

## *TRAVELLING TO SEVILLE*

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**SEVILLE IS ART, HISTORY AND CULTURE** Seville is situated in the southwest of Spain within the autonomous region of Andalusia, famous for its sun , folklore, hospitality, bullfighting and wines, also for its third millennium culture and technological progress, unspoilt countryside, and modern urban development, open country and cosmopolitan beaches. Only one hour to Portugal and Morocco, it is near to the legendary cities of Cordoba and Granada, and surrounded by fascinating historic towns.

We are less than three hours from Madrid by AVE (High Speed Train) and two hours from Malaga international airport. Seville also has its own international airport.

With its easy-going lifestyle, this Southern Spanish city is a true metropolis with a population of 800,000 inhabitants (more than a million including its urban community). Seville has undergone profound changes in the last few years, thanks to the 1992 World Expo. The city has been endowed, in effect, with infrastructures which have turned it into a modern city ready to take on the challenges of the third millennium. Seville has, nevertheless, succeeded in conserving its role as guardian of the most deeply rooted traditions of Spanish culture. Its prestigious monuments (the Cathedral, the Giralda, the Golden Tower, the Alcazar Palace, etc.) bear witness to this fact. Its popular festivals (Holy Week and the April fair) continue to enliven the city which never ceases to amaze and captivate travellers. It is certain that life in Seville has something truly special about it, what Sevillans call "el duende", or a certain magical quality. Its liveliness and good climate are permanent; enjoyed both day and night. Its cuisine is considered a ritual by all, right down to anyone who wishes to take their first step along "the route of tapas" which will lead them "de tasquita en tasquita" (from tavern to tavern) savouring dishes full of both flavour and originality.

Seville is also known for its two universities of more than 70,000 students, its theatres with first class performances and concerts, flamenco "tablaos" venues, and cinemas, not to mention its famous bullring (La Real Maestranza) which figures among the most prestigious in the world. In short, in Seville, it is as if modernity and tradition have joined paths toward the future.

**WELCOME TO IELE ...** Spanish is the second language of the world as a vehicle of international communication, the third as the political, economic and cultural language and the fourth by number of speakers, with 380 million speakers who use it as a first language. Its knowledge permits one to communicate with millions of people.

Our years of experience have permitted us to create a program of education specified for each person. One achievement of which we are very proud is that more than half of our students come to IELE because they have heard of us through previous students, many of whom visit us again. This is very rewarding. In our classrooms, students from different countries as well as of distinct races and beliefs, attend classes which are open to all cultures.

If you wish to learn Spanish in a warm and informal atmosphere under the guide of friendly and professional staff, IELE is the right choice for you. We will do everything possible to make your stay here an enjoyable and successful one.

Welcome and thank you for choosing IELE.

Macarena Hidalgo Portillo

Director-founder

## *IELE, THE SCHOOL*

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IELE is a medium-sized school with a human dimension, we distinguish ourselves by using personalized and informal teaching methods.

IELE is a private school dedicated exclusively to teaching Spanish as a foreign language. We also organize accommodation for those interested.

The school is right in the centre of Seville in one of the most lively and picturesque quarters of the city, 50 metres from the Cathedral and 200 metres from the Town Hall, in a traditional nineteenth-century style Sevillian house. The house has been totally modernized and offers all the necessary up-to-date facilities.

IELE caters for a maximum of thirty students per session. These students mainly come from Europe, the United States, Japan, Australia and Brazil.

You will find yourself among students of all ages and occupations and from a variety of different cultures, in a warm and friendly atmosphere. This has given us the good name that we enjoy today.

**TEACHING**

What is our teaching objective? Our basic aim is to maximize your knowledge of Spanish, whatever your length of stay. We offer efficient and pleasant courses. We have a wide variety of courses with various starting dates, in order to ensure that you follow the course you want at the time you choose.

### **THE TEACHERS**

The teachers at IELE are fully qualified and have been chosen for their experience and motivation.

The teaching staff are always prepared to offer help and advice whenever necessary. During your course you will be assigned various teachers, providing variety and maintaining your interest and motivation during your learning.

### **DIDACTIC METHOD**

With our methods, learning Spanish will be an easy and natural task. In IELE we work with materials specially created by our pedagogical team, with conventional methods, authentic materials, audio and video equipment. Each method is adapted to four competency levels: Beginner, Intermediate, Advanced and Superior.

### **YOUR LEVEL**

On arrival at IELE there is a written test, and an oral evaluation with a teacher who will help you to decide on the most appropriate course and level. In IELE we have four competency levels: Beginner, Intermediate, Advanced and Superior. Students of a similar level study together with a maximum of eight people per class.

### **CERTIFICATES**

At the end of your stay a Certificate of Attendance will be awarded. Full details of your course content, attendance, progress and level of Spanish attained will be specified.

## **OUR COURSES**

IELE offers a complete range of courses throughout the year in an effort to respond to the needs of each student. You can choose a course lasting from between one week to one year.

For starting dates and prices please consult the Course and Price List. Each class lasts sixty minutes.

#### **A) GENERAL COURSE**

Objectives: To improve your understanding of Spanish and command of oral and written expression. To help communication by using role-plays of everyday situations.

Minimum Course duration: 2 weeks

Number of Hours per week: 15 hours of classes per week, divided into 3 hours of teaching every day.

Dates: All year round.

Levels: Beginner, Intermediate, Advanced and Superior.

#### **B) INTENSIVE COURSE**

Objectives: This course contains the same characteristics as the general course except for variation in the number of hours.

Minimum Course duration: 2 weeks

Number of Hours per week: 20 hours of classes per week, divided into 4 hours of teaching every day.

Dates: All year round.

Levels: Beginner, Intermediate, Advanced, Superior.

#### **C) BUSINESS SPANISH COURSE**

Objectives: To improve your command of Spanish in comprehension of oral and written business expression. To help your communication by using role-plays of everyday situations.

Minimum Course duration: 2 weeks

Number of Hours per week: 15 hours of classes per week + 5 hours of business Spanish, divided into 4 hours of teaching every day.

Dates: All year round.

Levels: Intermediate, Advanced and Superior.

This course prepares the student for a business Spanish diploma from those exams set by the official Chamber of Commerce, Industry and Navigation. This course can be followed without sitting the exam.

#### **D) DELE COURSE (Diploma de Español como Lengua Extranjera)**

Objectives: To reach the theoretical and practical level necessary to obtain these diplomas (Initial, Intermediate and Superior).

Minimum Course duration: 2 weeks

Number of Hours per week: 15 hours of classes per week of the general course + 5 hours exam preparation per week, divided into 4 hours of teaching every day.

Dates: All year round.

Levels: Intermediate, Advanced and Superior.

IELE handles the inscription of the DELE exams which take place twice a year in May and November.

#### **E) GRAMMAR REVIEW COURSE**

Objectives: to review the most problematical aspects of grammar

Minimum course duration: 4 weeks

Number of hours per week: 7 ½ hours divided into 1 ½ hours of teaching every day.

Date: all year round

Levels: intermediate, advanced and superior

This course can be connected with course F

#### **F) CONVERSATION AND CULTURE COURSE**

Objectives: to reach fluency and a proper use of language through the conversation and to understand the most important aspects of Spanish culture and civilization and Hispanic world.

Minimum course duration: 4 weeks

Number of hours per week: 7 ½ hours divided into 1 ½ hours of teaching every day.

Date: all year round

Levels: intermediate, advanced and superior

This course can be connected with course E

#### **G) COURSE FOR TEACHERS OF SPANISH**

Objectives: This course is aimed at perfecting your Spanish through teaching pedagogic grammar of Spanish as a foreign language. New methods and techniques are introduced and evaluation and the use of didactic resources are updated.

Minimum Course duration: 2 weeks.

Number of Hours per week: 20 hours of classes per week, divided into 4 hours of teaching every day.

Dates: Spring and Summer.

Levels: Superior. This course is for teachers and future teachers who teach or want to teach Spanish as a foreign language.

#### **H) COURSE IN THE TEACHER'S HOME**

Objectives: To learn Spanish through total immersion living in the home of the teacher. To acquire linguistic competency in a limited time. To discover first-hand the culture and reality of Spain today.

Minimum Course duration: 1 week

Number of Hours per week: 15 hours of classes per week, divided into 3 hours of teaching every day in the morning. The number of hours can be increased.

Dates: All year round.

Levels: Beginner, Intermediate, Advanced and Superior. This course is aimed at both adults and children who want to pursue a more personalized course. You will participate in a programme with your teacher which includes a one-day excursion at the weekend. This course may be taken by two people who wish to study together. The price includes: transfers, classes, didactic material, activities, accommodation in an individual room and full board in the teacher's house.

#### **I) SPANISH AND FLAMENCO COURSE**

IELE, in collaboration with one of the most representative flamenco dancers and the Culture Commission of the Andalusian Government, organizes flamenco courses combined with Spanish courses.

Objectives: To learn flamenco and Spanish simultaneously.

Minimum Course duration: 4 weeks

Number of hours per week of Spanish: 15 hours of classes per week, divided into 3 hours of teaching every day.

Number of hours per week of flamenco: 5 hours of classes per week, divided into 1 hour of teaching every day.

Dates: All year round.

Levels: Beginner, Intermediate, Advanced and Superior.

#### **J) PRIVATE CLASSES**

Objectives: Fitted to the student's requirements.

Dates: Every Monday.

Levels: Beginner, Intermediate, Advanced and Superior. These classes are designed for anybody wanting personalized teaching and those unable to attend a class because their schedules are incompatible. In this course it is the student who determines the intensity of the course, its syllabus and duration. These private classes are always available as a complement to any other course.

#### **K) COURSES FOR PREVIOUSLY ESTABLISHED GROUPS (schools, companies...)**

Objectives: These courses are designed according to the established group: schoolchildren accompanied by their teacher for short stays, University students, companies, families or students on specific educational programmes.

Course content: Created according to specified demand. Cultural, sports and tourist activities are also adapted to the needs and suggestions of the group.

Dates: All year round.

For this course it is necessary to get in contact with us so that prices, dates, timetables and details of the course can be determined.

## **ACCOMMODATION**

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IELE arranges the most suitable type of accommodation for your needs. Accommodation search and reservation is optional and carries an additional finders fee. Accommodation is reserved once enrolment is received.

### **1. In selected families:**

These are families carefully selected by IELE. Our families are chosen for their clean and comfortable houses and for the friendship and welcome they give you in their home. The majority of our families are located a short walk from the school, although for some it is necessary to catch the bus. You can choose between half board (breakfast and dinner) or full board (breakfast, lunch and dinner). A single room is always offered unless you expressly wish to stay with a friend or partner in a shared room. You can also choose to stay with or without children, with or without animals and where smoking is or is not permitted.

If you are not completely satisfied with your Spanish family after the first three days' stay, it is possible to change to another family.

### **2. Flatshare with Spaniards:**

Spaniards who work or study and share their flats with other Spaniards sometimes also choose to share with foreigners. You will have access to the kitchen and all other facilities, staying in a single room unless you expressly wish to share a double room with a friend. This type of accommodation gives you independence and contact with Spaniards at the same time.

### **3. Your own flat:**

Central flats for 1 or 2 people with fully equipped kitchens and bathrooms. You can choose between 2 types of apartments, whose prices vary in accordance with their facilities and dimensions. This type of accommodation is ideal if you wish to be more independent or if you are accompanied by a person who is not participating on a course.

## ***COLLECTION SERVICE***

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We are very happy to come and fetch you from the airport or station when you arrive and will deliver you to your chosen accommodation. This is an optional service with an additional charge. In the event of engaging this service we ask that a recent photo be sent to facilitate your identification, although the IELE person responsible for your collection will be identified.

## ***ACTIVITIES***

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Seville and Andalusia have many things to offer. IELE helps the student discover and enjoy them.

There are two types of activities:

### ***a) Free activities for all course members:***

-Cultural exchange parties every week. An absolute must to meet people from all over the world!

-Exchange meetings with Spaniards where you will be able to get to know your personal one-to-one exchange student.

-Library: Free advice and loan of books, films and publications in Spanish.

### ***b) Activities not included in any programme and which incur a charge:***

-These activities range from an hour-long activity, for example a guitar class, to a weekend excursion. You will be able to take part by means of previous payment depending on your tastes and available free time. Some examples: An evening at the "tablao" (flamenco venue), bullfights, cycle tours, river cruises on the Guadalquivir, excursions to Cordoba, Granada, Morocco, Portugal, excursions to the beach or gastronomy classes. If you prefer to travel in your own independent way, our administration staff will be glad to help you organize your trip. You will have free and expert advice about where to go, how to get there, car rental and accommodation.

Seville and its surroundings offer ample opportunity to practise sport.

The beach is less than 1 hour from Seville.

## ***QUESTIONS AND ANSWERS***

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### **➤How do I enrol?**

-Fill in and sign the enrolment form and send it to IELE as soon as possible by post, e-mail or by fax. In some cases we can accept last-minute reservations by fax, telephone or E-mail for those places left available.

-Send the enrolment form together with 120 € (cheque or bank transfer) by way of advance payment to reserve a place on the course.

-On receiving your enrolment form and 120 € IELE will send you an Enrolment Certificate and an invoice for the remaining amount due (including accommodation supplements and collection fee if these have been requested). This certificate can be used to apply for a student visa (if necessary). You must bring it with you when you come to Spain since it can be useful in immigration control.

The balance of the invoice should be paid from your country or on the day of arrival at the school.

### ➤How do I pay for my course?

There are two possibilities:

a) From your residential country by:

- A postal order to IELE .
- By Credit card
- A bank transfer to: **Banco Popular Español** Avda. de la Constitución 12-14, 41001 Sevilla (España) Account: Swift POPUESMM ES53 0075 0327 0206 0117 0971 - Beneficiary: IELE

b) On arrival at the school by:

- Cash payment
- Credit card payment (Visa, Eurocard, Mastercard, American Express)

Personal cheques and traveller's cheques are not accepted.

Remember that you must bring all the relevant payment documentation when you arrive at IELE if money is sent from your residential country.

### How do I pay for my accommodation?

-In the date and price list you will find the cost of your accommodation and finder's fee.

-The payment is made directly to the head of the household on arrival, and always within the first 3 days of your stay.

-In the case of changing accommodation you will only be charged for the days of your stay.

➤**Reception** On sending the Enrolment Certificate we will state the time when you will be expected on the first day at school. You will have an interview with a teacher to determine your level and, if you have not already paid the balance of your course, the remaining amount should be paid. Welcome to IELE and enjoy your stay in Seville!

### GENERAL CONDITIONS

**Admission:** The minimum age required to be able to enrol on a course at IELE is 14 years old, there is no upper age limit. **Enrolment:** The student must send the enrolment form properly filled in and signed. Enrolment confirmation will be sent once the enrolment fee is received (120 €). If this is paid by bank transfer we would appreciate a photocopy of the receipt as a safe-guard. **Course Payment:** See section "Questions and Answers". **Accommodation:** This is optional with a finders fee of 35 € supplement per person for any type of accommodation. The reservation and address will be confirmed with the student at least 10 days before the commencement of the course. If a shortage of accommodation occurs the places will be designated on a strictly "first come first served" basis. Accommodation prices do not include the prices of the course except in the case of the course in the teacher's home. For payment of accommodation see sections "Questions and Answers". **Prices:** All the courses, except for the course in the teacher's home which already include didactic material, include the loan of material with the option to buy. In the preparatory courses for official exams (DELE and Chamber of Commerce) the examination fees are not included in the price. The cost of optional activities (excursions) are not included in the course price. **Insurance:** Students are not insured for the different activities of the centre. It is advisable to take out personal insurance which covers all risks. IELE does not accept any responsibility for loss or damage of any kind. **Collection Service:** If the student requires this service, a receipt is essential for identification. **Cancellation:** The school management reserves the right to cancel an under subscribed course. In this case any payment made by the student will be reimbursed in full. In the case of a student cancelling, written notice must be sent. If the cancellation occurs 15 days before the course commencement any payment made will be reimbursed in full. If the cancellation occurs within the last 15 days before the commencement of the course, the course payment will be reimbursed but not the enrolment fee of 120 € This amount can be transferred to another course any time within the same year. If the cancellation occurs on the same day as the course starts you will not be able to reclaim any reimbursement whatever the reason. **Holidays:** Official bank holidays cannot be recuperated.