



CURSOS DE ESPAÑOL

Instituto Cervantes de Manila

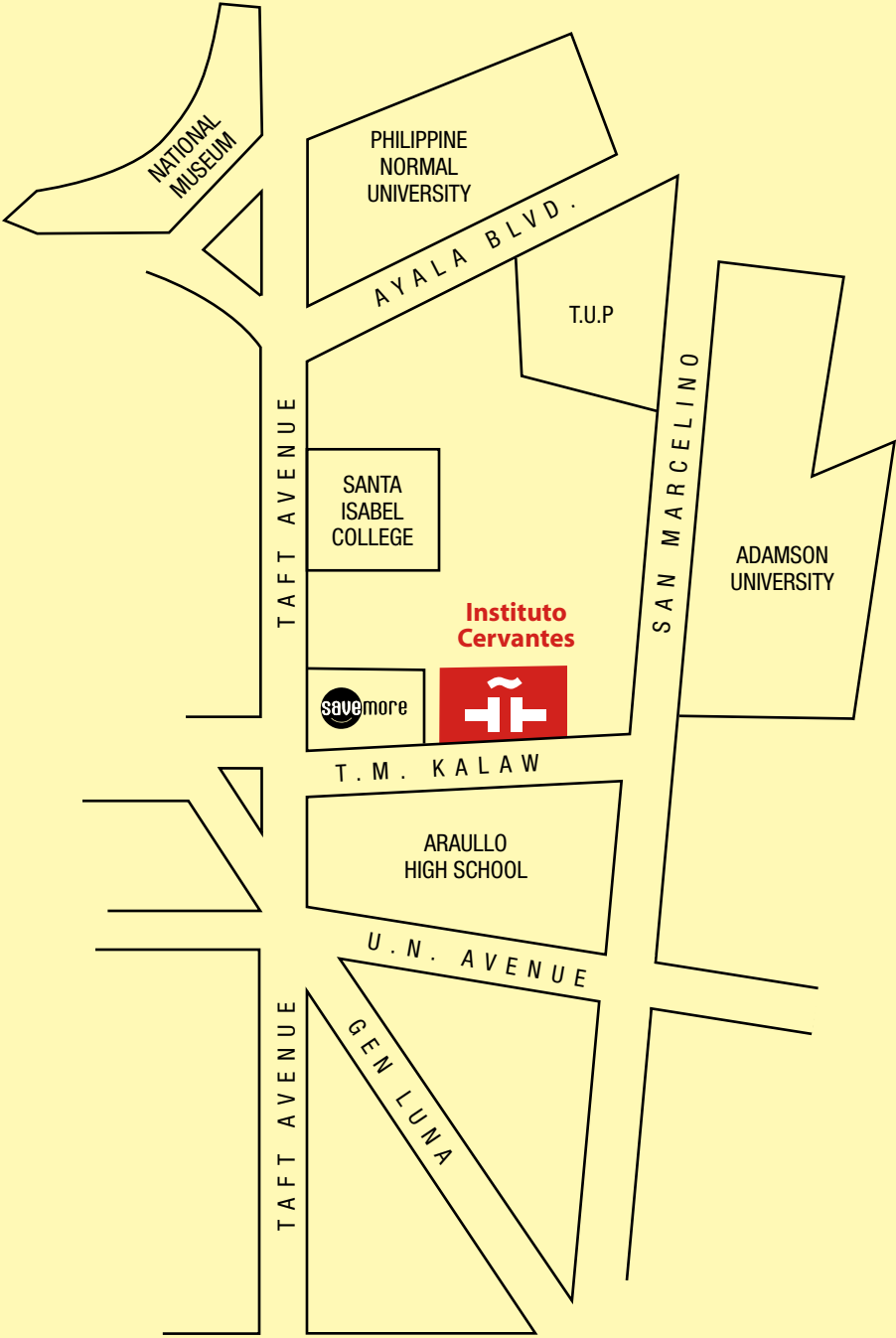
Academic Program 2010-2011
June – December 2010

SPANISH COURSES

The Spanish Cultural Center in Manila



Instituto
Cervantes
M a n i l a





Why study at Instituto Cervantes?

Instituto Cervantes, the only official Spanish Government Language Center, is a public and non-profit institution founded in 1991 to promote Spanish language and cultures of Spanish-speaking countries throughout the world.

We offer affordably priced Spanish language classes; special courses for business, nurses, caregivers, children and teachers; as well as cultural enhancement courses for those who wish to enjoy the cinema, literature, music, and art of the Latin community.

Tailor-made courses for companies, universities, enterprises, small groups and agencies that send workers to Spain are also offered. Customization of courses ensures that clear objectives are set and achieved.

We provide levels of competence. For students who have knowledge of the language, we offer a placement exam to ensure that each student is placed in the appropriate level.

Our cultural program includes: art exhibitions, film screenings, concerts, dance and theatre performances, lectures, book presentations, and readings with acclaimed Spanish and Latin American writers. If you wish to receive our cultural program and updated

information about Instituto Cervantes cultural events, please fill out the form available at the reception desk.

Visit our Library and indulge yourself with a wide array of Spanish and Latin American literature, containing a large number of films and references. The library aims to provide itself with updated materials, facilities, and equipment in support of the institute's quest for excellence in its academic programs.

Currently enrolled students are given free access to the library, which now holds more than 20,000 volumes of books and periodicals in its catalogue, with hundreds of new materials added regularly.

Plan Curricular del Instituto Cervantes de Manila

	Level	Course	Equivalence	Diplomas Dele
A	A1 (90 h.) Acceso	1	A1.1	Acceso A1
		2	A1.2	
		3	A1.3	
	A2 (90 h.) Plataforma	4	A2.1	Plataforma A2
		5	A2.2	
		6	A2.3	
B	B1 (150 h.) Umbral	7	B11	Inicial B1
		8	B12	
		9	B13	
		10	B14	
		11	B15	
	B2 (150 h.) Avanzado	12	B21	Intermedio B2
		13	B22	
		14	B23	
		15	B24	
		16	B25	
C	C1 (180 h.) Dominio Operativo Eficaz	17	C11	Dominio C1
		18	C12	
		19	C13	
		20	C14	
		21	C15	
		22	C16	
	C2 (180 h.) Maestría	23	C21/Especial	Superior C2
		24	C22/Especial	
		25	C23/Especial	
		26	C24/Especial	
		27	C25/Especial	
		28	C26/Especial	

DURACION DEL CURRÍCULO COURSE DURATION:

Duración del currículum oficial **Duration of the official courses (A1-C1): 660 hours**

Duración del nivel C2 **Duration of Level C2: 180 hours**

Duración total del currículum **Total duration of the curriculum: 840 hours**



General Language Courses

SPANISH LEVELS

A1/A2

In this level, students will be required to speak Spanish from the first day in order to learn to express opinions, feelings, and needs in a simple way. They will be able to read and write simple texts, notes, and brief letters.

B1/B2

A continuation of learning and using Spanish. Students will improve their speaking ability, asking and answering questions, along with expressing themselves on a variety of topics related to past and future events. They will be able to use communicative strategies to maintain conversations on general matters and write letters and essays on general aspects of life.

C1/C2

Students will be able to debate points of view, put forward arguments and learn to write idioms, expressions and other stylistic resources which allow creative use of the language. They will have no difficulty in reading contemporary Spanish and Latin American literature.

CATALAN, BASQUE AND GALICIAN COURSES *

Spain is a nation where various languages are spoken. Instituto Cervantes considers this to be one of Spain's most important cultural assets and encourages the learning of other official languages besides Spanish. Courses in Catalan, Basque and Galician can be arranged subject to request.

PROGRAM

- **INTENSIVE PROGRAM**
(30 HOUR-COURSE IN 2 ½ WEEKS)
Four times per week
- **REGULAR PROGRAM**
(30 HOUR-COURSE IN 5 WEEKS)
Twice per week
- **EXTENSIVE PROGRAM**
(30 HOUR-COURSE IN 10 WEEKS)
Once per week

Special Courses

All courses are taught in Spanish unless otherwise stated. Proficiency levels are indicated as follows:

| A | = A1/A2

| B | = B1/B2

| C | = C1/C2

Spanish for Specific Purposes

SPANISH FOR HEALTH WORKERS AND CAREGIVERS

[Immersion course in Spanish for absolute beginners]*

This program is designed for agencies that pool interested people to work as caregivers and health workers in Spain. As the language is a main requirement, the center has a tailor-made program with special focus on Spanish language for communicative and situational use. This includes the cultural, work force, and health care components.

***by request only**

SPANISH FOR CHILDREN*

Group 1: Ages 6 to 8.
Group 2: Ages 9 to 12.

Learning a second language, especially at a young age, trains the mind and helps enhance all pursuits involving study and intellectual development. It provides a broad base for learning and gives a better understanding of languages in general. It develops an awareness of other countries and cultures, and helps in all areas of academic learning.

This program is designed to meet the creative needs of children while they learn Spanish. Games, songs, multimedia, and arts and crafts will encourage children to develop their communication skills.

For more information, please call (02) 526-1482 or email acxmni@cervantes.net.ph

Please check the Academic Calendar for schedules and fees.

***We offer this course also by request.**

SPANISH FOR TEENAGERS*

Ages 12 to 16.

This program is specifically designed to meet the needs of teenagers while they learn Spanish. The topics and course materials used throughout the program have been adapted to help students learn the language in context and with their interests in mind.

Please check the Academic Calendar for schedules and fees.

***We offer this course also by request.**

Skills Courses

CONVERSATION | A1 | A2 | B1 | B2 | C1

This program is a study of grammar and vocabulary acquired from previous Spanish courses by focusing on listening and speaking skills. Students will discuss current events, brainstorm to solve problems, participate in role-plays, prepare presentations to develop vocabulary, reinforce grammatical structures, and utilize new expressions and colloquialisms. Excerpts from movies and news clips will be used as springboards for discussion. Students will be asked to prepare material at home which will be discussed in class. Course materials will be selected based on the students' needs and interests.

TEACHERS DEVELOPMENT PROGRAM Formación Inicial de profesores de E/LE

The Teacher Development Program is offered to share with teachers practical strategies on how to teach Spanish as a foreign language. These include traditional and modern methodologies as well as interactive and dynamic styles of teaching Spanish. The class is especially designed for those who are already teaching the language and would like to gain new insights and those who are interested in teaching in the future.

Please check the Academic Calendar for schedules and fees.

SPANISH FOR CALL-CENTER AGENTS

This course further enhances and develops the competence level and knowledge in Spanish of call-center professionals. This course is also for those interested in working in the call center industry and would like to learn the Spanish language to improve their careers.

We offer three different programs:

Program A

This program is for those who have achieved Instituto Cervantes level 6 or its equivalent. The program lasts for a total of 105 hours and is divided into three modules of 35 hours. Each module consists of 10 sessions of 3 hours and 30 minutes.

The students can follow the modules one after another or with a break of no longer than two months.

There are two study modes available: **Intensive and Extensive program.**

Program B

This program is for beginners and lasts for a total of 285 hours. The program has two parts. In the first part, students follow two stages of the general Spanish Program (A1+ A2) equivalent to levels 1 to 6, which comprises 180 hours (See our rates for General Languages Courses). After this, they can join program A above.

Program C

We deliver **tailor-made courses for companies.** Tell us your specific needs and we will decide the contents, the duration and the schedule of the course.

Please check the Academic Calendar for schedules and fees

DELE PREPARATION COURSE

Instituto Cervantes offers preparation courses for each of the six (Acceso, Plataforma, Inicial, Intermedio, Dominio, & Superior) DELE examinations. The preparation courses help in developing the necessary skills to perform well in every exam section: grammar-vocabulary, reading, writing, and listening and speaking. To ensure you are at your learning peak on the exam date, the DELE preparation courses are run just prior to the DELE exam dates.

Diploma A1

(Minimum level requirement: A1.3 or assessment test)

Diploma A2

(Minimum level requirement: A2.3 or assessment test)

Diploma B1

(Minimum level requirement: B1.5 or assessment test)

Diploma B2

(Minimum level requirement: B2.5 or assessment test)

Diploma C1

(Minimum level requirement: C1.6 or assessment test)

Diploma C2

(Minimum level requirement: C2.6 or assessment test)

Special Courses of level C2

The Instituto Cervantes offers its students the possibility of designing this last level of the curriculum according to their likes, preferences or specific needs. For that purpose, a series of 30-hour special courses are offered periodically, of which the student must take up six in order to complete level C2.

CONVERSATION I C2

This course is designed to improve your speaking skills and become more proficient in Spanish. Discussing current events, brainstorming to solve problems, participating in role-plays, and preparing presentations to develop vocabulary, reinforce grammatical structures, and utilizing new expressions and colloquialisms will be some of the aspects of the class. Excerpts from movies and news clips will be used as springboards for discussion. You will be asked to prepare material at home that will be discussed in class. Course materials will be selected to reflect students' needs and interests according to the C2 level.

SPANISH FOR BUSINESS I C 2

This course is for professionals who wish to learn the norms of business communication and business practices in the Spanish speaking world. Students will

learn how to handle a variety of day-to-day business situations and acquire the language and etiquette necessary for success.

MASTERY COURSE (*Grammatical Review*) | C 2

These courses are designed to work on the most difficult issues of grammar for each level of competence. The most irksome quirks of the Spanish language grammar will be ironed out and this will help you transition smoothly into the world of language fluency. Course materials will be selected to reflect students' needs and interests according to the C2 level. This is the course you can take once you have covered all the other courses up to C1.6. Bearing in mind that perfection is not possible, our *Perfeccionamiento* course gets closer to it than anything else. Join our *Perfeccionamiento* group and explore the Pragmatics, the Grammar, the Culture, the politics, etc, of Spain and Latin America.

TRANSLATION I y II | C 2

These courses are directed towards students of level C.2 of Instituto Cervantes in Manila as well as those who have worked as translators and would like to acquire a solid theoretical and practical foundation in this field. To attend the course, the essential requirements are an excellent level of Spanish and a good command of both English and Filipino.

The objectives of these courses are:

- To give the students a global vision of the job of a translator, for which the necessary technical and bibliographic resources will be offered, as well as theoretical and historical principles about the evolution of the translation.
- To equip the students with the linguistic awareness of the languages they work with, through practical exercises that tackle the topics on interlingua, deixis, phraseology and realia, in order that they learn to analyze and make decisions at the time when they are faced with a translation.
- To familiarize the students in a broad sense with the different types of texts that constitute the basic corpus of the study of

translation, with which translators in the Philippines have dealt up to the present.

LITERARY TEXT ANALYSIS

***From the civil war up to the present* | C 2**

With this type of courses, we expect that the students of level C2 are able to know and appreciate the most important literary manifestations of Spanish and Latin-American literature, while they continue and are completing their learning of Spanish as a foreign language. In this case, the period of analysis will cover the end of the Spanish Civil War up to the present day. Starting-off with the reading and the analysis of the literary texts, the professor will be giving reading and interpretation guidelines which will allow the students to recreate the aesthetic universe in which they were created and from which they have to be understood.

HISTORY: *From the civil war up to the present* | C 2

This history course is the perfect complement to the previous course of Literary Text Analysis since, aside from being a key period of the history and the development of Spain, it is the historical and social context in which many great artistic creations and major political and social changes have taken place.

THE CURRENT SITUATION IN SPAIN THROUGH THE MEDIA | C 2

This course hopes to give a panoramic view of the current situation in Spain, allowing the students to immerse themselves not only in what is noticeable in the Spanish reality but also in the social organization and the institutions of a modern society in full evolution and development. For this, they will turn to the different media that support journalism: radio, television, newspapers, digital news, etc.

These courses may also be offered outside of the scheduled program upon request of the students and are open to all those who, based on the diagnostic test, have shown the necessary communicative competence.

Please check the Academic Calendar for schedules and fees



New DELE Diploma Dominio (C1) / Plataforma (A2)

WHAT IS DIPLOMA DOMINIO?

DIPLOMA DOMINIO (C1) is the newest Diploma de Español como Lengua Extranjera certification, following the Common European Framework of Reference. The CEFR provides a basis for the mutual recognition of language qualifications, thus facilitating educational and occupational mobility.

Diploma PLATAFORMA (A2) attests to the understanding and familiarity with everyday expressions and basic phrases aimed at maintaining basic conversations about daily life. It validates competence in talking about preferences and hobbies, describing common situations, asking and answering questions about personal details, among other things.

Diploma PLATAFORMA (A2) WHAT DOES THE EXAM COVER?

The examination for obtaining the DELE diploma consists of five sections:

- Reading comprehension
- Written expression
- Listening comprehension
- Grammar and vocabulary
- Oral expression

WHEN CAN I TAKE THE EXAM?

- Exam Date: November 19 & 20, 2010
- Registration dates: September 1 to October 15, 2010

WHAT ARE THE REQUIREMENTS?

- Completely filled out registration form
- Government-issued ID (passport, license, etc.) or any valid ID with photo and signature.

DELE OFFICIAL CERTIFICATION OF SPANISH LANGUAGE PROFICIENCY

The Diplomas in Spanish as a Foreign Language (DELE), granted by the Instituto Cervantes on behalf of the Spanish Ministry of Education, are official qualifications certifying levels of competence in the Spanish language.

These diplomas certify the level of ability achieved by candidates regardless of where and when they have carried out their studies of Spanish, and they are valid indefinitely.

- Diploma de Español **Acceso (A1)**
- Diploma de Español **Plataforma (A2)**

- Diploma de Español **Inicial (B1)**
- Diploma de Español **Intermedio (B2)**
- Diploma de Español **Dominio (C1)**
- Diploma de Español **Superior (C2)**

Examinations for the Diplomas in Spanish (**Acceso (A1), Plataforma (A2), Inicial (B1), Intermedio (B2), Dominio (C1)** and **Superior (C2)** levels)

NOVEMBER 2010:

- November 19 & 20, 2010
- Registration dates: September 1 to October 15, 2010

DIPLOMA ACCESO (A1)

Precio: P 1,930.00

DIPLOMA PLATAFORMA (A2)

Precio: P 2,480.00

DIPLOMA INICIAL (B1)

Precio: P 2,940.00

DIPLOMA INTERMEDIO (B2)

Precio: P 3,250.00

DIPLOMA DOMINIO (C1)

Precio: P 3,570.00

DIPLOMA SUPERIOR (C2)

Precio: P 3,950.00

30% discount is given to students who have taken certain number of courses in Instituto Cervantes.

More information about the DELE can be found on the internet at <http://diplomas.cervantes.es> or email tecnicodelempi@cervantes.net.ph

SPANISH COURSE ON-LINE (AVE)

You can also take advantage of our Spanish on-line Course (AVE). Instituto Cervantes Spanish Virtual Classroom is an Internet- based educational infrastructure set up to provide Spanish courses.



The following resources are available to students:

- Interactive, multimedia course materials: Video, recorder, audiotape, games.
- Communication tools: E-mail for sending text and voice messages, chat, forums.
- An automatic assessment system that collects data on completed exercises and to which students have access whenever required.

For further information on this course, please call Instituto Cervantes at (02)526-1482 or visit www.ave.cervantes.es to see a demo of the course.

*Minimum level for distance learning: Level 4

*Course Fee: Full Online Course **Php 3,100.00**
Supplement Course **Php 690,00**

DELE Preparation Course on-line B1 and B2: Php 2,075.00

Academic Calendar 2010

General Language Courses

INTENSIVE PROGRAM

THREE-WEEK COURSE: 10 sessions (3 hours)

Tuesday, Wednesday, Thursday & Friday

9:00-12:00 / 13:00-16:00

From	To	Last Day of Enrollment
8 Jun	23 Jun	4 Jun
1 Jul	16 Jul	28 Jun
22 Jul	6 Aug	19 Jul
12 Aug	27 Aug	10 Aug
2 Sep	17 Sep	31 Aug
23 Sep	8 Oct	21 Sep
14 Oct	29 Oct	13 Oct
4 Nov	23 Nov	2 Nov
2 Dec	17 Dec	30 Nov

COURSE FEE: PHP 3,100.00

SEMI-INTENSIVE PROGRAM

FIVE-WEEK COURSE: 10 sessions (3 hours)

Tuesday, and Thursday

13:00-16:00 / 17:30-20:30

From	To	Last Day of Enrollment
8 Jun	13 Jul	5 Jun
20 Jul	19 Aug	17 Jul
26 Aug	28 Sep	24 Aug
5 Oct	9 Nov	2 Oct
16 Nov	16 Dec	13 Nov

Wednesday and Friday

13:00-16:00 / 17:30-20:30

From	To	Last Day of Enrollment
9 Jun	9 Jul	5 Jun
21 Jul	20 Aug	19 Jul
27 Aug	29 Sep	25 Aug
6 Oct	5 Nov	4 Oct
12 Nov	17 Dec	10 Nov

COURSE FEE: PHP 3,100.00

EXTENSIVE PROGRAM

TEN-WEEK COURSE: 10 sessions (3 hours)

Saturday

9:00-12:00 / 13:00-16:00 / 17:30-20:30

From	To	Last Day of Enrollment
5 Jun	7 Aug	3 Jun
21 Aug	23 Oct	19 Aug
6 Nov	29 Jan	4 Nov

COURSE FEE: PHP 3,400.00

OTHER LOCATIONS

Courses at the Ortigas Foundation, Ortigas Building, Ortigas Avenue, Pasig City

TEN-WEEK COURSE: 10 sessions (3 hours)

Saturday

9:00-12:00 / 13:00-16:00

From	To	Last Day of Enrollment
5 Jun	7 Aug	3 Jun
21 Aug	23 Oct	19 Aug
6 Nov	29 Jan	4 Nov

COURSE FEE: PHP 3,400.00

Diagnostic Exam Dates

(only for students who have taken Spanish in the past)

(11:00 am and 2:00 pm)

MONTH	DATES OF TESTS
May	29
June	2, 4
July	16, 14
August	6, 14, 20, 27
September	17,
October	1, 8, 13, 15, 29, 30
November	5, 12, 26

For diagnostic exam reservations, please call 526-1482

Diagnostic Fee: Php 200

(a 5% discount will be applied to the enrolment fee upon presentation of the diagnostic exam receipt)

Spanish for Specific Purposes CONVERSATION CLASSES

MONDAYS

Levels: **Beginner / Advanced C1**
EIGHT-WEEK COURSE: 8 sessions
(20 hours / 2 hrs. & 30 min.)
9:30-12:00 / 13:00-15:30

From	To	Last Day of Enrollment
7 Jun	2 Aug	4 Jun
16 Aug	4 Oct	13 Aug
18 Oct	6 Dec	15 Oct

COURSE FEE: PHP 3,100.00

WEDNESDAY

Levels: **Intermediate B1 / Intermediate B2**
EIGHT-WEEK COURSE: 8 sessions
(20 hours / 2 hrs. & 30 min.)
9:30-12:00 / 13:00-15:30 / 18:00-20:30

From	To	Last Day of Enrollment
9 Jun	28 Jul	5 Jun
11 Aug	29 Sep	7 Aug
13 Oct	1 Dec	9 Oct

COURSE FEE: PHP 3,100.00

FRIDAYS

Levels: **Beginner / Intermediate B1**
EIGHT-WEEK COURSE: 8 sessions
(20 hours / 2 hrs. & 30 min.)
9:30-12:00 / 13:00-15:30 / 18:00-20:30

From	To	Last Day of Enrollment
11 Jun	30 Jul	8 Jun
13 Aug	8 Oct	10 Aug
22 Oct	17 Dec	19 Oct

COURSE FEE: PHP 3,100.00

LEVELS:

Beginner A

Minimum level requirement: 3 or assessment test

Intermediate B1

Minimum level requirement: 6 or assessment test

Intermediate B2

Minimum level requirement: 11 or assessment test

Advanced C1

Minimum level requirement: 16 or assessment test

Advanced C2

Minimum level requirement: 22 or assessment test

SPANISH FOR CALL-CENTER AGENTS

INTENSIVE PROGRAM

4 sessions per week – 10 sessions

Tuesdays, Wednesdays, Thursdays & Fridays

mornings (9:00-12:30) or afternoons (13:00 – 16:30)

EXTENSIVE PROGRAM

2 sessions per week – 10 sessions

Wednesdays & Fridays

mornings (9:00-12:30) or afternoons (13:00 – 16:30)

For the schedule and more information, please call
(02) 526-1482 or email acxmni@cervantes.net.ph

COURSE FEE: PHP 3,540.00 / 35 hour module

Tailor-made courses for companies.

COURSE FEE: PHP 1,700 / hour

(minimum of 30 hours / maximum of 15 students)

CONVERSATION I C2

TEN-WEEK COURSE: 10 sessions

(30 hours / 3 hrs.)

9:00-12:00 / 13:00-16:00 / 17:30–20:30

From	To	Last Day of Enrollment
8 Jun	13 Jul	5 Jun
21 Aug	23 Oct	19 Aug
26 Aug	28 Sep	24 Aug
5 Oct	9 Nov	2 Oct
16 Nov	16 Dec	13 Nov

COURSE FEE: PHP 3,420.00

Academic Calendar 2010

Spanish for Specific Purposes

SPANISH FOR BUSINESS I C 2

TEN-WEEK COURSE: 10 sessions
(30 hours / 3 hrs.)
9:00-12:00 / 13:00-16:00 / 17:30-20:30

From	To	Last Day of Enrollment
5 Jun	7 Aug	3 Jun
20 Jul	19 Aug	17 Jul
5 Oct	9 Nov	2 Oct
6 Nov	29 Jan	4 Nov

COURSE FEE: PHP 3,420.00

MASTERY COURSE (GRAMMATICAL REVIEW) I C 2

TEN-WEEK COURSE: 10 sessions
(30 hours / 3 hrs.)
9:00-12:00 / 13:00-16:00 / 17:30-20:30

From	To	Last Day of Enrollment
5 Jun	7 Aug	3 Jun
20 Jul	19 Aug	17 Jul
26 Aug	28 Sep	24 Aug
5 Oct	9 Nov	2 Oct

COURSE FEE: PHP3,420.00

TRANSLATION I y II I C 2

TEN-WEEK COURSE: 10 sessions
(30 hours / 3 hrs.)
9:00-12:00 / 13:00-16:00 / 17:30-20:30

From	To	Last Day of Enrollment
5 Jun	7 Aug	3 Jun
8 Jun	13 Jul	5 Jun
5 Oct	9 Nov	2 Oct
6 Nov	29 Jan	4 Nov

COURSE FEE: PHP 3,420.00

LITERARY TEXT ANALYSIS:

From the civil war up to the present I C 2

TEN-WEEK COURSE: 10 sessions
(30 hours / 3 hrs.)
9:00-12:00 / 13:00-16:00 / 17:30-20:30

From	To	Last Day of Enrollment
20 Jul	19 Aug	17 Jul
21 Aug	23 Oct	19 Aug
5 Oct	9 Nov	2 Oct
6 Nov	29 Jan	4 Nov

COURSE FEE: PHP 3,420.00

HISTORY:

From the civil war up to the present I C 2

TEN-WEEK COURSE: 10 sessions
(30 hours / 3 hrs.)
9:00-12:00 / 13:00-16:00 / 17:30-20:30

From	To	Last Day of Enrollment
5 Jun	7 Aug	3 Jun
8 Jun	13 Jul	5 Jun
21 Aug	23 Oct	19 Aug
26 Aug	28 Sep	24 Aug

COURSE FEE: Php 3,420.00

THE CURRENT SITUATION IN SPAIN THROUGH THE MEDIA I C 2

TEN-WEEK COURSE: 10 sessions
(30 hours / 3 hrs.)
9:00-12:00 / 13:00-16:00 / 17:30-20:30

From	To	Last Day of Enrollment

COURSE FEE: Php 3,420.00

These courses may also be offered outside of the scheduled program upon request of the students and are open to all those who, based on the diagnostic test, have shown the necessary communicative competence.

CURSOS DE PREPARACIÓN AL DELE

FOUR-WEEK COURSE: 8 sessions
(20 hours / 2 hrs. & 30 min.)

Wednesday & Friday 18:00-20:30

From	To	Last Day of Enrollment
20 Oct	12 Nov	16 Oct

COURSE FEE: Php 2,275.00

Curso de Formación Inicial para profesores de E/LE

FIVE-WEEK COURSE: 10 sessions (3 hours)

Wednesday and Friday 17:30-20:30

From	To	Last Day of Enrollment
21 Jul	20 Aug	19 Jul
6 Oct	5 Nov	4 Oct

COURSE FEE: Php 3,420.00



Methods of Payment, Registration, Placement Exams, Refunds and Policies

METHODS OF PAYMENT

Payments may be made in CASH or CHECK only. Post-dated checks are not accepted. Book payments by check should be issued separately from enrollment payments.

REGISTRATION

To register for any course, a duly filled-out application form should be presented to the Administration office.

Instituto Cervantes implements deadlines for enrollment. Late enrollees will not be entertained.

REGISTRATION HOURS

Monday

9:00 am – 12:00 noon

1:00 pm – 3:00 pm

Tuesday through Friday:

9:00 am-12:00 noon

1:00 pm-5:00 pm

Saturday:

9:00 am-12:00 noon

1:00 pm-4:00 pm

DIAGNOSTIC EXAMS

Diagnostic exams are required for the following cases before registering for any language class in our center:

- students who have studied Spanish in the past, and have never studied at Instituto Cervantes before
- returning students of ICM (after one year of not taking any Spanish classes)
- students with no formal Spanish language training (but can speak the language).

Diagnostic exams cost P200.00.

A 5% discount will be applied to the enrollment fee upon presentation of the diagnostic exam receipt.

The result of the diagnostic exam is final and official.

Please call (02) 526-1482 to register for the exam and see exam dates on page 10.

REFUNDS

- Tuition fees are refundable ONLY if Instituto Cervantes has cancelled the class due to an insufficient number of enrolled students.

- Refunds will only be given upon presentation of the original official receipt and a valid ID with photo and signature. No refunds will be accommodated for purchased course materials.
- All refunds must be processed on or before December 10, 2010.

GENERAL POLICIES

- For each academic cycle, no student will be allowed to enroll after the last day of enrollment. Requests of this nature will not be entertained.
- Off-calendar General Language courses will not be arranged by the center.
- Classes will not be postponed to accommodate late enrollments; Classes with less than the required number of students will be dissolved.
- Inquiries regarding the number of students enrolled in a class will not be entertained.
- We do not accept post-dated checks as a form of reservation.

Class Size

- For the General language courses, levels 1 to 13, the minimum number of students required to open a class is 10 and the maximum is 20.
- For the General language courses, levels 14 to 28, and for the Special Courses, the minimum number of students required to open a class is 8 and the maximum is 20.
- Instituto Cervantes reserves the right to cancel courses for which fewer than the required numbers of students have registered.

Course Cancellations, Changes and Transfers

- Students registered in a cancelled course will be notified and may transfer to another section or get a full refund.
- No student will be transferred without presentation of the *Justificante & Recibo de Matricula*. The administration will not reprint these documents for the students; it is the student's responsibility to keep these documents should there be a need to present it.

- Should there be a need to change schedules, the request must be accompanied by a letter of explanation. All requests will be subject to approval by the Academic Chief.
- No student is allowed to change schedules after two sessions.
- All transfers must be processed on or before December 10, 2010.

Professors and Class Groups

- Professors are not assigned to their classes until a few days prior to the beginning of each session.
- Instituto Cervantes reserves the right to reassign professors after a course has started.
- We cannot guarantee that all requests for professors to handle certain courses will be granted.
- We cannot guarantee that students and their former classmates will be placed into the same section if there are two sections of the same level running simultaneously. Students are enrolled on a "first come, first served" basis.

Attendance

- Attendance is the student's responsibility. Please get a fellow student's telephone number or contact your teacher for homework in the case of absence.
- We regret that it is not possible to make up a missed class by attending sessions in a different class schedule.
- A student who exceeds the allowable number of absences (3 sessions) will be dropped from the class list.

Certificates

2 types of certificates may be requested by students who have taken classes in Instituto Cervantes:

1. **Academic Certificate:** This type of certificate is only given once a student has completed a course based on the new curriculum. This type of certificate is free and is issued upon the request of the student.

2. **Administrative Certificates:** These certificates are only issued upon the request of the student. Each certificate is P150.00

- Instituto Cervantes will only process requests for certificates when class duration ends. No requests for certificates completion will be entertained while sessions are on going.
- All requests for administrative certificates should be paid at the administration office.
- Present the receipt for certificate to the Library to secure the clearance.
- Certificates will only be released by the receptionist upon presentation of the receipt and clearance.

Please note that due to the number of requests for certificates and other factors, certificates will only be released after five (5) working days.

Cancellation of Classes

- In case of bad weather, Instituto Cervantes will cancel classes once the City Government of Manila or the Commission on Higher Education (CHED) declares the cancellation of classes for the UNIVERSITY LEVEL. Make up classes will be scheduled by the professor.
- Instituto Cervantes, being under the Embassy of Spain, observes certain Spanish Holidays. In case these holidays fall under a school day, make up classes will be scheduled.

Library Privileges

- All enrolled students may avail of the free library card. The privilege to borrow materials is only good until two days before the last day of the current course in which a student is enrolled. Please inquire at the library regarding extending library privileges.

Library Fees for Non-enrolled students:

Regular membership: P800.00

Senior Citizen and currently enrolled students from other institutions: P500.00

Tuitions, Discounts, Fees and Course Materials

Tuition fee must be paid in full in order to register. No student will be admitted without paying the full course fee.

LANGUAGE COURSE DISCOUNTS

- 1. I am a senior citizen 10%** (Only for morning courses) A 10 percent discount applies to senior citizens, subject to presentation of valid documentation at the time of enrollment.
- 2. Enrollment of two or more immediate family members at the same time. 10%**
In the case of two immediate family members, a 10 percent discount will be applied to one member. In the case of three or more family members, one member will receive a 10 percent discount and the succeeding members are entitled to a 15 percent discount each.
- 3. I am enrolling in a general and special course at the same time. 10%**
Discount will be given to a student who enrolls in a general and special course which starts in the same month. The discount will be applied to the lower-priced course.
- 4. De La Salle University alumni. 15%**
Discount will be granted upon presentation of an updated alumni card.
- 5. Level Discounts 15%**
A student is given 15 percent discount for every fourth (4th) consecutive enrollment within the academic year
- 6. Casino Español member. 15%**
Club members of Casino Español are entitled to a 15 percent discount. Immediate family members of the club members are entitled to a 10 percent discount, subject to presentation of a certificate issued by Casino Español and a legitimate document proving the enrollee's relation to the member.
- 7. Diagnostic Exam. 5%**
A 5 percent discount will be applied to the enrollment fee upon presentation of the Php 200 diagnostic exam receipt.

Discounts do not apply to course materials.

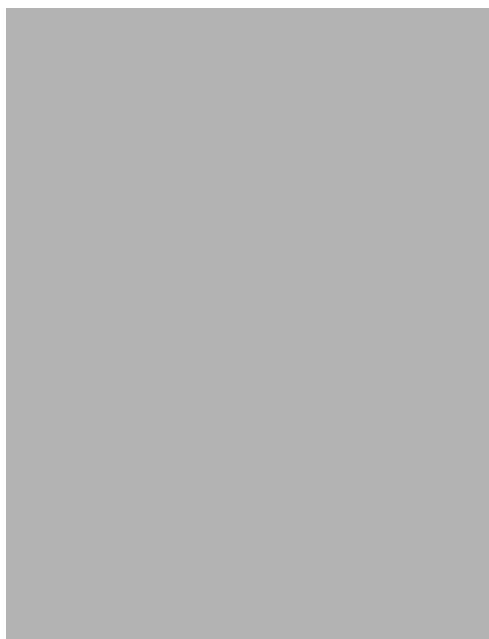
MAXIMUM discount per student: **25%**

- It is the student's responsibility to inform the administration of their corresponding discount. Notice of the discount after the enrollment has been executed will not be honored.
- Enrollments of two or more immediate family members require proof of relationship such as marriage certificate, birth certificate, etc.

COURSE FEES

Intensive Course (30 hours)	Php 3,100.00
Semi-Intensive Course (30 hours)	Php 3,100.00
Extensive Course (30 hours)	Php 3,400.00
Company Course	Php 1,700.00/hr*
(Minimum of 30 hours / 1-15 students)	

*rates apply to Metro Manila only



**INSTITUTO CERVANTES WILL BE CLOSED
ON THE FOLLOWING DAYS:**

- 14 June
- 24 June
- 12 October
- 19/20 November DELE exam
- 22 December to 2 January Christmas holiday

(T e n t a t i v e d a t e s)



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