



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 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 is 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, SIELE 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](#)



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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:** continue updating constantly 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 in 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 from the very 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 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 this 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 basis (employees, collaborators, clients, etc.). Therefore, day by day, the corporative values of our company continue to carry out actions which display this compromise (cooperating with non-profit making associations, support actions to refugees, NGOs, etc., purchasing promotional products and organic cleaning supplies, among others).



OUR GUARANTEES AND COMMITMENTS

At the Colegio de España, we work every day to provide an academic and personal experience of the highest quality. Our commitment to our students is based on transparency, excellence, and personalized attention.

IN OUR COURSES

- An individualized initial evaluation, carried out through our online placement test (listening and reading comprehension) and/or in person, ensuring accurate level placement.
- All levels and programs described in this brochure are offered throughout the academic year, provided there is a minimum of 4 students enrolled at the same level.
- Small class sizes, with a maximum of 12 students per class.
- A highly qualified teaching team, composed of native instructors with university degrees in Linguistics and Humanities, specialized in teaching Spanish as a Foreign Language (SFL).
- High-quality instruction, based on dynamic, engaging, and interactive classes that encourage active student participation.
- An international environment, with students of all ages and nationalities, enriching the overall learning experience.
- Continuous monitoring of progress (regular tests and assessments throughout the course), and a final exam at the end of the course that allows students to obtain the corresponding certificate or progress to the next level.
- Access to study spaces and academic resources, including a library, reading areas, and free internet access.
- Free personalized tutoring sessions, designed to respond each student's specific needs and difficulties.

IN OUR ACTIVITIES

- Organization of a diverse program of cultural and leisure activities, many of them free of charge, tailored to students' interests.
- Supervision by qualified staff from the school, and, for excursions and visits, accompaniment by a teacher or an official guide.



OUR GUARANTEES AND COMMITMENTS

IN OUR ACCOMMODATION

- Careful selection of accommodation, based on criteria of quality, comfort and safety, with regular inspections.
- Host families are carefully selected and evaluated, and hold the required certification confirming the absence of sexual offense records in accordance with current regulations.
- Location within approximately 5 to 25 minutes walking distance from the school and the city center.
- Possibility to change accommodation in case of justified issues or failure to meet the established conditions.

IN OUR SERVICES

- Guidance and support in organizing your trip, including information on transportation and accommodation.
- Prompt response to inquiries and efficient handling of registrations, within approximately 24 hours.
- Access to local benefits and partnerships, including culture, leisure and commercial services.
- Excellent value for money for all our courses and services.
- Personalized attention and continuous support throughout the student's stay.
- Fast processing of refunds, when applicable according to the established conditions.
- Punctual transfer services, ensuring the smooth organization of arrivals and departures.

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.
- Free WIFI in the whole building.
- Courtyard, balcony and several leisure areas distributed over the building.
- Our school is equipped with all the necessary technical resources to support teaching (digital whiteboard, projectors, CD players, laptops, photocopier, etc.), which enhance the development of classes and academic activities.

DISTRIBUTION

The building has two floors:

- **Ground floor:** Courtyard, interior leisure area, Administration and Management, Break Room (Lecture and Internet), Teacher's Room, 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 leisure 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 focuses 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:** Yeilín González Reinoso.
- **Stand-in:** Sophie L'Enfant Heylighen.
- **Intervention Team:** María Lavín Miguel, Carmen Pérez Sanz and Carlos de Dios Perrino.
- **Stand-ins:** Covadonga Llorente Vigil and Raquel Vaquero Sánchez.

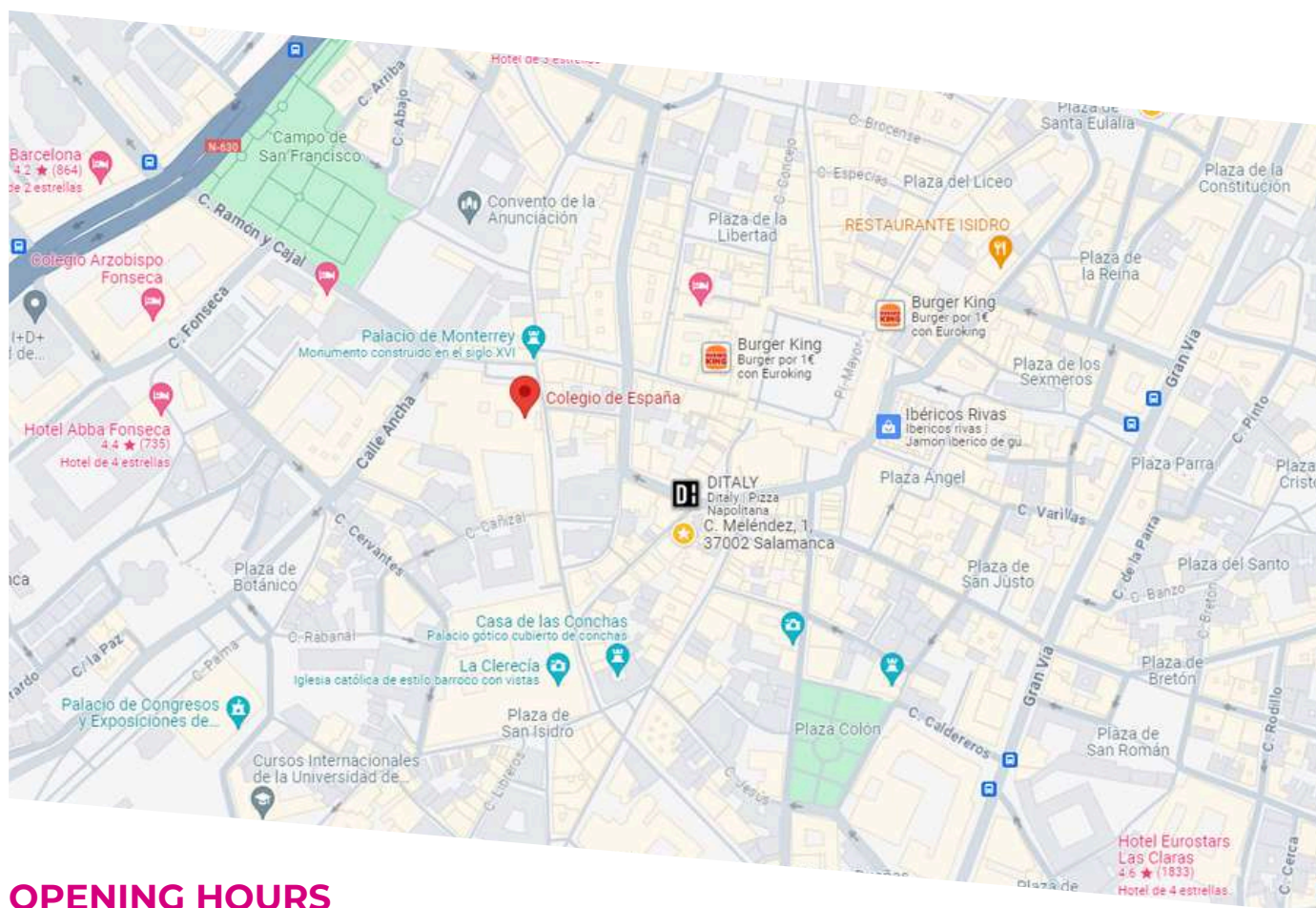
In case of emergency, you can contact Yeilín González Reinoso-Gerente (24h). **Tel. (0034) 645 34 14 30.**

OUR FACILITIES

LOCATION OF THE SCHOOL

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

- Calle Compañía, 65 – 37002 Salamanca



OPENING HOURS

Administration

- Mondays to Fridays, from 8:30 a.m. to 2:00 p.m.

Opening hours for students (library, lecture room)

- Mondays to Fridays, from 9:00 a.m. to 2:00 p.m.

Attention for student with Head of Studies

- Mondays to Fridays, from 11:30 a.m. to 12:00 a.m. and 1:00 p.m. to 2:00 p.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.
VAT B-37293180, tomo 117, folio 138, hoja SA-3882.

MANAGEMENT TEAM

- Yeilín González Reinoso: 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

- Covadonga Llorente Vigil: Spanish language teacher.
- Carmen Pérez Sanz: Spanish language teacher and Spanish and Hispanic-American Civilization teacher. She is also examiner of DELE exams, accredited by the Cervantes Institute.
- María Lavín Miguel: Head of Studies, Spanish language teacher, and instructor of Spanish and Latin American Literature. She is also an accredited DELE exam preparation instructor and examiner certified by the Instituto Cervantes.

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.
- Raquel Vaquero Sánchez: Administration and Digital Marketing.

LANGUAGES FOR CUSTOMER SERVICE

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



ESCUELA ELE
SEGURA COVID-19

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 (BREAKTHROUGH) BEGINNER

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 (WAYSTAGE) ELEMENTARY

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 (THRESHOLD) 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 (VANTAGE) 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) SUPERIOR

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) PROFICIENCY

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

- To complete any of these levels, a minimum of 80 teaching hours is required. However, this number of hours is indicative and does not in itself guarantee successful completion, as this will depend on the student's commitment, class attendance, personal study, and practice of the language.
- 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 9:00 a.m. to 1:00 p.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 9:00 a.m. to 2:00 p.m.: Spanish Language.
- Levels as of from B1: Mondays to Fridays, from 9:00 a.m. to 1:00 p.m.: Spanish Language and from 1:00 p.m to 2:00 p.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 9:00 am. to 1:00 p.m.: Spanish Language and from 1:00 p.m to 2:00 p.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 depts 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 9:00 a.m. to 1:00 p.m.: Spanish Language, from 1:00 p.m. to 2:00 p.m., Communicative contents and from 5:00 p.m. to 6:00 p.m.: 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 (each class session lasts 60 minutes).
- 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 1:00 p.m. or from 4:00 p.m. 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, which formally 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, SIELE and CCSE. You can take your official exams with us, for more information on the examinations, dates, prices, inscriptions, etc., consult our email: info@colegioespana.com.

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 9:00 a.m. to 2:00 p.m.: Spanish Language.
- Levels as of from B1: Mondays to Fridays, from 9:00 a.m. to 1:00 p.m.: Spanish Language and from 1:00 p.m. to 2:00 p.m.: Spanish and Hispanic American Civilization.
- All levels: from 5:00 p.m to 6:00 p.m.: Oral expression.
- Levels: A1, A2, B1, B2, C1 and C2.

This course is aimed towards those persons who apart from widening 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) - ALL INCLUSIVE

- Daily sessions: 4.
- Weekly sessions: 20.
- Timetable: Mondays to Fridays, from 9:00 a.m. to 1:00 p.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. The programme includes: course, accommodation, activities and books.

SENIOR PROGRAM (50+)- ALL INCLUSIVE

- Daily sessions: 4.
- Weekly sessions: 20.
- Timetable: Mondays to Fridays, from 9:00 a.m. to 1:00 p.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. The programme includes: course, accommodation, activities and books.

SPANISH COURSES

FAMILY PROGRAM- ALL INCLUSIVE

- Daily sessions: 4.
- Weekly sessions: 20.
- Timetable: Mondays to Fridays, from 9:00 a.m. to 1:00 p.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. The programme includes: course, accommodation, activities and books.

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

- Weekly/daily sessions: to be determined (each class session lasts 60 minutes).
- 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 p.m. to 5:00 p.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 p.m. to 6:00 p.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 p.m. to 2:00 p.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 p.m. to 6:00 p.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 recuperated. You can consult the holidays on the following link: [prices and dates](#)

ENROLLMENT DEADLINES:

The Colegio de España does not set specific enrollment deadlines for participation in its courses. However, it is recommended to complete registration at least 7 days prior to the start date in order to ensure availability.

MINIMUM AGE

Our school does not establish a minimum or maximum age requirement to participate in its courses. However, the recommended minimum age is 13 years old.

SPECIAL REQUIREMENTS

Before starting the course, you must ensure that there are no restrictions affecting your participation (age, any type of disability, special requests, etc.). To do so, you should contact the school's administration.

PLACEMENT TEST

Before starting your course you 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 or 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). The coursebook used in class (Método: Anaya ELE, Edelsa publishing house) are not included in the course price (they must be paid for on the first day of class, approximately €27.00). Please remember not to write in the books until your level has been confirmed.

NUMBER OF STUDENTS PER CLASS

The average class size is 7-8 students, with a maximum of 12 students per class.



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

During the course, and given the nature of our teaching in small groups, we carry out continuous assessment based on students' performance.

At the end of the course, we conduct an overall evaluation to determine progress and assess whether the student has achieved the intended objectives and their level of proficiency. This evaluation consists of an exam with four parts designed to assess the four language skills.

- **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.

Certificates issued by the Colegio de España do not have official validity (only government bodies can issue official certifications). However, they do hold academic and curricular value.

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

POSTPONEMENTS DURING THE COURSE

Please note that, as a general rule, breaks (holidays, trips, etc.) are not permitted during the course. If you wish to request a postponement, you must inform the school administration at least 2 weeks in advance. If you have booked any additional services (such as accommodation), unused weeks will not be refunded.

PRIVATE OR ONLINE CLASSES

- All classes must be paid for in advance.
- For online classes, the school will send you a link to access the session (usually via Zoom). You must have access to this application and a computer, tablet, or mobile device in order to join (the school does not provide these). The access link provided by the school is personal and non-transferable.
- Once the class has started, the teacher will provide an email address and/or phone number so you can contact them if necessary.
- Private and/or online classes may only be cancelled if notice is given at least 24 hours in advance. Otherwise, the class will be forfeited without refund.

PERSONAL BELONGINGS

The Colegio de España is not responsible for the loss of personal items left or forgotten on the premises, in accommodation, or during extracurricular activities.



NOS
IMPULSA



SPANISH COURSES

INFORMATION

BEHAVIOR

- All students must maintain appropriate and respectful language and behavior toward teachers, classmates, and all members of the school staff, as well as towards the facilities and contracted services (accommodation, transfers, etc.).
- Any form of disrespect, indiscipline, harassment, verbal or physical aggression, abuse, or damage to facilities will result in the cancellation of enrollment without any right to refund.
- All damages or injuries caused to persons or property (medical expenses, damage to facilities and services, repatriation, etc.) will be the sole responsibility of the student.
- Students agree to familiarize themselves with Spanish laws. In the event of any violation, the Colegio de España will not be responsible for handling any related procedures (police, legal assistance, etc.).
- Failure to comply with these rules will result in the termination of the contract and immediate expulsion of the student.

UNDERAGE STUDENTS

The Colegio de España will accommodate students under 18 years of age who participate individually in our courses with host families. Parents or legal guardians must sign a consent form specifying permissions for outings, allergies and other relevant information about the student, which will then be shared with the host family.

In the case of groups of minors, the Colegio de España will receive the code of conduct from the contracting school.

The Colegio de España will not be responsible for any consequences arising from inappropriate behavior, misconduct or violation of the law by the student during their 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%
CZECH REPUBLIC	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 1:00 p.m. to 2:00 p.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 11:30 a.m. to 12:00 p.m. in the Teachers' Room or from 1:00 p.m. to 2:00 p.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 the Head of Studies or your teacher.

For any other administrative issues: lodging, transfers, medical insurance, etc, you can talk to the Administration.

To submit any complaint or claim, you must contact the Customer Service Department via email at info@colegioespana.com. In addition, the Colegio provides students with official complaint forms and a suggestions box.

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+ Taxes included.

To enroll in our courses you must follow the steps indicated on our [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 completed the course reservation, we will send you all the necessary information for your first day of class, the Educational Contract, and the Information Brochure or Student Manual (both of which include the following details: identification of the centre, owner and responsible person of the centre, services offered, course descriptions, registration deadlines, academic qualification of the teaching staff, prices, and other relevant information).

Notwithstanding the above, you can also access this information on our website, where you can download the brochure prior to making your 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). *Santander* Bank, Dirección: Calle Zamora, nº6, 37002, Salamanca.
IBAN: ES08 0049 1550 7420 9008 9658.
SWIFT: BSCHEM33.
- Credit or debit card (American Express is not accepted).
- Paypal.
- Cash on the first day of course.

Important: 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 contracting 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 will issue you an invoice for each payment made, documenting the transaction. This invoice will include the invoice number, the company's legal name and registered address, your full name (in case of minors, it will be issued in the name of the parent or legal guardian), the course description, the billing period to which it refers, itemized amount of all concept, the applicable VAT according to current legislation, and the place and date 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 (€100).

Cancellations of transfers, private classes and/or online lessons made less than 24 hours in advance will not be refunded.

CANCELLATION FOR JUSTIFIED CAUSES

After the established 20-day period and before the start of the 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.

If you wish, you can find more information on the following link: [Terms and Conditions](#).



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 you 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 borne 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 held responsible for any of these expenses which should be paid for before departure.

SPANISH COURSES

REGISTRATION

REFUND AND WITHDRAWAL POLICY

Consumers have the right to withdraw from the contract within 14 calendar days without providing any reason and without incurring any costs, except for those provided in Articles 107.2 and 108 of Royal Legislative Decree 1/2007 of November 16th, approving the revised text of the General Law for the Protection of Consumers and Users (TRLGDCU) in Spain.

When does this right NOT apply?

The right of withdrawal does not apply in the following cases:

- Services that have already begun or have been fully completed.
- Services with a specific date or period (such as courses, accommodation, transport, activities or excursions).
- Digital content that has already started to be used with the user's prior consent.

Important Conditions

- The 14-day period begins from the date the Educational Contract is sent by email.
- If you book a course less than 14 days before its start date, you will lose your right of withdrawal.
- Once this period has expired, the cancellation conditions set out in the contract will apply.

What happens if you exercise your right of withdrawal?

- Your enrollment will be cancelled.
- You will receive a refund of the amount paid within a maximum of 14 calendar days.
- The refund will be made using the same payment method originally used (provided it does not fall under any of the excluded cases mentioned above).

How to request it?

To exercise your right of withdrawal:

- Complete the [withdrawal form](#).
- Send it by email to info@colegioespana.com.
- You will receive confirmation of receipt and, where applicable, confirmation of acceptance of your request.

The right of withdrawal will only be valid if none of the exceptions or waivers indicated in the [General Terms and Conditions](#) apply.

SPANISH COURSES

OFFICIAL SPANISH EXAMS

(DELE, SIELE AND CCSE)

Colegio de España is an official examination centre where you can take different official Spanish exams, as well as receive information and guidance about them.

DELE EXAMS

The DELE (Diploma of Spanish as a Foreign Language) is an official qualification issued by the Instituto Cervantes on behalf of the Spanish Ministry of Education, Vocational Training and Sports which certifies the level of proficiency in Spanish and has lifelong validity.

At Colegio de España, you can take this exam for the different levels (A1, A2, B1, B2, C1 and C2), as well as prepare for it through specific courses designed to achieve the diploma. The course is taught by teachers with extensive experience in preparing these exams and accredited by the Instituto Cervantes as DELE examiners, ensuring rigorous preparation aligned with official assessment criteria.

- More information:
 - [DELE Exams](#)
 - [DELE Preparatory Course](#)

SIELE EXAMS

The SIELE (International Spanish Language Evaluation Service) is an official exam that assesses and certifies the level of proficiency in Spanish through a flexible and fully digital system.

It is promoted by the Instituto Cervantes in collaboration with the University of Salamanca, the National Autonomous University of Mexico and the University of Buenos Aires.

This exam evaluates the different language skills and is characterized by the quick turnaround of results. At Colegio de España, you can take this exam as well as prepare for it through specific courses designed to help you approve.

- More information: [Siele Exams](#)

CCSE EXAMS

The CCSE (Constitutional and socio-cultural knowledge of Spain) is an official exam administered by the Instituto Cervantes and is required in most Spanish nationality applications for residence.

This exam assesses knowledge related to the Spanish Constitution, as well as the country's society and culture.

Colegio de España is an official CCSE examination centre, where you can take this test and receive information and guidance throughout the process.

- More information: [CCSE Exams](#)



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 lodgings 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).

Host families hold an official Certificate confirming the absence of sexual offence records, in accordance with current regulations.

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).



SPANISH COURSES

ADDITIONAL SERVICES

ACCOMMODATION RULES

Please note the following rules:

- In case of any damage upon arrival at your accommodation, you must inform the school administration as soon as possible.
- If you cause any damage to your accommodation due to inappropriate or intentional behavior, the school will not be held responsible.
- Parties are strictly prohibited in the accommodation.
- In Spain, making noise after 12:00 a.m. is not permitted.
- It is not allowed to accommodate other people in your room or in common areas. The accommodation is for the exclusive use of the student who has booked it.
- You must keep your room clean and leave it in the same condition as you found it before departure.
- Upon arrival, both in apartments and host families, you will receive a set of keys, which must be returned before your departure.
- Laundry (once per week) is included in the host family option. If you wish to use this service, you must inform the family. You are not allowed to use the washing machine on your own.
- If you wish to request ironing services, you must inform the family and pay them directly.

USEFUL TIPS FOR YOUR ACCOMMODATION

When assigning your accommodation, we try to take into account your preferences, requests, allergies, etc. Below are some tips to help you understand possible differences compared to customs in your home country (especially if you are staying with a Spanish host family):

MEALS

- Breakfast in Spain is usually light; typically coffee and some biscuits.
- Lunch is the main meal of the day for most Spaniards and is usually eaten around 2:00 p.m.
- Dinner is generally lighter and is usually eaten from 9:00 p.m. onwards.
- If we get hungry between meals, we usually have a *tapa* or a small snack (*pincho*).
- In Salamanca, it is very common to drink tap water (rather than bottled water).
- If you have any dietary requirements, preferences, allergies, or intolerances, you must inform the school administration so that we can notify your host family.



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. Colegio de España reserves the right to modify or cancel any activity if the minimum requirements are not met, in which case the amount paid will be refunded.

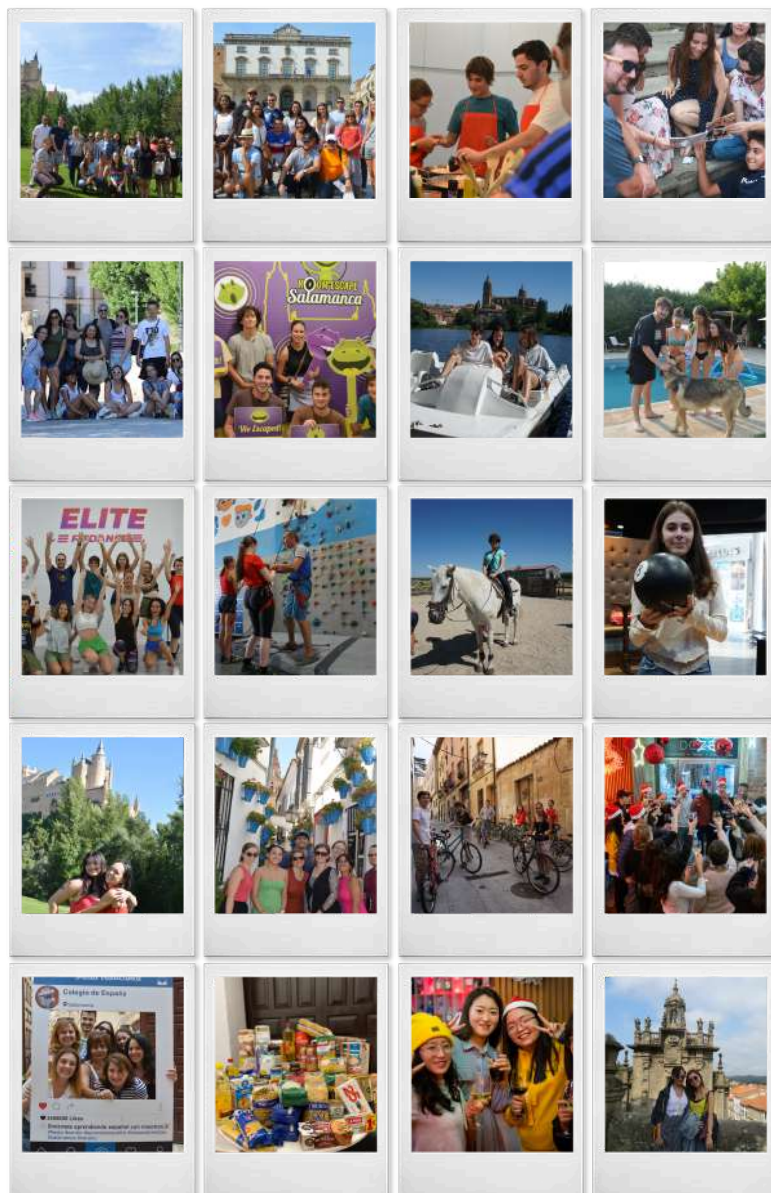
SPANISH COURSES

ADDITIONAL SERVICES

EXTRA-CURRICULAR ACTIVITIES

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

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

ADDITIONAL SERVICES

LAUNDRY

- In shared apartments, you will have access to a washing machine to do your laundry (dryers are not commonly used in Spain and are usually not available in homes). There are also laundromats available throughout the city.
- If you have booked accommodation in a university residence, most of them have washing machines and dryers (this service is not included in the price).

SHOWERS

There is a shortage of water throughout Spain, so we kindly ask you to limit your showers to no more than 10 minutes (baths are not permitted in the accommodation).

MUTUAL RESPECT

Whether you are staying in a shared apartment or with a Spanish host family, there is no curfew for returning home at night (unless you are under 18). However, please be considerate when entering the building or the house if you arrive late, and try not to disturb others.

If you are staying with a host family, you must ask for permission before inviting any friends or classmates into the home.
If you are staying in a shared apartment, you must keep your room clean and help maintain the common areas of the house.

Anything you use in the kitchen must be cleaned and left ready for other students to use.

It is important to travel with an open mind (tolerant and free of prejudice) so that your stay is as enriching and comfortable as possible. Everyone will need to adapt—both you and your host family or roommates.



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:

- Upon your arrival at Adolfo Suárez Madrid-Barajas Airport.
- In Salamanca: you can go to any bank or cash dispenser. There are also exchange offices.
- 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 others.

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



SPANISH COURSES

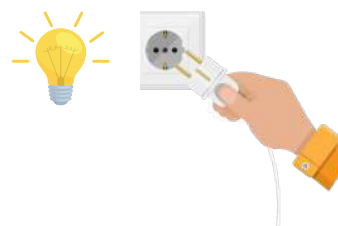
INFORMATION AND BASIC ADVICE

GENERAL INFORMATION ON THE COUNTRY

ELECTRICITY

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

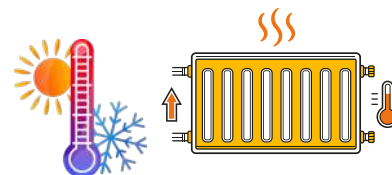
If the voltage in your home country is different to the one used in Spain, you can buy an adaptor. You can bring it or if not, upon arrival, buy it in some supermarket or hardware store.



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 any noise.



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-€7.50
Coffee, chocolate, tea	€2.00
Refreshments	€2.50
Mineral water	€1.50
Beer and Tapa	€3.50-€5.00
Loaf of bread	€0.90
Menu at restaurant	€19.00
University Cafeteria	€6.00
Newspaper	€1.90

Movie	€7.00
Theatre	€10.00-€30.00
Music concerts	€10.00-€30.00
Gym (monthly)	€35.00-€45.00
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 price is approximately €22.70 (one way).

For more information on timetables and reservation, consult [Monbus](#).

- **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* at *Calle Méndez Álvaro, 83*:

- **TAXI:** the taxi fare between Madrid-Barajas Airport (MAD) and the city centre (within the M-30 ring road) is a fixed official rate of €33.00. This price does not include additional charges for luggage or pre-booking and applies 24 hours a day, every day of the year.

- **METRO:** about €5.00. 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 [Metro Madrid](#).

Once you have reached the bus station, you should get a ticket to Salamanca, in this case also with the company [Monbus](#).

From this station, generally there are buses that leave for Salamanca every hour, from 6:40 a.m. to 10:30 p.m.

- **DIRECT BUS**, the trip takes about two hours and a half. Its price is around €14.40 (one way).
- **STOPPING BUS**, the trip takes about three hours and a half. Its price is around €14.46 (one way).

For more information, consult [Monbus](#).

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

- **TAXI:** about €33.00 (fixed rate from the airport). The taxi service operates 24 hours a day.



CURSOS DE ESPAÑOL

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HOW TO GET TO SALAMANCA

- **METRO:** around €5.00. 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 [Metro Madrid](#).

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 7:50 a.m. to 9:30 p.m.

- ALVIA (express), trip takes 1 hour and 45 minutes. The price is approximately €30.00–€45.00.
- AVANT (media distance), trip takes 2 hours and 40 minutes. The price is approximately €33.00.
- AVANT (regional express), trip takes 2 hours and 50 minutes. The price is approximately €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:** the price of a taxi from Valladolid Airport (VLL) to the city centre is approximately €26. The journey takes around 15–20 minutes and additional charges may apply. The taxi service operates 24 hours a day. The bus station is located at *Calle Puente Colgante, no. 2*.

At the bus station, you can buy a ticket for Salamanca, with [Avanza Bus](#).

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 7:00 a.m. to 21:45 p.m. The trip takes one hour and a half and costs about €11.00.

For more information, consult [Avanza Bus](#).



CURSOS DE ESPAÑOL

INFORMATION AND BASIC ADVICE

HOW TO GET TO SALAMANCA

TRANSFER SERVICE FROM THE SCHOOL

To request a private taxi pick-up or transfer service, please take into account the following information:

- All details (flight number, airline, arrival time, city of origin and destination) must be sent at least 7 days before your arrival.
- Before your trip, we will send you the driver's name and phone number by email. Upon arrival in Spain, the driver will be waiting for you at the entrance of your terminal.
- Cancellations must be communicated at least 7 days before your arrival. Otherwise, Colegio de España will not refund the service.
- In case of a delay on the day of your flight, you must contact the driver to inform them of any changes.
- In the event of a flight modification or change, you must inform us as soon as possible so that the necessary arrangements can be made (please note that the school is closed on weekends and public holidays). If this information is communicated on the same day of the flight and coincides with a weekend or public holiday, the school will not be responsible for the change nor refund the service.
- Parents or guardians wishing to arrange this service for minors must check the requirements set by the airline and the airport in Spain. They must also complete the required documents and provide the school with all necessary information for the pick-up.
- In all cases, the transfer service operates from the airport to the address of the booked accommodation (host family, shared flat, residence, etc.).

We also offer a pick-up service from Salamanca train or bus station to your accommodation. For more information, please contact 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 8:30 a.m. to 8:30 p.m. (Saturdays and Sundays closed).



BANKS AND EXCHANGE OFFICES

Most banks open from 9:00 a.m. to 2:00 p.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 9:30 a.m. to 10:30 p.m.; Saturday, Sundays and public holidays: From 11:00 a.m. to 7:00 p.m.

SHOPS

Generally shops are open (Mondays to Fridays) from 10:00 a.m. to 2:00 p.m. and from 5:00 p.m. to 9:00 p.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).
- Centro Comercial y de Ocio El Tormes in Santa Marta.

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 del 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. [Check out the itineraries and timetables](#). You can pay for each trip or buy a travelling card.

Also, you can catch a taxi, calling +34 923 25 00 00. [Taxi Salamanca](#).

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 doesn't rain a lot.

You can consult weather in Salamanca on the following link: [AEMET Salamanca](#).



SPANISH COURSES

INFORMATION AND BASIC ADVICE

PRACTICAL ADVICE FOR YOUR TRIP



DOCUMENTS

Check all your documentation before your trip, make sure 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 [Embassies and consulates](#).

VISA

- If you need a visa, you must contact the Spanish consulate or embassy in your country to check the requirements.
- Colegio de España will provide the necessary documents for the visa application (admission certificate, invoice including all contracted services, and course programme if required), provided that the full amount of the course and all services have been paid for.
- If you require original documents, courier costs will be at your expense.
- In case of visa refusal, you must send a copy of the letter issued by the embassy by email. In this case, the grounds for cancellation shall apply in order to process the refund.
- If you do not receive a response to your visa application before the start of your trip, you may change your course dates. In this case, you must notify us by email at info@colegioespana.com.
- Once the visa has been granted to study at our centre, you will not be able to cancel, modify or shorten your course.
- If you enrol for a course to apply for an extension of your stay in Spain, the course dates cannot be modified until your application has been processed. In case of refusal, you must provide a copy of the letter received in order to proceed with the refund (the grounds for cancellation shall apply).
- Please note that all students who obtain a study visa are required to attend 100% of the course hours. In the event of three unjustified absences, the centre will be obliged to report these absences to the immigration authorities and the relevant consular offices. To obtain the course completion certificate, a minimum attendance of 80% is required (in accordance with Instituto Cervantes guidelines).

SPANISH COURSES

INFORMATION AND BASIC ADVICE

PRACTICAL ADVICE FOR YOUR TRIP

HEALTH AND MEDICAL INSURANCE



To participate in our courses, you must have medical and/or travel insurance that covers both medical expenses and repatriation, if necessary.

Students from the European Union must apply for the European Health Insurance Card (EHIC) in their home country before traveling to Spain. This card is free of charge and provides access to necessary healthcare services. Students from outside the European Union must bring valid medical or travel insurance that includes coverage for medical expenses and repatriation if required.

No type of insurance is included in your enrollment, and the Colegio de España will not be responsible for any issues arising from the lack of such coverage.

The school holds Public Liability Insurance, which does not include repatriation.

For more information about the terms and conditions of this policy, please contact the administration at info@colegioespana.com.

For those interested, the Colegio offers the option to purchase Tourist Medical Insurance. The approximate cost is €55 per month, and it includes healthcare coverage (medical and surgical treatment, hospitalisation, etc.), personal accident coverage, and luggage loss. Dental treatment is not included. If you wish to purchase this insurance, you must indicate it when completing your enrollment.

In Case of Emergency

You may go to the following hospitals in Salamanca:

- Hospital Clínico: Paseo San Vicente, 88-182
- Hospital Virgen de la Vega: Paseo San Vicente, 58
- The emergency telephone number in Spain is 112.

Pharmacies

There are many pharmacies throughout the city. If you are undergoing medical treatment, it is very likely that you will be able to obtain your medication in Spain, although the name of the medicine may differ. We recommend checking the equivalent medication in Spain before your departure. Whenever possible, we advise you to bring the necessary medication for your stay and/or a prescription for its purchase (if required).



Contact

Colegio de España

Calle Compañía nº 65, 37002.

Salamanca. España

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

info@colegioespana.com

www.colegioespana.com



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