With over a half million inhabitants, is the fifth largest city in Spain and the economic capital of Andalusia. With a history of over 3000 years is one of the oldest cities in Europe.

Malaga is a big city, but it's easy to get around it. It hasn't suffered the same mass tourism as other towns nearby, so it still preserves the typically Spanish character.

The beaches of Malaga are privileged to be found in a big city, with all the services and attractions that entails, so you can take advantage of more than 300 days of sunshine a year, enjoying its cafes, bars and the most typical of the Malaga gastronomy, in the numerous and lively restaurants that can be found along its promenade, only fifty meters far from our school.

Its natural landscapes are a haven of peace where you can practice lots of sports such as hiking, skiing, climbing, horse riding or golf.

As a starting point, Malaga is ideal for exploring Andalusia, Gibraltar and North Africa. You can count on excellent communications due to its international airport, the third busiest airport from the Peninsula, and AVE train station, which allows you to get from Málaga to Madrid in only two and a half hours.

Due to the international character of the city, the residents are friendly and communicative people, who warmly receive foreigners and are always ready to respond with a smile. Practicing, learning and perfecting your Spanish in Malaga will be easy thanks to the complicity of its inhabitants, which will help you without any doubt.

The city offers many free events and no week goes by without you finding something that you like to do, as a medieval market, the Malaga Film Festival, the Jazz Festival, the White Night, the Tapas Fair, etc. It has cultural options for all tastes, from the sacred to the most contemporary art, from folk art through interactive museums, while bringing out, obviously, Picasso's figure represented by Birthplace Museum, the Picasso Museum and the wonderful Thyssen Museum. Málaga not only is rich in what concerns the museums, we also have to mention the complete theater offer and the musical events scheduled throughout the year.

It is ideal for shopping. You'll find everything from the mundane (clothes, shoes, bags) to the sublime (crafts, antiques or works of art).

Finally, the Andalusian cuisine is a reflection of the traditional Mediterranean diet, based on fresh products offered both by the sea and the Malaga garden. You can easily find numerous bars and restaurants, real sanctuaries of fine traditional Málaga cuisine and where kings are the fried "pescaito" and the sardines, all covered with our "green gold", the olive oil.

This city is definitely the best choice if you're looking to study Spanish with fun, sun, sand and a great cultural offer.



Alcazaba



Cathedral



Beach



2. The School

Founded in 1986, Cervantes Escuela Internacional counts with lots of years of total dedication towards teaching Spanish as a foreign Language and is recognized as accredited center by the Cervantes Institute.

Our center's methodological line follows a communication focus, because our main goal is to provide to our students with the necessary methods for them to speak Spanish with ease and comfort.

We are aware that motivation is mandatory where learning is involved, so at Cervantes Escuela Internacional we work constantly in order to make the learning process more exciting. This is why we center our efforts towards the following criteria:

- . **The playful component.** From a pedagogical point of view, to play is to learn. During our courses, the playful component joins the didactic part in order to help us create a good environment in the group and help the learning process.
- . **Own teaching material.** One of the primary needs in our School is to create teaching materials which are **appropriate to the interests and needs of a group**. During all of our sessions, we work with **our own digital and audiovisual materials**.
- . **Integration of skills.** In a real communication situation, the knowledge of a Language gets activated through different channels. For this reason, and also because in the classroom we want to attend the different learning styles, with our courses, the student will have the opportunity to speak, listen, read and write about various subjects, in different situations and contexts.
- . **The cultural component.** Learning a foreign Language goes beyond learning its grammar and its vocabulary, its also **getting to know it's speakers, its history, its literature, its idiosyncrasy, etc.** In all of our classes, the cultural component is present through different activities, games and presentations. Our teachers are not satisfied with only teaching grammar, we also work with the culture; a mandatory aspect, given the existence of such a rich community – the Spanish speaking community.
- . **The importance of the image.** Visualizing helps us relate different ideas and concepts. In our classes, we use the image in order to **increase the motivation and interest** and to make learning more effective.
- . **New technologies.** We have TIC classrooms equipped with **personal computers, projectors, digital books, digital interactive boards and WI-FI**. Our teachers are continuously improving their knowledge and skills through different courses, in order to be up to date regarding the latest developments applied to the field of teaching Spanish as a foreign language.

2.1. Accreditations

Cervantes International School is part of the network of Cervantes Institute Accredited Centers, a group of centers dedicated to the teaching of Spanish whose quality has been recognized by the Cervantes Institute. This top-quality certificate is awarded after a rigorous inspection, which takes place every 2 years and assesses the program of study, qualifications and level of the teachers, teaching methods, audiovisual and teaching materials, and all academic and extracurricular activities offered by the school.

Cervantes Escuela Internacional is also a member of and accredited by:



2.2. Facilities

Location:

Located in Pedregalejo, one of Malaga's privileged areas, well connected by public transport to the city centre and only 50 metres away from the beach.

The area has lots of bars and restaurants, a great beach, sport facilities and all the necessary amenities (banks, pharmacies, supermarkets, etc.)

Originally a fishing village, Pedregalejo was later annexed to the city of Malaga, though its past can still be seen in the many fishing boats and seafood restaurants which line the neighbourhood's picturesque shoreline.

Pedregalejo's open-air bars and restaurants provide a lively atmosphere and a wide range of excellent fresh seafood at low prices.

School Facilities:

- Fully refurbished school building
- bright classrooms with heating and air conditioning
- Lounge and computer room with free wi-fi
- Library with over 400 titles
- Screening room
- Large Andalusian patio tastefully decorated with plants, tables and chairs for students to share their spare time
- Snacks, coffee, drinks for students available inside our premises
- Digital interactive boards in all of our classrooms
- Additional terrace space for students

Address and Office Hours:

Office Hours: Monday to Friday from 09:00 to 18:00 hrs.

Address:

Avda. Juan Sebastián Elcano, 89
E-29017 Málaga, Spain

Phone: (+34) 952 295378

Fax: (+34) 952 299047

info@escuelacervantes.org /marketing@escuelacervantes.org

www.escuelacervantes.org

Emergency phone at the weekend: +34 650 386 981 (*emergencies only*)

3. The Courses

At Cervantes Escuela Internacional we offer different types of courses to suit the various needs of your clients.

All our Standard Courses have weekly start dates (for beginners 2 start dates per month), and offer flexible duration from 1 week onwards. We also offer other more specialised courses for students with specific needs or interests at different dates of the year.

3.1. Methodology

Our extensive professional experience has enabled us to develop a teaching system that combines the communicative method with the structured study of grammar, which is integrated in the communication itself.

This method is organised throughout the six levels (European Common Framework of Reference for Languages), to allow students to learn and perfect their language skills in a practical and enjoyable way depending on their needs. Through different types of activities students will work on their reading, listening, speaking and writing skills in order to achieve fluency in Spanish.

3.2. Levels

Our levels correlate to the Common European Framework of Reference for Language, which makes it easier for students to relate their level with other courses or requirements in their country of origin.

LEVEL GUIDE	
A1 (BEGINNER)	Students who have little or no knowledge of Spanish.
A2 (ELEMENTARY)	Students who can communicate in basic situations using the present, past and future tenses, but with some errors. They can understand Spanish when someone speaks slowly
B1 (INTERMEDIATE)	Students who feel secure speaking and writing in Spanish. They know quite a lot of vocabulary, but need to practice and expand their grammar knowledge.
B2 (UPPER INTERM.)	Students who can communicate fluently and with confidence in a wide range of situations but need a deeper study of grammar structures and learn more specific vocabulary.
C1 (ADVANCED) C2 (SUPERIOR)	Students with an excellent level of Spanish, able to communicate effectively as a native. They need to perfect the language to ensure its adequate cultural use by means of extensive study into the subtleties of the Spanish language.

3.3. Our Teachers

Our team of teachers has been carefully selected, according to their academic qualifications, experience and professionalism. All our teachers are native Spanish Speakers with degrees from the best universities and they regularly participate in practical courses on the art of teaching Spanish as a Foreign Language and the latest teaching methods so that they are always up to date.

They have not only been chosen for their qualifications and experience, but also for their ability to work enthusiastically with students. The teachers will help students to establish clear learning objectives and will encourage them to take part in the lessons in Spanish from the very first day. The lessons are stimulating and interesting.

The Head of Studies and her team will assess and carefully guide student's progress.

3.4. Teaching Materials

On their first day, students receive a text book that covers grammar, exercises, vocabulary, writing and conversation material. Our experienced team of teachers complement this with Cervantes Escuela Internacional's own teaching materials, special publications, internet articles and audio visual material to achieve a complete immersion in all aspects of the Spanish language.

For over 30 years, our teaching staff have continuously improved and updated the school's teaching material. Every year, they prepare new material introducing the use of audio-visual media. All our written material is complemented with the latest developments in audio, CD and video format.

Students have access to the school's library, with over 400 books by Spanish and Latin American authors. Many of the books are labelled according to their level of difficulty and our teachers will always help students choose the books which are most suited to their requirements.

3.5. Our Courses

General Spanish Courses:

These courses are designed for students of all levels, beginners to advanced, who want to start learning or to perfect their Spanish concentrating on their communicative skills and needs. The different grammatical concepts are integrated into communication and students will learn them in an effective and progressive way.

Our General Spanish Courses include:

- Intensive Course
- Intensive Plus Course
- Super Intensive Plus Course

Intensive Course:

This course is aimed at students who want to learn or perfect their Spanish language skills whilst making the most of their free time.

- **Lessons:** 20 lessons per week, Monday to Friday, (45 min./lesson)
- 20 lessons in which the functional , linguistic, lexical , cultural and strategic contents are integrated.
- **Starting dates:** every Monday, except for beginners
- **Starting dates for beginner level:** 9 & 23 Jan; 6 & 20 Feb; 6 & 20 Mar; 3 & 17 Apr; 2, 15 & 29 May; 12 & 26 Jun; 10 & 24 Jul; 7 & 21 Aug; 4 & 18 Sep; 2, 16 & 30 Oct; 13 & 27 Nov; 11 Dec.
- **Levels:** all levels from beginner to advanced (A1 – C2)
- **Course duration:** 1 to 36 weeks
- **Students per class:** maximum 12 per classroom (average 5-6)
- **Timetable:** morning or afternoon
- **Minimum age:** 14 years old

Intensive Plus Course:

This course is based on the Intensive Spanish Course, but it offers an additional 4 lessons per week during which the students are introduced to different aspects of the culture and social life of Spain so they can understand and get to know their host country better.

- **Lessons:** 24 lessons per week, Monday to Friday, (45 min./lesson)
- 20 lessons in which the functional , linguistic, lexical , cultural and strategic contents are integrated plus 4 Spanish Culture Lessons.
- **Starting dates:** every Monday

Starting dates for beginner level: 9 & 23 Jan; 6 & 20 Feb; 6 & 20 Mar; 3 & 17 Apr; 2, 15 & 29 May; 12 & 26 Jun; 10 & 24 Jul; 7 & 21 Aug; 4 & 18 Sep; 2, 16 & 30 Oct; 13 & 27 Nov; 11 Dec.

- **Levels:** all levels from beginner to advanced (A1 – C2)
- **Course duration:** 1 to 36 weeks
- **Students per class:** maximum 12 per classroom (average 5-6)
- **Timetable:** morning or afternoon
- **Minimum age:** 14 years old

Super Intensive Course:

This course is the best option for those students who wish to start learning or improve their Spanish language Skills as quickly as possible.

- **Lessons:** 30 lessons per week, Monday to Friday, (45 min./lesson)
- 20 lessons in which the functional, linguistic, lexical, cultural and strategic contents are integrated plus 10 Spanish Culture Lessons.
- **Starting dates:** every Monday, except for beginners

- **Starting dates for beginner level:** 9 & 23 Jan; 6 & 20 Feb; 6 & 20 Mar; 3 & 17 Apr; 2, 15 & 29 May; 12 & 26 Jun; 10 & 24 Jul; 7 & 21 Aug; 4 & 18 Sep; 2, 16 & 30 Oct; 13 & 27 Nov; 11 Dec.

Levels: all levels from beginner to advanced (A1 – C2)

- **Course duration:** 1 to 36 weeks
- **Students per class:** maximum 12 per classroom (average 5-6)
- **Timetable:** morning or afternoon
- **Minimum age:** 14 years old

Long Term Spanish Courses:

Our Long Term courses are aimed at students with little or no knowledge of the Spanish language who wish to spend 3, 6 or 9 months in Spain. They will immerse themselves in the Spanish Culture and, depending on their starting level and length of course, move on to an Intermediate or Advanced level of Spanish during their stay.

Students can choose between a Intensive, Intensive Plus or Super Intensive Plus Long Stay course and benefit from special long stay rates. They can also choose to stay for 1, 2 or 3 terms (3 months per term).

Our Long Term Spanish Courses include:

Choice between:

- **Annual Course (36 weeks):** every Monday except for beginners*, although we recommend starting on 9th January, 6th March or 21th of August
- **Half Yearly Course (24 weeks):** every Monday except for beginners*
- **Quarterly (12 weeks):** every Monday except for beginners*

*for beginner start dates, please check General Spanish Course Section

- **Long Term Intensive Course** 20 less./week; Monday to Friday, (45 min./lesson)
- **Long Term Intensive Plus Course** 24 less./week; Monday to Friday, (45 min./lesson)
- **Long Term Super Intensive Plus Course** 30 less./week; Monday to Friday, (45 min./lesson)

- **Levels:**

Course length	Starting level	End Level
Annual Course (36 weeks)	A1 (Beginner)	C1 (Advanced) Possibility to prepare for DELE superior Exam
Half Yearly Course (24 weeks)	A1 (Beginner) or A2 (Elementary)	B2 (Upper Intermediate) Possibility to prepare for DELE Intermediate Exam
Quarterly (12 weeks)	A1 (Beginner), A2 (Elementary) or B1 (Intermediate)	B1 (Intermediate), B2 (Upper Intermediate), or C1 (Advanced), depending on starting level.

- **Students per class:** maximum 12 per classroom (average 5-6)
- **Timetable:** morning or afternoon
- **Minimum age:** 14 years

Special courses:

Individual Courses:

Cervantes Escuela Internacional offers to its students individual courses so that they can tailor them to suit their individual needs, both in terms of their level and their weaknesses or strong points, but also in terms of contents, if they, for instance need to study specific vocabulary or language skills for their professional or personal needs.

- **Lessons:** 10 to 40 per week, to be agreed when booking. Monday to Friday, (45 min./lesson)
- **Starting dates:** every Monday
- **Levels:** all levels from beginner to advanced (A1 – C2)
- **Course duration:** minimum 1 week
- **Students per class:** 1 student (for semi-individual 2 students)
- **Timetable:** morning or afternoon

Golden Age Course (60+):

This program is designed for people from 60 years (Students less than 60 years old can participate in this type of course if they have same objectives) of age and up who want to learn Spanish and be in a more relaxed atmosphere during the daily activities while discovering Spanish art and culture first-hand.

The students will join the Intensive course of the appropriate level with other students from the school, but they will have their own activity program.

Practical Information:

- Lessons per week: Intensive course two weeks, 40 lessons
- Lessons duration: 45 minutes.
- Course duration: 2 weeks.
- Hours of the Classes: Mornings or afternoons.
- Activities program "Golden Age"
- 1 All-day Excursion included (in the weekend)
- Levels: Levels A and B

Our school organizes special cultural activities in the afternoons and evenings, such as:

- Guided walking tour
- Visit to hamman bath
- Lunch with Spanish fish
- Flamenco show
- Visit to museums and wine degustation.
- Excursion to Ronda, Seville, Granada or Cordoba

Starting Dates 2017

13 Feb; 18 Sep; 6 Nov.

Spanish and Flamenco Dance:

This course combines the Intensive Spanish course with a Flamenco Dance course in the afternoon.

While students are learning and perfecting the language in their Spanish lessons during the morning, they also have the opportunity to learn and develop the techniques of flamenco in the afternoon.

Flamenco dance lessons are taught by an experienced teacher, who specializes in these famous dances from the south of Spain. In many of the flamenco lessons, the students will have the opportunity to meet Spaniards who are also learning flamenco dance.

- **Lessons:** 26 lessons per week, Monday to Friday, (45 min./lesson)
These 26 lessons are divided into:
 - 20 lessons in which the functional, linguistic, lexical, cultural and strategic contents are integrated.
 - 6 Flamenco Dance lessons
- **Levels:** all levels from beginner to advanced (A1 – C2)
- **Course duration:** minimum 1 week
- **Students per class:** maximum 12 per classroom (average 5-6)
- **Timetable:** Intensive Spanish in the morning and Flamenco in the afternoon
- **Age:** from 14 years old
- **Starting dates:** every Monday, except for beginners
- **Starting dates for beginner level:** 9 & 23 Jan; 6 & 20 Feb; 6 & 20 Mar; 3 & 17 Apr; 2, 15 & 29 May; 12 & 26 Jun; 10 & 24 Jul; 7 & 21 Aug; 4 & 18 Sep; 2, 16 & 30 Oct; 13 & 27 Nov; 11 Dec.



Specialised Spanish Courses:

Apart from our General Spanish Courses, we also offer a wide range of specialized courses to cater to the different needs or interests of our students, ranging from professional, academic or leisure interests.

Our Specialised Spanish Courses include:

- DELE Preparation Course
- Spanish for the Legal profession Course
- Intensive + Hispanic Studies Course
- Spanish for Executives course
- Courses for Teachers of Spanish as a Foreign Language



DELE Preparation Course:

DELE stands for Diploma de Español como Lengua Extranjera, or “Diploma of Spanish as a Foreign Language”. It is the only certificate for non-native Spanish speakers that is officially recognised by the Spanish Ministry of Education, Culture and Sport. It is of great international value for those who are going to study at a Spanish University or who want to work in a Spanish speaking environment.

Cervantes Escuela Internacional offers preparation courses for all levels:

- Diploma de Español Nivel A1 (Beginner level): This qualification certifies that the student will be able to cope with an elemental language of communication in situations that deal with necessities or with everyday topics. (Minimum level A1)
- Diploma de Español Nivel A2 (Beginner level): Diploma de Español Nivel A2: This qualification certifies that the candidate is able to understand sentences and frequently use daily expressions related to particularly relevant topics (eg basic information about oneself and ones family, shopping, places of interest, employment, etc.) (Minimum level A2)

- Diploma de Español Nivel B1 (Beginner level): This qualification attests to sufficient linguistic ability for understanding and responding appropriately in most normal day-to-day situations and for expressing desires and needs in a basic way. (Minimum level B1)
- Diploma de Español Nivel B2 (Intermediate level): This qualification accredits sufficient linguistic ability to get by in average day-to-day situations in normal communication circumstances, which do not require specialized use of the language. (Minimum level B2)
- Diploma de Español Nivel C1: This qualification ensures that the student noticeably progresses in the language, and has a more advanced level of Spanish (Minimum level C1).
- Diploma de Español Nivel C2 (Proficiency level): This qualification accredits the necessary linguistic competence to deal with situations requiring an advanced use of the language and knowledge of the cultural customs associated with it. (Minimum level C2)

At all the examination sessions in 2016, the success rate of our students at the DELE exams was 99%!

NOTE: The price of the course does not include the exam fees. If students wish to take their exam in Malaga we can help them with their booking and take their payment (please contact us for more information).

- **Lessons:** 20 lessons per week, Monday to Friday, (45 min./lesson)
 - Only DELE Exam Preparation lessons
- **Starting dates:** every Monday
(For student wishing to take the exam in Malaga, we recommend that they schedule the dates with a view to finishing the course on the week of the exam.)
- **Levels:** A1 (Beginner), A2 (elementary), B1 (Intermediate), B2 (High Intermediate), C1 (Advanced) and (C2) Superior, depending on the exam they are preparing for.
- **Course duration:** 1 - 4 weeks (extra weeks can be booked)
- **Students per class:** maximum 12 per classroom (average 2-4)
- **Timetable:** morning or afternoon.
- **Age:** from 14 years old



Spanish for the Legal Profession:

The course is aimed at legal professionals in general, and, more specifically to Lawyer-Linguists, lawyers, judges and translators. We regularly receive students who work in the different institutions of the European Union.

The program will allow students to understand legal texts and arguments, to draw up documents and to express themselves correctly using legal vocabulary, as well as to get acquainted with the Spanish Legal System and the Organisms and Institution that it comprises.

The Legal Spanish lessons are taught and coordinated by lawyers belonging to "Ilustre Colegio de Abogados de Málaga" (Malaga's Bar Association) so that the students can have access to their expert knowledge. Different types of support teaching materials are used: own teaching material, special publications, audio-visual documents and the internet.

- **Course program for 1 week:**
 - 20 training sessions
 - 5 practical sessions (activities and visits related to this course)
 - Total number of classes: 25
- **Course program for 2 weeks:**
 - 40 training sessions
 - 10 practical sessions (activities and visits related to this course)
 - Total number of hours: 50
- **Levels:** B2 (Upper Intermediate), C1 (Advanced) y C2 (Superior)
- **Maximum number of students per class:** 6 (minimum 3)
- **Timetable (each session lasts 45 minutes):**
15:45h-19:00h 20 training sessions per week on Spanish for the Legal Profession
Mornings: activities and visits related to this course.
- **Starting dates 2017:** 6 Mar; 3 Jul; 11 Sep. Other dates: consult
- **Course duration:** 1 or 2 weeks

Students wishing to improve or deepen their knowledge of the Spanish language can choose a General Spanish Course of their level before the start of the Spanish for the Legal Profession Course or at the same time.

If a student chooses to combine the Spanish for Legal Profession and General Spanish Course at the same time, the course would consist of 8 training sessions of General Spanish, 15 training sessions of Spanish for the Legal Profession and 10 practical sessions belonging to the Spanish for the Legal Profession per week.

Please contact us for more detailed information and program for this course (marketing@escuelacervantes.org).

Intensive + Hispanic Studies:

This course has been developed to give students the opportunity to learn Spanish at their own level by means of an interactive system, and combine their studies with a special course in History, Literature, Geography, Arts, current Spanish topics, etc. This will help students to approach and deepen their knowledge about the essential cultural aspects that form the real Hispanic world.

Practical Information

- Lessons per week: 20 + 10
- Duration: from 1 to 3 weeks
- Levels: B1 (Intermediate), B2 (Upper), C1 (Advanced) & C2 (Superior)
- Maximum Students per Class: Intensive, 11 students. Hispanic course, 1 student
- Hours of the Classes: Mornings and Afternoons
- Composition of the Course: 20 Lessons Intensive Course, 10 lessons Hispanic course

Starting Dates 2017

Every Monday of the year.

Spanish for Executives Course:

This course is aimed at students or professionals who need to use their Spanish in a business setting. The course is split into 2 parts: theory and practice, and during both parts, the students will use different tools: written materials, specialized publications, audio-visual materials, software applications, Internet, etc.

It is taught by highly qualified teachers with extensive experience in teaching Spanish as a foreign language and deep knowledge of the business world.

Lessons: 20 lessons per week, Monday to Friday, (45 min./lesson)

- 10 theory lessons
- 5 lessons - Development of Language Skills and business communication
- 5 lessons - Commercial techniques
- **Levels:** from B1 (Intermediate) to C2 (Superior)
- **Course duration:** 2 weeks
- **Students per class:** max. 6 students
- **Timetable:** afternoons.

PROGRAM:

1. The company
2. The Employer
3. Commercial companies
4. Human resources
5. Taxes
6. Marketing and advertising
7. Banking and stock exchange
8. Importation and Exportation
9. Business correspondence
10. Communication and negotiation

STARTING DATES 2017

13 Feb; 10 Jul; 21 Aug.

Courses for Teachers of Spanish as a Foreign Language:

This course is aimed at non-native Spanish teachers who want to refresh, deepen and perfect their knowledge of the Spanish language. Participants will learn about the most popular and latest methods of Spanish teaching and the different didactic techniques available to aid them in their professional development.

Many of our course participants have obtained a grant for the funding of their course and we are currently listed in the official Erasmus+ course database.

The aim of the course is to deepen the knowledge of those practical and theoretical aspects of Spanish teaching which are significant for all Spanish teachers. In order to do so, the course covers issues such as different didactic materials (audiovisual, internet, games, written material etc.), tuition types, student's evaluation, solution of problems emerging in class etc.

Lessons:

- 35 theoretical – reflective lessons **in two weeks**, Monday to Friday, (45 min./lesson)
- 10 practical sessions **in two weeks**
- 5 sessions of feedback **in two weeks**
- **Duration:**
 - 1st week: 25 theoretical classes
 - 2nd week: 10 theoretical classes + 10 practical sessions + 5 sessions feedback
- **Starting dates:** 6 Feb; 24 Jul; 9 Oct. Other dates: consult*
- **Levels:** B2 (Upper Intermediate), C1 (Advanced) & C2 (Superior)
- **Course duration:** 1 to 2 weeks
- **Students per class:** max. 12

***NB: There is the possibility of opening a new date for a minimum of 3 participants. For more information please contact us.**

You can find on <http://cervantes.to/teachers.html> more details about the course regarding:

- preparation
- Objectives
- Methodology
- Follow up
- Contents of the course
- Dates
- Comments

Course prices:

Group: max. 12 people	1 week	35 sessions	380 €
Group: max. 12 people	2 week	70 sessions	590 €
Individual (all year round)	1 week	35 sessions	750 €
Semi-individual - 2 personas (all year round)	1 week	35 sessions	610 €/per person

Courses for Groups:

Tailor-made offers – All included – All year round!

Included in our offers are:

- ✓ Intensive course (in closed groups or mixed with other students)
- ✓ Teaching material
- ✓ Inscription fee
- ✓ Pick-up transfer service airport (round trip)
- ✓ Accommodation
- ✓ Welcome folder with useful information (maps, rules, etc.)
- ✓ Daily activities
- ✓ Emergency phone line
- ✓ Morning classes (from 9 a.m.)
- ✓ 1 teacher free each 10 students (includes Spanish course)
- ✓ 50% discount for extra teacher/group leader
- ✓ Free internet use in the school

Optional services:

- ✓ Excursions & other activities
- ✓ Full board
- ✓ Bonobus card

The course, activities, excursions and accommodation options are agreed according to the requirements and special needs of the group.

Cervantes International has experience in organizing tailored programs for students and groups from all over the world. Cervantes International School has the flexibility to design programs for groups specially driven to meet the requirements of every organization or customer. Typically, the programs have a duration of 1 to 6 weeks and the minimum number of students is 8. The courses are given in closed groups or mixed with other students by levels.

Practical Information

- Lessons per week: According to agreement
- Duration of the stay: According to agreement
- Levels: All levels, from A1 (Beginner) to C2 (Superior)
- Number of Participants: Minimum 8 persons
- Composition of the Course: The hours, composition of the course, activities, excursions and type of accommodation will be organized according to the needs of the group. Classes are held in closed groups or mixed by levels with other students of the school.
- Start of the Course: every day of the year

ACCOMMODATIONS

- Spanish host family (half or full board)
- Hotel/Hostel
- Apartments

Please contact us for more information and group quotes (marketing@escuelacervantes.org).

Courses for Families:

This course is designed for families who want to combine holidays with learning the Spanish language.

For children 12 years of age an appropriate course corresponds to the particular learning needs of young people. Class time is divided into modules, with emphasis on basic

communication skills, vocabulary, and the introduction of grammatical concepts, along with art, language games and hands on learning.

For children aged 4-6 years, CEI has developed a special program that covers the basic vocabulary and topics of interest appropriate to their age.

If parents decide not to enroll their children in classes, you can organize a babysitter during school hours for a fee.

This course offers a unique experience for the whole family.

The main aim of our course is to create a learning environment in which families can learn together and enjoy the interaction with the Spanish culture, according to their interests and needs. We also offer a program of activities that allow the family to enjoy every day of Malaga and its surroundings.

The programs combine language learning with cultural tourism and have an element of intercultural discovery. The classes are linked with activities that require active participant interaction with native speakers of Spanish. The teachers will accompany the family at all times to act as linguistic facilitators.

Nº of classes: 4 daily lessons (1 lesson = 45 minutes)

Nº students per class: 4 - 12 students

Schedule of classes: 9:00 to 12:15, from Monday to Friday (to be confirmed)

Levels: All levels, from A1 (Beginner) to C2 (Superior)

Methodology: Dynamic classes tailored to the interests of the family and focused on the use of language in order to get the whole family more confidence in using the language , while enjoying your holiday.

There are four programs to choose from. All offer Spanish classes, which can be added other services such as housing and leisure:

- **SPANISH COURSE:** 20 lessons of Spanish classes / Teaching materials / Insurance (Optional)
SPANISH COURSES + ACTIVITIES: 20 lessons of Spanish classes / training / Security Material (optional) / Weekly activities
- **SPANISH COURSE + ACCOMMODATION:** 20 lessons of Spanish classes / Teaching materials / Insurance (Optional) accommodation to choose from: Spanish family, private apartment hotel.
- **COMPLETE OFFER (course + accommodation + activities):** 20 lessons of Spanish classes / training / Security Material (optional) / weekly / Accommodation to choose between Activities: Spanish family, private apartment hotel.

When planning activities in CEI considers the interests of the whole family, to make learning more enjoyable.

4. Accommodation & Transfer

At Cervantes Escuela Internacional, we recognise that accommodation is a very important part of the student's experience during their stay. Therefore, we take special care in selecting the best possible accommodation to make sure students fully enjoy their stay.

- Accommodation is regularly assessed through periodic visits from school staff and student feedback both on the first and last week of stay
- Accommodation officer at school: one of our staff members is in charge of all accommodation matters and students can contact him if they have any queries or problems regarding their accommodation.
- Our goal is customer satisfaction. If a student wishes to change their accommodation once they are already at school, we can normally change them within 1 or 2 days. (If they wish to change to the residence, of course this depends on availability).
- All accommodation is close to the school (within a 25 minute walk or 10 minutes by bus) and to the beach.
- Several types of accommodation offered to cater for the needs and preferences of different types of students

Please note that accommodation is booked from the Sunday prior to the start of the course to the Saturday after the end of the course.

4.1. Host Families

This is the best option for students who wish to practice their newly acquired Spanish skills with native speakers and to get to know the Spanish way of life first hand. All our families are native Spanish speakers with experience in hosting international students in their homes.

Students staying with a family will become part of the real Spain and get to know the local food, culture and customs. Of course, students will need to adapt a little to the habits of their host family and new environment, but they will also enjoy their company and friendship whilst retaining their independence (students will get their own front door key).

- All families are native Spanish speakers
- All families live close to the school (within a 25 minute walk) and to the beach.
- Bed linen provided
- Student laundry done once a week
- Students can choose between:
 - Meals: full board or half board
 - Rooms: single or double room



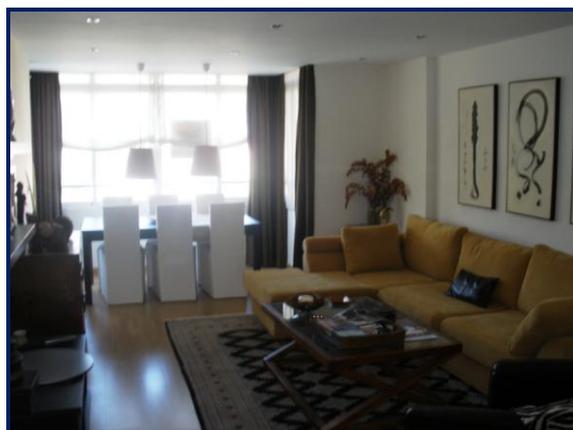
NOTE: if a student is travelling on their own and books a double room, we will normally place them with a roommate, but please note that we cannot always guarantee it. If this is important for your client, please let us know.

4.2. Shared apartments (Minimum age is 18 years old)

Students living in shared apartments will share their experience with four or five people from different countries and culture and make friends.

Cervantes Escuela Internacional has several different apartments, all within a 25 minutes walk or 10 minutes ride by bus from the school. The apartments are all equipped with:

- Lounge with TV
- Fully equipped kitchen where students can prepare their meals (self catering)
- 1 or 2 bathrooms
- 3 or 4 bedrooms
- Bed linen is provided, students must bring their own towels
- Weekly laundry service
- Room choice:
 - Single
 - Double



4.3. Private apartments

We offer for students that want more privacy or want to come with their family different types of private apartments.

- Studio for 1 or 2 persons
- Studio for 3 persons
- Apartment 1 bedroom for 2 persons
- Apartment 1 bedroom for 3 persons
- Apartment 1 bedroom for 4 persons
- Apartment 2 bedroom for 4 persons

4.4. Hostels and Hotels

For those students who are interested in hostels or hotels, Escuela Cervantes Internacional can provide them with information about different hotels or hostels in the area or, if they so wish, we can also book a room on their behalf. Please find below more information about the hostels in the nearby of our school:

www.hoteleshijano.com

www.malagahostel.com

www.hoteldomus.es

4.5 Airport Transfer

Cervantes Escuela Internacional also offers an option transfer service from Malaga Airport to the student's accommodation, either on arrival only or both ways.

This service can be booked together with the course. We will need to receive the arrival flight details at least one week before the student's arrival. The confirmation letter of the course will contain instructions for the student regarding the transfer as well as the driver's phone number.

A representative from the school will be waiting for the student at the airport and will take them to their accommodation. (Mr. Paco Robles, mobile phone number: (+34) 689 821 175)

In case of:

- Delayed flights: our representative will know beforehand. Students should not worry about this.
- Flight cancellations and missed flights: Students must get in touch immediately with our representative or the school (see numbers mentioned above) to inform about this matter and/or the possibility of a new flight schedule.
- Lost or damaged luggage: Students must inform our representative upon arrival who will be able to assist the student at the Claim's Office.

Students making their own way to their accommodation:

Taxi:

Students can take a taxi at the airport and request to be taken directly to the host family or apartment in Malaga. It will take about 30 minutes and will cost approximately € 28-35. Students staying in an apartment need to recollect the key at in the school Avenida Juan Sebastián Elcano, 89.

Bus:

There is a new Express Bus Service from Malaga Airport to the Centre which operates from 06:25hrs to 24:00 hrs, and takes around 20 minutes to the Centre of Malaga (Alameda) With a cost of € 3,00. You have to get off at the busstop in the "Paseo del Parque - Ayuntamiento". Then you have to look for the bus nº 11 or nº 3 which will bring you to Pedregalejo/El Palo. Cost € 1,30.

Train:

The train from the airport to the city centre costs € 1,65 to € 1,85 and it takes about 15 minutes. Once arrived at the last stop you have to keep on walking for 2 minutes to the Alameda Principal and take the bus nº 11 to Pedregalejo/El Palo.

Students living in a Spanish family should take bus nº 11 or nº 3 to the nearest bus stop to their host family.

Students living in an apartment must pick up the keys in the school Avenida Juan Sebastián Elcano, 89 before going to the apartment. Take bus nº 11 until the "Las Acacias" stop.

4.6 Medical Insurance

Cervantes Escuela Internacional can arrange medical insurance cover for students who so request it. This insurance covers medical consult, private hospital admittance or medical surgery. Medicines other than the ones provided in hospital, and dental treatment are not covered. Price: 35€/ month. (min. 1 month)

In case of an emergency, students can go to the closest medical centre, after that the school will help them arrange the bureaucratic formalities.

Students from countries of the European Union that have reciprocal agreements with Spain, have the right to free medical treatment for which they will need to bring a European Health Insurance Card (EHIC).

As is the case with any international trip, all students should be covered by medical insurance during their stay abroad, whether the one offered by Cervantes Escuela Internacional or any other insurance they choose.



5. Activities & Excursions

At Cervantes Escuela Internacional we know that it is important to have a good programme of extra curricular activities for our students so that they can practice their Spanish outside of the classroom and socialize with each other whilst learning about Spanish culture, customs and sights.

Therefore, every week we offer a dynamic, lively and imaginative program of extracurricular activities and a weekend excursion, and we are also open to student's suggestions for new activities and excursion.

The weekly programme is posted every Monday on the activity board so that all the students can easily see what is on offer that week. This programme is coordinated by our activities manager and a school representative always accompanies the students during the activities. Students need to sign up for the activities they are interested in at reception by the date indicated on the programme.

The weekly programme includes:

- 1 activity every working day
- 1 cultural activity per week
- 1 excursion every weekend

Examples of leisure activities include:

- Malaga tour: Every Monday we offer a cultural visit of the town centre during which students will discover the different civilizations that have passed through Malaga and visit the most important monuments in the city. This activity enables students to get their bearings around the city, find out how to get around, and the opening hours of shops, banks, etc.
- Chocolate con churros: Typical Spanish snack in one of the most emblematic cafés in Malaga. Hot chocolate is delicious on its own, but add to it the magnificent churros and it becomes a delicacy.
- Spanish Cooking Class: Spanish style fiesta, with Spanish music, sangria tasting and preparation of some of the typical Spanish dishes: paella, Andalusian gazpacho, Spanish omelets, Malaga white garlic soup, fruit salad or Malaga salad, etc.
- Museum of Contemporary Art: Guided tour of the contemporary art exhibition in Malaga, which attracts some of the world's leading contemporary artists in conceptual art. Artists with a different vision of Art in the 21st century.
- Picasso Museum: Educational visit of the museum dedicated to the great Malaga painter, where we can enjoy a total of 150 works from different periods exhibited in two large rooms. There is a video in English, with Spanish subtitles, of the life and work of the painter. The museum also hosts an exhibition of archaeological remains discovered during the excavations of the XVI century palace where it is located.
- Visit to the Central Market: Markets are the heart of any city in the world. Guided tour of the main city market, where we can admire, as if it were a museum, fruits, vegetables, fish, etc. Very different and striking.
- and many more...

The price of the activities varies: some of them are free (generally 2 free activities per week) and others are fee paying, with prices varying from 10 to 35 Euros approximately. Students can book the ones that interest them.



Excursions:

During the weekend, day excursions are organized in which students can visit Andalusian cities of great cultural importance, such as Granada, Seville, Cordoba and Ronda and also places like the British colony of Gibraltar, the snowy peaks of "Sierra Nevada" and the exotic country of Morocco. All these excursions are possible, in part, thanks to Malaga's central geographical location in Andalusia, and its excellent communications.

Some weekend trips are also organized to the prehistoric caves of Nerja and the picturesque towns around Malaga like Nerja, Frigiliana, Competa, Marbella, Mijas, Fuengirola, Torremolinos, Antequera or Benalmádena.

The price of the excursions is around 50 Euros, depending on the destination.



6. What students can expect

Before Arrival:

- Confirmation letter detailing:
 - Services and dates booked
 - Instructions on what to do on arrival if they have booked an airport transfer service
 - Address of the school and emergency phone number
 - Time at which they need to be at school on the first day (8:00 hrs)
- Invoice
- Accommodation details, including a map
- Written level test –link sent the week before by email- for students to complete and send back before arrival.

First Day at School:

- Oral test
- Written test (only for those student who haven't sent it before arrival)
- Placement in their class group and timetable
- Course books
- Booklet with practical information about the school rules, staff, and Malaga in general.
- Introductory talk explaining:
 - Rules of the school
 - Who is who in the school and who to contact with questions about activities, accommodation, courses, tourist information, etc.

First Week:

- Feedback survey for the students to fill in their impressions of the school, accommodation etc.

When changing level (every 4 to 6 weeks):

- Level test and change of course books

Last week:

- Final feedback survey
- End of course certificate (for students who have attended at least 80% of their lessons)

7.School Prices

Check our actual price list.

8.Holidays

The school will be closed on the following dates due to official national or local holidays and the lessons lost will not be reimbursed or made up at a later date (with the exception of private lessons, which will be re-scheduled).

On weeks where there are 2 official holidays, Cervantes Escuela Internacional will only close on one of the 2 days. Due to operational matters, certain holidays have been moved to a different day on the same week.

Spain – National holidays 2017

1 & 6 January, 13 & 14 April, 1 May, 15 August, 12 October, 1 November, 6, 8 & 25 December.

Malaga – locals / regional holidays 2017

28 February, 19 August, 8 September.

Christmas holidays 2017

From the 23th of December 2017 till the 7th of January 2018 (both included).



Virgen del Carmen Festivities



Holy Week (Easter)



Malaga Fair in August

9. Rules and Regulations

Attendance

Being present in the class is obligatory. Being consistent is fundamental to learn a language. Students will not be able to improve their level of Spanish if they don't attend all the lessons. Students will not receive the attendance certificate, if they are absent more than 2 times without valid reason.

Homework

Students will have homework. It is an important part of the programme, so they are asked to finish the homework they'll get from the teachers as otherwise they cannot follow the rhythm of the class and not only will they lose time, but they can also impair the progress of their classmates.

Use of Internet

The students can only use the Internet after the lessons. A student who hasn't attended lessons on a certain date is not allowed to use the Internet that day.

Library

In the school students will have access to a library with more than 400 books about the different aspects of the Spanish language and culture in Spain and Latin America. A large number of books are adapted to certain levels so students can ask their teacher which book suits their requirements and is easy to read.

Certificates

Every student who finishes their courses with Cervantes E.I. will receive an attendance certificate, on condition that they attend at least 80% of the course. Only the hours when students attended their lessons will be noted on the certificate. Students will also receive a report card at the end of the course, showing their progress. Students who complete the annual course and finish the Advanced level at Cervantes E.I. will receive a study certificate and a letter indicating that they have a good command of the Spanish language.

Student Feedback

The last Thursday of the course, students will receive an evaluation sheet about their stay in our school, their accommodation, etc. They have to fill this out and return it to the secretary.

Bulletin Board

On the bulletin board students will find information about the course, the schedule and the level, but also interesting information about weekly activities, excursions, etc. Below the bulletin board they will find question and suggestion forms. Their questions will be answered within 24 hours.

Academic Queries

Every week, the coordinator of the studies will be available at certain times to answer questions about the courses, levels, teachers, etc. (Students will be informed about the specific times on arrival).

Rules for the lessons

We request that students:

- Do not show up late for class (maximum of 5 minutes delay)
- Do not have their mobile phones switched on
- Do not chew gum or eat during the lesson

Rules for the activities

Students are required to sign up for the activities they want to attend. Once a student has signed up, attendance is obligatory. If the student doesn't show up, he or she can't sign up for the next activities. Only students who have signed up on the corresponding day can participate in the activity.

Rules for the excursions

Students who want to take part in an excursion must sign up for it. The student that signs up for an excursion must show up obligatory. If the student doesn't show up, he or she will still have to pay for the excursion.

Exceptional circumstances

Cervantes Escuela Internacional reserves the right to make changes to the information in this brochure without previous notice. In the unlikely case that Cervantes cancels a course that students have already enrolled in, these students will be refunded the full amount in advance.

The maximum class size is 9 students per class. Cervantes EI reserves the right to increase the class size to 12 students when necessary.

Cervantes EI reserves the right to reduce class duration by 50% if the minimum 4 students per class is not reached.

The above applies to the courses Super Intensive Plus, Super Intensive and Intensive, as well as the other school courses (this does not apply to private classes).

Students will not receive economic compensation for the reduction of class duration.

The reduction in class duration is justified by the Head of Studies of Cervantes EI on the basis that students benefit from more personalized attention from the teacher in smaller groups and the resulting positive effect this has in language acquisition.

Cervantes EI reserves the right to inform the student regarding the reduction in class duration at any time during the student's course.

CLAIMS

Cervantes E.I. has available for the students:

1. Papers of insurance claims of "la Junta de Andalucía".
2. Registration of complaints demanded by the "Asociación de Escuelas de Español de Andalucía" (association of Spanish schools in Andalusia).

PHONES: (only emergencies)

General Manager's Cell phone number (Mrs Paola Moreno): (+34) 609 517 766

Emergency phone number: (+34) 650 386 981

NOTE:

The system and the organization of the courses classrooms, levels, accommodations, activities, and services are exclusive of Cervantes E.I. for all their students of the school, without exceptions. The director and founder of the school does not admit interferences that can damage the good organization and reputation of the school.

10. Payment and Cancellation

Payment

Payment is by one of the following methods:

- Cash
- Visa (+1% of bank charges)
- Bank transfer

Bank Details: Bank Name: UNICAJA
Bank Address: Avda. Miguel Indurain s/n
29016 Málaga
Account Number: 2103 0280 47 0030001052
Swift: UCJAES2M
IBAN: ES58 2103 0280 47 0030001052

Cancellations and Early Departures

Cancellations:

All cancellations should be notified in writing to Cervantes Escuela Internacional at least 10 days before the start of the course. Cervantes Escuela Internacional will confirm the cancellation to you in writing. All paid fees will be refunded with the exception of the 65 EUR enrolment fee which is not refundable.

If you do not receive written confirmation of the cancellation after 24 hours, please contact us to make sure that we have received your cancellation.

If, for any reason the student needs to leave the course early, no refunds will be made.

Postponements and non-arrivals:

If students are going to arrive late, we need to be notified as soon as possible, you must let us know this in advance. If students arrive late, the hours lost will not be compensated.

11. Map of El Palo (East Málaga)

