

# Enrolment Procedure

## CONCESSIONS

To be eligible for a **15% discount on any of our courses** you must have been enrolled on a course in the last three months **AND** you must book at least **two weeks** prior to the start of the course.

A **10% discount** also applies for all courses to full-time students, senior citizens (+65) and those in receipt of the Jobseekers Allowance, subject to presentation of valid documentation at the time of enrolment. Both of the above discounts can be applied for. Cheques should be made payable to the **Instituto Cervantes**.

Enrolment is automatic once payment and the application form have been received. Students will be notified in advance if a course has been cancelled. We regret that we cannot accept payment of fees by instalments. Fees are exclusive of books.

## CANCELLATIONS AND REFUNDS

**Students should consider their personal commitments and circumstances before enrolment as we regret that no fees are refundable under any circumstances once the course has started. No partial refund can be granted for classes not attended and no postponement can be allowed.**

Cancellations must be made in writing enclosing the receipt, at least one day before the beginning of the course and are subject to a 10% charge of the total course fee.

The **Instituto Cervantes** reserves the right to cancel a course in cases of insufficient student numbers or unforeseen circumstances, in which case a full refund will be made.

The **Instituto Cervantes** reserves the right to change teachers during a course. Occasionally trainee teachers may participate in the classes.

The **Instituto Cervantes** reserves the right to change, in exceptional cases and by giving notice in advance, the timetable of some class sessions.

In exceptional cases, where courses run with fewer students than the required 5, class hours could be reduced and students will be offered the chance to finish the course in a different timetable.

## IF YOU HAVE NO KNOWLEDGE OF SPANISH

Choose any of our 'Inicial 1' or 'Inicial 1&2' courses.

## IF YOU HAVE STUDIED SPANISH BEFORE

You will have to take a **placement test**. We recommend you visit the **Instituto Cervantes** to do this in person. However, if this is not convenient, a telephone test can be arranged.

- Tests can be taken on the following days and times:  
**21st June -10th July, from 13.30 to 17.00 (Monday-Friday)**  
**and from 11.00 to 15.00 (Saturday).**

- During other periods placement tests take place on Fridays  
**Fridays from 13.30 to 17.00**

Please make an appointment for your 15 minute test. To make an appointment, please call **020 7235 0353**. Please download the written test from our website and complete it before your appointment.

## IF YOU ARE CONTINUING YOUR STUDIES WITH US

To enrol for the next course level (i.e. Intermediate, Advanced...) you must have gained the certificate for the level you have just completed.

**THERE WILL BE NO CLASSES ON THE FOLLOWING DATES**  
**30th August (Bank Holiday)**

## ENROLMENT AND PROCEDURES

Once your level has been established, or if you are a beginner, you can enrol either in person at our office or by filling-in the enrolment form and sending it to us with the appropriate payment to: **Instituto Cervantes, 102 Eaton Square, London SW1W 9AN** and mark the envelope: **'ENROLMENTS'** You can also enrol by phone and pay by credit card.

The enrolment office is open at the following times:

- Monday to Friday: 09.30 to 19.30**
- Saturday: 09.30 to 17.00**

All courses require a minimum of **5** students, with a maximum of **17**, in order to run.

- In exceptional cases where courses run with fewer students than the required **5**, class hours could be reduced and students will be offered the chance to finish the course in a different timetable.



**102 Eaton Square, London SW1W 9AN**  
**Tel: 020 7235 0353 / 7245 0621 Fax: 020 7235 0329**  
**E-mail: cenlon@cervantes.es**  
**Web: http://www.londres.cervantes.es**



## 2010 Summer Term Courses

Regular Afternoon and Evening Courses. July - September 2010

### AFTERNOON & EVENING COURSES

INICIAL 1 & INICIAL 2 (A1 BREAKTHROUGH LEVEL)					
Level	Day	Timetable	Dates	Price	
<b>Inicial 1</b> Once a week	Tuesday	16.30-19.00	13 July - 21 Sept	£241	
	Thursday	16.30-19.00	15 July - 23 Sept	£241	
	Monday	18.00-20.30	12 July - 20 Sept	£219	
	Tuesday	18.00-20.30	13 July - 21 Sept	£241	
	Friday	18.00-20.30	16 July - 24 Sept	£193	
	Tuesday	19.00-21.30	13 July - 21 Sept	£241	
<b>Inicial 2</b> Once a week	Thursday	19.00-21.30	15 July - 23 Sept	£241	
	Monday	18.00-20.30	12 July - 20 Sept	£219	
	Thursday	18.00-20.30	15 July - 23 Sept	£241	
	Friday	18.00-20.30	16 July - 24 Sept	£193	
<b>Inicial 1</b> Twice a week	Tuesday	19.00-21.30	13 July - 21 Sept	£241	
	Wednesday	19.00-21.30	14 July - 22 Sept	£241	
	Monday	19.00-21.30	12 July - 18 Aug	£232	
<b>Inicial 1&amp;2</b> Twice a week	Mon - Weds	16.30-19.00	12 July - 18 Aug	£263	
	Tues - Thurs	16.30-19.00	12 July - 18 Aug	£263	
<b>Inicial 1&amp;2</b> Twice a week	Tues - Thurs	16.30-19.00	13 July - 23 Sept	£394	
	Tues - Thurs	19.00-21.30	13 July - 23 Sept	£408	
ELEMENTAL 1, & 2 (A2 WAYSTAGE LEVEL)					
<b>Elemental 1</b> Once a week	Monday	16.30-19.00	12 July - 20 Sept	£219	
	Wednesday	16.30-19.00	14 July - 22 Sept	£241	
	Wednesday	18.00-20.30	14 July - 22 Sept	£241	
	Friday	18.00-20.30	16 July - 24 Sept	£193	
	Monday	19.00-21.30	12 July - 20 Sept	£219	
	Thursday	19.00-21.30	15 July - 23 Sept	£241	
<b>Elemental 2</b> Once a week	Monday	16.30-19.00	12 July - 20 Sept	£219	
	Wednesday	18.00-20.30	14 July - 22 Sept	£241	
	Friday	18.00-20.30	16 July - 24 Sept	£193	
	Tuesday	19.00-21.30	13 July - 21 Sept	£241	
	Thursday	19.00-21.30	15 July - 23 Sept	£241	
<b>Elemental 3</b> Once a week	Tuesday	16.30-19.00	13 July - 21 Sept	£241	
	Monday	18.00-20.30	12 July - 20 Sept	£219	
	Thursday	18.00-20.30	15 July - 23 Sept	£241	
	Monday	19.00-21.30	12 July - 20 Sept	£219	
	Tuesday	19.00-21.30	13 July - 21 Sept	£241	
<b>Elemental 1&amp;2</b> Twice a week	Tues - Thurs	19.00-21.30	13 July - 23 Sept	£408	
INTERMEDIO 1, 2, 3 & 4 (B1 THRESHOLD LEVEL)					
<b>Intermedio 1</b> Once a week	Tuesday	16.30-19.00	13 July - 21 Sept	£241	
	Monday	18.00-20.30	12 July - 20 Sept	£219	
	Tuesday	19.00-21.30	13 July - 21 Sept	£241	
<b>Intermedio 2</b> Once a week	Monday	18.00-20.30	12 July - 20 Sept	£219	
	Wednesday	18.00-20.30	14 July - 22 Sept	£241	
	Friday	18.00-20.30	16 July - 24 Sept	£193	
	Tuesday	19.00-21.30	13 July - 21 Sept	£241	
	Thursday	19.00-21.30	15 July - 23 Sept	£241	
<b>Intermedio 3</b> Once a week	Thursday	18.00-20.30	15 July - 23 Sept	£241	
<b>Intermedio 4</b> Once a week	Monday	18.00-20.30	12 July - 20 Sept	£219	
	Friday	18.00-20.30	16 July - 24 Sept	£193	
	Tuesday	19.00-21.30	13 July - 21 Sept	£241	

**AFTERNOON & EVENING COURSES continued**

<b>AVANZADO 1, 2, 3 &amp; 4 (B2 VANTAGE LEVEL)</b>				
Level	Day	Timetable	Dates	Price
<b>Avanzado 1</b> Once a week	Monday	19.00-21.30	12 July - 20 Sept	£219
	Tuesday	18.00-20.30	13 July - 21 Sept	£241
<b>Avanzado 2</b> Once a week	Wednesday	16.30-19.00	14 July - 22 Sept	£241
	Tuesday	19.00-21.30	13 July - 21 Sept	£241
<b>Avanzado 3</b> Once a week	Wednesday	18.00-20.30	14 July - 22 Sept	£241
	Friday	18.00-20.30	16 July - 24 Sept	£193
	Tuesday	19.00-21.30	13 July - 21 Sept	£241
	Monday	19.00-21.30	12 July - 20 Sept	£219
<b>Avanzado 3&amp;4</b> Twice a week	Mon - Weds	19.00-21.30	12 July - 22 Sept	£390
<b>SUPERIOR 1, 2, &amp; 3 (C1 PROFICIENCY LEVEL)</b>				
<b>Superior 1</b> Once a week	Tuesday	18.00-20.30	13 July - 21 Sept	£241
	Wednesday	19.00-21.30	14 July - 22 Sept	£241
<b>Superior 2</b> Once a week	Friday	18.00-20.30	16 July - 24 Sept	£193
<b>Superior 3</b> Once a week	Tuesday	19.00-21.30	13 July - 21 Sept	£241
<b>Superior 5</b> Once a week	Thursday	19.00-21.30	15 July - 23 Sept	£241

**CATALAN COURSES**

<b>Inicial 1</b> Once a week	Thursday	19.00-21.30	15 July - 23 Sept	£241
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Regular Morning and Afternoon Courses. July - September 2010

**MORNING, AFTERNOON & WEEKEND COURSES**

<b>INICIAL 1 &amp; INICIAL 2 (A1 BREAKTHROUGH LEVEL)</b>				
Level	Day	Timetable	Dates	Price
<b>Inicial 1</b> Once a week	Tuesday	10.30-13.30	06 July - 07 Sept	£263
	Wednesday	10.30-13.30	07 July - 08 Sept	£263
	Friday	10.30-13.30	09 July - 10 Sept	£232
	Saturday	10.00-13.00	10 July - 11 Sept	£263
	Saturday	14.00-17.00	10 July - 11 Sept	£232
<b>Inicial 2</b> Once a week	Saturday	10.00-13.00	10 July - 11 Sept	£263
	Wednesday	14.00-17.00	07 July - 08 Sept	£232
	Saturday	14.00-17.00	10 July - 11 Sept	£232
<b>Inicial 1</b> Twice a week	Mon - Weds	10.30-13.30	05 July - 4 Aug	£263
<b>Inicial 1&amp;2</b> Twice a week	Mon - Weds	10.30-13.30	05 July - 13 Sept	£445
	Mon - Weds	14.00-17.00	05 July - 13 Sept	£430
	Tues - Thurs	14.00-17.00	06 July - 09 Sept	£430
<b>ELEMENTAL 1 &amp; 2 (A2 WAYSTAGE LEVEL)</b>				
<b>Elemental 1</b> Once a week	Saturday	10.00-13.00	10 July - 11 Sept	£263
	Friday	10.30-13.30	09 July - 10 Sept	£232
	Saturday	14.00-17.00	10 July - 11 Sept	£232
<b>Elemental 2</b> Once a week	Saturday	10.00-13.00	10 July - 11 Sept	£263
	Friday	10.30-13.30	09 July - 10 Sept	£232
	Saturday	14.00-17.00	10 July - 11 Sept	£232
<b>Elemental 3</b> Once a week	Tuesday	14.00-17.00	06 July - 07 Sept	£232
<b>Elemental 1&amp;2</b> Twice a week	Tues - Thurs	14.00-17.00	06 July - 09 Sept	£430
<b>INTERMEDIO 1, 2, 3 &amp; 4 (B1 THRESHOLD LEVEL)</b>				
<b>Intermedio 1</b> Once a week	Wednesday	10.30-13.30	07 July - 08 Sept	£263
	Friday	10.30-13.30	11 July - 10 Sept	£232
<b>Intermedio 2</b> Once a week	Wednesday	10.30-13.30	07 July - 08 Sept	£263
	Saturday	14.00-17.00	10 July - 11 Sept	£232

**MORNING, AFTERNOON & WEEKEND COURSES continued**

<b>INTERMEDIO 1, 2, 3 &amp; 4 (B1 THRESHOLD LEVEL)</b>				
Level	Day	Timetable	Dates	Price
<b>Intermedio 3</b> Once a week	Saturday	14.00-17.00	10 July - 11 Sept	£232
<b>Intermedio 4</b> Once a week	Saturday	14.00-17.00	10 July - 11 Sept	£232
<b>Intermedio 3&amp;4</b> Twice a week	Mon-Weds	14.00-17.00	05 July - 13 Sept	£430
<b>AVANZADO 1, 2, 3 &amp; 4 (B2 VANTAGE LEVEL)</b>				
<b>Avanzado 1</b> Once a week	Friday	10.30-13.30	11 July - 10 Sept	£232
	Saturday	14.00-17.00	10 July - 11 Sept	£232
<b>Avanzado 2</b> Once a week	Friday	10.30-13.30	11 July - 10 Sept	£232
<b>Avanzado 3</b> Once a week	Friday	10.30-13.30	11 July - 10 Sept	£232
	Saturday	14.00-17.00	10 July - 11 Sept	£232
<b>Avanzado 4</b> Once a week	Saturday	14.00-17.00	10 July - 11 Sept	£232
	Wednesday	14.00-17.00	07 July - 08 Sept	£232
<b>Avanzado 3&amp;4</b> Twice a week	Mon - Weds	14.00-17.00	05 July - 13 Sept	£430
<b>SUPERIOR 1, 2, 3, 4 &amp; 5 (C1 PROFICIENCY LEVEL)</b>				
<b>Superior 1</b> Once a week	Saturday	14.00-17.00	10 July - 11 Sept	£232
<b>Superior 3</b> Once a week	Saturday	14.00-17.00	10 July - 11 Sept	£232
<b>Superior 4</b> Once a week	Saturday	10.30-13.30	10 July - 11 Sept	£263

At the end of these courses, you can continue learning in any of our regular Autumn Courses.



**Crash & Intensive Courses**

For those who want to make the most of the Spanish experience. These courses cover the same programme as regular courses in a more comprehensive and faster way.

<b>Crash 1 Week Courses 30 hours</b>				
<b>BEGINNERS &amp; INTERMEDIATE LEVELS</b>				
Level	Day	Timetable	Dates	Price
<b>Inicial 1</b>	Monday to Friday	10.00-13.00 and 14.00-17.00	05 - 09 July	£263
<b>Inicial 2</b>				
<b>Elemental 1</b>				
<b>Elemental 2</b>			06 - 10 Sept	
<small>(We can schedule other levels on request)</small>				
<b>Intensive 2 Week Courses 30 hours</b>				
<b>BEGINNERS &amp; INTERMEDIATE LEVELS</b>				
Level	Day	Timetable	Dates	Price
<b>Inicial 1</b> 5 days per week	Monday to Friday	10.30-13.30 or 14.00-17.00	05 - 16 July	£263
<b>Inicial 2</b> 5 days per week				
<b>Elemental 1</b> 5 days per week				
<b>Elemental 2</b> 5 days per week				
<b>Intermedio1</b> 5 days per week				
			06 - 17 Sept	

**2010 Summer Term Special Courses**

Course	Day	Timetable	Dates	Price
<b>Preparation for the DELE Exams (6 week Course 12 hours)</b>				
Preparation for DELE Inicial	Saturday	10.00-13.00	10 July - 7 August	£180
Preparation for DELE Intermedio	Saturday	10.00-13.00	10 July - 7 August	£180
Preparation for DELE Superior	Saturday	10.00-13.00	10 July - 7 August	£180
<b>Conversation (5 week Course 10 hours)</b>				
Intermediate Level	Saturday	10.00-12.00	10 July - 07 August	£100
Advanced Level	Saturday	10.00-12.00	10 July - 07 August	£100
Intermediate Level	Saturday	10.00-12.00	14 August - 11 Sept	£100
Advanced Level	Saturday	10.00-12.00	14 August - 11 Sept	£100
<b>Translation (5 week Course 10 hours)</b>				
Translation (Advanced Level)	Monday	18.30-20.30	12 July - 09 August	£100
<b>Business (5 week Course 10 hours)</b>				
General Business Spanish (Advanced Level)	Thursday	19:00-21:00	15 July - 12 August	£100
	Saturday	10:00-12:00	19 August - 16 Sept	£100
			10 July - 07 August	£100
			14 August - 11 Sept	£100

**Improve your Spanish through Literature, Art & Theatre**

Course	Day	Timetable	Dates	Price
<b>Improve your Spanish through Literature and Art (5 week course 10 hours)</b>				
Literatura y conversación en español (Advanced and Higher Levels)	Wednesday	11.00-13.00	07 July - 04 August	£100
	Saturday	11.00-13.00	10 July - 07 August	£100
Revision of the Subjunctive Tense	Wednesday	19:00-21:00	14 July - 11 August	£100
	Saturday	19:00-21:00	18 August - 15 Sept	£100
		10:00-12:00	10 July - 07 August	£100
		14 August - 11 Sept	£100	
Revision of the Past Tense	Wednesday	19:00-21:00	14 July - 11 August	£100
	Saturday	19:00-21:00	18 August - 15 Sept	£100
		10:00-12:00	10 July - 07 August	£100
		14 August - 11 Sept	£100	

**On-line Courses - AVE**

<b>Learn on-line with teaching materials specifically designed for distance learning</b>			
Individual On-line Learning	Initial Elementary Intermediate Advanced Proficiency	16 Weeks Starting Anytime	£65 <small>(If you are already attending a course at our Institute, the fee for this course is only £30. FREE for students in the Initial 1 Courses)</small>
	<b>NEW!</b> Preparation for DELE Inicial Preparation for DELE Intermedio	8 Weeks Starting Anytime	£40 <small>(If you are already attending a course at our Institute, or if you have already enrolled for the exam, the fee for this course is only £20)</small>
On-line Learning with Tutor Support	Initial Elementary Lower Intermediate	20 Weeks Starting Sept 2010	£125

**Courses in Collaboration with other Educational Organisations**



<b>Curso de Formación de Profesores en Colaboración con Goldsmiths, Universidad de Londres. Certificate in Language Teaching to Adults. Module 1 (Spanish - 40 hours)</b>				
Aimed at people with no language teaching experience or those who have had no specific training in this field	Mon to Friday	10.00-14.30	06 - 18 September	£370
	Saturday	10.00-14.30	09 Oct - 18 Dec	£390

**Check our Special Courses flyers for more information on any of these courses**