

# STUDENT'S MANUAL



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# Contents

1. WELCOME TO CASTILA.....	3
2. NEW AND CONTINUING AT CASTILA IN 2019 .....	3
3. CASTILA, AN INTENSIVE LEARNING EXPERIENCE IN AND OUT OF THE CLASSROOM.....	4
3.1. Goals, instruments and organisation Strong points .....	4
3.2. Staff: departments and responsibilities. The Teachers .....	5
3.3. The school facilities and other details. Casa San Nicolás and San Cecilio .....	6
4. ACCOMMODATION.....	9
5. EXTRACURRICULAR ACTIVITIES .....	10
6. LEVELS, METHOD AND WEEKLY TIMETABLE.....	11
7. THE COURSE .....	15
8. WELCOME AND ARRIVALS .....	21
9. <u>CASTILA QUALITY</u>	
<u>GUARANTEES.....</u>	<u>22</u>
9. STUDENT SERVICES COMPLAINTS AND PROCEDURES.....	23
10. GENERAL CONDITIONS.....	23



# 1. Welcome to CastiLa

Dear Student,

Welcome to Granada!

As you know, almost all our work is centred on guaranteeing the satisfaction of our students, in the three areas that make up your stay: course, activities and accommodation.

The aim of this manual is to act as a helpful tool for our students, so please do not hesitate to make any suggestions which you think will improve it.

Hoping that you learn and enjoy and the local culture!

CastiLa team, Granada, 2019

## 2. New and Continuing at CastiLa in 2019

CastiLa celebrates its 31 anniversary with a change of location. As you know CastiLa recently moved to San Nicolás International Education Campus around one the most famous and valued squares of the world in the very heart of the unique and universal neighbourhood of Granada, the Albaicín.

The Campus consists of three buildings nearby with office, classrooms, space for activities and apartments, public library, public school, cultural center, market places, health center, bars and restaurants in a very genuine and cosmopolitan atmosphere with unparalleled views and urban landscape.

The headquarter is located in the Casa de San Nicolás, a restored, historic Carmen with office, classrooms, garden and a tower from where one can see the Alhambra, the Sierra Nevada and the Albaicín.

CastiLa offers its expertise and knowledge of the environment for those students who do not have enough time to join an intensive course. That is why we launched our extensive courses and courses for families.

The overall objectives are:

To prepare students during their stay in Spain and in Granada in particular, taking into account their specific requirements as residents, Erasmus students or expats.

To improve the communication skills of students by combining class activities with appropriate extracurricular activities, according to the educational level of the participants and the environmental conditions.

To familiarize students with the essential elements of their life in Granada: environment, daily routines, culture and language.

In courses for families, we also familiarize the children to their life in Granada, and most important, to the state school they join after their course with us.

At last but not least, we need to mention that CastiLa also launched Online Lessons. CastiLa offers its expertise and knowledge of their teachers for those students who do not have time or resources to come to Granada. Also many of our students use the online lessons in order to go on practicing Spanish and refresh their knowledge.



### 3. CastiLa, an intensive learning experience in and out of the classroom

#### 3.1 GOALS, INSTRUMENTS AND ORGANISATION. STRONG POINTS

The goal of CastiLa is the complete satisfaction of its students in the three main experiences of their stay: courses, accommodation and activities.

To achieve this, our working instruments double as our strong points:

- Small class size (max. 6 students per group)
- Balanced combinations of classes and extracurricular cultural activities, 57 out-of-school activities developed and evolved since 1988
- Dedication of the teachers in and out of the class

- Standards of accommodation, the highest available in Granada
- The school location in the Albaicín, the old quarter in the heart of Granada, awarded "World Heritage Site" by UNESCO

In other words, we bring thousands of opportunities to practise Spanish and enjoy a fulfilling cultural experience. It is only natural that 40% of students extend the course or come back in the near future.

As a student said in 1999: "CastiLa, an intensive learning experience in and out of the classroom." *Ally Ladha, USA*

"CastiLa is a world on its own." *Agnès Christeler, Switzerland*

All this is possible under the supervision of a highly-qualified team, built up over years of experience, who share the common goal and the enthusiasm to achieve it. It is our intention to facilitate your stay here so that the objectives you expected from this course are fulfilled successfully.

Therefore, please feel free to contact us for anything you may need.



## 3.2 Staff: Departments and responsibilities.



**ANTONIO PERALES CASTRO**

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## ACCOMMODATION AND 24 HOUR EMERGENCY TELEPHONE

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## CO-ORDINATOR

Each group is assigned a co-ordinator, responsible for determining the level of the class, planning group activities, identifying goals, deciding and co-ordinating curricular activities, contacting other groups, etc. They also solve any doubts, questions or problems within the group. He/she is the link between the students of the group and all the departments on which the welfare of the students depend.

The co-ordinator is always a teacher with extensive experience.

## TEACHERS

In the selection of teachers at CastiLa, our basic requirements include:

- **University degree.** In Spain, a minimum of 5 years of University;
- **Teaching certificate**(*CAP o titulación pedagógica en vigor*)
- A **training seminar** in CastiLa with both academic and practical aspects where the style, teaching method and general working of CastiLa are taught.
- Candidate **personality** and attitude are also fundamental.
- The teachers and staff of CastiLa attend Training Programs with the support of the Centre.

## 3.3. THE SCHOOL FACILITIES AND OTHER DETAILS.

### 3.3.1. CASTILA IN SUMMARY

One of the strongest points that makes CastiLa different is its situation in the Albaicín: the distinction of learning Spanish in one of the most unique neighbourhoods in the world (UNESCO World Heritage Site since 1995), makes CastiLa a particularly special, distinctive choice.





## CASTILA IN SUMMARY

<b>Buildings:</b> 300 m².	<b>Patio:</b> 100 m². Chill out area under a pergola.
<b>Location in the city:</b> One of the most unique neighbourhoods in the world (UNESCO World Heritage Site since 1995)	<b>Views:</b> Alhambra and Sierra Nevada and the rest of the Albaicín from the second floor. From the other rooms, the Arabic Wall, San Miguel Alto and Sacromonte.
<b>Classrooms:</b> 7 equipped with computer, tv, internet .  <b>Conditioned:</b> heating/air-conditioning.	<b>Library (See below - 1.3.2.)</b> 900 titles. Agreement with the very local Biblioteca Municipal del Albaicín.
<b>Student rooms:</b> TV (40 channels), Internet and computer room.	<b>Didactic material:</b> On-line resources, books, video and audio from E/LE for all levels of Spanish.
<b>Other services for students:</b> Wi-Fi, Telephone, garden.	<b>Movie collection:</b> 250 titles in Spanish and bilingual.
<b>Garden, social rooms and material available for students:</b> From 9:00 to 18:00	<b>Spanish Music collection:</b> 6500 titles
	<b>Swimming pool:</b> Access to private swimming pools in host families.



### 3.3.2. Library services

With this service CastiLa wants to offer to the students the opportunity of approaching Spanish literature. We have selected a wide range of books that we will recommend taking into account your own level.

- Beginners: stories with simple language
- Intermediate: tales of Spanish and Latin American contemporary authors. Novels adapted to foreign students
- Advanced: significant novels of the Spanish literature, both contemporary and classic.

Recommended books are located at the school library or at the municipal Library in the Albaicín. Books can be borrowed with the student card: The timetable of the municipal library is from 14:45 to 20:00 p.m.

According to the school's library timetable, available days for borrowing and returning books are: Tuesday, Wednesday, and Thursday during the break. Bring books back to reception. Before borrowing books, music or films, it is necessary to give a deposit of € 10.00 that will be returned when the book is returned.

For more information, please ask Natalia.

### 3.3.3. Other Services

**TRANSFER:** CastiLa has a transfer service that can help you to rich your accommodation in Granada. Students can book their one-way or return transfers from Granada (GRX), Málaga (AGP) and Almería (LEI). We also arrange staff to take children to the airport as unaccompanied minors.

**INTERNSHIP:** Did you want to learn Spanish while having a work experience? We can arrange an Internship programme in one of Granadian companies for you, for 4 to 24 weeks. For conditions and availability, ask Antonio.

**INTERCAMBIO:** Once in the school, we can help you find Spanish people according to your preferences to do an *intercambio*, in order to have more opportunities to practice Spanish language and get another perspective of the Spanish / Granadian culture. You can spend your free time together or invite him/her to join in extracurricular activities organised by the school. You can start thinking about his/her profile right now.

**AU PAIR:** We offer a selection of families for an Au-pair programme.

**STUDENT CARD:** students receive a student card on the first day that can be used for obtaining access to and discounts for several services in Granada:

- ***Internet / Wifi:*** 24 hours at the school facilities.
- ***Payment:*** students can send money directly to the school
- ***Arabic Baths:*** students can choose between two different establishments both located in the city centre
- ***Aquaola:*** a wonderful and funny aquatic park open in summer
- ***Eupopcar:*** discounts for renting a car
- ***Banco Popular:*** discount on commission rates for currency exchange
- ***Shows:*** discounts on tickets for all the shows that give student rates
- ***Library:*** facilities for borrowing books (there is one close to the school in Saint Nicolas square)

**RECEPTION& LIBRARY:** open from 9:00am – 6:00pm

The **head of studies** can be reached at the school during the hours 9am – 3pm for any questions/concerns you may have about your course.

**Free WIFI** is available at all times to our students. We also have computers for students to use during reception hours.

If you require further information, feel free to contact us.





## 4. Accommodation

At CastiLa, we consider the accommodation fundamental to the complete satisfaction of a stay so far from one's home.

How do we measure quality in accommodation? We offer:

- Accommodation within maximum 15 minutes walking distance of the school.
- Heating & air-conditioned.

Who else could offer a restored 17<sup>th</sup> century building.



The principal aim is to create the best conditions for our students. Our accommodation manager has great experience in fitting the profile of the students to that of the host Spanish families or the other students sharing the same flat.

For any issues, students can ask our accommodation manager for a change of accommodation that will be solved in 48 hours.

For this procedure, please look at our General Conditions: points 3 (3.2., 3.6 y 3.7) and those regarding families (4.1. y 4.2).

Changing of accommodation is allowed only with the Management's authorization.

### RANGE OF ACCOMMODATION MANAGED BY CASTILA

1. *In a shared flat with other CastiLa students.*
  - With two bedrooms.
  - *Location:* in the Albaicín or in the centre of town. Never further than a 15 minute walk from the school.
  - *Facilities:* Bed sheets, kitchen, fridge, washing machine, TV, WIFI.
2. *In a shared flat with Spanish people.* For students of CastiLa who prefer to live in an absolutely Spanish environment, we are able to offer the option of a room in a shared house with friends and/or acquaintances of the staff. This preference must be indicated in the application form. The price is the same as in a shared flat with CastiLa students. Limited availability.
3. *In Spanish host families.* For complete immersion with one of our tried and trusted families. Close to the school (maximum 20 minute walk). Because of the nature of this type of accommodation and to maximise contact with the family, we recommend full board.
4. *Individual apartments:* With one or two bedrooms, this is another high standard of accommodation offered by CastiLa, ideal for those students who prefer more privacy.



## 5. Extracurricular Activities

CastiLa has developed 57 extracurricular activities offered to the students, not only to enhance their stay and to provide opportunities, but to get immersed in the culture through the “ins and outs” that lie behind a language, a key part of CastiLa’s teaching method. The activities, participated in by the teachers, allow the students to demonstrate, reinforce and enjoy what they have learned in the classroom.

In order to join any of our activities the student has to go to reception and sign up in a list. Natalia is in charge of those lists. The sign up has to be made at least 2 days before the extracurricular activity takes place.

A lot of the activities are free, like the *films*, *thematic evenings* and *musical evenings* in the centre... For many others, the students only have to pay for what they do: *tapas-tour*, *paella in the garden*, *dinner* in a restaurant, entrance tickets, skiing in the Sierra Nevada...

























In addition, there are trips such as days out to the beach, Córdoba, Sevilla, Baeza, Mojácar... All this at a minimum price, thanks to CastiLa’s connections with bars, restaurants, hotels, car and bus rental agencies.

Monday to Friday	Monday to Friday	Weekend
FREE COST	COSTS ACCORDING TO THE SERVICE DRINKS – FOOD – TICKETS	PRICE ACCORDING TO THE PROGRAM
Wednesday Movies	The 'Friday Tapas tour'	Trip to the Beach
Welcome drinks	Visit to the Alhambra	Trip to Córdoba

Thematic evenings	Paella at the school garden	Trip to Sevilla
Musical evening (flamenco, pop)	Silk-screen printing	Trip to Baeza and Úbeda
Albaicín route	Lunch, bath and walk in Sierra Nevada National Park	Party on the beach: meeting of students and teachers of Granada - Mojácar - Madrid
Flamenco party	BBQ	Trip to Guadix and La Calahorra
Theatre and concerts	Horseback riding	Mojácar - Cabo de Gata
Wine tasting	Visitto Parque de las Ciencias	Cadizbay - Carnival
Art exhibitions	Royal Chapel and Cathedral	Cazorla
Football and 'après football'	Sierra Nevada: skiing	Spanish Liga
Visit IDEAL (the Andalusian newspaper)	Beach: Nerja - Frigiliana	Capea
Events in Granada	Tropical Coast: sailingboat	Madrid
San Antonio party	Moraga onthebeach	Morocco
Recreational evening	Alpujarras	Lisbon
Olive picking	Bullfighting	
Pool championship	Lake activities	
Library detectives	Christmas Dinner	
Salsa	Environmentworkshop	
	Spanish&Hiking	



## 6. Levels, method and weekly timetable

22 Weeks 22 Levels																								
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Hours	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400	420	440	460	480
CastiLa Levels	A1.1 	A1.2 	A2.1 	A2.2 	B1.1 	B1.2 	B1.3 	B1.4 	B1.5 	B1.6 	B2.1 	B2.2 	B2.3 	B2.4 	B2.5 	B2.6 	C1.1 	C1.2 	C1.3 	C1.4 	C1.5 	C1.6 	C2.1 	C2.2 
CEFR Levels	A1 breakthrough		A2 Waystage		B1 Threshold						B2 Vantage						C1 Effectiveness						C2 Mastery	
DELE Levels	DELE A1		DELE A2		DELE B1						DELE B2						DELE C1						DELE C2	
CastiLa Cursos	101, 102, 103, 401 and 500		101, 102, 103, 401 and 500		101, 102, 103, 401, 500 and CastiLa 8						101, 102, 103, 200, 401 and 500						101,103, 200, 401 and 500						101, 200, 401 and 500	



## 6.1.SELF ASSESSMENT GRID

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can recognise familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages relating to matters in areas of immediate needs. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.



## 6.2. METHOD

This is a student-centred method, which considers the teacher as the facilitator and organiser of learning activities according to the student's levels, needs and personalities. Communicative, traditional and other modern activities in the classroom are selected depending on the specific characteristics of the student and his group.

Every lesson is taught by a different teacher, carefully planned by the Co-ordinator and the Academic Manager.

## 6.3. DISTRIBUTION OF TIME AND LESSONS

Weekly lesson plan of the General (A) and (B) course:

HOUR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
8:35-9:25	1B	1B	1B	1B	1B	3
9:30-10:20	1	1	1	1	1	
10:25-11:15	1	1	1	1	1	
11:15-11:50	Break	Break	Break	Break	Break	
11:50-12:40	2	2	2	2	2	
12:45-13:35	2	2	2	2	2	
13:40-14:30	2B	2B	2B	2B	2B	
Afternoon	3	3	3	3	3	

### 1. Practice based on Grammar

Grammar and exercises are practised in real communicative situations. Also, correction of homework and explanation of grammar are done if necessary.

### 2. Practice and conversation based on thematic units

Oral and written exercises; communicative activities, conversation related to the specific subjects studied, comprehension practice – audio-visual material – analysis of documents (magazines, books, television, radio) and all concerned with the communicative skills: speaking, listening, reading and writing.

### 3. Extracurricular activities (optional)

To achieve knowledge of a language a cultural immersion is necessary. With this goal in mind, CastiLa has developed 57 different social activities that help the foreign students to integrate into the Spanish life. These activities are of very different kinds: Spanish movies, thematic evenings, musical evenings, trips, visits, parties, sports, "tapas time", "paellas"...





## 7. Courses

How does one measure the quality of courses? That learning Spanish well is an almost obsessive objective of CastiLa can be deduced from the school's professionalism, accreditations and methodological principles. When we say that in the distribution of groups we consider the levels and specific needs of the student, we can explain with numbers: a maximum of 6 students per class in all courses, in both high and low seasons



## 100. INTENSIVE LANGUAGE COURSES

<p><b>101</b> <b>GENERAL (A)</b> <b>INTENSIVE</b></p>	<p>An intensive language course designed for anyone interested in commencing their studies or in improving their communicative skills in Spanish. Content, goals and teaching methods are geared to the communicative needs and the competence level of the student.</p> <p><i>The school uses a well structured theoretical guide – developed in line with the most advanced theories of language study - which includes several kinds of practical exercise designed to encourage the constant participation of the student thereby improving and updating his/her language skills: speaking, listening, reading and writing.</i></p>	<p>Levels: 6, from absolute beginner to advanced. 4 classes/day. Monday to Friday, from 9:30 to 13: 40. Duration: from 1 to 48 weeks</p>	<p><b>103</b> <b>TRIMESTER AND SEMESTER COURSES</b></p>	<p>Language and Culture courses lasting 12 or 24 weeks. Designed for University students and those who can stay for a longer period. The set dates guarantee the quality of service offered by CastiLa at more economic rates. Contents, goals and teaching methods are geared to the communicative needs and the competence level of the student.</p>	<p>Levels: 6, from absolute beginner to advanced. 4 classes/day. Monday to Friday, from 9:30 to 13:40. <i>Duration: from 12 to 24 weeks</i></p>
<p><b>102</b> <b>GENERAL (B)</b> <b>SUPER INTENSIVE</b></p>	<p>Like General (A), but with an additional 2 hours daily.</p> <p>Developed for students who are more ambitious and wish to take advantage of additional classes and for those who have less time at their disposal.</p>	<p>Levels: 6, from absolute beginner to advanced. 6 classes/day. Monday to Friday, from 8:35 to 14: 30. Duration: from 1 to 48 weeks</p>	<p><b>104</b> <b>UNIVERSITY STUDENTS</b></p>	<p>It is an integrated full immersion programme that includes coursework, cultural/social activities, and optionally lodging. Programmes of study are designed to complement and fulfil the students college syllabus. CastiLa's courses are designed to satisfy the requirements for credit transfers.</p>	<p>Levels: 6, from absolute beginner to advanced. 4 classes/day, Monday to Friday Duration: 2, 4, 6, 12 or 24 weeks</p>
			<p><b>105</b> <b>INTENSIVE SUMMER TEENAGERS' COURSES</b></p>	<p>A complete, well-rounded program that includes coursework, activities and lodging. Students will be part of an international group of young people, including Spaniards, whose common language is Spanish which is tested in different situations such as in their host families, in the classroom and outside the classroom.</p>	<p>Levels: 6, from absolute beginner to advanced. 6 classes/day. Monday to Friday, from 8:35 to 14: 30. Duration: from 1 to 8 weeks</p>



## 150 CURSO DE ESPAÑOL EXTENSIVO

### 150 *Cursos de español No Intensivos*

Curso de 2 horas 2 días a la semana, a elegir en horario de mañana o tarde. Este curso responde a las necesidades de residentes en Granada (estudiantes o expatriados). Todos los niveles. Se requiere prueba de nivel previa.

Levels: 6, from absolute beginner to advanced  
Duration: from 4 to 6 weeks



## 200. SPECIFIC PURPOSES COURSES

<p><b>201</b></p> <p><b>COMMERCIAL AND BUSINESS SPANISH</b></p>	<p>The purpose of this course is to familiarize the student with this particular aspect of the Spanish language by continued practice-analysis, exercises and conversation based on material and hypotheses taken from real situations in the economic and business world. This will include business correspondence, specialized vocabulary, texts and conversation. Most students combine this course with a General Course or another Specific Purposes Course.</p>	<p>2 classes/day.10 classes/week. 50 minute lessons. Monday to Friday, from 9:30 to 11: 15. or from 11:50 to 13:35 Duration: from 1 to 8 weeks</p>	<p><b>204</b></p> <p><b>COURSE FOR SPANISH teachers</b></p>	<p>Designed for those who are teaching, or planning to teach, Spanish in their home countries. The objective is to improve the didactic and linguistic content of their teaching and to provide an opportunity for intensive discussion of trends in teaching as well as offering practice in the Spanish language and discussion of Spanish culture.</p>	<p>2 classes/day.10 classes/week. 50 minute lessons. Monday to Friday, from 9:30 to 11: 15. or from 11:50 to 13:35 Duration: from 1 to 4 weeks.</p>
<p><b>202</b></p> <p><b>SPANISH CULTURE AND SOCIETY</b></p>	<p>Contents: history, art, politics, society, film, music, fashion, sports, etc. This course is designed to provide information about present day Spain and South America, taking into account the particular interests generated through discussion by students who already possessing a good knowledge of Spanish. The ideology that guides us is a desire to explore all ideologies and to offer a vision of all visions.</p>	<p>2 classes/day.10 classes/week. 50 minute lessons. Monday to Friday, from 9:30 to 11: 15. or from 11:50 to 13:35 Duration: from 1 to 8 weeks</p>			
<p><b>203</b></p> <p><b>SPANISH LITERATURE AND LITERARY CRITICISM</b></p>	<p>This course is an introduction to the History of Spanish and South American Literature.</p>	<p>2 classes/day.10 classes/week. 50 minute lessons. Monday to Friday, from 9:30 to 11: 15. or from 11:50 to 13:35 Duration: from 1 to 8 weeks</p>			



### 300. COMBINED COURSES

<b>301</b> <b>GENERAL A</b> <b>+ 200</b>	It is possible to combine a General (A) Course with one of the Specific Purposes Courses.	Levels: from medium to advanced. 6 classes/day, Monday to Friday from 08:35 to 14:30 Duration: from 1 to 4 weeks
<b>302</b> <b>200 + 200</b>	It is also possible to combine two or three Specific Purposes Courses.	Levels: from medium to advanced. 6 classes/day, Monday to Friday from 08:35 to 14:30 Duration: from 1 to 4 weeks
<b>303-304</b> <b>SPANISH</b> <b>LANGUAGE</b> <b>+ SKIING</b>	This course is a combination of a General A or General B course with a further week of skiing in Sierra Nevada accompanied by a Spanish teacher.	Levels: 6, from absolute beginner to advanced. 4 classes/day, Monday to Friday Duration: 2 weeks
<b>305-306</b> <b>SPANISH</b> <b>LANGUAGE</b> <b>+ HORSEBACK</b> <b>RIDING</b>	This course is a combination of a General A or General B course with a horseback riding course.	Levels: 6, from absolute beginner to advanced. 4 classes/day, Monday to Friday Duration: 2 weeks

### 400. COURSES AND OFICIAL EXAMS

<b>401</b> <b>DIPLOMA</b> <b>IN</b> <b>SPANISH</b> <b>AS A</b> <b>FOREIGN</b> <b>LANGUAGE</b> <b>-D.E.L.E.-</b>	<p>Awarded by the Ministry of Education and Science and organised by the Cervantes Institute, the exams take place in Granada and at other examination centres throughout the world, in May and November. Examination registration can be handled by the school.</p> <p>The course is designed and prepared to enable students to obtain the D.E.L.E.'s diploma in all three levels: initial, intermediate and superior. Since 1994, 98% of CastiLa trained students successfully passed their exams.</p>	<p>Option I: Complete preparatory course. 5 classes daily.</p> <p>Option II: Complementary course. 1 class daily.</p> <p>Duration: Option I, from 4 weeks.</p> <p>Option II, 1 – 14 weeks.</p>
<b>402</b> <b>CERTIFICA</b> <b>TE IN</b> <b>BUSINESS/</b> <b>COMERCIA</b> <b>L SPANISH</b>	<p>Organised by the Chamber of Commerce of Madrid, in collaboration with accredited language centres such as CastiLa. The exams take place in CastiLa after the course. Please ask for examination dates. Examination registration is handled by the school.</p>	<p>Maximum students per class: 6</p> <p>5 classes/day. 25 classes/week.</p> <p>Duration: from 1 to 4 weeks</p>





## 500. PRIVATE AND SEMI-PRIVATE COURSES

<b>501</b> <b>PRIVATE</b> <b>CLASS: ONE</b> <b>PERSON</b>	Specifically structured and designed to cater for the special needs of individual students and professionals: executives, airline personnel, businessmen, secretaries, translators, teachers and anyone who prefers individual tuition. Private lessons are available to complement any of the above courses.	Course duration: according to student's needs <i>Schedule: according to student's needs</i>
<b>502</b> <b>SEMI-PRIVATE:</b> <b>TWO PERSONS</b>		
<b>503</b> <b>HOME</b> <b>LANGUAGE</b> <b>TUITION</b>	The student both lives and receives classes in the teacher's home. Cultural activities are included in the programme.	Maximum students per class: 1 All levels Classes/day: 4, 5 or 6 Duration: 1 – 4 weeks

## 600. FOR GROUPS ORGANIZED IN THEIR COUNTRIES

<b>601</b> <b>TEENAGER</b> <b>S GROUPS</b>	Open programs organized by Spanish teachers who wish to arrange a course for their students abroad. Accommodation in families, residences or shared flats.	Levels: 6, from absolute beginner to advanced. 4 classes/day, Monday to Friday Duration: from 1 to 4 weeks
<b>602</b> <b>UNIVERSITY</b> <b>GROUPS</b>	Open programmes organized in collaboration with the local university who wish to arrange a course for their students abroad. Programmes of study are designed to complement and fulfil the students college syllabus and to satisfy the requirements for credit transfers.  Accommodation in families, residences or shared flats.	Levels: 6, from absolute beginner to advanced. 4 classes/day, Monday to Friday Duration: from 1 to 4 weeks
<b>603</b> <b>SPANISH</b> <b>TEACHERS</b> <b>GROUPS</b>	Developed for organisations or groups of Spanish language teachers who work in other countries. The objective is to improve the didactic and linguistic content of participants' teaching and to provide the opportunity for intensive discussions of trends in teaching as well as offering practice in the Spanish language and discussion of Spanish culture.	Levels: 6, from absolute beginner to advanced. 4 classes/day, Monday to Friday Duration: from 1 to 4 weeks



## 8. Welcome and Arrival

### THE FIRST DAY IN CLASS

All the students starting a course have to be at Casa San Nicolás at 9:00 on Monday morning. After a greeting, they are given an oral and a written test in order to place students in classes according to their different levels. The written test can be done in advance to their arrival.

The test finishes at 10:20, just in time for their first lesson. At 11:15 there is a morning coffee break, when the teachers have a short meeting to confirm the levels of the new students.

This break can be used to meet the other students and learn more about the school and its organisation.

After the break, the students go on with their lessons. Textbooks and learning material (included in course price) will be given to the student at this time.

The timetable for the following days will be 9:30 - 13:35 for the 101 General (A) course and 8:35 - 14:30 for the 102 General (B) course. (See "Method and levels" on page 10)

The activity program for these two weeks will be given to the student on his/her first day at the school, along with a welcoming/informative document.

### TRANSFER ARRANGED BY CASTILA

If requested, CastiLa can arrange for students to be collected from the airports in Málaga or Granada and taken to their accommodation in Granada

### RENT-A-CAR

The agreement between CastiLa and Europcar makes it possible to pick up a car at the airport and leave it at the office in Granada. According to this agreement, there are special prices for CastiLa students and it is not necessary to pay more for leaving the car in a different place.

This is also possible for departure (from Granada).

### MEDICAL EMERGENCIES

If you have a medical emergency during class, notify the staff as soon as possible. One of our staff will accompany you (if desired) to the nearest health centre. The health centre closest to the school is the Centro de Salud Albaicín. If you have a medical emergency outside of school hours and need help, call our emergency number +34 676358250.



## 9. CastiLa Quality Guarantees

One cannot overlook the prestige and credibility of CastiLa. In addition to our experience and professionalism, quality is endorsed by the leading national and international quality control organisations and trade associations of language teaching.



**CERVANTES INSTITUTE**



**BILDUNGSURLAUB**



**CSN**



**INTERNATIONAL UNIVERSITY OF ANDALUSIA**



**UNIVERSITY OF GRANADA**



**Socrates - Comenius Action 2.2**



**Her Majesty's Diplomatic Service**

Other numerous institutions (universities, teacher organisations, education centres, companies....) find in CastiLa the optimal destination for their students and personnel.



## 9. Student services, complaint forms and procedure

As you know and have read in this document, the entire CastiLa organisation is focused on guaranteeing the satisfaction of our students, in addition to the Administration procedures, in the main three areas that make up your stay: course, activities and accommodation.

In order to achieve this, the management offers you the following complaint and suggestions procedure.

You have these options:

1. **Complaint forms of the Junta de Andalucía** (Regional Ministry of Employment and Industry. General Direction of Commerce).
2. **Complaint register of AEEA**, that watches over the fulfilment of the compromises in the Quality Declaration of AEEA.
3. **Complaint and suggestions box**

Student service of the Centre. Anonymous or personal suggestions/complaints.

Ask your teacher/Coordinator for more details, procedures and forms, he/she will be happy to help you.

The management of the Centre takes responsibility of the revision of documents at its due frequency, diagnosis and required procedure for each case. It also covers the register of incidents and interventions, as well as dealing with external instances.



## 10. General Conditions

### 1. REGISTRATIONS, PAYMENTS AND CANCELLATIONS

- 1.1. REGISTRATION
- 1.2. PAYMENTS
- 1.3. CANCELLATIONS

### 2. COURSES

- 2.1. DISTRIBUTION OF LEVELS
- 2.2. CHANGING GROUP
- 2.3. EXTENSION OF COURSES
- 2.4. SCHOOL MATERIAL
- 2.5. DIPLOMAS AND CERTIFICATES

### 3. ACCOMMODATION

### 4. FAMILIES

### 1. REGISTRATION, PAYMENTS AND CANCELLATION

#### 1.1. REGISTRATION

1.1.1. Registration in the Centre implies the acceptance of the general rules. If in doubt, please check with Management. Management has the right to make the final decision and agrees to inform of the decision taken as soon as possible.

**1.1.2.** In order to be registered for a course, send an application form by e-mail, ordinary mail or fax; you can book by telephone as well. To maintain the booking you need to send a minimum deposit of € 120.00. This deposit is not an additional cost.

**1.1.3.** We appreciate receiving your registration as soon as possible, in order to arrange everything for your reservation. In return, you will get a confirmation of your course and accommodation, detailed information and a bill for your booking. Registration at the last moment depends on availability.

## 1.2. PAYMENTS

**1.2.1.** The total payment will be made before starting, or within the first three days of the course.

**1.2.2.** The deposit and the total payment can be made by:

- **Bank transfer**, indicating your name to Sociedad Andaluza de Estudios Hispánicos, International Banking Account Number (IBAN) ES64 0075 0010 0106 0628 2567; swift code (Bank Identification Code - BIC): POPUESMM, BANCO POPULAR ESPAÑOL. Calle Acera del Casino, 5. 18009. Granada. All bank charges are at the expense of the applicant. Please add €10.00 to cover these bank charges. Any excess payment will be refunded. The real amount received by CastiLa will be shown in the corresponding bank statement.

- **Credit card** (Visa and MasterCard), sending the number and expiry date by e-mail, fax, telephone or in the school's office. Commission charge of 2% is at the expense of the applicant.

- **Cash** in the school's office.

- **Paypal**.

**1.2.3.** The bill will be made by applying the fees published in the current year. According to this point, any occasional error in receipt, invoice, e-mail or letter will be corrected.

## 1.3. CANCELLATIONS

**1.3.1.** In case that cancellation is communicated at least 15 days before the starting date of the staying the full amount will be refunded, except for the €120.00 deposit. This deposit can be used as a payment for another course starting in the next two years.

**1.3.2.** In case that cancellation is communicated in less than 15 days before the starting date the student will be required to pay two weeks of the course and accommodation fees. This amount can be used as a payment for a future course. The difference of the amount paid will be refunded.

**1.3.3.** Once the course has begun, total or partial cancellation of the course is not acceptable. If the course still has to be paid, the student will be required to pay the full costs. Management will give the possibility of postponing the booking of the course to other period. In order to grant this, a signed, stamped and transferable document will be handed to the student. Regarding accommodation, 2 weeks fees of the outstanding booking have to be paid.

## 2. **COURSES**

### 2.1. DISTRIBUTION OF LEVELS

**2.1.1.** The distribution of courses and levels is the responsibility of the teaching team, who, considering the test, interview and language needs of the student, will make the final decision of where the student will be placed. Levels and their distribution will be established on the first Monday of the course after the interview and the test -this means that you will begin in your appropriate level at 11:50 in the same morning.





**2.1.2.** The criteria that justify these decisions will be strictly academic. The maximum number of students will be 6, but exceptionally, and with the unanimous approval of all participants, it could be increased.

**2.1.3.** Since it is the aim of the academic directorate to arrange that the study groups whilst working at the highest level possible are also made up of a minimum number of students within the group, it may happen that a group consists of one student only. Such being the case, the student who attends an intensive language course will receive half of the classes reserved (which will comprise grammar and other theoretical contents of the program) in a private class and the other half (the conversational activities of the program) with the group at the nearest available level. The student who attends a specific purpose course will receive 70% of this course; the other 30% may be attended in an intensive language course.

## **2.2. CHANGING GROUP**

**2.2.1.** The student who considers changing group convenient for him must consult a teacher. The teacher and the Academic Manager will decide whether the change is appropriate and/or beneficial to the student or not.

**2.2.2.** Changing the course from 101 General (A) into 102 General (B) is possible. Changing the course from 102 General (B) into 101 General (A) usually is not possible because it is considered a way of cancellation.

## **2.3. EXTENSION OF COURSES**

**2.3.1.** Extending a course must be requested and approved by Management, who will formally agree to communicate the decision within 24 hours. Please ask for it as soon as possible: the sooner the asking for an extension is addressed to Management, the more benefits you will have for organising the stay.

**2.3.2.** If course subscription is extended, the price will be calculated according to the total number of weeks; that results in a cheaper cost than considering it a new booking.

**2.3.3.** The participation in a course goes from Monday to the Friday of the last week of stay. Prolongation to make up for any lost days (including holidays when there is no class), until the following Monday, Tuesday, Wednesday can be considered by Management, and if approved, would be free of charge. Usually, it is possible if the group remains open.

**2.3.4.** The beginning and/or departure at different days must be accepted by Management, and the extra price can be checked in our website.

## **2.4. SCHOOL MATERIALS**

**2.4.1.** The Centre provides for the necessary materials, including a grammar book and exercises every week that correspond to the student level. They belong to the student and is included in the fee.

**2.4.2.** The registration also includes the use of all school materials available at the Centre. These materials are the property of the school. If used, must be returned to the school prior to departure.

**2.4.3.** The use of books and related materials must be made according to the normal and customary rules of loans: that is to say, it is forbidden to mark and/or write on them; in addition, they must be returned in the same good condition they were received.

**2.4.4.** The school will facilitate the acquisition of most of the materials used, with no guarantees.



## 2.5. DIPLOMAS AND CERTIFICATES

**2.5.1** At the end of the course, students can obtain a certificate of attendance. To obtain this certificate, a 90% or more attendance rate is necessary. It means that the right to obtain this certificate will be cancelled if non-justified absences are superior to 10 %.

**2.5.2.** You can obtain a certificate of level. It will implicate some specific tests organised by the Academic Management of the School.

**2.5.3.** All certificates include administrative costs of € 5.00.

## 3. ACCOMMODATION

**3.1.** The price of the school's accommodation includes bedclothes (sheets, towels and blankets). It also includes electricity, gas, water, heating, community tax and cleaning (once a week, minimum).

**3.2.** Placement of the students is the responsibility of the school. The school will always consider, to ensure the best possible placement, the criteria of distance, number of people to share the place, status, age, etc.

**3.3.** Accommodation lasts from Sunday to the Saturday of the last week of stay. Arrival before Sunday and / or extension until Sunday will be considered by Management. Apply for it.

**3.4.** For arrival and departure at different days, the extra price can be checked in our website.

**3.5.** Double room and bookings: The double room is guaranteed for those students/companions that booked a room for two in advance. In case of one

person booking a double room and no other reservation to complete it in the same period, the student will be placed in a single room regime, as far as price and billing are concerned.

**3.6.** Changing of accommodation will be possible when Management finds it feasible.

## 4. FAMILIES

**4.1.** As far as the Spanish family regime is concerted, all responsibility belongs to the school. This should be taken into account and consideration concerning to possible complaints, charges, extension of staying and/or any other requests.

**4.2.** All payments must always be made via the Administration of the school. Any extension of staying must be requested to and approved by Management.

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**These rules were formed with the consent of the Management of CastiLa and will be valid until December 2019**

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