



STARTING DATES FOR INTENSIVE COURSE, SPECIAL INTENSIVE COURSE, COMBINED COURSE, COURSE + INTERNSHIP

Courses start every Monday for elementary to advanced levels. Only beginners should start on the first or third Monday of each month:

05. January	19. January
02. February	16. February
02. March	16. March
30. March	06. April
20. April	04. May
18. May	08. June
22 June	
06. July	20. July
08. August	17. August
31. August	14. September
05. October	19. October
03. November	16. November
30. November	14. December

▶ TRAINING COURSES FOR SPANISH TEACHERS (starting days)

19 January - 09 February - 02 March - 13 April - 18 May - 15 June - 06 July - 14 September - 19 October.

▶ PREPARATION COURSES FOR THE OFFICIAL SPANISH PROFICIENCY DIPLOMAS (D.E.L.E.) Minimum 10 week course

From 5th January to 8th May From 1st June to 14th August. From 1st September to 6th November.

D.E.L.E. EXAMS dates: 15 / 16 May 2009 - 21 August 2009 - 13 / 14 November 2009.

▶ SUMMER JUNIOR PROGRAMME (starting dates)

15th June, 6th July.

▶ NATIONAL AND INTERNATIONAL HOLIDAYS

01 - 02 - 06 January, 19 March, 10 April, 01 May, 15 May, 12 October, 02 November, 07 - 08 - 25 December.

▶ CHRISTMAS HOLIDAYS

25 December 2009 - 03 January 2010.

▶ SPECIAL REMARKS

There are no classes on national and local holidays.

These classes are not recoverable, except in the case of Individual Courses.

The school closes for 1 week at Christmas.

- Classes are held from Monday to Friday; the school is closed on Saturdays and Sundays.
- 1 lesson = 45 minutes.
- Groups with a maximum of 10 students, minimum 3 students.
- The minimum age of students is 16 years; students under 18 years of age need written authorisation from their parents.
- Course and accommodation fees in Euros (€).



PRICES 2009

Enrolment fee: 45€ (non-refundable).

GENERAL COURSES

• **Intensive Course**

20 lessons/week/group - 4 lessons per day of language tuition.
Timetable 09.00 - 11.00 and 11.30 - 13.00 *all levels from 1 to 8 weeks (or more).*

1 week	20 lessons	205€
2 weeks	40 lessons	370€
3 weeks	60 lessons	555€
4 weeks	80 lessons	725€
Additional week		185€

• **Special Intensive Course**

20 lessons/week/group + 10 lessons/week in small group.
6 lessons per day of language tuition: the Standard Course consisting of 4 classes is supplemented by 2 extra classes per day in small groups. In the event of there only being 1 student per level, these extra classes will be substituted by 2 private lessons per week. Accredited in Germany (Nordrhein-Westfalen, Hamburg) as «Bildungsurlaub».
Timetable: Standard Course morning schedule 1 additional class 13.30 - 15.00 *all levels from 1 to 8 weeks (or more).*

1 week	30 lessons	375€
2 weeks	60 lessons	710€
3 weeks	90 lessons	1065€
4 weeks	120 lessons	1405€
Additional week		365€

• **Combined Course (group + one-to-one)**

20 lessons/week/group + 10 lessons one-to-one/week.
6 lessons per day of language tuition: the Standard Course consisting of 4 classes is supplemented by 2 extra one-to-one classes per day. Timetable: Standard Course morning schedule + 1 additional one-to-one class from 13.30 - 15.00 *all levels from 1 to 8 weeks (or more)* accredited in Germany (Nordrhein-Westfalen, Hamburg) as «Bildungsurlaub».

1 week	20+10 lessons	510€
2 weeks	40+20 lessons	975€
3 weeks	60+30 lessons	1470€
4 weeks	80+40 lessons	1945€
Additional week		495€

• **One-to-One**

20/30/40 lessons/week
Starting date: every Monday. Timetable to be confirmed with the office. All levels.
Content: General Spanish and culture; Spanish for specific purposes. Lessons are 45 minutes long. Fees per week*

20 private lessons	760€
30 private lessons	1140€
40 private lessons	1520€

*In the event of two students enrolling for the same Individual Course, we give a 15% discount on the course fee to each student and they have classes together.

1 private lessons	38€
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PRICES 2009

▶ **GENERAL COURSES**

• **Evening Course**

4 lessons/week/group.

All levels from 4 to 24 weeks.

Mondays and Wednesdays or Tuesdays and Thursdays from 18.30 to 20.00, 20.00 to 21.30 all year long.

Friday 17.00 to 20.15 (4 lessons/week).

4 weeks	16 lessons	140€
6 weeks	24 lessons	215€
8 weeks	32 lessons	280€
10 weeks	40 lessons	350€
12 weeks	48 lessons	420€

• **Saturday Course**

4 lessons/week/group.

All levels from 4 to 24 weeks. 10.00 to 13.30. From January to June.

4 weeks	16 lessons	120€
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new!

• **Special Intensive Preparation Course for Official Spanish Proficiency Diploma (D.E.L.E.). Morning**

20 lessons/week/group + 10 lessons/week in small group 6 lessons per day of language tuition: the Standard Course consisting of 4 classes is supplemented by 2 extra classes per day in small groups. In the event of there only being 1 student per level, these extra classes will be substituted by 2 private lessons per week. All courses prepare students for the «Certificado Inicial», «Diploma Intermedio» and «Diploma Superior» exams. The educational material is included in the course fee.

Timetable: Standar Course morning schedule. 1 additional class 13.30 - 15.00 *all levels from 2 to 8 weeks (or more).*

2 weeks	60 lessons	710€
3 weeks	90 lessons	1065€
4 weeks	120 lessons	1405€

new!

• **Preparation Course for Official Spanish Proficiency Diploma (D.E.L.E.). Evening**

4 lessons/week/group.

All courses prepare students for the «Certificado Inicial», «Diploma Intermedio» and «Diploma Superior» exams.

The educational material is included in the course fee.

10 weeks Examination Course with 4 classes per week in a group.

Monday and Wednesday or Tuesday and Thursday from 18.30 to 20.00, 20.00 to 21.30. Fridays from 16.00 to 19.00.

10 weeks	40 lessons	410€
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PRICES 2009

SPECIAL PROGRAMMES: SPANISH TEACHERS, INTERNSHIP PROGRAMME AND BUSINESS SPANISH COURSE

• **Course + Internship**

20 lessons/week/group + internship.

A 4-week Standard Course for students with an advanced level of Spanish (Diploma Intermedio) followed by an internship in a company.

4 weeks Spanish Course + Internship	80 lessons	1395€
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• **Training Course for Spanish Teachers**

30 lessons/week/group – 6 lessons a day: 09.30 to 13.00 and 13.30 to 15.00.

1 week	30 lessons	400€
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* In the event of two teachers enrolling for the same Training Course, we give a 15% discount on the course fee to each teacher.

• **Ave Course**

The Spanish Virtual Classroom is an Internet-based educational infrastructure set up to provide Spanish courses. These can be completed by distance learning. All levels. From 3 months.

new!

3 months without tutor	60€
3 months with tutor in group (min. 5 people)	250€ / group
3 months with private tutor	450€

COURSES FOR GROUPS, JUNIORS

• **Group Programme (from one week)**

GROUPS: Secondary schools, primary schools, educational institutions, universities, friends.

AGE: 15-85 years old. STUDENTS: Between 5 and 40 people + chaperone. SPANISH COURSE: 4 hours/day 09:30-13:00.

CULTURAL PROGRAMME: daily activity, from Monday to Thursday, as well as a weekend excursion.

ROOM AND BOARD: Double room with a family on half-board basis (breakfast and dinner). TRANSFER from and to the airport. All year round.

Base cost per student	460€
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(Personalised budgets on request).

• **Group Programmes: Tailored Mini-Courses**

This is a very flexible programme. Tell us what you are looking for and we will arrange it. If the group does not have a lot of time and, in addition, can get cheaper flights to Madrid mid-week, then our Tailored Mini-Course is the option for you. It consists of a 3, 4 or 5-day course starting and ending on a week day, with classes in the morning and cultural activities in the afternoon and at the weekend. All year round.

new!

Personalised budgets on request.



PRICES 2009

▶ **COURSES FOR GROUPS, JUNIORS**

new!

• **Group Programmes: Combined Course 2 Cities**

Combination Group Programme: one week in the vibrant cultural capital city of MADRID and one week in one of these fascinating cities: VALENCIA, CADIZ, GRANADA or BARCELONA.

This two-week course provides a unique vision of Spain through the eyes and culture of two fascinating cities, each with its own history and attractions.

The programme schedule for the two weeks consists of Spanish language classes in the mornings and varied activities in the afternoons and evenings. Accommodation is with host families, half board.

Minimum 8 participants. You can start the programme in the city of your choice; we recommend you check the most economical flight from your city. Personalised budgets on request.

• **Summer Junior Program**

AGE: 14-18 years old. STARTING DATES: 16 June, 7 July. SPANISH COURSE: 4 hours/day 09:30-13:00.

CULTURAL PROGRAMME: daily activity, from Monday to Friday, as well as a weekend excursion.

ROOM AND BOARD: family home on full board basis. TRANSFER: from and to the airport.

2 weeks	1170€
4 weeks	2240€

▶ **ONE LANGUAGE, TWO CITIES (for individuals)**

• **From the "heart" of Madrid to the "soul" of Valencia**

Spanish in Madrid and Valencia. 1 or 2 weeks in Madrid, 1 or 2 weeks in Valencia.

ACCOMMODATION WITH A FAMILY ON HALF BOARD BASIS

Includes 20 hours of class a week + cultural activities in Madrid. Accommodation with a family on half board basis in Madrid.

Includes 20 hours of class a week + cultural activities in Valencia. Accommodation with a family on half board basis in Valencia.

Two weeks (1 Madrid/1 Valencia) 790€ / Four weeks (2 Madrid/2 Valencia) 1485€

ACCOMMODATION IN A SHARED APARTMENT:

Includes 20 hours of class a week + cultural activities in Madrid. Accommodation in a shared apartment in Madrid.

Includes 20 hours of class a week + cultural activities in Valencia. Accommodation in a shared apartment in Valencia.

Two weeks (1 Madrid/1 Valencia) 735€ / Four weeks (2 Madrid/2 Valencia) 1255€

• **From the skyscrapers of Madrid to the beaches of San Sebastian**

Spanish in Madrid and San Sebastián. 1 or 2 weeks in Madrid, 1 or 2 weeks in San Sebastian.

ACCOMMODATION WITH A FAMILY ON HALF BOARD BASIS

Includes 20 hours of class a week + cultural activities in Madrid. Accommodation with a family on half board basis in Madrid.

Includes 20 hours of class a week + cultural activities in San Sebastian. Accommodation with a family on half board basis in San Sebastian.

Two weeks (1 Madrid/1 San Sebastian) 811€ / Four weeks (2 Madrid/2 San Sebastian) 1507€

ACCOMMODATION IN A SHARED APARTMENT

Includes 20 hours of class a week + cultural activities in Madrid. Accommodation in a shared apartment in Madrid.

Includes 20 hours of class a week + cultural activities in San Sebastian. Accommodation in a shared apartment in San Sebastian.

Two weeks (1 Madrid/1 San Sebastián) 725€ / Four weeks (2 Madrid/2 San Sebastián) 1220€



PRICES 2008

▶ ONE LANGUAGE, TWO CITIES (for individuals)

• From the Puerta del Sol to the Alhambra

Spanish in Madrid and Granada. 1 or 2 weeks in Madrid, 1 or 2 weeks in Granada.

ACCOMMODATION WITH A FAMILY ON HALF BOARD BASIS

Includes 20 hours of class a week + cultural activities in Madrid. Accommodation with a family on half board basis in Madrid.

Includes 20 hours of class a week + cultural activities in Granada. Accommodation with a family on half board basis in Granada.

Two weeks (1 Madrid/1 Granada) 740€ / Four weeks (2 Madrid/2 Granada) 1466€

ACCOMMODATION IN A SHARED APARTMENT

Includes 20 hours of class a week + cultural activities in Madrid. Accommodation in a shared apartment in Madrid.

Includes 20 hours of class a week + cultural activities in Granada. Accommodation in a shared apartment in Granada.

Two weeks (1 Madrid/1 Granada) 705€ / Four weeks (2 Madrid/2 Granada) 1210€

• Intense urban experience: from Madrid to Barcelona

Combined Course Madrid-Barcelona for Businesspeople.

(1 week in Madrid, 1 week in Barcelona).

Includes 20 hours of class a week in a group + 5 private lessons + cultural activities in Madrid.

Includes 20 hours of class a week in a group + 5 private lessons + cultural activities in Barcelona.

Accommodation not included.

Two weeks (1 Madrid/1 Barcelona) 785€

* Other destinations available on request.



ACCOMMODATION 2009 (PRICES PER WEEK / EUROS)

SINGLE ACCOMMODATION FEE: 30€

▶ HOSTELS **

- Single room with private bathroom, phone, TV: **405€** (Supplement in Double room: 150€ / week).

▶ HOSTELS ***

- Single room with private bathroom, phone, TV, breakfast: **560€** (Supplement in Double room: 125€ / week).

▶ HOTEL ***

- Single room with bathroom, phone, TV, breakfast; very close to the school: **860€**.

▶ FAMILIES

- Single room + breakfast: **157€**
- Single room + half board: **206€**
- Single room + full board: **233€**
- Double room + breakfast: **139€**
- Double room + half board: **182€**
- Double room + full board: **211€**

▶ FAMILIES PLUS (with private bathroom)

- Single room + breakfast: **233€**
- Single room + half board: **270€**
- Single room + full board: **299€**

▶ SHARED APARTMENTS

Shared with Spanish people.

Single room with use of bathroom and kitchen, expenses included.

- 485€ (For 4 weeks). • 160€ per week (2 – 3 weeks). • 220€ (1week).

▶ PRIVATE APARTMENTS IN MADRID "Your home away from home"

- On request.

OTHER SERVICES

▶ SPANISH LEVEL TEST

- At the end of your course you can take a final level test: **40€**

▶ AIRPORT TRANSFER (One-way): 65€

This price is only valid for arrivals on Sunday between 11.00 am and 18.00 pm.

There is a supplement of **25€** for the rest of the week and outside of these hours.

PLEASE NOTE:

- Reservations for double rooms only accepted for people coming together.
- Students must check in to accommodation after 12 noon on Sundays and check out before 12 noon on Saturdays.
- Changes of accommodation will be made on Sundays after 12 noon.



GENERAL CONDITIONS

INCLUDED IN THE ENROLMENT FEE (45€)

Administration expenses, educational material (a textbook, photocopies).

INCLUDED IN THE COURSE FEE

Level-testing, course tuition, folder with information on Madrid, some of the activities in the cultural programme, certificate of attendance, language exchange where applicable, free use of library and multimedia room, free Internet access; free access to an Online Spanish course (AVE COURSE) for students who enroll in a long-term course. Free TANDEM-Partner (conversation exchange up to 2 weeks).

NOT INCLUDED IN THE COURSE FEE

Airport transfer, travel health insurance, some of the activities in the cultural programme, final examination, DELE examination fees.

INCLUDED IN THE ACCOMMODATION FEE (30€)

Accommodation arrangements.

TO RESERVE

Please send your completed **Enrolment Form** by post, fax or e-mail.

You can also enrol online using the form on our web page: www.tandem-madrid.com

Once we receive your Enrolment Form we will e-mail or fax you a confirmation of your reservation with a breakdown of the course and accommodation fees.

You will be requested to pay a deposit of 150€ plus one week's accommodation, which will be deducted from the final invoice (non-refundable).

You can pay the deposit using the online payment facility on our website or by bank transfer to the account number indicated in the payment section.

If you prefer, you may pay the course and accommodation fees all at once. Students enrolling 1 week or less before the course begins will be required to pay all of the course and accommodation fees prior to confirming the reservation.

Students who need a letter to obtain a VISA will be required to pay the entire course and, when applicable, accommodation fees before the letter will be sent.

Full payment should be made by bank transfer at least 2 weeks before the course starts or in cash, in Euros (€), on the first day at the school.

TANDEM reserves the right to cancel the enrollment if this fee is not paid within stipulated deadline.

The accommodation address will be sent 1 week prior to arrival.

PAYMENT

Payments should be made to our bank account in:

BANCO DE SABADELL – C/General Moscardó nº 4-6. 28020 Madrid, Spain
Bank 0081, Agency 0189, DC 86, Account 0001234731
Swift / BIC BSABESBB
IBAN ES 5600810189860001234731

Always send us a copy of the transaction receipt:

by fax [+34 915224539] or email [spanishcourses@tandem-madrid.com].

Please include your name and the type of course you are attending. **The student will pay all bank commissions.**



GENERAL CONDITIONS

CANCELLATION, POSTPONEMENT OR CURTAILMENT OF A COURSE

Number of students per class: minimum 3; maximum 10. Should not enough students enrol in a group, TANDEM Madrid reserves the right to cancel group courses up to 6 working days prior to the course starting date. In such cases a place in a smaller or individual class will be offered and the teaching time will be reduced to reflect the group course fee charged upon booking. Failing this, the full booking amount will be refunded. Classes take place from Monday to Friday.

Students cancelling 2 weeks or less prior to arrival will forfeit the deposit. No cancellations will be accepted unless they are made in writing. For security reasons, no enrolments can be cancelled over the phone.

There is no refund for cancellations after the course begins.

Acceptance of enrolment is made on the understanding that the student will remain for the duration of the course as specified in the enrolment form. In the event of a student leaving before the end of the agreed period, the course may be curtailed or cancelled and no refunds will be given. However, the student will be given a voucher for the remaining days of the contracted course, which must be used within one calendar year of contracting the original course.

CANCELLATION, POSTPONEMENT OR CURTAILMENT OF A ACCOMMODATION

Except in exceptional cases, all changes of accommodation will be made after 12 noon on Sundays.

Students will receive no reimbursement whatsoever for postponing or cancelling accommodation after the course has begun.

In case of cancellation of accommodation with less than 2 weeks notice: 1 week's fees.

Reservations for double rooms only accepted for people coming together.

Students must check in to accommodation after 12 noon on Sundays and check out before 12 noon on Saturdays.

In case of cancellation of accommodation arrangements after moving in there is no refund.

AIRPORT PICK-UP SERVICES

Flight information (departure city, date and flight number) must be confirmed in writing at least one week prior to arrival. To the contrary, TANDEM Madrid accepts no responsibility for collecting the student from the airport and no reimbursement will be made.

TANDEM Madrid accepts no responsibility for collecting the student from the airport if delays and changes to the flight information are not notified in advance.

This price (65€ / one-way) is only valid for arrivals on Sunday between 11.00 am and 18.00 pm.

There is a supplement of 25€ for the rest of the week and outside of these hours.

INSURANCE

All students on courses are covered by an insurance policy.

TANDEM accepts no responsibility for accidents that may occur outside of our school, nor for the loss or theft of personal belongings on our premises. We therefore recommend taking out an insurance policy in the country of origin.

HOLIDAYS

Classes that fall on a national or local holiday (Madrid) cannot be recovered at a later date or reimbursed.



GENERAL CONDITIONS

▶ VISAS (for students from non-EU Member States)

Citizens of countries belonging to the European Union do not need a VISA to enter Spain.

Students coming from other countries should obtain information regarding the requirement for obtaining a VISADO (VISA) at their nearest Spanish Embassy or Consulate. Certificates that accredit and confirm enrolment in a Spanish programme at TANDEM Madrid can only be signed, stamped and sent by people authorised by TANDEM Madrid, who will not be held responsible for rejected Visa applications due to the fact that these documents are not official and merely serve as confirmation of a course in one of our school. Such documents will only be sent to cover the amount of course time initially contracted by the student. TANDEM Madrid will send the following documents to any student who request them (provided the total cost of the programme has been paid):

- Confirmation of the Spanish programme chosen by the student.
- Invoice for the total cost of the programme in question (course + accommodation).

Upon signing the registration form or paying the course fees, the student accepts all of the conditions described above.

INFORMATION AND COURSE REGISTRATION
spanishcourses@tandem-madrid.com

OFFICE HOURS
Monday to Friday 09.00 a.m. - 20.00 p.m.

Spanish Courses since 1982. TANDEM® International



Accredited by the Spanish Instituto Cervantes