

# Starting dates for intensive, special intensive, combined courses and courses + internship

Courses start every Monday for beginners to advanced levels.

# PUBLIC HOLIDAYS WITHOUT CLASSES:

1st January (Friday) New Year
6th January (Wednesday)Epiphany
24th March (Thursday) Easter
25th March (Friday)Easter
25th July (Monday) National Holiday
15th August (Monday)Assumption
9th September (Friday)Local Holiday
12th October (Wednesday)Hispanic Day
2nd November (Monday)Monday following All Saints' Day
9th November (Wednesday)Almudena's Day
8th December (Thursday) Monday following Constitution Day
9th December (Friday)Immaculate Conception

\*The public holidays listed above may undergo future changes due to Madrid's local laws. Responsibilities won't be assumed should any changes regarding local or national holidays occur.



#### CHRISTMAS HOLIDAYS:

26th December 2016 ......2nd January 2017

#### Please note:

There are no classes on national and local holidays. These classes are not recoverable, except in the case of Individual Courses and Teacher Training Courses.

Classes are held from Monday to Friday. The school is closed on Saturdays afternoon and Sundays.

1 lesson = 45 minutes.

Timetable of General Courses: 9:30 - 13:00 / 15:00

Groups have a maximum of 10 and a minimum 4 students.

The minimum age for students is 16 years. Students under 18 years of age need written permission from their parents.

All prices in Euros.



### **General Courses**

#### INTENSIVE COURSE 22 lessons / week

20 lessons / week / group	+ 2 lessons / week Spanish and co	nversation.
1 week	20 lessons	215 €
2 weeks	20 lessons	395 €
Additional week		185 €

Accredited in Germany (Hamburg, Berlin, Nordrhein-Westfallen, Mecklenburg-Vorpommern, Rheinland-Pfalz, Sachsen-Anhalt, Schleswig-Holstein) as "Bildungsurlaub".

#### SUPER INTENSIVE COURSE

#### 32 lessons / week

20 lessons / week / group + 10 lessons / week in small group

+ 2 lessons / week Spanish and conversation.

1	week	30	lessons	3	375 €	€
2	weeks	60	lessons	3	710 #	€
A	dditional week				355 #	€

Accredited in Germany (Hamburg, Berlin, Nordrhein-Westfallen, Mecklenburg-

Vorpommern, Rheinland-Pfalz, Sachsen-Anhalt, Schleswig-Holstein) as "Bildungsurlaub".

#### COMBINED COURSE

#### group + one-to-one, 32 lessons/week

20 lessons / week / group + 10 lessons one-to-one / week

+ 2 lessons / week Spanish and conversation.

1	week	20+10	lessons	 510€
2	weeks	40+20	lessons	 975€
A	dditional week			 465 €

Accredited in Germany (Hamburg, Berlin, Nordrhein-Westfallen, Mecklenburg-Vorpommern, Rheinland-Pfalz, Sachsen-Anhalt, Schleswig-Holstein) as "Bildungsurlaub".

#### **LONG TERM COURSE**

20 le	essons / week / group + 2	lessons / week Spanish and	d conversation. From 24 weeks
24	weeks	480 lessons	3440 €
32	weeks	640 lessons	4200€
Ad	ditional week		125 €

<sup>\*</sup>This special price is only available if the total programme price is paid in advance.

# GAP YEAR + DELE EXAM PREPARATION COURSE

24 lessons / week / group + DELE preparation (4 weeks in group)

+ 2 lessons/week Spanish and conversation.

24	weeks	576	lessons	 4150€
32	weeks	768	lessons	 5475€
Ad	ditional week			 160€

<sup>\*</sup>This special price is only available if the total programme price is paid in advance.

# COURSE + INTERNSHIP IN MADRID

20 lessons / week / group + 2 lessons/week Spanish and conversation.

#### **ONE-TO-ONE**

Timetable to be confirmed by TANDEM. • Starting from 20 lessons. Lessons last 45 min.
20 private lessons
30 private lessons1140 €
In the event of two students enrolling for the same Individual Course, we will offer
each student a 15% discount on the course fee and they will have classes together.
1 private lessons38 €

#### ONLINE SPANISH COURSE: **AVE COURSE**

The Spanish Virtual Classroom is an Internet-based educational platform set up to

provide opanion courses sinne as from a months.	
3 months without a tutor	30€
3 months with a tutor in a group250 € / gr	roup
min. 5 students	
3 months with a private tutor 45	50€

### **SUMMER JUNIOR** PROGRAMME Individuals

AGE: 15-17 • SPANISH COURSE: 4 classes / day 09:30-13.00 • CULTURAL PROGRAMME: daily activity, from Monday to Friday, as well as a weekend excursion.

• ACCOMMODATION AND BOARD: Family home, single room, full board • the families accompany the students to the school . TRANSFER: from and to the airport.

2 weeks......1170€

Courses starting dates: 27th of June, 4th and 18th of July 2016.

\*\*Also for closed group / Personalised quotes on request

#### SUPERLEARNING SPANISH COURSE

Course, focused in Super learning and Suggestopedic method, allows you to learn Spanish language in an amazingly effective way • All levels • From 20, 30 or 40 lessons /week • Lessons last 45 minutes

20	private	lessons	760	€
30	private	lessons1	114	€

# **Extensive Spanish** Language Courses

Registration fee:......30 €

#### 1 OR 2 DAYS /WEEK

4 lessons/ week/ group • All levels • from 4 to 24 weeks • free Spanishlevel test • Timetable: on request.

2 DAYS WEEK Monday and Wednesday afternoon or Tuesday and Thursday afternoon.

1 DAY WEEK Friday Morning or afternoon and Saturday morning.

4	weeks	16	lessons	 115 €	
8	weeks	32	lessons	 .225€	

### **Spanish Courses for Groups**

(all year round)

Personalised quotes on request. Minimum 8 participants.

We organize special European programmes for ERASMUS + and LEONARDO (PON programmes for Italy, DELE Programs and Spanish and Internship Programs).

#### **GROUP PROGRAMME** (from one week)

Secondary schools, primary schools, educational institutions, universities, friends • STUDENTS: From 5 to 40 people + monitor • SPANISH COURSE: 4 hours/day 09:30-13:00 • CULTURAL PROGRAMME: daily activity, from Monday to Friday, as well as a weekend trip • ACCOMMODATION AND BOARD: Double room with a family on half-board basis (breakfast and dinner) or in Student Residence. • TRANSFER from and to the airport.

#### MADE TO MEASURE MINI-COURSES

3, 4 or 5-day course starting and ending on a weekday, with classes in the morning and cultural activities in the afternoon and at the weekend.

#### 2 CITIES COMBINED COURSE

One week in the vibrant cultural capital city of MADRID and one week in one of these fascinating cities: VALENCIA, SAN SEBASTIAN, GRANADA, CÁDIZ, TOLEDO, SEVILLA. You can start the programme in the city of your choice; we recommend you check the most economical flight available from your city.

Secondary schools, primary schools, educational institutions, universities, friends ulletSTUDENTS: From 5 to 40 people + monitor • SPANISH COURSE: 4 hours/day 09:00-13:00 • CULTURAL PROGRAMME: daily activities from Monday to Friday, as well as a weekend trip • ACCOMMODATION AND BOARD: Double room with a family on halfboard basis (breakfast and dinner) . TRANSFER from and to the airport in Madrid.

#### SUMMER JUNIOR PROGRAMME IN EL ESCORIAL

AGE: 11-16 • DATES: June, July and August • SPANISH COURSE: 4 hours/day • CULTURAL PROGRAMME: daily activity, from Monday to Friday, as well as a weekend excursion to Madrid • ROOM AND BOARD: Accommodation in Real Colegio Alfonso XII, San Lorenzo de El Escorial, double room with full board, sports facilities • TRANSFER: from and to Madrid airport- San Lorenzo del Escorial. 2 weeks......1225 € 

# 1 + 1: SPANISH COURSE 1 WEEK IN MADRID + 1 WEEK TRAVELLING **AROUND SPAIN** (VALENCIA AND BARCELONA

or CÓRDOBA AND SEVILLA) SPANISH COURSE IN MADRID: Accommodation in individual room with half board staying with a chosen Spanish family • 1 week Spanish Intensive Course in Madrid •

Cultural Activities in the afternoon • One-day trips to Toledo or, Segovia at the weekend. 1 week travelling: Valencia and Barcelona or Córdoba and Sevilla

#### Spanish for Professionals

#### IMMERSION SEMINAR IN MADRID

20 / 30 / 40 lessons / week

Content: General Spanish and culture; Spanish for specific purposes . Optional: lunch with your teacher and/or cultural programme • Minimum 1 week / 20 lessons • Lessons last 45 minutes.

- \*We can also organise immersion seminars outside Madrid.
- \*\*Quotes on request

### **Courses for Exam Preparation**

PREPARATION COURSE FOR THE OFFICIAL SPANISH PROFICIENCY DIPLOMA (DELE)

<sup>\*\*</sup>Quotes on request

#### DELE COMBINED COURSE

All courses prepare students for the "Certificado Inicial", "Diploma Intermedio" and "Diploma Superior" exams. All levels

20 lessons / week / group + 10 private lessons / week.

TIMETABLE: Mornings: 9:30-13:00 general Spanish course / 13:30-15:00 private lesson for the DELF exam.

1	week510 €
2	weeks975€

#### **DELE EXTENSIVE COURSE**

1 OR 2 DAYS / WEEK IN THE AFTERNOON)

- 4 lessons / week / group All levels from 8 to 24 weeks free Spanish level test
- . Timetable: on request

8 weeks	25€
12 weeks	30€

#### **Teacher Training Courses**

No registration fee

#### AIM TO BE AN ELE TEACHER

Aimed at: native or non-native speakers interested in teaching Spanish as a foreign language and without previous training in this field, as well as for beginners.

110 hours (60 class units of theory + 40 units of class observation and practice lessons + 8 hours tutorials + 2 hours presentation of teaching material delivered by publishers.

TIMETABLE:

OPTION A: Monday, Wednesday and Thursday from 18.00 to 21.00.

OPTION B: Friday from 17 to 21 and Saturday from 09.30 to 14.00.

OPTION C: Monday, Wednesday and Thursday from 10.00 to 13.00. STARTING DATES:

WINTER TERM: from Monday 11th of January to Thursday 31st of March. SPRING TERM: from Monday 4th of April to Thursday 23rd of June.

### INTENSIVE INTRODUCTORY COURSE TO BECOME A SPANISH TEACHER

Aimed at: native or non-native speakers (with B2 level) interested in becoming a teacher of Spanish as a foreign language and without previous training in this field. 4 weeks comprising 60 hours (45 hours lessons + 15 hours class observation and tutorials): Timetable: 45 hours from Monday to Friday from 17:30 to 20:30 + 15 hours at different times, to be chosen according to available class observations
STARTING DATES: From 1st to 26th of February; from 4th to 29th of April; from 6th of June to 1st of July; from 1st to 26th of August; from 3rd to 28th of October; from 7th of November to 3rd of December.

# INDIVIDUAL ELE TRAINING COURSE FOR NON-NATIVE SPEAKERS.

Non-native Spanish teachers in primary or secondary schools, universities and private language centers, who are interested in teaching E/LE and wanting to improve their knowledge of Spanish in the classroom and who, at the same time, would like to obtain the necessary didactic tools for their work as teachers. Persons wanting to apply for an ERASMUS + grant.

This course consists of 20 language class units in an advanced group (B2 or C1) with a maximum 10 participants + 10 individual refreshment lessons to update teachers on the didactics of teaching ELE, made-to-measure the actual needs of the teacher: 9.30-15.00 (6 lessons/day)

# EXPERIENCE TUTORIALS AND PRACTICE LESSONS

If you already have specific ELE training but you're in need of more security and have little or no experience in teaching Spanish, this is your course.

From Monday to Friday from 09.30 to 14.00 all year long

2 weeks 4,5 hours/day (45 hours).

## **Spanish With Passion**

#### **GOURMET PASSION**

#### A PASSION FOR ART

#### FOR FLAMENCO

20 Spanish lessons / week - 4 lessons / day + 2 lessons Spanish and conversation

+ 5 private flamenco lessons (1 hour / week)

2 weeks, 40 Spanish lessons + 10 flamenco classes ......695€

\* Those programmes must be booked at least one month in advance

\*\* Other types of Spanish courses or different visits are available on request; please ask for an estimate quote.

# TANDEM

ESCUELA
INTERNACIONAL
MADRID
C/MARQUES DE CUBAS 8
28014 MADRID
TEL. + 34 915322715

Accommodation regitration fee:
Indicated prices are for 7 nights.
Hotel * * *  Single Room
Hostel   Single Room 336 / week €   Private Bathroom, Phone, TV, Half Board   Extra day 48 €
FamiliesSingle Room + Breakfast175 €Extra night25 €
Single Room + Half Board
Single Room + Full Board
Double Room + Breakfast
Double Room + Half Board
Double Room + Full Board
Families Plus (with Private Bathroom) Single Room + Breakfast
Single Room + Half Board
Single Room + Full Board
Families "Self-catering"  Shared with Spanish people, single room with use of bathroom and kitchen, expenses included.  1 week

• Students must check in to accommodation after 12 noon on Sundays

• Changes of accommodation need to be made on Sundays after 12 noon.

AccommodATION

### **TANDEM Madrid** Student Residence

Single Room + Private Bathroom From 1 to 13 nights From 14 to 41 nights	
Single Room + Shared Bathroom From 1 to 13 nights From 14 to 41 nights	
Double Room + Private Bathroom From 1 to 13 nights From 14 to 41 nights	
Double Room + Shared Bathroom From 1 to 13 nights From 14 to 41 nights	

Price includes: Bed sheets, blankets, cleaning service, use of kitchen, air conditioning, TV with satellite channels; telephone, free Wi-Fi Internet access, own car park; free Internet access in the Reception area. The accommodation is available from 12:00 noon on the Sunday prior to the first day of the course (Monday) until 11:00 noon on the Sunday after the last day of class (Friday).

#### Other services

Spanish Level test at the end of the course you can take
a final level test
Airport transfer (One Way)
Travel Insurance
Fee for European Citizens

Fee for NONEuropean Citizens .......27 € / week 

# general conditions

# Upon signing the inscription form or payment of reservation fee, the student accepts the terms and conditions underwritten in this document.

- 1. The course fee includes: enrolment, course book, information about the school and Madrid, some cultural activities, Internet and Wi-Fi access at the school, attendance and level certificate (please note that our courses don't lead to an official certificate). TANDEM PARTNER Service provides a book, film and music CD loan service. We offer a student assistance service (purchase of tickets, information on transport, etc.). Tutorial sessions with teachers. International Student Identity Card (Isic). There is a registration fee of 50 € besides the course fee in intesives courses.
- Not included in the course fee: Airport transport, travel health insurance, some activities in the cultural program, final examination, DELE examination fees.
- 3. Included in the accommodation fee (30  $\in$ ) : organizing and scheduling accommodation.
- 4. TO RESERVE: please send us your completed registration form by post or email. You can also register online using the form on our website: www.tandemmadrid.com.
- 5. PAYMENT. Upon reception of your registration form we will email you to confirm your reservation with a breakdown of the course and accommodation fees. You will be requested to pay a deposit of 200 €, which will be deducted from the final invoice (this is non-refundable). After reception of the payment of the deposit (200 €) or the total amount of the program you will be formally registered at the school. You will receive then the confirmation of your course, a level test and detailed information of the course and accommodation. f this advance payment is not received within the prescribed period, we reserve the right to cancel the reservation. We will not accept any payment without receiving the enrolment form. The remainder of the course and accommodation fees must be paid in Euros, by bank transfer 15 days prior the beginning date of the Spanish course or in cash or credit card on the first day of the course in our office. Discounts are only possible in cash and bank transfer payments. Payment should be made to our bank account at:

TRIODOS BANK

Bank 1491, Agency 0001, DC 27, Account 2077137723 IBAN: ES4914910001272077137723 BIC: TRIOESMMXXX

Please send us a copy of the bank receipt by email (spanishcourses@tandem-madrid.com). Please include your name and the type of course you are attending. All bank commissions are payable by the student. Group programs: to book, the institution in charge of the group must pay 20% of the full price at least 4 weeks before arrival.

- 6. COURSES. TANDEM Madrid will place the student in a suitable group for his/her level. Any level or schedule changes requested by the student must be approved by the Head of Studies and is subject to availability. The student will be given a schedule in the week prior to the beginning of his/her course. Nevertheless we reserve the right to change the latter according to our organizational needs. The minimum age for students is 16 years' old, except in the Junior Courses; students younger than 18 need a written authorization from their parents. Violence or disrespect to other students or TANDEM employees (due to religion, gender or sexual orientation) may result in the student being expelled from the school.
- 7. CANCELLATION, POSTPONEMENT OR INTERRUPTION OF COURSES: if cancellations are made by the students 2 weeks or more prior to the course start date, TANDEM MADRID will refund the full cost of the program (if full payment was made in advance), with the exception of the 200 € course deposit. No refund will be made for cancellations of courses cancelled within 15 days of the course starting date. Cancellations will not be

accepted unless made in writing. For security reasons, cancellations cannot be made over the phone.

Number of students per class: groups will have a minimum of 4 students and a maximum of 12 students. If there are not enough students to make up a group, before the course starts or during its development, students will be offered a place in a smaller group or one-to-one class, and the teaching time will be reduced according to the paid amount. Students who start but do not finish their program will not be refunded any amount of course and accommodation fees.

#### 8. CANCELLATION, POSTPONEMENT OR INTERRUPTION

OF ACCOMMODATION. The student must notify us of his/her approximate arrival time in Madrid at least one week before the course begins. EUROPA PLUS TANDEM (TANDEM MADRID's partner agency which arranges accommodation and airport transport) reserves the right to change the accommodation before the student's arrival for another one of similar or identical characteristics without prior notice and at no additional cost. Double room bookings will be accepted only for people who travel together. Students will not be refunded for the postponement or cancellation of accommodation once the course has started and the student has stayed in the accommodation.

TANDEM will keep 100 € if a cancellation of accommodation is made within 15 days before the course's beginning date.

If the student requests a change of accommodation, a fee of 30 will be charged. Any changes, when requested, are subject to availability. If the change entails additional costs, the student will be notified of this and will have to cover these costs before the change takes place. Except in special cases, all changes of accommodation must be made after 12 noon on the Sunday. The student must comply with the landlord's/accommodation rules. Failure to comply with the rules may result in the student being expelled from the accommodation.

- 9. AIRPORT PICK-UP SERVICE. Flight information (departure city, date and flight number) must be confirmed in writing at least one week prior to arrival, otherwise TANDEM MADRID will accept no responsibility for picking up the student from the airport and no refund will be given or if delays and changes to flight schedules are not notified in advance. We will provide the student a telephone number in which he/she can contact the person in charge of transportation. This person will wait at the most 60 minutes after the planned time of flight's arrival. If the student does not contact her, the service will be cancelled. However, the student must pay for it.
- 10. INSURANCE. All students taking courses have insurance cover. TANDEM accepts no responsibility for accidents that occur outside the school, or for the loss or theft of personal belongings on our premises. We therefore recommend you take out an insurance policy in your country of origin.
- 11. HOLIDAYS. Classes that fall on a national or local holiday (Madrid) cannot be recovered at a later date and no refund will be given. One to one lessons will be recovered.
- 12. VISAS: for students from non-EU member states. EU citizens (from the European Union) do not need a visa to attend courses. Non-Ell citizens (from countries that are not in the European Union) should contact the relevant Spanish Embassy or Consulate for information on the requirements for studying in Spain. If the student needs a letter of confirmation from the school to apply for a visa. the program and accommodation fees must be paid in full before the requested documentation will be sent. Payment in this case will only be accepted by bank transfer. When TANDEM MADRID receives it, the letter of confirmation will be sent to the address provided by the student. If the student prefers to have the documentation sent by courier (e.g.: UPS), he/she must pay the delivery costs in advance. This applies both to individual students and group programs. The student is responsible for his/her

visa application process at all times, TANDEM MADRID accepts no responsibility whatsoever in the event of visa refusal. If the student is unable to attend a course because his/her visa was refused, he/she must submit the official document of refusal (with the date, signature and stamp) issued by the relevant Spanish Embassy or Consulate, clearly indicating the student's name, passport number and visa application. For a refund of the advance payment, TANDEM MADRID must be notified of the cancellation in writing (attaching the document of refusal) at least 15 days prior to the course's starting date. The same conditions as in point 7 are applicable to refusal of entry. Discounts and promotions do not apply to courses that require the aforementioned letter of confirmation.

- 13. DATA PROTECTION. I. In accordance with the Organic Law 15/1999 of December 13, on personal data protection, we inform the Student that upon signing this document, the Student consents that data presented upon inscription will be included in a file called TANDEM International School S.L. The aim is to use this file to manage the Student's academic, economic and administrative development in TANDEM International School, S.L.On the other hand, we state that for the duration of the Student's inscription at the school, images of the Students may be taken and used for the photographs or video collections, to be used as graduation photographs and other designed to inform and/or make other activities the school known to the public via paper publications or to be included on their web page www.tandem-madrid.es and www.tandemmadrid.com, as well as to be included in information flyers belonging to TANDEM Escuela Internacional, S.L. The processing of the Student's 'images is done with all the respect due to the individual in accordance with the Organic Law 1 / 1982 of May 5, Protection of Civil Right to Honor, to personal and family privacy and image, by eliminating any caption or film that may go against their basics rights. These images will not have other uses than those hereby expressed, nor will they be assigned to third parties, except by those expressed in this authorization.
- II. Personal data transfer or communication. Payment of school fees through financial or banking bodies necessarily included the transfer of personal data to these third parties. In turn these data will be under the protections of the ministries, public bodies and organisms and what these may demand of TANDEM International School, S.L. In any case, the assignments and transfer of information will done within the rules of law, not being to use the data for any other for purposes other than those for which they have been collected.
- III. The exercise of rights. Regarding personal data provided, the Student has the right to access, rectify and cancel this information , by sending a written petition addressed to TANDEM Escuela Internacional, S.L. LOPD Secretaría Académica. Calle Marqués de Cubas, 8, CP 28014, Madrid or via e-mail to the following address: tandem@tandem-madrid.com. In the same way the Student can state at any moment his/ her opposition to TANDEM Escuela Internacional, S.L. or its close associates to sending any commercial communications.

#### 14. DURATION AND SCOPE OF THESE GENERAL

**CONDITIONS.** These General Conditions are to be applied and are annexed to the specific conditions established in the specific program of the academic year given to the Student. Both documents are considered the contract of non-academic education that rules the relationship between the school and the Student.

The general conditions of this contract will be implemented for the duration of any course the Student may hire, as of the date s/he signed this contract upon which, with the exception that these may be modified, will be applied to the courses and program that the Student may hire in the future via subscription to the Specific Conditions of each course, in other words, through the subscription of a specific program in the future hired by the Student. When the General Conditions of his/her contract is modified, these will be updated through different specific documents of each course.