



Instituto Mediterráneo Sol
ESCUELA DE ESPAÑOL



Spanish Courses AND CULTURE

in Granada



Instituto Mediterráneo Sol | Calle Enriqueta Lozano nº 17 | 18009 Granada
Tel. +34 958 225 169 | www.inmsol.com | ele.inmsol.com



GRANADA

Mountain and coast | *Culture and tradition*



Granada is situated in the south east of Andalusia and has a population of 280.000. It is an ideal site for winter sports, being 36 km away from the winter resort of Sierra Nevada whose sports facilities are one of the most attractive of Europe.

Furthermore, it is only 70 km away from the Costa Tropical: **beaches and good weather just nearby!**

Granada, the Moorish city. It was the last kingdom to be reconquered by the Christians from the Moors. Its Moorishness is evident throughout the town, but especially in the Alhambra Palace and Generalife, one of the most visited monuments in the world. On the opposite hill you will find the Albaicin, the ancient moorish quarter with its narrow cobbled lanes and squares and traditional houses.

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



The University and its atmosphere, with one of the oldest Universities in Spain (over 500 years old) where you can study almost any of the public degree options. At the moment, it has around 60.000 students.

A cultural town. Apart from **Semana Santa** (Easter) and **Fiestas del Corpus**, other events stand out: a **Jazz Festival** (autumn), **The International Festival of Theatre** (spring) and the **International Festival of Music and Dance** (spring). As well as these events theatrical representations, concerts and flamenco shows, etc., occur throughout the year at the Manuel de Falla cultural center, the Palacio de Congresos and in various other centers created for these purposes.

Public transport



www.transportesrober.com

Touristic information



www.granadatur.com

**GRACIAS.
DE NADA**

IMSOL GRANADA

Your Spanish language school in the centre of Granada

It was established in 1992 in the beautiful city of the Alhambra, which is considered one of the wonders of the world. The geographical location of Granada is privileged, 30 minutes from Sierra Nevada Natural Park and ski resort, and 1 hour from the Costa Tropical.

The school is located in the heart of the city, in the unique quarter of El Realejo, less than a five minute walk from Puerta Real, the Cathedral, Gran Vía de Colón, theaters, hotels, restaurants, shops, etc. In short, in our center of Granada you can learn the Spanish language 'one step' the hub of life in Granada, surrounded by all the facilities and amenities.

IMSOL Granada (Accredited Center of the Instituto Cervantes) has five classrooms fully-equipped for the study of Spanish with TV, video, DVD and audio CD. All this together with the reduced number of students per class (maximum 8 students), creates an atmosphere and a very friendly and personalized service that makes learning the Spanish language very natural.



CONTACT DETAILS

Contact us for detailed information

Company: Instituto Mediterráneo Sol, S.L.

C.I.F.: B-18314468

Address: Calle Enriqueta Lozano nº 17, CP 18009 Granada (Spain)

Phone numbers: +34 958 29 37 32 / +34 958 22 51 69

E-mail: info@inmsol.com



Foundation date: 1st October de 1992

Registered in the Mercantile Record Book of Granada,
Volume 485, Sheet 213, Page N° Gr3554.

Manager: Javier Torres javier@inmsol.com

Front desk and information: Rocío Martínez rocio@inmsol.com

Teachers: **Maravillas Jiménez**
M^a Ángeles Madrigal
Juan Luis Bedmar
Roberto Arias
Jesús Olvera



GENERAL INFORMATION ABOUT THE COURSES

Classes taught in Spanish from the first day, at all levels



- IMSOL courses start every Monday for all levels.
- Each Spanish class lasts 45 minutes. Each flamenco class lasts 60 minutes.
- Classes are held Monday through Friday (except holidays).
- The class schedule can be morning, afternoon or evening.
- The maximum number of students per class is 8 participants.
- Before starting the course there will be a language test to determine the participant's level of Spanish.
- The course will receive a certificate of attendance upon completion. To do this you must have attended at least 80% of classes.

Legal information about Private Schools "Not regulated teaching Agreement":

As all the private schools whose rules aren't imposed by the government, Instituto Mediterráneo Sol has its own certificates (attendance and aptitude), that means that they neither are issued nor recognised by any official organization. Instituto Mediterráneo Sol is a centre not owned by Consejería de Educación and Ciencia de la Junta de Andalucía or any other public organization. Even so: The levels in our Attendance and Aptitude Certificates, as the course programme and the general and specific goals per level that we want to achieve through the same, fit the European Common Reference Framework for Languages and the Curricula Plan of Instituto Cervantes.

METHODOLOGY

Developing a direct, situational and communicative method

- ✍ Teaching is carried out entirely in Spanish and without using any other language support.
- ✍ Vocabulary and Grammar are studied in a contextual way, placing particular emphasis on the students' participation both in the oral and in the written production.
- ✍ Exercises on the different grammatical structures, dictations and readings, paying special attention on the phonetics and pronunciation, and encouraging free or directed conversation, always with the teacher's corrections.
- ✍ Before starting the lessons participants will have to do a language test. As the classes are structured in blocks depending on the number of lessons of the course, one more grammatical and the other more of oral production, there exists the possibility of differentiating the levels between both parts, therefore participants could join two different group depending on their levels of grammar and conversation and vocabulary.
- ✍ Groups will be officially set on Tuesday.



TEACHING STAFF

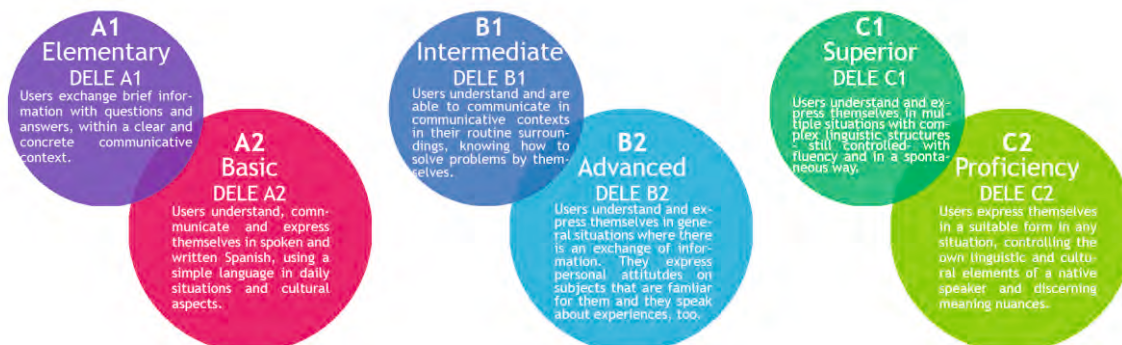
Highly qualified professionals

To carry out this methodology, Instituto Mediterráneo Sol has a group of very professional and dynamic teachers, graduates and with methodological preparation specifically provided by our center to teach Spanish to foreigners.



LEVELS

According to the Common European Framework of Reference for Languages



OUR COURSES

All the skills are covered : listening, reading, speaking and writing

<i>General Spanish courses</i>		<i>lessons per week</i>	<i>lessons per day</i>	<i>number of students</i>
I.	Intensive Spanish	20	4	8 Maximum
II.	Intensive Spanish	25	5	8 Maximum
III.	Superintensive	30	6	8 Maximum
IV.	Combined	25	4+1 individual	8 Maximum
V.	Individual	10-15-20	2-3-4	Individual
VI.	D.E.L.E	20	4	8 Maximum
VII.	Grammar	10	2	8 Maximum
VIII.	Vocabulary and Conversation	10	2	8 Maximum
XIX.	Bildungsurlaub	30	6	8 Maximum
XX.	Senior 50+	10	2	8 Maximum

<i>Hispanic studies</i> Minimum level: B1				
IX.	General Courses	20-25	4-5	8 Maximum
X.	Spanish and Latinamerican Literature	10	2	8 Maximum
XI.	Spanish and Latinamerican History	10	2	8 Maximum
XII.	Spanish and Latinamerican Culture	10	2	8 Maximum
XIII.	Commercial Spanish Course	10	2	8 Maximum
XIV.	Medical Spanish Course	10	2	8 Maximum
XV.	Tourism Spanish Course	10	2	8 Maximum

<i>Special courses</i>				
XVI.	Spanish Course for Teenagers	20	4	8 Maximum
XVII.	Spanish Courses for Teachers of E/LE	20	4	8 Maximum
XVIII.	Spanish Course for Groups			10 Maximum
XXI.	Spanish Programme for Families	20	4	8 Maximum
XXII.	Spanish + Flamenco Dance Introduction	20+7.5	4+1.5	8-12 Maximum
XXIII.	Spanish Course + Compás (rhythm)	20+5	4+1	8-12 Maximum

LEVELS
All levels

MINIMUM DURATION
1 week
except Courses for Teenagers, Courses for Teachers and Bildungsurlaub

STARTING DATES
every Monday
except Courses for Teenagers and Spanish + Flamenco

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

Issued by the Instituto Cervantes

The Diplomas of Spanish as a Foreign Language (DELE) are official qualifications accrediting levels of competence and command of the Spanish language, granted by the Instituto Cervantes on behalf of the Ministry of Education and Science of Spain. There are six levels: A1, A2, B1, B2, C1 and C2. IMSOL offers a preparatory course for the DELE, programmed to familiarize participants with these tests: consists of 4 classes each day specifically centered on the 5 tests exam: listening, speaking, reading comprehension, use of language and writing.

It is necessary that participants have approximately the level of the exam they wish to do. Otherwise, IMSOL will inform about the best option for them. The price does not include examination fees, but we can take care of your registration and give you all information on schedules, testing place, etc. since we are FEDELE organizer center in this city.

Levels: A1, A2, B1, B2, C1, C2. **Start dates:** every Monday of the year. **Minimum duration:** 1 week.

COURSE FOR SENIORS 50+

For students aged 50+

This course is drawn up for people aged 50+ who want to learn or improve their Spanish. It has 2 classes a day. The class pace is much more relaxed and much more communicative and adapted to the real needs of this target.

Levels: all. **Start dates:** every Monday of the year. **Minimum duration:** 1 week.



SPANISH PROGRAMME FOR FAMILIES

This program is designed for parents who want to learn Spanish in Granada, having the possibility of leaving their children in a safe place with other children in a daycare a just few minutes far from the school.



COURSES FOR TEENAGERS

Aimed at students between 13 and 17 years old.

Summer courses with specific start dates. They are offered in packages that include:

- **Spanish course**, 4 lessons / day for 2, 3 or 4 weeks.
- **Home-stay Accommodation**: full-board, double room. Arrival on Sunday before the start of the course, departure on Saturday just after the end of it. Different dates of arrival or departure will be informed to the school and charged.
- **Daily program of cultural and leisure activities**.
- **1, 2 or 3 excursions**, depending the number of weeks.
- **Transfer Granada Airport - Accommodation + Accommodation - Granada Airport**.
- **AMONITOR**, whose tasks are:
 - Control of night-time arrival. This control is done in collaboration with families where students are housed. The monitor will be available by phone calls from families who want to communicate a delay student night.
 - Attending classes.
 - Assistance activities. Must attend all the scheduled specifically for adolescents.
 - It will be the reference point for all of them when they need something or have a problem, whether academic, with accommodation or staff.
 - This monitor will have 24 hour a mobile phone for urgent matters that, if there is a problem, have immediate assistance.
 - Periodically he will talk with each of the students during their stay although this is not required in order to closely monitor it. There will be an hour a day when teenagers have to come to school to meet him.



Upon completion of the course participants will receive a **Certificate of Attendance IMSOL**. The students must have attended at least **80% of classes**. **Levels**: all. **Starting Dates**: every Sunday from 10th June 2018 to 20th August 2018. **Minimum stay**: 2 weeks.

TRAINING COURSES FOR TEACHERS

Aimed at teachers of Spanish, or students who want to become teachers.

The training of teachers of Spanish lasts two weeks with 20 lessons a week. This course is recognized by the European Commission as **Erasmus + Programme**, students may receive a scholarship to do so. You can choose between three options:

Option A

Teachers with an intermediate level of Spanish who want to learn grammar and consider the didactic overcome (high school / primary):

1st and 2nd lessons: S1*
3rd lesson: S3*
4th lesson: S4*
Minimum level: B1

Option B

Students interested in becoming teachers of Spanish as a Foreign Language, who need to increase their knowledge of the Spanish language and also need more experience of teaching methods.

1st lesson: S1*
2nd lesson: S2*
3rd lesson: S3*
4th lesson: S4*
Minimum level: B2

Option C

Spanish teachers who have a very advanced level of Spanish and therefore do not need any extra lessons on grammar: they will improve their range of teaching methods and their knowledge of Spanish culture and traditions.

1st and 2nd lessons: S2*
3rd lesson: S3*
4th lesson: S4*
Minimum level: C1

*Subjects

S1: Spanish grammar in group lessons, depending on level.
S2: Methodology of Spanish as a Foreign Language: techniques, resources, classroom management.
S3: General topics of Spanish culture (literature, history, traditions...)
S4: Conversation and round table about general affairs concerning Spain in which the teacher will act as supervisor.

Courses dates: every Monday of the year (except from bank holidays).



SOCIAL PROGRAMME

Cultural and leisure activities



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

- **Cultural walks:** important quarters, historical centers, interesting routes, etc..
- **Visits:** The Alhambra, Royal Chapel, Park of Sciences, etc.
- **Social activities:** workshops in music, history, literature and current events and news; films; tapa's tour, international dinners, etc.

Weekends excursions outside Granada are also included in our programme: famous Andalusian cities as Seville or Cordoba, places as the Alpujarra granadina or the Costa Tropical, among others.

The Social Programme will change every week.

SERVICES FREE OF CHARGE

Handy!

- Placement test
- Welcome folder & IMSOL Student Card
- IMSOL Attendance Certificate
- Tutorials every week
- Library
- Video and DVD's library
- Computers with free internet access
- WiFi throughout the school
- Loan Service of books, novels, VHS and DVD



ACCOMMODATION

Always options nearby the school

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

Shared Apartment

The apartments are fully equipped. The rooms have bed, wardrobe, desk and chair. They have common areas like living room with TV and place to sit and eat; kitchen with stove, refrigerator and washing machine; bathroom equipped.

Host Family

Half board (two meals: breakfast, lunch or dinner). Full board (three meals: breakfast, lunch and dinner). Washing of clothes per week is included. It is necessary that the registration specified allergies, if you smoke or not, and eating habits.

Single or double room

Hotel / Hostel / Individual apartments booking

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



25 years

Accreditations & Memberships



Courses for Swedish people with CSN's grants (Central Commission of Economical Assistance for Studies in Sweden)



Spanish Confederation of Teaching Centres.



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



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



Association of Spanish Schools for Foreigners of Granada.



Schools of Spanish as a Foreign Language Federation (FEDELE).



Preparation center for DELE Exam (Español como Lengua Extranjera).



The Granada City Hall gave IMSOL the distinction of "Consumo Calidad" for the professional work which is being made in terms of Eminence and Quality, attending all the established requirements of the Área de Medio Ambiente, Salud y Consumo (Environment, Health and Consumption).



AEEA Andalusian Association of Spanish Schools for Foreigners.



Erasmus+

IMSOL "Teaching Training Course" is recognized as a Erasmus Plus programme by European Commission. Students can get a scholarship to attend it.



Accredited center for CCSE exams - obtaining of Spanish citizenship.

aftie

Association for the Promotion of Language Tourism in Spain.



Instituto Mediterráneo Sol has been accredited by Instituto Cervantes, which means it meets the conditions set by the Instituto Cervantes Accreditation System for Centres since 2002, the only international accreditation exclusively focused on the teaching of Spanish as a foreign language.

Information and registration



INSTITUTO MEDITERRÁNEO SOL

Calle Enriqueta Lozano, nº 17
CP 18009 Granada (España)

info@inmsol.com
www.inmsol.com
ele.inmsol.com

Tel.: +34 958 29 37 32 | +34 958 22 51 69
Fax: +34 958 29 37 32



Instituto Mediterráneo Sol, S. L.

Enriqueta Lozano, 17. 18009 Granada - ESPAÑA

Tel.: +34 958-293732 - 34 958 22 51 69 Fax: + 34 958 29 37 32

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Public bank holidays

2018

1st January, 28th February, 30th March, 1st May, 31st May, 15th August, 12th October, 1st November, 6th December and 25th December.

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

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

PRICE LIST OF COURSES AND ADDITIONAL SERVICES 2018



Our Spanish courses

INTENSIVE I, II, III, IV

WK	4 LS	5 LS	6 LS	4 LS + 1 INDIV.
1	228€	285€	343€	363€
2	380€	477€	572€	652€
3	518€	648€	778€	922€
4	657€	821€	985€	1195€
exten sion	137€ /SEM	172€ /SEM	213€ /SEM	269€ /SEM

V. INDIVIDUAL

2 LS	3 LS	4 LS
268€	402€	536€
536€	804€	1072€
804€	1206€	1608€
1072€	1608€	2144€
INDIVIDUAL LESSON PRICE: 26,80€		

VI. DELE

4 LS	2 LS
305€	195€
510€	315€
695€	435€
880€	555€
185€ /WEEK	120€ /WEEK

VII GRAMMAR VIII. CONVERSATION

2 LS / DAY
136€
224€
305€
385€
84€ / week

XX SENIORS

2 LS / DAY
195€
315€
435€
555€
120€ / week

XVI. TEENAGERS

SEM	4 LESSON / DAY
1	-
2	1131€
3	1705€
4	2132€

DATES OF START: every Monday from June 11th and August 20th, both inclusive.

INCLUDES: Intensive Course (4 ls/day), accommodation in host family (Full Board, Double Room), daily program of activities and excursions and transfer to and from Granada Airport. Supplement of 274€ from Malaga Airport.

XVII TRAINING COURSE FOR NONNATIVES ELE TEACHERS

SEM	4 LESSONS / DAY
1	-
2	545€ lesson of 45 min. 730€ clases de 60 min.

INSTITUTO MEDITERRÁNEO SOL OFFERS:

- ✓ Lessons from Monday to Friday except bank holidays.
- ✓ A maximum of 8 students per group.
- ✓ Every lesson has a duration of 45 minutes.

XIX BILDUNGSURLAUB

SEM	6 LESSONS / DAY
1	356€
2	593€

XXIV. EXTENSIVE

2 LESSONS / 2 DAY
55€/ SEMANA
4 lessons per week. Days and times to be determined by the school.

SERVICES INCLUDED IN THE PRICE:

- Level test
- Teaching material
- Free Internet access
- Books and DVDs loan service
- Tutorials and some weekly activities
- Certificate of Attendance at the end of the course

HISPANIC STUDIES | MINIMUM LEVEL B1

IX GENERAL COURSE OF HISPANIC STUDIES

WK	4 LS	5 LS
1	287€	358€
2	471€	594€
3	644€	808€
4	819€	1026€
exten sion	177€ / WEEK	220€ / WEEK

X SPANISH AND LATIN AMERICAN LITERATURE

XI SPANISH AND LATIN AMERICAN HISTORY

XII SPANISH AND LATIN AMERICAN CULTURE

XIII COMMERCIAL SPANISH XIV. MEDIA CL SPANISH XV. SPANISH FOR TOURISM

2 LESSONS / DAY

195€
342€
489€
636€
147€ / WEEK

ACCOMMODATION OPTIONS *

SHARED APARTMENTS

WITH FOREIGN STUDENTS

Nº WEEKS	SINGLE ROOM	DOUBLE ROOM**
1	110€	95€
2	215€	185€
3	315€	268€
4	410€	348€
extension	95€ / week	85€ / week
EXTRA-NIGHT	20€ / NIGHT	17€ / NIGHT

HOMESTAY ACCOMMODATION

HALF-BOARD

FULL-BOARD

SINGLE ROOM	DOUBLE ROOM**	SINGLE ROOM	DOUBLE ROOM**
33€ / night	30€ / night	39€ / night	36€ / night

SHARED APARTMENT

FROM 13 WEEKS

SINGLE ROOM	DOUBLE ROOM**
95€ / WEEK	85€ / WEEK

* **Conditions of accommodations:** Prices shown are per person. The week's stay begins on the Sunday before the start of the course and ends on the Saturday just after the end of it. Different days of arrival or departure are counted as extra nights, and are subjected to availability.

** **DOUBLE ROOM:** To access to double rooms it will be necessary to receive the registration of 2 students simultaneously.

Accompanying Person: It is possible to come with an "accompanying person", who does not wish to take part in any course but needs accommodation. This person will pay for the accommodation he/she chooses + an extra fees of 25€ per week. This will allow him/her to take part in any extra activity organized by the school.

LONG TERM INTENSIVE COURSES

N WEEKS	4 LS / DAY (137€ / WEEK)	5 LS / DAY (172€ / WEEK)
13	1781€	2236€
14	1918€	2408€
16	2192€	2752€
20	2740€	3440€
24	3288€	4128€
28	3836€	4816€
32	4384€	5504€

SHUTTLE SERVICE AIRPORT PICK-UP



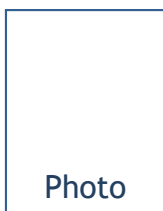
- From **Granada Airport** to accommodation in **Granada** = 48€
- From **Granada Airport** to the accommodation in **Granada (ROUND-TRIP)** = 96€
- From **Málaga Airport** to accommodation in **Granada** = 185€
- From **Málaga Airport** to the accommodation in **Granada (ROUND-TRIP)** = 370€

“ TRANSPORTATION SERVICE CARRIED OUT BY A PROFESSIONAL DRIVER, NOT BY IMSOL STAFF. ”



Instituto Mediterráneo Sol, S. L.

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Tel.: +34 958-293732 - 34 958 22 51 69 Fax: + 34 958 29 37 32
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Registration form

Name: _____ Surname: _____ Sex: _____

Address: _____ Post Code: _____ Town: _____

Country: _____ Telephone number: _____ Passport N.: _____

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

In case of emergency please contact (NAME): _____ Phone number: _____

How did you find out about us? _____

What level of Spanish do you think you have? ☐ A1 Beginner ☐ A2 Basic ☐ B1 Intermediate
☐ B2 Advanced ☐ C1 Superior ☐ C2 Proficiency

COURSE

I wish to register in the _____ course with _____ lessons per week from: ____/____/20__ to ____/____/20__

Price of Course: _____ €

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

☐ Bank Transfer to: Instituto Mediterráneo Sol
BBVA
C) Ángel Ganivet, 8
18009 Granada, España
CCC: 0182-7565-69-0201578596
IBAN: ES63 0182 7565 6902 0157 8596
BIC: BBVAESMMXXX

☐ Credit Card (Send details to the school)

I wish to pay for the rest of the course:

☐ By bank transfer to the account mentioned above ☐ By Post Office Giro ☐ By Credit Card ☐ In cash in the school

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

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

Observations: _____

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

☐ Home-stay: ☐ Shared apartment: ☐ Private apartment / Hotel / Hostel:

☐ Half board
☐ Full board

☐ Single room
☐ Double room

☐ Single room
☐ Double room

*Arrival day: _____

*Departure day: _____

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

Do you wish to come accompanied by someone? ☐ Yes ☐ No

Price of accommodation: _____ €

Price for accompanying person: _____ €

Extra nights: _____ €

TOTAL _____ €

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

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

Observations: _____

Information and General Conditions

Inscription and Course Payment

Inscriptions can be made in the following ways:

1. By internet through our web site www.inmsol.com
2. By fax, sending the Registration Form to (0034) 958 293732:
3. By ordinary mail, sending the Registration Form to:

Instituto Mediterráneo Sol
Enriqueta Lozano, 17. CP 18009 Granada (Spain)

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

- (1) Bank / wire transfer, indicating the participant name. (Instituto Mediterráneo Sol;
- (2) Credit Card (Visa, Master Card). Payment conditions:
 - Cards belonging to the Euro (€): There will be no surcharge (0.00%).
 - Cards belonging to a currency other than the Euro:
 - a. For payments in Euros (€) a surcharge of 1.5% will apply.
 - b. For payments in the currency of the card there will be no surcharge (0.00%).
- (3) Postal giro to Instituto Mediterráneo Sol; Enriqueta Lozano, 17. CP 18009 Granada (Spain).
- (4) In cash, when the inscription is made directly in the school office.

Important:

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

Inscriptions of minors (individual and group stays)

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

How to get to Granada

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

Visa

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

1. Send the inscription form.
2. Fax a copy of their current passport.
3. Have paid the total amount of the course and the accommodation.

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

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

Supplements

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

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

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

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

Organization and class schedule

Every lesson has a duration of 45 minutes. The classes will be carried out entirely in Spanish from the first day and without using any other language. IMSOL teaching staff is all native Spanish speakers.

The maximum number of participants per class is 8 and the minimum is 2. If the minimum number cannot be reached, the participants will receive a 50% of the lessons in an individual way and without paying the difference of the price, always taking care of the participant, following these rules:

Course of 20 lessons in group shift to 10 individual lessons.

Course of 25 lessons in group shift to 13 individual lessons.

Course of 30 lessons in group shift to 15 individual lessons.

5th and 6th lessons

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

5 lessons in group shift to 3 individual lessons.

10 lessons in group shift to 5 individual lessons.

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

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

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

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

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

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

Teaching Material

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

Accommodation

A week's stay begins on the Sunday before the start of the course (from 16.00 hrs.), and ends on the Saturday, just after the end of it (before 12.00 hrs.). Any arrival before or departure after that which has been established must be made clear to the school and the extra nights paid depending on the type of accommodation. All information concerning accommodation will be sent to the participant not less than one week before the arrival date and always after having received the prepayment of 100€ (for Group Stays, the amount previously arranged).

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

Arriving late or leaving early

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

Cancellation Conditions

IMSOL Cancellation Conditions are:

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

Change of destination, course and/or accommodation

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

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

Change of courses: if the participant, when the course has already started, would like to change it, this change will be possible if the following circumstances will be fulfilled:

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

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

Stay Extensions

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

Complementary Courses

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

Health and Travel Insurance

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

Behaviour and Conduct Rules

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

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

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

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

Complaints and Conflicts Resolution

Instituto Mediterráneo Sol can manage all the necessary procedures to solve any problem that may occur during a participant's stay at their earliest convenience. Participants will have to communicate their complaints in writing. Subsequently, the school will have to reply under the same conditions.

In the case of not reaching a total agreement between both parties (school & participant):

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

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

Publicity/Advertisement

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