



COLEGIO DE ESPAÑA

Founded in 1973

Spanish Courses - Salamanca

STUDENT MANUAL



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WELCOME MESSAGE



Dear student,

Welcome to the Colegio de España!

We wish to thank you for having chosen our school to study Spanish. We hope you will take advantage of your stay in Salamanca and at Colegio de España and that it will help you to improve your knowledge of the Spanish language and our culture.

With this manual we hope you get familiarized with our school and the services we offer, as well as giving you information on the city and practical advice for your trip to Spain and your stay in Salamanca.

We recommend you to read this manual carefully and if you would have any questions, do not hesitate to contact us.

Yours sincerely,

COLEGIO DE ESPAÑA





GENERAL INFORMATION OF THE COLEGIO

ABOUT THE COLEGIO DE ESPAÑA

The Colegio de España, founded in 1973, is one of the pioneer institutions in the city of Salamanca as far as Spanish Language as a Foreign Language is concerned. Our school receives around 550 students every year, from all over the world, mainly from Europe and United States.

We are an academic institution which has a highly qualified teaching staff, with university degrees and a solid teaching experience, whose main aim to teach and spread the Spanish Language and Spanish and Hispanic American culture to students and Spanish teachers.

The Colegio de España is an Accredited Centre of the Cervantes Institute (accreditation which certifies the quality of our teaching) and Exam Centre for CCSE and DELE exams.

We are part of FEDELE (*Federación Española de Centros de Enseñanza de Español*) and AEECYL (*Asociación de Escuelas de Español de Castilla y León*) and we have been certified as Escuela ELE Segura ante el COVID-19 and Escuela Socialmente Responsable.

The Colegio has its own Publishing House, Ambos Mundos, dedicated, among others, to the publications of titles on the learning and teaching of Spanish as a Foreign Language (Los Verbos Españoles, Ser y Estar, Las Perífrasis Verbales, El Indicativo, Las Preposiciones en Español, etc.).

If you wish to know more about the history of our school, click on the following link:

[Colegio de España, its history](#)



OUR MISSION

Our business mission at the Colegio de España is to provide students from all over the world with a holistic high-quality education, focusing on teaching Spanish language and Spanish and Hispanic American culture in an enriching cultural environment..

We strive to offer personalized educational programs combining Spanish Language Teaching with cultural and leisure activities for our students to enjoy a full linguistic immersion into Spanish Language.

Our center tries to contribute to the personal and social fulfilment of our students and encourages them both in class as during the extra-curricular activities, always in an atmosphere of respect and tolerance towards different cultures.

The commitment of the Colegio de España with its students goes beyond the academic and cultural aspect, one of our priorities is that students receive a familiar and close treatment that makes them feel at home as of from their first day with us.



OUR VISION

- Academic Excellence: continue to be a reference worldwide in Spanish Language Teaching.
- Pedagogic Innovation: continuous updating of our pedagogic methodology and approaches to improve teaching and learning, adapted to the needs and expectations of the students.
- Immersive Experience: offer an educational immersive experience which will allow that to achieve their academic aims and go beyond Spanish Language Teaching, giving them the opportunity to immerse themselves into our culture and traditions.
- Interculturality: create a multicultural environment where students can interact and learn from each other in a climate of mutual tolerance and respect.
- Social Impact: commit to actions which benefit the local and global community, adopt sustainable practices including waste handling, energy and water savings and the use of environmentally-friendly materials.



OUR VALUES

Excellence in teaching and other services

We have a continuous commitment in finding new ways to improve the quality of our education and other services in our center.

Difference

The personalized attention given to the student and the willingness to deal with the individual needs of each students are a key to guarantee the maximum immersion, therefore we make them feel at home as of from the first day.

Honesty and transparency

Towards our team and our clients.

Punctuality

One of our main values, which we reflect in the commitment and respect towards our clients, suppliers and the company's personnel.

Active listening

We apply the free expression as a fundamental value, therefore listening to our clients and staff is a fundamental premise.



OUR VALUES

Privacy

We have a firm compromise to protect and respect the privacy and confidentiality of all information of our clients, staff and suppliers.

Diversity and inclusion

We accept and respect the diversity of our students, employees and collaborators, creating and inclusive environment where all feel welcome, respected and valued equally.

Equity

The equal treatment and gender equality is one of our main values.

Passion

We are passionate in our work and transmit these both in and outside classrooms.

Corporate social responsibility

As a company we understand the need for commitment both with the environment as with all who interact with us on a daily bases (employees, collaborators, clients, etc.). Therefore, day by day, the corporative values of our company continue to carry out actions which demonstrate this compromise (cooperating with non-profit making associations, support actions to refugees, NGOs, etc., purchasing promotional products and organic cleaning supplies, among others).

OUR FACILITIES

THE SCHOOL BUILDING

The Colegio de España is situated in an historical building (17th Century), right in the monumental center of Salamanca, at less than two minutes walking from its famous Plaza Mayor.

Our school is situated in **Calle de la Compañía**, one of the pedestrian streets most concurred in Salamanca and surrounded by the most enchanting monuments of the city.

FACILITIES

- Eight classrooms (with seats for left-handed students).
- Video and conference room
- Library / Lecture room
- WIFI in the whole building.
- Courtyard, balcony and several leisure areas distributed over the building.

DISTRIBUTION

The building has two floors:

- **Ground floor:** Courtyard, interior leisure area, Administration and Management, Break Room (Lecture and Internet), Staff Lounge, Aula 01 (Library, Video and Conference Room).
- **First floor:** Interior leisure area, Classrooms 11, 12, 13, 14, 15, 16 and 17, Bathrooms and balcony (Exterior leasure area).

In this video you can get to know the history of our school and see some of its facilities:

[Colegio de España, its history.](#)



OUR FACILITIES

LIBRARY / LECTURE ROOM

On the ground floor, in Classroom 01, you can find the Library / Lecture Room, which students can use outside class hours.

This room is designed as a dynamic area for interaction between students and focusses on the active loan of resources, study aid, encouragement of reading and literary evenings which will arouse the imagination and creativity of our students.

What will you find in the room?

- Catalogue of all books available.
- Rules of use of the library/lecture room.
- Information on the loan policy of the library.

EMERGENCY PLAN

The school building has corridors and a wide stair case which allows its quick evacuation in case of emergency. You can find indications on the emergency exit, evacuation plan in the corridors and fire extinguishers in the whole building.

Frequently the Colegio organizes evacuation exercises.

The school has indications on how to react towards possible problematic situations (loss of documents or personal belongings, cultural shocks, social isolation, theft, etc.).

FIRST AID KIT

At the Administration you can find a First Aid kit, and another one on the first floor (next to the bathrooms).

ACTION PROCEDURE IN CASE OF EMERGENCY

Below we indicate you the members of the Emergency Team:

- **Emergency Officer:** M^a Teresa González Alonso.
- **Stand-in:** Yeilin González Reinoso.
- **Intervention Team:** Carmen Pérez Sanz and Carlos de Dios Perrino.
- **Stand-ins:** Covadonga Llorente Vigil and Sophie L'Enfant Heylighen.

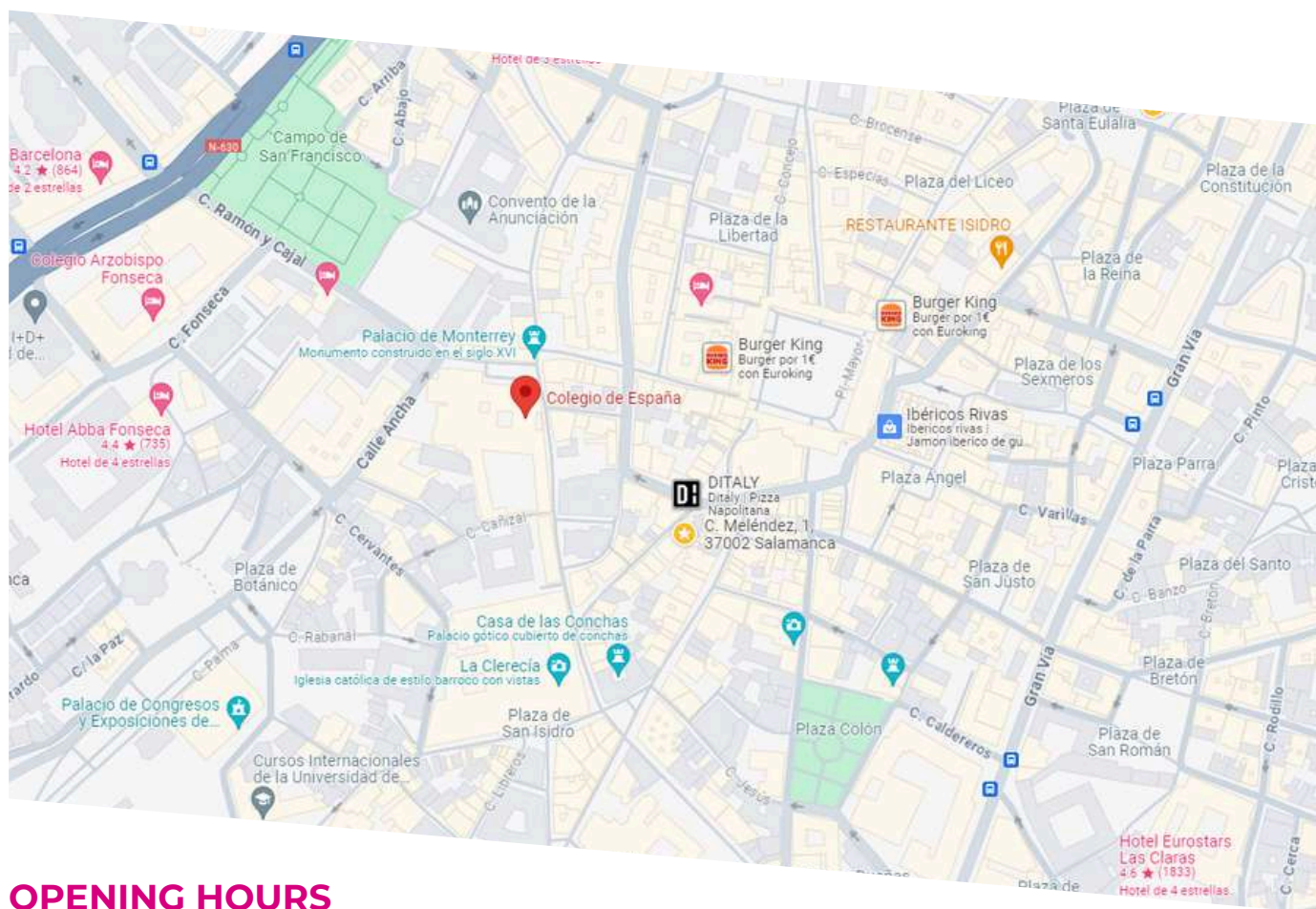
In case of emergency, you can contact Yeilín González Reinoso-Gerente (24h)
Tel. (0034) 645 34 14 30

OUR FACILITIES

LOCATION OF THE SCHOOL

The Colegio is located in one of the most centric streets of Salamanca:

- **Calle Compañía, 65 – 37002 Salamanca. Spain**



OPENING HOURS

Administration

- Mondays to Fridays, from 8:30a.m. to 2.00p.m.

Opening hours for students (library, lecture room)

- Mondays to Fridays, from 9.00a.m. to 2.00p.m.

Attention for student with Head of Studies

- Mondays to Fridays, from 11.30 a.m to 12.00 p.m and from 1.00p.m. to 2.00p.m.

OUR TEAM



OWNER OF THE COMPANY

- Yeilín González Reinoso (Sole Administrator).
Colegio de España y Ambos Mundos S.L, Calle Compañía nº 65. 37002. Salamanca. Spain.
C.I.F B-37293180, tomo 117, folio 138, hoja SA-3882.

MANAGEMENT TEAM

- Yeilín González Reinoso: Manager
- M^a Teresa González Alonso: Academic Director

TEACHING STAFF

All our teachers are native speakers and have university degrees in Linguistics or Humanities with a wide experience, some of them of over 30 years. Furthermore they have a large specific training in teaching Spanish as a Foreign Language (*ELE*).

In our team we have several teachers who prepare DELE exams and are DELE examiners.

TEACHERS

- M^a Teresa González Alonso: director and teacher of History, Art History and Traditions of Spain.
- Rosa Casillas Garrido: Spanish language teacher, Preparer and examiner of DELE exams, accredited by the Cervantes Institute.
- Covadonga Llorente Vigil: Spanish language teacher.
- Carmen Pérez Sanz: Spanish language teacher and teacher of Spanish and Hispanic-American Civilization. She is also examiner of DELE exams, accredited by the Cervantes Institute.
- María Lavín Migue: Spanish language teacher and teacher of Spanish and Hispanic-American Literature. She is also Preparer and examiner of Dele exams, accredited by the Cervantes Institute.

On the following link you can find more information: [Teaching Staff at Colegio de España](#)

ADMINISTRATION

- Sophie L'Enfant Heylighen: administration and customer service.
- Carlos de Dios Perrino: administration and customer service..

LANGUAGES FOR CUSTOMER SERVICE

At the Administration we can help you out in Spanish, English, French, German and Dutch.

SPANISH COURSES

SPANISH LANGUAGE LEVELS

At the Colegio de España, in accordance with the Cervantes Institute and following the guidelines of the Common European Framework of Reference for Languages (CFER) of the Council of Europe, we have established the following levels:

LEVEL A1 INITIAL

Aimed towards students without any previous knowledge of the language. The aim of this level is for you to be able to interact in a simple way, answer questions about yourself, the place you live, the people you know and your possessions. Furthermore, you will be able to construct simple statements about your immediate needs or daily issues. You will be able to introduce yourself and others, ask for and give basic personal information on your residence, your belongings and persons you know.

LEVEL A2 BASIC

At the end of the course, you will be able to interact in simple and usual situations of daily life (in shops, at the bank, etc.). You will be able to talk in simple terms about your past, your surroundings, as well as about topics related with your immediate needs.

You will be able to understand frequently used sentences and expressions related to areas which might be relevant to you (basic information on yourself and your family, shopping, interesting places, hobbies, etc.).

LEVEL B1 INTERMEDIATE

At the end of the course, you will be able to interact and to be understood in a great variety of situations: exposing a problem, expressing your opinion, asking for explanations, set out a complaint, talking about the past and explain future events and projects.

You will be able to understand the main ideas of clear and coherent texts about topics you are familiar with. In the B1 level you will be able to write simple and coherent texts on issues you are familiar with or of personal interest. You will be able to describe experiences, events, wishes or ambitions, as well as explaining briefly your opinions and future plans.

LEVEL B2 ADVANCED

The aim of the course is that after having completed the level, you will be able to explain and defend your opinions during a debate, to expose the advantages and disadvantages of an issue, to speculate on possible situations, to converse naturally, fluently and efficiently. The Level B2 will allow you to understand the principal ideas of a complex text which deals with both abstract and practical issues, taking into account your area of specialization. You will be able to communicate with native speakers with a sufficient grade of fluency and spontaneity.

SPANISH COURSES

LEVEL C1 PROFICIENCY

At the end of the course, you will have a linguistic repertoire that will allow you to have a fluent, wide and precise communication. You will be able to adapt yourself to different registers, and thus to communicate in different social, professional and cultural environments. Furthermore, in the Level C1, you will be able to write clear, structured and detailed texts on issues of a certain complexity, making correct use of the different mechanism of organization, articulation and cohesion of the texts.

LEVEL C2 MASTERY

Reaching this level, you are able to understand easily almost everything you read or hear. You can reconstruct the information and arguments coming from different sources, both spoken and written, and present them in a coherent and concise way. You will be able to express yourself spontaneously, with a great fluency and precision, which will allow you to identify and use subtle nuances of meanings.

If you need more information on the academic programs, you can consult the following link: [Academic information](#)



SPANISH COURSES

TIMETABLE AND DESCRIPTION OF THE COURSES

- Each sessions lasts for 50 minutes.
- The Colegio reserves the right to cancel any of the courses which would not have a minimum of 4 students enrolled.
- Exceptionally timetables may vary.

INTENSIVE SPANISH LANGUAGE COURSE

- Daily sessions: 4.
- Weekly sessions: 20.
- Timetable: Mondays to Fridays, from 9.00a.m. to 1.00p.m.
- Levels: A1, A2, B1, B2, C1 and C2.

Aimed towards those who wish to start learning or improve their knowledge of Spanish in a quick way, using a wide variety of activities and a mainly communicative methodology. During class you will deal with all aspects of Spanish Language: oral and written expression and interaction, vocabulary expansion without forgetting the Spanish grammar.

SPECIAL INTENSIVE SPANISH LANGUAGE COURSE

- Daily sessions: 5.
- Weekly sessions: 25.
- Timetable: Levels A1 and A2: Mondays to Fridays, from 9.00a.m. to 2.00p.m.: Spanish Language. Levels as of from B1: Mondays to Fridays, from 9.00a.m. to 1.00p.m.: Spanish Language and from 1.00 to 2.00p.m.: Spanish and Hispanic American Civilization.
- Levels: A1, A2, B1, B2, C1 and C2.

This course is aimed toward those who, apart from widening their knowledge of the language, wish to complete their training with some aspects of Spanish and Hispanic American history and culture, adding a daily session dedicated to cultural contents.

LANGUAGE AND CULTURE COURSE FOR SPANISH-SPEAKING STUDENTS

- Daily sessions: 5.
- Weekly sessions: 25.
- Timetable: Mondays to Fridays, from 9.00am. to 1.00p.m.: Spanish Language and from 1.00 to 2.00p.m.: Spanish and Hispanic American Civilization.
- Levels: B2, C1 and C2.

This course is aimed toward those students who, even though Spanish is their mother tongue, need to study in depth some aspects of the language (written expression, vocabulary, grammar rules, ...) and widen their knowledge of the most relevant aspects of Spanish and Hispanic American history and culture.

SPANISH COURSES

SPANISH BUSINESS COURSE

- Daily sessions: 6.
- Weekly sessions: 30.
- Timetable: Mondays to Fridays, from 9.00a.m. to 1.00p.m.: Spanish Language, from 1.00 to 2.00p.m., Communicative contents and from 5.00 to 6.00pm.: Practical contents.
- Levels: B1, B2, C1 and C2.

This course is aimed towards those, who apart from widening their knowledge of the language, wish to complete their training with specific Spanish of the business area. It is also aimed towards those who wish to obtain the certificates of Business Spanish granted by the Chamber of Commerce, Industry and Services in Madrid.

INDIVIDUAL SPANISH LANGUAGE COURSE (ONE TO ONE)

- Weekly/daily sessions: to be determined by the student.
- Timetable: to be determined between teacher and student.
- Levels: A1, A2, B1, B2, C1 and C2.

These courses are aimed towards persons who have specific needs or are unable to attend the courses at the Colegio due to their schedules. Students can choose the aspects to be dealt with in class.

DELE PREPARATORY COURSE

- Sessions: 60.
- Timetable: Mondays to Fridays, from 9.30 a.m. to 1.30p.m. or from 4.00 to 7.30p.m. (or to be determined between teacher and students).
- Levels: A1, A2, B1, B2, C1 and C2.

Aimed towards students who wish to obtain the official diploma (*Diploma de Español como Lengua Extranjera*) granted by the Cervantes Institute on behalf of the Ministry of Education, Culture and Sport, the only official one which recognizes and certifies the degree of knowledge of the Spanish language. During the course you will work on the skills using methods similar to the ones that will be evaluated during the DELE examinations.

Note: The Colegio de España is an Exam Center for DELE and CCSE. You can sit your DELE examination at our school, for more information on the examinations, dates, prices, inscriptions, etc., consult www.examenes.cervantes.es.

SPANISH COURSES

ANNUAL HISPANIC STUDIES COURSE

- Daily sessions: 4 to 5.
- Weekly sessions: Minimum 16.
- Timetable: students will receive a specific timetable for this course.
- Levels: B1, B2, C1 and C2.

The main aim of the Hispanic Studies Course is to improve your language and widen your knowledge of Spanish and Hispanic American culture. The course has the following subjects: *Spanish Language; Composition, Writing and Spelling in Spanish; Translation English-Spanish; General History of Spain; General History of Hispanic America; General History of Spanish Literature; General History of Hispanic American Literature; General History of Spanish Art; Traditions of Spain; Commercial and Business Spanish.*

Students can take up to six subjects and to obtain the Certificate of Hispanic Studies, students should take at least four subjects and attend classes regularly. The subjects of Spanish Language and Composition, Spelling and Writing in Spanish are compulsory.

WINTER COURSE

- Daily sessions: 4 to 5.
- Weekly sessions: 20 to 25.
- Timetable: students will receive a specific timetable for this course.
- Levels: B1, B2, C1 and C2.

SPRING COURSE

- Daily sessions: 4 to 5.
- Weekly sessions: 20 to 25.
- Timetable: students will receive a specific timetable for this course.
- Levels: B1, B2, C1 and C2.

AUTUMN COURSE

- Daily sessions: 4 to 5.
- Weekly sessions: 20 to 25.
- Timetable: students will receive a specific timetable for this course.
- Levels: B1, B2, C1 and C2.



SPANISH COURSES

UNIVERSITY LEVEL SUMMER COURSE

- Daily sessions: 4 to 5.
- Weekly sessions: 20 to 25.
- Timetable: students will receive a specific timetable for this course.
- Levels: B2, C1 and C2.

This program, which takes place during the month of July, has seven subjects (20 monthly sessions for each subject). Generally the subjects of this course are: *Spanish and Hispanic American Civilization, Spanish Art History, Spanish History, Spanish Literature, Hispanic American Literature, Colloquial Spanish and Fundamental Problems of Spanish Grammar.*

Except for the subjects *Colloquial Spanish y Fundamental problems of Spanish Grammar*, the contents of the subjects change every year.

EXTRA-INTENSIVE SPANISH LANGUAGE COURSE

- Daily sessions: 6.
- Weekly sessions: 30.
- Timetable: levels A1 and A2: Mondays to Fridays, from 9.00a.m. to 2.00p.m.: Spanish Language
- Levels as of from B1: Mondays to Fridays, from 9.00a.m. to 1.00p.m.: Spanish Language and from 1.00 to 2.00p.m.: Spanish and Hispanic American Civilization.
- All levels: from 5.00 to 6.00p.m.: Oral expression.
- Levels: A1, A2, B1, B2, C1 and C2.

This course is aimed towards those persons who apart from widen their knowledge of the Spanish language, wish to widen their knowledge on some aspects of Spanish and Hispanic American history and culture.



SPANISH COURSES

COURSE FOR SPANISH TEACHERS

- Daily sessions: 5.
- Weekly sessions: 25.
- Timetable: students will receive a specific timetable for this course.
- Levels: B2, C1 and C2.

This course, which takes place during the month of July for two weeks, is aimed towards Spanish Language Teachers or future teachers, interested in widening their teaching skills and refreshing their knowledge of the language. The aim of the course is to provide the participants with the necessary tools to apply during their Spanish Language classes in an efficient, attractive and motivating way.

The course has the following contents:

- Didactics and Methodology of Spanish Language (5 sessions).
- The four linguistic skills (5 sessions).
- The Spanish Grammar (5 sessions).
- Attendance to the courses at the Colegio as a visiting professor (10 sessions).

JUNIOR PROGRAM (13-17 YEARS)

- Daily sessions: 4.
- Weekly sessions: 20.
- Timetable: Mondays to Fridays, from 9.00a.m. to 1.00p.m.
- Levels: A1, A2, B1, B2, C1 and C2.

Aimed towards young students who wish start learning Spanish or improve their knowledge in our country. This course uses a communicative methodology, taking into account the age group and needs of the students.

This course, only offered during the month of July, is aimed towards students between 13 and 17 years old and has been designed in such a way that the participants will be able to enjoy learning Spanish, both inside and outside the classroom, including different and varied daily extra-curricular activities.

SENIOR PROGRAM (50+)

- Daily sessions: 4.
- Weekly sessions: 20.
- Timetable: Mondays to Fridays, from 9.00a.m. to 1.00p.m.
- Levels: A1, A2, B1, B2, C1 and C2.

This program is aimed towards older than 50 who wish start learning Spanish or improve their knowledge in our country. This course uses a communicative methodology, taking into account the age group and needs of the students. The course has been designed in such a way that the participants will be able to enjoy learning Spanish, both inside and outside the classroom, including different and varied daily extra-curricular activities.

SPANISH COURSES

FAMILY PROGRAM

- Daily sessions: 4.
- Weekly sessions: 20.
- Timetable: Mondays to Fridays, from 9.00a.m. to 1.00p.m.
- Levels: A1, A2, B1, B2, C1 and C2.

This program is aimed towards those parents who wish to enjoy a linguistic stay in our country together with their children and who wish start learning Spanish or improve their knowledge in our country. This course uses a communicative methodology, taking into account the age group and needs of the students. The course has been designed in such a way that the participants will be able to enjoy learning Spanish, both inside and outside the classroom, including different and varied daily extra-curricular activities.

SPANISH COURSES ONLINE (INDIVIDUAL CLASSES, MINI-GROUPS, DELE PREPARATION, ETC.)

- Weekly/daily sessions: to be determined.
- Timetable: to be determined between teacher and student.
- Levels: A1, A2, B1, B2, C1 and C2.

Aimed toward persons who wish to learn, improve or practice their Spanish and are unable to travel or combine their training with their personal lives. Students can determine the aspects to be dealt with during the course.

OPTIONAL COURSE: CONVERSATION

- Daily sessions: 1.
- Weekly sessions: 5.
- Timetable: Mondays to Fridays, from 4.00 to 5.00p.m.
- Levels: A1, A2, B1, B2, C1 and C2.

The Optional Spanish Conversation Course is aimed towards those who need to acquire a higher grade of confidence or fluency in their oral expression and solve problems, both in pronunciation, vocabulary and grammar as in socio-cultural and pragmatic aspects which might interfere in their communication with Spanish-speakers.

OPTIONAL COURSE: COMMERCIAL AND BUSINESS SPANISH

- Daily sessions: 1.
- Weekly sessions: 5.
- Timetable: Mondays to Fridays, from 5.00 to 6.00p.m.
- Levels: B1, B2, C1 and C2.

Aimed towards those persons who wish to complete their skills on commercial and business Spanish.

SPANISH COURSES

OPTIONAL COURSE: SPANISH AND HISPANIC AMERICAN CULTURE

- Daily sessions: 1.
- Weekly sessions: 5.
- Timetable: Mondays to Fridays, from 1.00 to 2.00p.m.
- Levels: B1, B2, C1 and C2.

The aim of this course is to widen the knowledge of the students on the Hispanic world through an approach to History, Geography, Literature, Art, Traditions, Politics, Economy, etc. and its incidence on the language.

OPTIONAL COURSE: IMPROVE YOUR SPANISH

- Daily sessions: 2.
- Weekly sessions: 8.
- Timetable: Mondays to Thursdays, from 4.00 to 6.00p.m.
- Levels: A1, A2, B1, B2, C1 and C2.

The Course is aimed towards those students who need or wish to reinforce their knowledge of Spanish, either as a complement for their Spanish Language classes or as a support for their university studies.



SPANISH COURSES

INFORMATION

PUBLIC HOLIDAYS

On national or local public holidays there will be no class. Classes which coincide with the holidays will not be recuperate. You can consult the holidays on the following link: [prices and dates](#).

DEADLINE REGISTRATION

The Colegio de España does not have any deadline for registration in the courses, nevertheless we recommend you to enrol at least 7 days before starting the course to ensure its availability.

MINIMUM AGE

Our centre doesn't have a minimum nor maximum age to participate in our courses, nevertheless the recommended age is as of from 13 years.

SPECIAL NEEDS

Before starting your course, make sure that you do not have any restrictions to participate in the course (age, any disability, special request, etc.), you should contact the administration of the school.

PLACEMENT TEST

Before starting your course, should take the [placement test online](#) (oral and written comprehension). If for any reason you cannot take the test online, you can take it on your first day of class, at 8.50 a.m. The test is included in the class sessions.

CHANGE OF LEVELS

The result of the placement test is merely guiding. If for any reason the level you are placed in is not the adequate one, you can change levels during the first three days of class after having consulted your teacher of Head of Studies. We recommend you not to write in the books until you make sure you are in the right level.

BOOKS AND CLASS MATERIAL

The school will provide you with free school supplies (notebook and pen). Books are not included in the price of the course, you can buy them on your first day of class: 27,00 € approximately. We remind you not to write in the books until you make sure you are in the right level.

NUMBER OF STUDENTS PER CLASS

The average number of students per class is 7-8 students (the maximum allowed being 12).

SPANISH COURSES

INFORMATION

ATTENDANCE AND PUNCTUALITY

Class attendance and punctuality will be controlled by the teachers and non-attendance will be discounted from the total of sessions on the Certificate.

EXAMINATIONS AND CERTIFICATES

Attendance Certificate: all students will receive a certificate when finishing the course, indicating the number of class sessions attended. This certificate is free of charge.

Study Certificate: to obtain this certificate, students should pass the corresponding examinations and attend at least 90% of the course sessions. Price of this certificate: 12.00 €.

The certificates of the Colegio do not have any official value.

Students have the possibility to obtain university credits, granted by the Pontifical University of Salamanca (ask for more information at the Administration).

POSTPONEMENTS DURING THE COURSE

We remind you that, as a general rule of the school, breaks in between courses are not allowed (holidays, trips, etc.). In case you wish to postpone your course, you should inform the administration of the school at least 2 weeks before. If you have taken any extra service (lodging), the weeks you have not used will not be reimbursed.

PRIVATE OR ONLINE CLASSES

- All classes should be paid for before starting.
- For the online classes, the school will send you a link to the meeting (normally we use the application Zoom). You should dispose of the application and a computer, tablet or mobile phone to access (the centre will not provide those). The access code to the classes given by the school is personal and non-transferable.
- Once you have started your class, your teacher will give you his/her email so that you can contact him/her in case you need to do so.
- Private and/or online class can only be cancelled at least 24 hours beforehand, otherwise you will lose that class sessions without possible refund.

PERSONAL ITEMS

The Colegio de España is not responsible for the loss of any personal items at its facilities, at the lodgings or during the extra-curricular activities.

SPANISH COURSES

INFORMATION

BEHAVIOUR

- All students should maintain an appropriate language and behaviour towards their teachers, fellow students and staff at the school. In the same way, act at the facilities and in other services (lodgings, transfers, etc.).
- Lack of respect, indiscipline, harassment, verbal or physical insult, humiliations, damage caused at the facilities, etc. will be for the cancellation of the registration, without any possible refund.
- Any damage or injuries caused to persons or objects (medical expenses, expenses for facilities or services, repatriation, etc.) will be borne by the student.
- The student compromises on being informed on Spanish legislation and in case of any infringement, the Colegio will not be responsible to handle any process (policy, lawyer, etc.).
- The failure to meet any of these rules will imply the cancellation of the contract and direct expulsion of the student.

UNDERAGE STUDENTS

The Colegio de España will lodge all underage students (-18) which participate in our courses individually with host families. Parents or legal guardians should sign the consent where they should indicate the curfews students have, any allergies and other relevant information on the students, which will be communicated by the school to the host family.

In case the entire or part of the group would be underage, the Colegio will receive the behaviour rules from the home institution.

The Colegio de España is not responsible for any consequences of misbehaviour, infringements of laws, etc. caused by the student during his/her stay in Salamanca.



SPANISH COURSES



INFORMATION

OUR STUDENTS'S PROFILE

COUNTRY PERCENTAGE

GERMANY	13,65%
AUSTRALIA	1,29%
AUSTRIA	0,37%
BELGIUM	5,17%
BRAZIL	0,74%
CANADA	0,55%
CZECHIA	0,18%
CHINA	1,11%
COREA	0,18%
DENMARK	1,85%
SCOTLAND	0,18%
FINLAND	0,37%
FRANCE	2,03%
GREECE	0,18%

COUNTRY PERCENTAGE

NETHERLANDS	2,21%
HUNGARY	0,74%
INDIA	0,18%
ENGLAND	3,87%
IRELAND	1,85%
ITALY	39,67%
JAPAN	0,55%
KENYA	0,37%
MOZAMBIQUE	0,18%
NORWAY	4,43%
POLAND	0,55%
PORTUGAL	0,55%
SINGAPUR	3,69%
SWEDEN	0,92%

COUNTRY PERCENTAGE

SWITZERLAND	0,92%
THAILAND	0,18%
TAIWAN	0,18%
TURKEY	0,37%
UKRAINE	0,18%
USA	10,52%

The Colegio receives approximately 550 per year.

The average age of our students is between 16-24 years, although we have students of all age groups.



SPANISH COURSES

INFORMATION

TUTORIALS

We remind you that you have the possibility to attend an individual tutorial on Mondays and/or Wednesdays from 1.00p.m. to 2.00p.m. These tutorials are aimed to help you with any difficulties you might have.

On the other hand, you can meet the Head of Studies from Mondays to Fridays, from 11.30a.m. to 12.00p.m. in the Teachers' Room or from 1.00p.m. to 2.00p.m. in the library.

Important: Tutorial will last for 20 to 30 minutes. If you wish to attend a tutorial, you should inform your teacher or the Head of Studies.

COMPLAINTS/SUGGESTIONS

The personalized attention and the disposal to help each student with his/her individual needs is one of the main aims of the school. Therefore, we want to insist that if you would have any questions or unforeseen, please let us know as soon as possible.

If it is an academic issue, you can talk to the Head of Studies or your teacher. For any other administrative issues: lodging, transfers, medical insurance, etc, you can talk to the Administration.

To file any complaint or claim you must contact the customer service department through the email address info@colegioespana.com. The Colegio has forms for complaints and a Suggestion Box at the disposal of all students. Also you can check the details in our website [Terms and Conditions](#).

In case of any formal complaint, claim or suggestions, the school will give you an acknowledgment of receipt within 5 days maximum and will reply within one month maximum.

At the end of your course the Colegio will ask you to fill out a satisfaction survey (course, lodging, extra-curricular activities, etc.). You can find it on the following link [Survey](#).



SPANISH COURSES

REGISTRATION

ENROLMENT

At Colegio de España you do not pay any registration fee. If you wish to make a reservation for your lodging through our school, you should pay 39€.

To enroll in our courses you must follow the steps on the website.

Once you have received the invoice and the contract of all services, you should send a deposit of 100€ to reserve your space (this amount will be deducted of the total amount of the invoice).

The rest of the invoice can be paid for at any time or on your first day of class.

SENDING OF INFORMATION

Once you have paid the deposit and have made the reservation for the course, we will send you the Brochure or The Student's Manual (both of them will include the identification of the centre, owner and responsible of the centre, services, name of the courses, registration deadline, academic qualification of the teaching staff, prices, and other circumstances related to this. Notwithstanding the foregoing, you can find all this information on the website, where you can download this brochure when sending the reservation.

METHODS OF PAYMENT

Payment of the courses and other services should be done within the deadlines established by the Colegio de España using one of the following methods:

- Wire transfer:
COLEGIO DE ESPAÑA Y AMBOS MUNDOS S.L
Banco Santander, Address: Calle Toro, nº 21,
37002, Salamanca. España.
IBAN: ES08 0049 1550 7420 9008 9658
SWIFT: BSCHESMM.
- Credit Card (we do not accept American Express)
- Paypal or Stripe
- Cash on the first day of course

Important: bank checks are not accepted. Our school does not have any funding methods. All expenses and commissions generated by any of these transactions should be beard by the student.



SPANISH COURSES

REGISTRATION

FORMALIZATION OF THE CONTRACT

To formalize the reservation of the services (course, lodging, etc.), you should send the Educational Contract and Annex signed by email (these documents will be sent together with the invoice), overmore you should send us a copy of your passport or official document.

Contracts will be signed in duplicated, one copy is for you, the other one will be at the centre at the disposal of the competent authorities.

INVOICE OR RECEIPT OF PAYMENT

The Colegio de España, with every payment, will give you an invoice, which will certify the payment and on there we will indicate the number of the invoice, company name and address, your name and surname, name of the course, settlement period, itemized amount of all concept, the VAT rate applicable in each period according to current legislation and date and place of issue.

MODIFICATION OF DATES AND SERVICES

In case you need to modify the dates of your course or any other other services, you should inform the Administration as soon as possible. The school will manage your request and indicate you if there would be any extra cost.



SPANISH COURSES

REGISTRATION

CANCELLATION OF COURSE AND OTHER SERVICES

If you have (only) paid the deposit.	You cancel your course and/or lodging 20 days before starting the course	We reimburse you 50% of the deposit (50€).
If you have paid the whole invoice.	You cancel your course and other services (lodging, , transfer, etc.) 20 days before starting the course.	We reimburse you 50% of the deposit and 100% of the rest of the invoice.
If you have paid the whole invoice.	You cancel your lodging 20 days before your arrival.	We reimburse you 100% of the amount paid (except for the placement charge).
If you have paid the whole invoice.	You cancel any of the services (course, lodging, transfer, etc.) less than 20 days before starting the course.	We reimburse you the whole amount paid for, discounting the deposit of 100€

Cancellations of transfers, private and/or online classes with less than 24 hours notice will not be refunded.

CANCELLATION FOR JUSTIFIED CAUSES

During the period between 20 days before starting and the start date of your course.

- **VISA DENIAL:** the Colegio de España will give you the necessary documents to obtain your visa after having received the full payment of the course and hired services. IN CASE OF DENIAL, the cause of cancellation will be informed.
- **HOSPITALIZATION OR MEDICAL PRESCRIPTION:** of the student or decease or hospitalization of a next of kin up to the 2nd degree of consanguinity.

For any of these reasons, the Colegio will reimburse you 100% of the amount paid for (discounting bank expenses generated by the refund). You should send the justification to info@colegioespana.com with acknowledgement of receipt maximum 14 business days after having cancelled the course and/or services; the Colegio will analyze the document and will, if appropriate, send you the refund indicated above.

SPANISH COURSES

REGISTRATION

JUSTIFIED CANCELLATION AFTER HAVING STARTED THE COURSE

if a student should return to his/her home country before the end date of the course due to FORCE MAJEURE (critical emergency and/or illness of direct kin) provided that this is properly justified, the Colegio will give the student a Certificate which will allow him/her to complete the sessions he/she was unable to complete.

This certificate will be valid during one year after receipt and the lodging will not be included on the certificate.

AT THE WILL OF THE PROVIDER

- **CANCELLATION OF COURSE WHICH DO NOT HAVE A MINIMUM OF STUDENTS ENROLLED:** the Colegio is entitled to cancel any of the courses which does not have a minimum of 4 students enrolled. In this case you will be informed in advance (at least 10 days before starting your course and we will offer you a course of similar characteristics or the refund of the amount paid for.
- **CANCELLATION OR MODIFICATION OF THE LODGING:** the Colegio is entitled to cancel or modify the lodging if there would not be availability. In this case we will be informed in advance (at least 10 days before starting your course) and we will offer you the possible options:
 - If there is no availability, we will inform you on the available options and its cost.
 - In case of modification, we will send you the new contact information (name of the host family, owner of the flat and contact phone number).
- **CANCELLATION AT THE WILL OF THE PROVIDER AND DUE TO FORCE MAJEURE:** if for any reason due to force majeure (fire, flood, accident or any other type of natural disaster the Colegio would have to cancel any of the courses, programs or mini-stays, the refund will be sent immediately. The bank expenses of this refund will be beard by the Colegio.

The Colegio is entitled to cancel the enrolment of any student due to inadequate behavior, without any refund. Likewise the Colegio will not bear any expenses caused by bad behavior both at the facilities of the school or the lodging (damage, medical expenses, fines, repatriation, etc.). Students will be responsible for any of these expenses which should be paid for before departure.

SPANISH COURSES

ADDITIONAL SERVICES

LODGING

The Colegio de España does not only make a great effort to offer high-quality courses, but as well tries to make the students' stays as perfect as possible in all senses. Therefore, one of our priorities is that students are able to enjoy a comfortable lodging.

All lodging have been carefully selected for their comfort and security as well as for the closeness to the city center, and therefore to our school (between 5 and 25 minutes walking distance).

The price of the lodging includes all common expenses (electricity, water, taxes, etc.) and payment should be done together with the course at the Administration of the Colegio.

A double room can only be asked for if two persons travel together (friends, family, etc.). Our centre does not have a maximum age for the lodgings to be shared, seeing that in no case students who travel individually will be lodged in the same room with other students.

The maximum number of students allowed in one room is 3.

The Colegio de España offer students the possibility to change their lodging, if, for any reason, they would not be satisfied with the option chosen. In this case, you should inform our staff at the Colegio as soon as possible.

If you have chosen to stay in a shared flat, you should bring your own towels, but no bed linen (sheets, blankets, etc.) nor kitchen utensils.

For the options of Host Family, Shared flat or Residence, you should contact them to inform them on your time of arrival to Salamanca. If you have chosen to stay at a hotel, you can go directly. When you arrive to the bus or train station in Salamanca, you can take a taxi to your lodging.

We wish to remind you that, no matter which option you have chosen, customs and timetables might be different from those in your home country (timetables for meals with host families and at residences, rules on noise: in Spain there is a prohibition to make noise after midnight, etc.) and if you might cause any damage in your lodging, due to an inadequate and deliberate behavior, the Colegio will not be responsible.



SPANISH COURSES

ADDITIONAL SERVICES

RULES FOR LODGING

We remind you the following rules:

- Upon arrival, both at the flat or at the host family's house, you will receive a set of keys which you should return upon departure.
- In case you see any defects upon arrival to your lodging, you should inform the administration of the school as soon as possible.
- If, due to inappropriate or intentional behaviour, any damage is caused at your lodging, the Colegio will not be responsible.
- It is not allowed to organize any parties at the lodging.
- In Spain there is prohibition to make noise after midnight.
- It is not allowed to lodge any other persons in your room nor in the common areas, the rent is exclusively for the student that has made the reservation.
- You should maintain your room clean and before departure, you should leave it the same way as upon arrival.
- If you are lodged with a host family, laundry and ironing service is not included in the price of the lodging. If you wish to take this service, you should inform your host family and pay the amount directly to the host family.

ADVICE TO TAKE INTO ACCOUNT FOR YOUR LODGING

When we allocate your lodging, we try to take into account your preferences, requests, allergies, etc. Below we give you some indications to explain you a bit the differences there might be with the customs in your home country (especially if you are going to stay with a Spanish host family).

MEALS

- Breakfast in Spain is usually quite light; generally we only have a coffee and some cookies.
- Lunch (almuerzo) is the main meal for most Spaniards; we have lunch around 2.00p.m.
- Dinner (cena), however, is usually another light meal; normally dinner is taken after 9.00p.m.
- If we feel hungry between meals, we take a *tapa* (small portion).
- In Salamanca it is quite common to drink running water (not mineral water).
- If you have any problem, any preference for meals, allergies, intolerances, etc. you should inform the Administration so that they can inform your host family.



SPANISH COURSES

ADDITIONAL SERVICES

LAUNDERETTES

At the shared flat you will have a washing machine to do your laundry (driers are not very common in Spain). If you live with a host family, they can do your laundry and ironing (service with an additional cost). It is not allowed to do your laundry yourself at the host family's house. Also, you can go to a launderette in the city.



SHOWERS

In the whole of Spain there is a scarcity of water, therefore, it is very rare to take a bath in Spain, and instead we take short showers (5 to 10 minutes).



MUTUAL RESPECT

Both living in a shared flat as with a host family, you do not have a curfew to return home (unless you are minor of age). Have consideration when you arrive home and when entering the house and try not to disturb others.

If you are living with a host family, you should ask permission to take a friend or class mate home.

If you are living in a shared flat, you should keep clean the common areas of the house. Anything you use in the kitchen should be cleaned afterwards so that other students can use it.

Try to be open-minded so that you will have a profitable and comfortable stay, everyone needs time to adapt (both you and your host family as well as your roommates).



SPANISH COURSES



ADDITIONAL SERVICES

LINGUISTIC INTERCHANGE

The linguistic interchange is an excellent opportunity to practice your Spanish outside class. If you wish to start an interchange, please inform the Administration.

EXTRA-CURRICULAR ACTIVITIES

Every month The Colegio organizes a wide variety of extra-curricular activities to complement classes and improve or complete your knowledge on Spanish culture, traditions, actuality and language.

All activities are planned so that any student can participate. These activities are all optional.

On your first day of class you will receive all information on the extra-curricular activities (many of them free of charge) that will take place during the month.

Below we indicate some of extra-curricular activities we offer:

- Conferences and speeches (History, traditions, actuality).
- Spanish and Hispanic-American movie cycles.
- Theatre class.
- Guides visits to monuments in the city.
- Trips to other cities.
- Sport activities (football, basketball, golf, horseback riding, etc.).
- Dance class (flamenco, salsa, etc.).
- Cooking class.
- Welcome/Goodbye parties.
- Dinner at typical wine cellars or restaurants in the region.
- Tapas tour.
- Visit to bull farm (Dehesa).

During all trips and visits students will be accompanied by a teacher-guide, specialized in Art History, who with his/her explanations, will give them an introduction on the geographic, historical and other aspects of the places visited. During the other activities students will be accompanied by some responsible from the school.

You can participate in all activities, no matter what level of Spanish you might have at that time, the activities, whenever possible, will be adapted to the levels of Spanish of the participants.

To realize some of the activities, a minimum number of participants are required. If the number of participants for any of the activities might be too high, we will divide the students into groups taking into account their levels of Spanish.

The school reserves the right to change or cancel any activity if the minimum requirements are not met, in which case we will refund the amount paid.

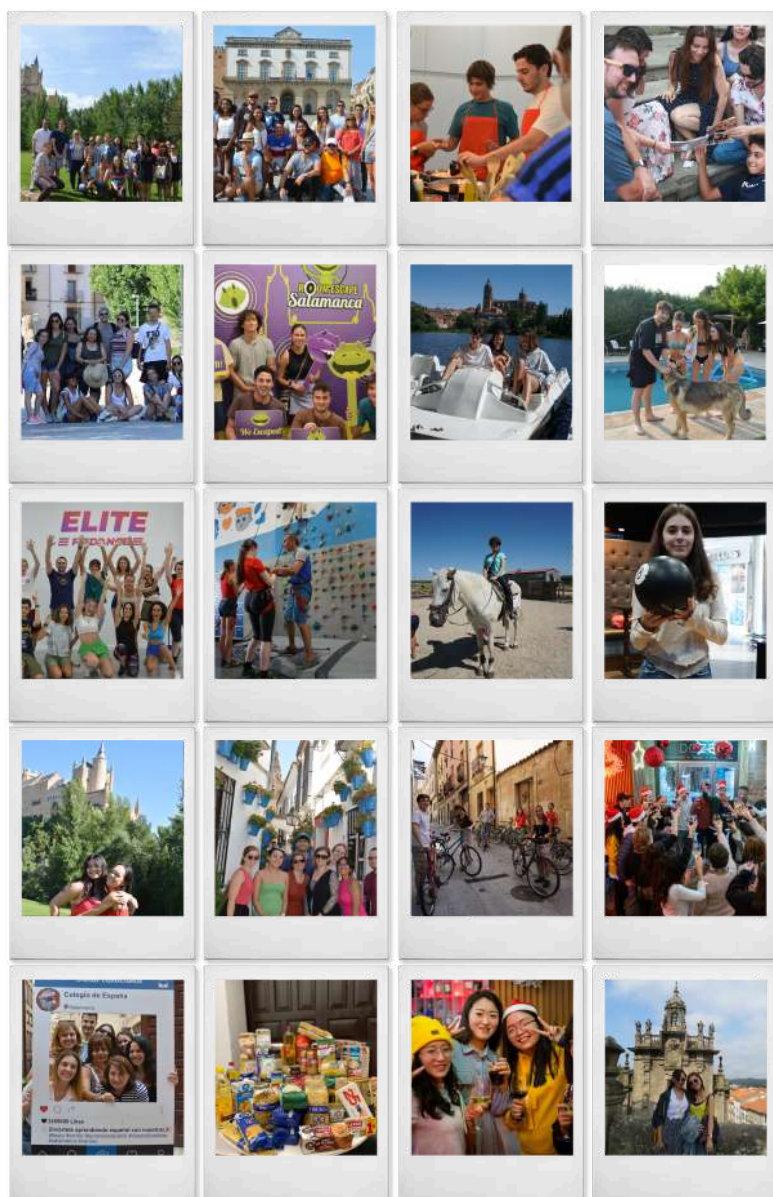
SPANISH COURSES

ADDITIONAL SERVICES

EXTRA-CURRICULAR ACTIVITIES

Any student can participate in any of the activities we organize, except for those where due to medical or health reasons, the student cannot realize the activity.

Non-free activities are not included in the invoice (unless you contract them previously). If you wish to participate in one of the activities the Colegio organizes, you can pay those directly at the Administration of the Colegio. If you do not attend the activity, we remind you that we will not give you any refund.



SPANISH COURSES

INFORMATION AND BASIC ADVICE

GENERAL INFORMATION ON THE COUNTRY

MONEY

The official currency used in Spain is the Euro.



If in your home country you do not use Euros, you can change Money in Spain:

- When you arrive at the airport: <http://aeropuerto-madridbarajas.com/Cambio-de-moneda-cajeros-y-bancos>.
- In Salamanca: you can go to any bank or cash dispenser.
- There are also exchange offices: <http://www.globalexchange.es/oficinas-espana/salamanca>. At the Administration of the Colegio, you can get a discount card to use at GlobalExchange.

Take into account that whichever option you might use, you will be charged commission.

We recommend you to pay the most you can (shopping, restaurants, etc.) using your credit or debit card.

PHONE CALLS

To make a phone call to Spain, you should dial 00 34 + number.

To make a phone call outside Spain, you should dial 00 + prefix country + local prefix + number.



Most foreign phones will work in Spain, thanks to the roaming (get information on the cost of the roaming before travelling).

Upon arrival you can buy a SIM card to use in Spain:

- Simyo
- Orange
- Másmóvil



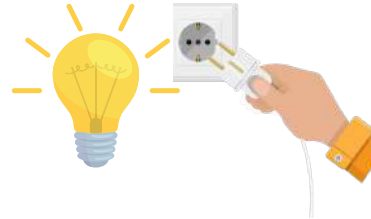
Among other companies . Most students use Whatsapp to communicate during their stay in Salamanca.



SPANISH COURSES

INFORMATION AND BASIC ADVICE

GENERAL INFORMATION ON THE COUNTRY



ELECTRICITY

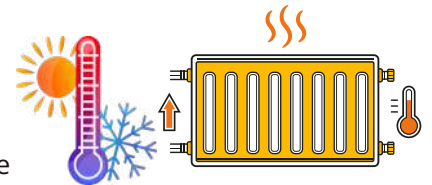
The electricity used in Spain is 220 volts / 55 hertz.

If the voltage in your home country is different to the one used in Spain, you can buy an adaptor. You can bring it or if not, upon arrival, buy it in some supermarket or hardware store.

Electricity and energy is very expensive in Spain, therefore it is important to turn off any devices, lights, when you are not using them.

HEATING

In Spain, many of the buildings have central heating; therefore whether or not the heating is on or off, does not depend on the owners of the houses, but on the residents' association of the building. If you have any doubts, you can ask the owner of your lodging.



LEGISLATION

- We remind you that in Spain there is a prohibition for minors of 18 to consume alcohol and cigarettes. In closed public premises it is not allowed to smoke.
- The possession and consumption of drugs can be punished legally.
- Also, after midnight there is a prohibition to make noise after midnight.



SPANISH COURSES

INFORMATION AND BASIC ADVICE

GENERAL INFORMATION ON THE CITY OF SALAMANCA

THE CITY OF SALAMANCA

Salamanca is part of the autonomous community of Castilla y León and is capital of the province with same name. Salamanca is situated on the banks of the river Tormes and has about 155,000 inhabitants. The city reunites multiple appeals which convert the visit to our city in a pleasant stay; the cultural and leisure activities in the city are the main characteristics.

Salamanca is famous worldwide for its university (one of the most ancient ones) and for its rich historical-artistic heritage. In 1988 the city was declared World Heritage City and in 2002 was chosen to be European City of Culture.

The city offers a wide variety of cultural activities such as music, dance, exhibitions, street performances, etc.; during your stay we will give you information on these activities.



SPANISH COURSES

INFORMATION AND BASIC ADVICE

GENERAL INFORMATION ON THE CITY OF SALAMANCA

In this manual we indicate you some of the services the city offers you (post office, Banks, shops, etc.). Also, in class you will receive information on other services you can find in Salamanca (movies, restaurants, tapas bars, etc.)

Full breakfast	3.50€
Coffee, chocolate, tea	2.00€
Refreshments	2.50€
Mineral water	1.50€
Beer and Tapa	2.50€
Loaf of bread	0.90€
Menu at restaurant	15.00€
University Cafeteria	6.00€
Newspaper	1.90€

Movie	7.50€
Theatre	10.00€-30.00€
Music concerts	10.00€-30.00€
Gym (monthly)	35.00€-40.00€
Dance class (monthly)	25.00€-40.00€
Horseback riding	35.00€
Tennis court	10.00€
Swimming pool	3.00€-5.00€
Trips	35.00€-50.00€



SPANISH COURSES

INFORMATION AND BASIC ADVICE

GENERAL INFORMATION ON THE CITY OF SALAMANCA

You can find information on the city of Salamanca on the following links:

[Turismo de Salamanca](#)

[Salamanca ciudad del Español](#)

[Conciertos en Salamanca](#)

[Salamanca y más](#)

At the office of Salamanca, *Ciudad del Español* you can get a student card which you can use to obtain several discounts.



SPANISH COURSES

INFORMATION AND BASIC ADVICE

HOW TO GET TO SALAMANCA

FROM MADRID AIRPORT

The international airport Madrid-Barajas Adolfo Suárez is situated at about 220 kilometers from Salamanca. To reach our city from the airport, you have several options:

- **BY BUS: direct bus from the airport to Salamanca**

There is a direct bus service from Barajas Airport to Salamanca and back. If you wish to catch this bus, we recommend you to buy your ticket online before arriving to Madrid. The bus costs about 36.00 Euros and makes stops at Terminal 1 and Terminal 4.

For more information on timetables and reservation, consult www.avanzabus.com

- **BY BUS: from Estación Sur de Madrid (centre) to Salamanca**

From Barajas Airport you can choose one of the following options to go to the Estación de Autobuses Sur de Madrid en la calle Méndez Álvaro, 83:

-**TAXI:** around 40.00 € (depending on the traffic, supplements, etc.). Taxis work 24 hours a day.

-**METRO:** about 3.00 €. The itinerary is the following:

- Line 8 from the airport up to Nuevos Ministerios.
- Line 6 from Nuevos Ministerios to Méndez Álvaro.

For more information on the metro network in Madrid, consult www.metromadrid.es

Once you have reached the bus station, you should get a ticket to Salamanca, in this case also with the company Avanzabus.

From this station, generally there are buses that leave for Salamanca every hour, from 7.00a.m. to 10.00p.m.

- EXPRESS BUS, the trip takes about two hours and a half. Its price is around 30.00€.

- NORMAL BUS, the trip takes about three hours and a half. Its price is around 18.00€.

For more information, consult www.avanzabus.com

- **BY TRAIN**

From the Airport Madrid-Barajas Adolfo Suárez you have the following options to reach the train station at CHAMARTÍN:

-**TAXI:** about 40.00 € (depending on the traffic, supplements, etc.). Taxis work 24 hours a day.



SPANISH COURSES

INFORMATION AND BASIC ADVICE

HOW TO GET TO SALAMANCA

-METRO: around 3.00€. The itinerary is the following

- Line 8 from the airport up to Nuevos Ministerios.
- Line 10 from Nuevos Ministerios to Chamartín.



For more information on the metro network in Madrid, consult www.metromadrid.es

At the Chamartín Station, you can buy a ticket for the train to Salamanca.

From this station there are several trains throughout the day, from 7.50a.m. to 9.30p.m

- ALVIA (express), trip takes 1 hour and 45 minutes. Its price is around 40.00 €.
- AVANT (media distance), trip takes 2 hours and 40 minutes. Its price is around 33.00 €.
- AVANT (regional express), trip takes 2 hours and 50 minutes. Its price is around 50.00 €.

For more information, consult www.renfe.com

• FROM VALLADOLID AIRPORT.

The airport in Valladolid (Aeropuerto Villanubla) is situated at about 125 kilometers from Salamanca. To reach our city, you can do it in the following way:

BY BUS (From the bus station in Valladolid to Salamanca)

-TAXI: around 24.00 € approximately (depending on the traffic, supplements, etc.). Taxis work 24 hours a day. The bus station is in Calle Puente Colgante, nº 2.

At the bus station, you can buy a ticket for Salamanca, with Avanzabus.

At the bus station, you can buy a ticket for Salamanca, with Avanzabus. From this station there are several buses throughout the whole day, from 7.00a.m. to 9.45p.m. The trip takes one hour and a half and costs about 10.50 €.

For more information, consult www.avanzabus.com



SPANISH COURSES

INFORMATION AND BASIC ADVICE

HOW TO GET TO SALAMANCA

TRANSFER SERVICE FROM THE SCHOOL

If you wish to take private transfer service, please take into account the following information:

- All details (flight number, airline company, time of arrival, city of origin and destination) should be sent at least 7 days before arrival.
- Before travelling you will receive an email with the name of the taxi driver and his/her phone number. Upon arrival he/she will be waiting for you in the hall of the terminal.
- In case of cancellation of the service, this should be communicated at least 7 days before arrival. Otherwise the Colegio de España will not give you any refund.
- In case your flight would be delayed, you should contact the driver to inform him/her.
- In case of any change to the flight, you should inform the administration of the school as soon as possible (we remind you the on public holidays and weekends the school is closed). In case you send us this information the same day of your flight and that day coincides with a public holidays or weekend, the Colegio will not be responsible for the change nor give you any refund.
- Parents or legal guardians that wish to take this service for underaged students should get information from their airline company and the airport in Spain of any specific requirements needed. Also, they should fill out any necessary documents and send all necessary information for the pick-up to the school.
- In all cases, the transfer service from the airport will take the student to his/her lodging (host family, flat, residence, etc.).

The school also offers a pick-up service from the train or bus station in Salamanca to your lodging. Ask for more information at info@colegioespana.com.



SPANISH COURSES

INFORMATION AND BASIC ADVICE

OPENING HOURS IN SALAMANCA

POST OFFICE (CORREOS)

There are several post offices in Salamanca, nevertheless the main one and closest to the school is on Gran Vía, 25-29. Opening hours: From Mondays to Fridays, from 8.30a.m. to 8.30p.m. (Saturdays and Sundays closed).



BANKS AND EXCHANGE OFFICES

Most banks open from 9.00a.m. to 2.00p.m., some open one afternoon weekly (you should consult the branch office).

The exchange office closest to the school is **Global Exchange**, Rúa Mayor, nº 2. Timetable: From Mondays to Fridays, from 9.30a.m. to 10.30p.m.; Saturday, Sundays and public holidays: From 11.00a.m. to 7.00p.m.

SHOPS

Generally shops are open (Mondays to Fridays) from 10.00a.m. to 2.00p.m. and from 5.00p.m. to 9.00p.m., except for the big stores which usually do not close at lunchtime. On Saturdays, many small shops close in the afternoons, but the franchises and shopping centers are open.



The main commercial areas in Salamanca are situated in Calle Zamora and Calle Toro and surroundings.

In the Rúa Mayor you can find a lot of souvenir shops.

There are several shopping centers in Salamanca:

- Vialia (next to the train station, www.vialiasalamanca.es).
- Centro Comercial y de Ocio El Tormes in Santa Marta, www.eltormes.com).

On Sundays (and public holidays), there is a street market at Avenida de la Aldehuela.

There are many supermarkets in Salamanca (Carrefour, Día, Gadis, etc.). Some open during weekends and on public holidays.



Salamanca also has two markets (fish, meat, vegetables, etc.):

- Mercado de Abastos en la Plaza de Mercado (behind the la Plaza Mayor)
- Mercado San Juan (Plaza Julián Sánchez "El Charro").

SPANISH COURSES

INFORMATION AND BASIC ADVICE

TRANSPORT SERVICES

Transport Services: Salamanca is a small city and there are no great distances, therefore we only have a network of urban buses (you can check out the itineraries and timetables on: <http://salamancadetransportes.com/lineas> : you can pay for each trip or buy a travelling card.

Also, you can catch a taxi, calling +34 923 25 00 00 (<https://taxi-salamanca.com>).



WEATHER IN SALAMANCA

The climate in Salamanca is continental: hot in summer and cold in winter. Autumn and spring are usually irregular, sometimes quite short. It usually rains quite a lot.

You can consult weather in Salamanca on the following link:

<http://www.aemet.es/es/eltiempo/prediccion/municipios/salamanca-id37274>



SPANISH COURSES

INFORMATION AND BASIC ADVICE

PRACTICAL ADVICE FOR YOUR TRIP



DOCUMENTS

Before traveling check all your documents are valid and always carry a copy of your passport with you.

If you do not know the requirements to enter Spain, you should contact the Spanish Consulate in your home country. They can inform you on which documents you should present.

Find out before leaving whether you need a visa for your stay in Salamanca.

You can find more information on the following links:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx>

<http://www.embajada-online.com/Espana-P166.htm>

VISA

- If you need a visa, you should contact the Spanish Consulate or Embassy in your home country to get all information on the requirements.
- The Colegio will provide you with the necessary documents (Certificate of admission, invoice of all services and program of the course in case you need this) after having received the full payment of the course and any additional services.
- In case you need the original copies, the courier charges will be paid by the student.
- In case your visa is denied, you should send a copy of the denial given by the Embassy to the school. In this case, to realize the refund, the cause will be cancellation.
- If you have not received an answer to your visa application before the start date of your course, you can change the dates of the course. In this case you should inform the administration of the school by sending an email to info@colegioespana.com.
- Once you have received your visa to study at our school no cancellations, amendments or shortening of your course will be allowed.
- In case you enrol for a course to get a visa renewal to study in Spain, the date of the course will not be amended until having received a reply to your request. In case of denial, you should give us a copy the certificate you have received to be able to receive the refund (the cause will be cancellation).
- We remind you that all students who receive a student visa are obliged to attend 100% of the class sessions. If you would have 3 unexcused absences, the school will have to inform the Foreign Affairs Department or consult authorities on these absences. To receive the Certificate of Achievement for the course, you should attend a minimum of 80% of the class sessions (according to the guidelines of the Cervantes Institute).

SPANISH COURSES

INFORMATION AND BASIC ADVICE

HEALTH AND MEDICAL INSURANCE



To participate in our courses you must have Medical Insurance and/or Travel Insurance that includes both medical and repatriation expenses if necessary.

Students who are from the European Union should get the European Health Card in their home country before travelling; this card is free of charge and will allow you to receive all medical assistance included. Students who are not from the European Union should bring a Medical Insurance or Travel Insurance (which included both medical and repatriation expenses if necessary).

Your enrollment does not include any type of insurance and the Colegio de España is not responsible for any problems that might arise for not having one.

The school has a Civil Liability Insurance which does not include repatriation. To find out more on the Conditions of the Policy sold by the school, you should contact the administration at info@colegioespana.com.

For those who are interested, the Colegio offers the option to buy a Touristic Medical Insurance. The price is 55.00 € a month and includes a wide variety of medical assistance (medical and surgical treatment, hospitalization, etc.), individual accidents and loss of luggage. It does not include dental treatments. If you wish to take this insurance, you should indicate so when sending your enrollment.

In case of emergency, you can go to the hospitals in Salamanca:

- **Hospital Clínico:** Paseo San Vicente, nº 88-182
- **Hospital Virgen de la Vega:** Paseo San Vicente, nº 58.
- **The phone number for emergencies in Spain is 112.**

There are a lot of pharmacies throughout the city: if you are taking any kind of treatments, you will probably be able to buy it in Spain, but the name of the medicine might change, find out the possible equivalence in Spain before travelling. Nevertheless, whenever possible, we recommend you to bring all necessary medicines for your stay.





50 años
COLEGIO
DE ESPAÑA



Contact

Colegio de España

Calle Compañía nº 65, 37002.

Salamanca. Spain

Phone: 00 34 923 21 47 88 / 00 923 21 31 58

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