



GADIR

Escuela Internacional de Español

STUDENT'S MANUAL **AÑO 2008**



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STUDENT'S MANUAL

With this guide we try to do that your stay in Cádiz and GADIR will be as easiest and pleasant as possible. All the information that appears in these pages will help you to know our school and to know us a little more.

GADIR was founded in Cádiz in 1989 and is a founder member of the **AEEA** (Asociación de Escuelas de Español de Andalucía). The main aim of this association is to promote and guarantee the quality of teaching in its associated schools. The A.E.E.A. is a member of **ELITE**, a supranational federation whose members include more than 300 schools in the European Union which are dedicated to language teaching.



From July 2003, our school is also an "Accredited Center of the Instituto Cervantes".



Our teaching method combines the usual study of grammar with debates, talks, role-playing situations, practical classes, etc. The classes, with a maximum of seven students each, are conducted **entirely in Spanish from the very first day** and guarantee not only an increased command of the Spanish language but also happiness and cordiality. In short: to speak, listen, understand, read and write in Spanish. This is what we do in GADIR, Escuela Internacional de Español.

GADIR, is a medium-sized school (of 40-60 students) in which pupils, teachers and organisers all know each other and call each other by their first name from the very beginning. Our main aim is to ensure that during your stay you learn how to speak, think and feel in Spanish. GADIR is situated in an independent building in the district of the Bahía Blanca, only a few minutes away from the historic city centre of Cádiz and the beach. Our school has six teaching rooms, a lounge, a library, a video library, a garden and a patio, all for the use of our students.

1. COURSES and LEVELS:

On the first day (MONDAY, 08:30 or 15:30) all the new students sit a TEST to help us determine the appropriate group and level of each student. There are many students who make the test through Internet and they do not have to do it the first day of class.



Whenever a student wishes to change group, we will inform him/her about the existing possibilities and we will try to find the best group for him/her necessities.

When finishing the course, all the students receive a **Certificate of Attendance**, in which are reflected the duration and the level of the course that the student has made. The required attendance to receive the Certificate is of 80%.

2. SCHEDULES:

A) SCHOOL'S SCHEDULE:

THE SCHOOL IS OPEN FROM MONDAY TO FRIDAY FROM 08:30 to 15:30

B) OFFICE'S SCHEDULE:

THE SCHOOL'S OFFICE IS OPEN FROM MONDAY TO FRIDAY FROM 08:30 to 14:30

C) COURSES'S SCHEDULES:

LESSONS	General Course	Intensive Course	Superintensive Course
BLOQUE 1:	10:00 a 11:30	09:10 a 11:30	09:10 a 11:30
PAUSA:	11:30 a 12:00	11:30 a 12:00	11:30 a 12:00
BLOQUE 2:	12:00 a 13:30	12:00 a 13:30	12:00 a 13:30
Private or Specif Spanish Lessons	--	13:35 a 14:20	13:35 a 14:20

3. PAYMENTS:

The first day of their stay here, all the students will receive an invoice with the total amount of their course and accommodation. **The total amount must be paid during the first three days of the course**, in the office, according to our modes of payment .



Modes of payment 2008

1. The advance payment of 150.00 € to book a place in a course is due at the moment of its reservation by means of:
 - Bank transfer to GADIR, Escuela Internacional de Español, account no. 0081-0340-53-0001089519, Banco de Sabadell, C/ Valenzuela 1, 11005 Cádiz – Spain. SWIFT: BSABESBB. IBAN: ES93 0081 0340 5300 0108 9519
 - Cheque payable to GADIR, Escuela Internacional de Español
 - Money order payable to GADIR, Escuela Internacional de Español, C/Pérgolas 5, Apartado de Correos 31, 11007 Cádiz – Spain
2. The rest of the total course amount due (minus the advance payment of 150.00 €) must be paid during the first three course days at the school in cash, or else before the course starts
3. Accommodation must be paid for during the first three course days at the school in cash.
4. All expenses related to wiring money will be paid for by the applicant. It must be taken into account that bank transfers and cashing cheques cause expenses both to the issuing and the receiving bank.
5. It is not possible to pay via credit card, by means of MoneyGram, nor with any other method of payment which has not been specified above.

4. Discounts:

GADIR offers a 10% discount off the course price in the following cases:

- For parties of three or more students enrolled for a course at the same date.
- For former GADIR students.

The discount is applicable only to direct enrolments.

5. Cancellations :

In order to cancel a RESERVATION of course and accommodation you must notify the school by letter, which will then proceed as follows:

- If the cancellation is received before 30 days have elapsed prior to the start of the booked course, the school will charge the student the amount of 80.00 € as cancellation charges.
- If the cancellation is received during the 30 days prior to the start of the booked course, the school will charge the student the amount of 150.00 € as cancellation charges.
- If the cancellation occurs after 12:00 a.m. on Friday prior to the start of the course, the school will charge the student *the whole amount* of the reservations made, be it for the courses or for accommodation.

These conditions are also valids to all the reservations or prolongations made personally at the school's office by the students

6. Holidays:

During the official holidays there will be no classes, and they will not be made up for nor will there be an entitlement to any economic compensation for this reason.

Public Holidays in 2008: January 7, February 4 (Carnival), February 28, March 20 and 21 (Holy Week), May 1, August 15, October 7 and 13, December 8 and 25

7. ACCOMMODATION:

A) ACCOMMODATION IN SPANISH FAMILIES:

Immerse yourself in the Spanish language and culture by having us arrange your accommodations with one of GADIR's select host families. These families are chosen carefully and monitored through regular inspections and student feedback. The host family may be a married couple or a single woman with or without children. The most important thing is that there is a family atmosphere and that you get to know the lifestyle of the country in which you are studying.



Living with a host family is one of the best ways to learn in depth about the country that you are visiting, its culture and its people, and also allows you to listen to and learn the Spanish language in its most natural form. Daily contact with your host family will quickly enhance your understanding of local customs and culture. In no time at all you will be picking up common idiomatic phrases and expressions. In addition, you can enjoy a relaxed and friendly atmosphere with the independence of having your own key. This kind of accommodation presents the following previous aspects:

1. The accommodation in Spanish family is reserved from Sunday previous to the course at 18:00 to Saturday after the course at 12:00.). If you are going to arrive in Spain a few days before the course starts or will be leaving a few days later, we can also arrange extra nights in the host family.
2. The half-board includes breakfast and dinner. The full-board includes breakfast, lunch and dinner.
 - a. **Breakfast** is served between 8.00 and 8.45 am, Mondays to Fridays; breakfast is served later at weekends. Breakfast is a light meal in Spain and generally consists of coffee, toast, cereal and juice.
 - b. **Lunch** is served between 14.00 and 15.30 pm. This is the main meal of the day and can include soup, paella, local stew (with lentils, green beans, beans, potatoes etc.) or salad, fish, beef, chicken, vegetable and so on.
 - c. **Dinner** is usually served between 21.30 and 22.30 pm. This is a lighter meal than lunch and can be an omelette, fish or chicken with salad etc.
3. It will never be more than one student per family, except when the student asks for it or in cases of double rooms.
4. All the families live in the old town or close to the beach (maximum distance from the school: 3 kms.)

5. Our families have been strictly selected to guarantee the students the maximum level of comfort and attention. Nevertheless, if one student wishes to change into another family, he/she can ask for it at the school's office.
6. Bed linens, towels and laundry services are included in the price of accommodation. On the first day, you should ask where you could leave your dirty clothes. This is normally in a bag or a basket in the student's room.
7. The host family can cater to your special needs or diets. (Specify any special diet needs or restrictions, allergies etc... on your enrollment form so that we can do our best in accommodating them. Please contact us if you have any questions)
8. Telephone: You can receive calls at the family's home but cannot make calls. There are many public telephones where you can make telephone calls as well as special long distance telephone centers that you can call from at a reduced international rate.
9. Excursions or trips: If you have lunch included in your meal plan, and are going away for the day on an excursion, the host family will prepare a packed lunch. You should inform the host family of this one day in advance. If you are going to travel during your stay with the family, you will not be refunded for any meals or nights missed.
10. The school send the students their host family's address and phone number one week before their arrival per e-mail.



Students who choose this option will be treated like any other member of the family and they must respect the norms of familiar life that, among others, are:

1. Not to invite guests to the house unless the family authorizes it.
2. Not to use the kitchen nor the electrical appliances unless the family autorices it.
3. To respect the timetables for meals.
4. To respect the nocturnal silence and the familiar life customs.

B) ACCOMMODATION IN SHARED FLATS:

If you would prefer to live in an apartment with other international students while you learn Spanish abroad, GADIR offers well-placed student apartments, where you will live with other international students and have the chance to learn about their own countries and cultures. All student apartments are furnished and have a fully equipped kitchen and bathroom. They are not luxurious, but have everything you may need: a television, stove, refrigerator and washing machine. In choosing this you will need to bring bed linens and towels.

In each apartment there are 3-4 furnished rooms (single and double) with one or two bathrooms, a fully equipped kitchen with washing machine, and a lounge with a television. You will be sharing the apartment with other GADIR students. The number of housemates will vary, depending on the apartment, between 3-5.

You have the option of making your own meals in the apartment, since the apartment is equipped for this, or eating in restaurants. Many students decide to buy food, prepare meals and eat together. You should discuss and agree on equal division of cleaning responsibilities amongst all flat-mates.



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RULES OF RESIDENCE IN GADIR FLATS (2008)

1. **ARRIVAL INFORMATION:** Accommodation is booked from Sunday prior to the course at 16.00 through Saturday after the course has ended at 12.00. Students receive the address and keys of the flats at HOSTAL SAN FRANCISCO (CALLE SAN FRANCISCO 12) on Sunday prior to the course. The Hostel is open 24 hours.



2. **DEPARTURE:** Accommodation is booked until Saturday after the course at 12.00. Students must leave the flats (leaving the keys in the room) before Saturday at 12. It is forbidden to stay in the flats after Saturday at 12.00.
3. **BOOKING AND PAYMENT OF ACCOMMODATION:** The rooms are booked by GADIR for the student's intended duration of stay, as requested on the registration form. Full payment for accommodation is due within the first three days of the course in cash. Cancellations will be accepted according to the school's "General Terms and Conditions". These conditions are also valid to all the reservations made personally at the school's office by the students
4. **RENEWAL:** The rooms may not be occupied neither before nor after the date stated above in point 1, except in exceptional cases. The student must request a renewal of his or her stay at GADIR's office, and pay in the amount (See the GADIR price list)
5. **APARTMENT CHANGES:** If the student wishes to change apartment, he or she may do so, if there are free rooms available in the apartment in question. The student must make the request at the office.
6. **GUESTS STAYING OVERNIGHT:** Those people who are not enrolled on a course at GADIR are not allowed to sleep over in the apartments. Exceptionally, this may be possible only if there is enough space available, and at the official prices of GADIR. Student must reserve it at the school's office in advance.
7. **SERVICE CHARGES:** The apartment rental includes basic electricity and water consumption charges. The use of high-energy appliances, such as heaters, electric blankets, portable stoves, etc. is not allowed. Otherwise, the use of these electric household appliances will entail an extra charge of 10 € per week and appliance. All the students have to bring their own sheets and towels for their personal use in the shared flat. GADIR will not provide sheets nor towels.
8. **CLEANLINESS AND HYGIENE:** The apartment occupants are responsible for its regular cleaning, i.e. both their own and common rooms, particularly prior to their final departure. In case the students do not comply with this rule, they will be charged for a weekly cleaning service (i.e. 12 € per hour)
9. **PETS:** For hygienic reasons, pets are not allowed in the apartments. Otherwise the student will face immediate expulsion from said apartment.
10. **FURNITURE:** The apartment occupants must see to it that the furniture is kept in good shape: beds, chairs, tables, closets, etc. In case the former gets damaged, the student will be made liable for the ensuing repair costs. It is not allowed to move furniture around nor to keep bulky objects, such as bikes and surf boards, in the apartments.
11. **RULES OF THE RESIDENTS' ASSOCIATION:** The apartment occupants must observe the rules of the residents' association, the most important one is to throw the rubbish in the container every night from 22:00. The following are not allowed: to make noise between 11:00 pm and 09:00 am and to have parties in the flats..
12. **APARTMENT KEYS:** The student is responsible for his or her apartment key. In case of loss or theft the student must bear the costs ensuing from the change of the apartment's lock.
13. **SHEETS AND TOWELS:** Students must bring their own sheets and towels. For hygienic reasons, it is obligatory to use bed sheets at the flats.
14. **APARTMENT INSPECTION AND COMPLIANCE WITH THE RULES:** The school reserves the right to check the apartments' general upkeep and compliance with the above-mentioned rules without prior notice. Failure to comply with the rules may result in the student's expulsion from the apartment.

8. EXTRA-CURRICULAR ACTIVITIES:



To complement our courses and to help our students acquaint themselves with Cádiz, Andalucía and the Spanish Culture, we offer an activities programme all year round. The first day of their courses, we give the students the programme for two weeks activities.

The activities are also announced in the entrance panel, showing the price, date and all the

details about them.

The students interested in taking part in one activity must enrol previously at the school's office.

9. LINGUISTIC EXCHANGES WITH SPANIARDS:

We also offer our students the possibility of meeting Spanish people who want to practise another language and who can also help you to practise Spanish after the lessons. Besides to meet them on wednesdays "meetings", we can give you the phone numbers of people who are interested in practising Spanish with you. Ask for them in the office!

10. BOOKS and DVD LOAN:

The school has a collection of books and films (DVD) at the disposal of the students. The loan is gratuitous and each student can have a maximum of two books or DVDs at the same time during one week.

The videos, dictionaries and grammar books cannot be lent. If you wish to consult them, you must do it in the school, during the opening schedule (from 09:00 to 14:30).

11. TELEPHONE, MAIL AND USE OF INTERNET:

You can comunicate with your friends and family by:

Phone: the number of the school is **+ 34 956 260 557**. At this number, you can receive phone calls during the lessons time.

Fax: you can receive faxes at **+ 34 956 260 557**.. You can also send faxes from the school. The price per page is **1 €**(Spain) y **2,50 €**(International).

Mail: The letters for the students are putting every day at the entrance table. You can receive your personal mail at the following address:

GADIR, Escuela Internacional de Español
C/ Pérgolas 5
Apartado de Correos 31
11001 Cádiz- España



Internet: With our Internet WIFI connection, every day, our students can have free access to internet if they have their laptops in Cádiz. The WIFI connection reaches the whole school, including the classrooms, the garden and the patio. Thanks to this service, GADIR gives the students the opportunity to enjoy the Cádiz sun, while they check their e-mails in

the breaks!

We also have computers with free internet access at the disposal of our students. You have to reserve your computer at the office.

12. EXÁMENES DELE:

In Cádiz, you can take the DELE Exams in our Asociación (FEDELE) center. You can enroll for the exam at GADIR's office and pay the fees.

Nota: el precio del examen no está incluido en el precio de los Cursos de Preparación al DELE.

PRICES DELE 2008 (only FEDELE Centres):

- Nivel Inicial: 123 euros
- Nivel Intermedio: 148 euros
- Nivel Superior: 168 euros

FECHAS DE LOS EXÁMENES DELE EN 2008:

- **MAYO de 2008**

Fecha de examen	Países	Plazo de inscripción
Viernes 23 de mayo	Todos los países excepto los reseñados abajo. (*)	- Del 3 de marzo al 11 de abril, ambos inclusive. - España: del 3 de marzo al 18 de abril.

- **AGOSTO de 2008**

Fecha de examen	Países	Plazo de inscripción
Viernes, 22 de agosto	Argentina, Brasil, Chile, Corea del Sur, Costa Rica, Ecuador, España, Malasia, República Dominicana y Suiza. ¹	- Del 14 de julio al 1 de agosto, ambos inclusive. - España: del 14 de septiembre al 8 de agosto, ambos inclusive.

- **NOVIEMBRE de 2008**

Fecha de examen	Países	Plazo de inscripción
Viernes 21 de noviembre	Todos los países excepto los reseñados abajo. (*)	- Del 1 de septiembre al 10 de octubre, ambos inclusive. - España: del 1 de septiembre al 17 de octubre.

(*)Albania, Argentina, Bolivia, Bosnia-Herzegovina, Brasil, Bulgaria, Canadá, Chile, China, Chipre, Colombia, Corea del Sur, Croacia, Cuba, Egipto, Emiratos Árabes Unidos, Eslovenia, Estados Unidos, Estonia, Grecia (excepto Patras), Haití, Japón, Kenia, Letonia, Liechtenstein, Lituania, Macedonia, México, Polonia (excepto Poznan), Serbia, Singapur, Suiza (excepto Coira), Taiwán, Territorios Palestinos y Uruguay.

13. CÁDIZ: USEFUL INFORMATION

USEFUL TELEPHONE NUMBERS

URGENCIAS	112
ATENCIÓN AL CIUDADANO	956 24 10 15
BOMBEROS	085
CORREOS Y TELÉGRAFOS	956 21 39 45
CRUZ ROJA	956 22 22 22
DIPUTACIÓN	956 24 01 00
GRÚA MUNICIPAL	956 22 81 03
GUARDIA CIVIL	956 22 11 00
POLICÍA LOCAL (URGENCIAS)	092
POLICÍA MUNICIPAL	956 22 81 33
POLICÍA NACIONAL (URGENCIAS)	091
RENFE (TRENES)	902 24 02 02
TRÁFICO	956 22 27 05
TRANSPORTES GENERALES COMES (AUTOBUSES)	956 21 17 63
UNITAXI	956 21 21 21

OFICINAS DE INFORMACIÓN TURÍSTICA:

1. CENTRO DE RECEPCIÓN TURÍSTICA, Paseo de Canalejas s/n
2. OFICINA DE TURISMO DE LA JUNTA DE ANDALUCÍA: Avenida Ramón de Carranza s/n

LINKS:

www.cadiznet.com
www.guiadecadiz.com
www.cadizturismo.com
www.cadiz-turismo.com
www.cadizayto.es