

# OLÉ LANGUAGES Student Manual

STUDENT MANUAL  
SCHOOL HANDBOOK

# 2019

Olé Languages  
Carrer de Mallorca 201  
08035 Barcelona  
Espanya



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## Introduction

OLÉ LANGUAGES is a school specialized in the teaching of Spanish as a Foreign Language. We offer the possibility of learning Spanish from level zero to proficiency. At the same time as the students are learning the language, they also get to know Spanish culture. In addition to this, we organize specific courses that help students to specialize in those areas that are more useful or interesting to them. Other courses prepare students to pass the different levels of DELE exams (Official Certificate of Spanish as a Foreign Language).

### IMPORTANT

*Please, read this manual carefully. All the information here may be helpful during your time with us.*

OLÉ LANGUAGES receives about 2, 5 thousand students per year from more than 72 countries in our Spanish Language school for foreigners.



## Welcome to OLÉ LANGUAGES

We invite you to ask for our help whenever you may need it. We will do our very best to help you. Our goal is to make your time here as pleasant as possible.

### Why study at Olé Languages?

*OLÉ LANGUAGES is committed to providing you with every means necessary to reach your language-learning goals while making the most of your time in one of the most beautiful cities in Spain, Barcelona.*

#### + Dedication and Know-how

*The professors who teach at OLÉ LANGUAGES today pursue teaching as their vocation and have made a conscious decision to work in a smaller school where the atmosphere is more personal and they have more possibilities to interact with the students. OLÉ's teachers hold B.A. (Bachelor) in Linguistics, an M.A. in Education and have extensive experience as teachers of Spanish as a foreign language.*

#### + Small Study Groups

*With a maximum of 10 students per class the study groups at Olé are smaller than in most other Spanish schools (the average number of students per class is five). Small study groups allow the teacher to focus on the specific needs of each student and give the student more possibilities to practice their Spanish.*

### + Price/Quality

OLÉ LANGUAGES offers an excellent quality of teaching to a significantly lower price than the large majority of Spanish schools in Barcelona. 99% of our students evaluated the relation between price and quality at Olé as “Muy Bueno.”

### + Flexibility

The students may extend the Spanish course as they go along and with every additional week, the price is lowered.

### + Cultural Immersion

We believe that knowing Spain and feeling part of the community is a vital for understanding the Spanish language with activities both inside & outside of the classroom we ensure that you live, eat and breathe Spanish. (Please see Activities for more information).

### YOUR FIRST DAY

On your first day at OLÉ LANGUAGES you need to be at the school at **9:00** in the morning or at **14:00** in the afternoon depending on the time schedule you will receive by email one week before your course starts. Moreover, when you arrive in our school you will receive useful information that might be an important help during your time with us and all the didactic materials you need to start your course.

Our Spanish language lessons take place from **MONDAY** to **FRIDAY** in the mornings/afternoons, lessons of 120 minutes each. There are two sessions taught by two different teachers plus a cultural class with another teacher.



## Unique Methodology

OLÉ LANGUAGES is a school specialized in teaching Spanish as a foreign language.

- School Certified by Instituto Cervantes.
- OLÉ LANGUAGES combines different methodologies from a communicative point of view in order to reach every type of learner.
- The main aim is to teach the students all skills and concepts necessary to feel comfortable in a Spanish-speaking atmosphere.

The OLÉ LANGUAGES methodology is founded on a philosophy directed to develop the attitudes, knowledge, and skills needed to:

- Be independent in thoughts and actions.
- Participate with other people in any situation.
- Improve communication in order to feel comfortable and have more direct contact with native speakers, which, at the same time, leads to a better cultural understanding and more intense collaboration.

During each class teachers will focus on:

- Grammar, reading, writing, listening, speaking and vocabulary: the students are also encouraged to develop intercultural competence with a combination of knowledge, skills, and attitudes that enable individuals to communicate and interact.
- The approach is intended to be as close as possible to real life situations in the Spanish-speaking world.

- Integration of skills: all the activities are designed in pairs or in groups in order to promote interaction, communication, and cultural exchange.
- Latin America: it is introduced in the cultural contents of reading and listening exercises to make the students think about the diversity of Spanish, either as a language or a wide range of cultures.
- Grammar: it appears inductively and deductively for the students to build rules of grammar based on their learning experience or guessing the general rule, according to the repetition or complexity of the exercises.
- Self-testing: there are either activities for the students to test their knowledge or activities that reinforce and bring out learning and communication strategies. Every lesson is independent, but draws on grammar, vocabulary, and functional skills studied in previous lessons. Every lesson finishes with some activities for self-testing, so the student can test his/her knowledge.

## Levels of Spanish

At OLÉ LANGUAGES we teach within the CEFR, the Common European Framework of Reference for Languages: Learning, Teaching, Assessment. The CEFR is a guideline used to describe achievements of learners of foreign languages across Europe. It was established by the Council of Europe as the main part of the project "Language Learning for European Citizenship" between 1989 and 1996.

### Beginner A1

Develop ability and confidence in basic Spanish communication in familiar environments and interaction with native speakers in Hispanic countries.

### Beginner A2

Develop the ability to maintain a simple conversation in familiar environments and daily situations, expressing ideas in the present, past and future tenses.

### Intermediate B1

Develop the communicative ability and linguistic competency to engage in conversations about familiar topics.

### Advanced B2

Gain the necessary linguistic and cultural skills to communicate effortlessly with native speakers and effectively structure an oral or written discussion.

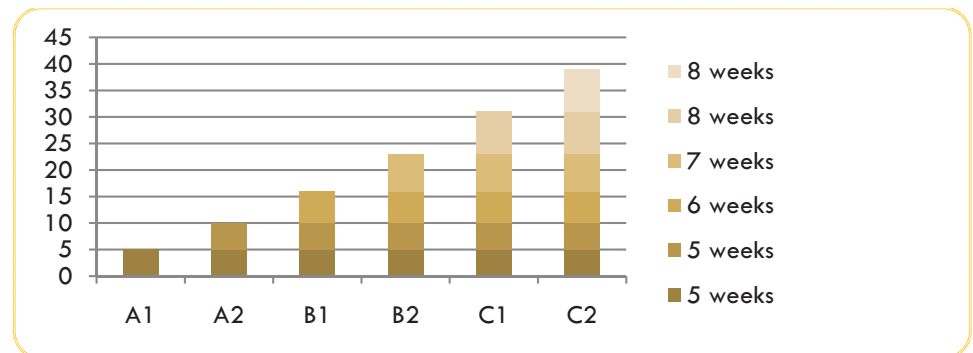
### Superior C1

Use the Spanish language flexibly and effectively for social, academic and professional purposes.

### Mastery C2

Express oneself effectively and correctly, at a level close to that of a native speaker. Be able to differentiate finer shades of meaning.

The Common European Framework divides learners into three broad divisions and each division into two sub categories. The six reference levels are becoming widely accepted as the standard for grading an individual's language proficiency.



- A Basic User
- A1 Breakthrough
- A2 Waystage
- B Independent User
- B1 Threshold
- B2 Vantage
  
- C Proficient User
- C1 Effective Operational Proficiency // 12 weeks
- C2 Mastery



## Course Options

OLÉ LANGUAGES offers a wide variety of Spanish courses for beginners, intermediate and advanced learners that range from a maximum of 30 lessons to a minimum of 4 lessons per week. The courses run from Monday to Friday and take place in the mornings, afternoons or evenings throughout the whole year\*. The duration of the course is very flexible starting with a minimum study period of one week and the possibility to extend the course on a weekly basis up to a year or until the advanced level has been successfully completed.

SPANISH COURSES	LESSONS/WEEK	TIMETABLE
<b>INTENSIVE COURSE</b>	20 lessons/week: Monday to Friday 4 lessons/day	9:30 - 13:30 or 14:30 - 18:30
<b>SEMI-INTENSIVE COURSE</b>	10 lessons/week Monday to Friday 2 lessons/day	9:30 - 11:30 or 14:30 - 16:30
<b>CONVERSATION CLASSES</b>	+ 5 lessons/week (Mon - Fri: 1 hr/day)	13:30 - 14:30
<b>EVENING COURSE</b>	Mon & Wed or Tue & Thu (4 lessons/week)	19:00 - 21:00
<b>D.E.L.E PREPARATION COURSE</b>	20 lessons/week (Mon - Fri: 4 lessons/day)	TBA
<b>PRIVATE LESSONS</b>	1 to 20 lessons/week	Flexible

\* Except the evening course that does not take place from July to September.

## Intensive Spanish Course: 20-25 lessons/week

This intensive Spanish course is conceived for adults of any age who wish to improve their Spanish language skills rapidly. The intensive course runs four lessons per day from Monday to Friday in the morning or the afternoon. Based on an immersive, communication-based approach to language acquisition students learn the Spanish grammar step by step according to the Common European Framework of Reference (CEFR) accompanied by writing, listening and conversational exercises as, for example, reading newspaper articles, practicing telephone conversations and watching Spanish films followed by analysis and debate.

Those who would like to practice their Spanish further and improve their oral skills can combine the intensive course with 5 lessons of conversation classes per week (1 hr/day).

## Semi-Intensive Spanish Course: 10-15 lessons/week

The semi-intensive course is available to students of all levels who wish to combine their part time job or studies with Spanish classes. The course runs for two lessons a day from Monday to Friday in the morning or afternoon. Emphasis is placed on grammar acquisition which is combined with vocabulary training within the Common European Framework of Reference (CEFR). Those who would like to practice their Spanish further and would like to focus on their oral skills have the option to add 5 lessons of conversation classes per week (1 hr/day).

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### **+5 Conversation Classes: 5 lessons/week**

Students of all levels except for absolute beginners have the option to add conversation classes to their course schedule. Conversation can either be combined with the intensive and semi-intensive courses or be taken on its own. The classes focus specifically on the student's oral performance and pronunciation and are held in small study groups of 2 to 5 students to allow each participant a maximum amount of "talk time." The courses take place from Monday to Friday from 13:30 to 14:30.

### **Evening Spanish Course: 4 lessons/week (from October to June)**

The evening course is the perfect option for those who work during the day and would like to improve their Spanish continually without having to give up their weekends.

The course takes place twice a week either on Monday & Wednesday evening or Tuesday & Thursday evening from 19:00h to 21:00h and can be booked in four-week intervals.

Based on an immersive, communication-based approach to language acquisition students learn the Spanish grammar step by step according to the Common European Framework of Reference (CEFR) accompanied by writing, listening and conversational exercises.

### **Other courses**

For any further information regarding other Spanish language courses, you may ask at the reception desk, have a look at our brochures or visit our website: [www.olelanguages.com](http://www.olelanguages.com)

### **Specific Spanish Courses**

In addition to general Spanish courses, we offer other courses geared toward those students who have some specific needs or interests.

### **D.E.L.E Preparation Course : 20 lessons/week**

The D.E.L.E is the official certificate of Spanish as a Foreign Language (equivalent to the IELTS and TOEFL for English) issued by the Instituto Cervantes for the Ministry of Education of Spain. It is often required by universities and employers to certify a foreigner's competence and command of the Spanish language. The D.E.L.E exam for all levels takes place in May, August & November. The exact dates and prices for the exam are published by the Instituto Cervantes a month and half before the exam day. Registration for the tests must be affected at an accredited examination centre within the period established for each examination session. Please consult the official page of Cervantes Institute:

**<http://diplomas.cervantes.es/en/learn-spanish/dele-inscription.html>**



### Cultural courses

Spanish cultural lessons take place from MONDAY to FRIDAY. There are three sessions taught by three different teachers. Here you have a list of the courses offered:

- Spanish Contemporary Literature
- Contemporary Spanish American Literature.
- Spanish History (Century XX).
- Spanish / Latin American art.
- Barcelona: History & Culture I.
- Barcelona: History & Culture II.
- Spanish/Latin American music.
- Spanish Gastronomy
- Spanish / Latin American Cinema
- Flirt in Spanish

### Study materials

THE OLÉ LANGUAGES METHOD is a Spanish Teaching Method organized into 6 levels according to the book: PRISMA and CD PRISMA, which has been edited taking into account the requirements designed by the European Framework of Reference and the Curricula established by the Cervantes Institute. The Common European Framework of Reference for Languages provides a standard basis for the design of language programs, curricular advice, exams and manuals throughout the whole of Europe. It describes in detail the process by which a student gains the ability to communicate in a foreign language, the knowledge and skills necessary to be able to communicate autonomously, as well as the cultural environment where the speech act takes place. The Framework of Reference additionally provides minute details regarding the skills inherent in each level of linguistic achievement, allowing us to accurately check on the student's progress throughout the duration of their course. By following the Common European Framework of Reference - and thus abiding by a uniform basis for the planning of objectives, contents and methodology - our language programs, certificates, levels etc. are compatible with the international standard. You may therefore be certain that OLÉ LANGUAGES Spanish programs remain consistent with European guidelines and facilitate straight forward cooperation with our international partners.



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## School Rules

At OLÉ LANGUAGES, we have some common sense rules that must be respected by everybody. These are:

- Do not smoke inside the school or reception.
- Do not eat inside the classrooms.
- Disconnect your cellular phones during classes.
- Keep silence at the computer's area.
- Be punctual.
- For course extensions, let us know no later than the Thursday before your course finishes.
- If you want to join any of our activities, sign up on the corresponding list at our reception.
- When there are two public holidays in the same week, we will make up one of them.
- Do not leave objects of personal value in the classrooms or around the school. OLÉ LANGUAGES will not be held responsible for any lost, stolen or disappeared effects.
- OLÉ LANGUAGES reserves the right to refuse admission.

## All inclusive services

OLÉ LANGUAGES offers you other services with the aim of making your life easier during the time you are with us. These are available while the school is open.

- Study materials and OLÉ LANGUAGES textbook for each level of your course.
- Reception desk.
- Student area.
- Level test.
- Tutor, support.
- Internet area and wireless connection with unlimited Internet access and email.
- 'Intercambio': language exchanges with native speakers.
- 24-hour emergency phone line.
- Library services.
- Fax & Photo Copies: against a small fee you can print, fax and scan.
- Money Reception: transfer money to the school account and we hand you the money in cash.
- Opening hours: 9am in the morning until 7.30pm in the evening.
- General information on activities, conversation, exchanges, transportation...
- Certificate that verifies your Spanish level according to the Common European Framework of Reference for Languages short CEFR.

## Cultural activities

OLÉ LANGUAGES offers students a great variety of cultural activities, including visits to museums, exhibitions, monuments, and other places of interest. There will always be somebody from the school with the students.

The first day at the school the students will receive a handout with all the activities for the month.

## Excursions

Not only does your city offer cultural richness and variety in itself, but its surroundings do as well. OLÉ LANGUAGES organizes half-day excursions. Someone always accompanies students on trips from the school.

### **IMPORTANT**

*Some changes might occur depending on the schedules of the different events and places. Some activities may be canceled if the minimum number of participants is not reached.*

## Accommodation

Students who need more days before or after will be charged 25 euros per day (host family, student residence). OLÉ LANGUAGES cannot guarantee availability for extra days. Please contact our

central office regarding key pick-up if staying in a shared flat or residence.

## Staying in our shared flats

A good idea if you would like to choose a more independent way of living is to stay in an apartment. It is also a perfect way to make friends of many different nationalities. It is recommendable to reach an agreement with your flat mates concerning the meals, if you would like to cook meals together or independently. In order to make your stay in the apartment as pleasant as possible there are some rules that you should respect. You can find them on a notice board in the entrance hall.

Tips for a good experience

- LOCK THE DOOR of the apartment if you are the last person leaving.
- Keep the COMMON AREAS TIDY.
- Take RESPONSIBILITY FOR GATHERING your things and clean them up in the common areas and especially in the kitchen.
- It is forbidden to let any NON RESIDENTIAL PERSON SLEEP o v e r IN THE FLAT.
- The student is responsible for the CLEANING OF HIS OR HER ROOM every day.
- OLÉ LANGUAGES is responsible for the weekly cleaning of common areas.

- The residents are responsible for **TAKING OUT THE GARBAGE**.
- It is important to respect your flat mates and neighbors by not disturbing them while they are sleeping.
- Do not make loud noises between 10:00 PM and 8:00 AM.
- Try to keep the volume of the TV or stereo at a reasonable level.
- For any extraordinary event taking place within these hours, please ask the rest of the flat mates and the program coordinator at school for permission.
- Every student is responsible for his or her own set of keys.
- It is **NOT ALLOWED** to move around **THE FURNITURE OR OTHER OBJECTS** from one room to another.
- It is absolutely forbidden to consume **DRUGS OR ALCOHOL**.
- On the last day of your stay you should leave the room before 12:00 PM and leave the keys with your name inside the pot in the entrance of the apartment.

*OLÉ LANGUAGES reserves the right to change the living arrangements of any resident who does not respect the standards of behavior mentioned.*

### **Facilities**

- Fully equipped kitchen with all that is needed to prepare meals
- Communal living room with TV & DVD Player
- Internet (WIFI) is available in all the flats

- Washing machine
- Rooms are equipped with a bed, desk and chair.
- Sheets

Please bring:

- Towels

### **Living with a host family**

The host families welcome the students and will treat them like another family member so as to make them feel at home, but at the same time you should not forget that every country is different with different customs and therefore we must, with the intention of integrating ourselves, accept and respect the new customs in order to enjoy our stay as much as possible.

Tips for a good home stay experience

- You should respect the timetable that the families have set for meals.
- Try to keep the host family informed when you plan to travel or go on an excursion (in that case the family can prepare some food for your trip). You should also let them know in advance if you do not plan to have a meal at home on a specific day.
- Please inform Olé Languages if you have a special diet so that we can tell it to the host family beforehand.

- You should always ask for permission before using the telephone.
- Ask the family when would be a good time to receive your phone calls.
- You should ask for permission to bring home friends.
- Try to help at home as much as possible.
- You have to keep your room tidy, be careful with the things you borrow and leave them in the way you found them.
- Switch off the lights when you leave a room.

If you have booked half board, it includes two meals: breakfast and dinner. It is included in the price of the accommodation to wash your clothes once a week. If you would like to iron your clothes, ask the family for an iron. In any case, if you should find yourself in a very difficult situation you can ask to be changed at the school. Try to take any possible measures you can to avoid this. Here's some advice that might be helpful in this particular situation:

- Don't expect the stay with the family and at the school to be perfect; you might experience difficult situations. It's important to try to overcome difficulties without becoming overwhelmed and always relying on communication.
- Always remember that everyone (you, your family, OLÉ LANGUAGES, the agency that represents you in your country and your own family) is working in order to make your stay as pleasant as possible. Therefore you need to overcome problems little by little and always stay in contact with your support network.

- At times you may feel down, disappointed, scared; in these cases it is very important that you calmly look for a solution. When a problem surfaces make sure to thoroughly analyze from where the problem originates and try to resolve it within this area.
- As a last resort and only in case of serious problems a change of family will be made.

### Other types of accommodation

If you have chosen another type of accommodation, like a residence, hotel, guesthouse or if you are renting an apartment privately please consult with the management of that accommodation to inform yourself of the standards that the resident should fulfill.

*OLÉ LANGUAGES receives reports on your behavior from the families, neighbors and doormen.*

### The following are forbidden in all types of OLÉ LANGUAGES accommodation

- To have or consume any kind of DRUGS or ALCOHOLIC DRINKS.

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- To CHANGE ROOMS without the authorization of the School. (Any change to your original accommodation booking will incur an additional fee of 125 euros).
  - To have GUESTS overnight.
  - To SMOKE in bedrooms.
  - To have any PARTIES.
  - To make LOUD NOISES between 10pm and 8am.
  - To leave any kind of PERSONAL OBJECTS in common areas.
  - To have ANIMALS.

### **Responsibilities of the residents**

- TO KEEP your ROOM TIDY.
- TURN OFF THE LIGHTS when you leave the house.
- TO TAKE OUT THE GARBAGE from your room.
- If you break any of the aforementioned rules OLÉ LANGUAGES reserves the right to take away your housing within 24h and/or charge you the amount of 150 euros.

We also recommend you Do carry with you:

- A photocopy of your passport.
- The emergency telephone numbers card.
- Your medical insurance card.
- The address of your accommodation.

In any case of emergency you should first inform those in charge of your accommodation, who will immediately get in contact with the person responsible for the exchange program.





# Useful information Spain

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## Safety

Here in Spain, like in other countries, you might encounter safety problems. We recommend that you take precaution and would like give you some advice that may be very useful:

- Do not leave your luggage unattended at the airport, railway station or bus station.
- Do not leave your bag unattended in bars, restaurants or in other public places and be careful in the streets, especially if you are wearing a backpack.
- Keep your documents, credit cards or money in a safe place. If possible leave them at the apartment or residence.
- In case of theft, inform the police, the host family and OLÉ LANGUAGES immediately.
- Do not leave objects of personal value in the classrooms or around the school. OLÉ LANGUAGES will not be held responsible for any lost, stolen or disappeared effects.

## Electricity

Spain uses 220 Volts. Additionally, wall sockets and plugs may differ from your home country. For this reason we recommend that you bring an adaptor from your country.

## Spanish currency and credit cards

The Spanish currency is the European Euro. Foreign currency can always be exchanged for euros at a bank or money exchange. Traveller's Cheques can be changed at any bank. Spain has a lot of Automatic Teller Machines (ATM) that generally accept major credit cards such as MasterCard, Visa, Eurocard or 'cash cards' from banks abroad. In Europe, ATM's do not often accept Personal Identification Numbers with more than 4 digits. Generally, many public places (restaurants, shops) accept all major credit cards. Check the current value of the European euro: [finance.yahoo.com/currency](http://finance.yahoo.com/currency)

## Public Transportation

- A lot of people in Spain use the public transport system; being in most cases the most convenient, fast and cheap way to travel.
- If you would like to travel by train and need information about the timetable and destinations you can call for information at 902 24 02 02 or also find it on the web: [www.renfe.es](http://www.renfe.es)
- For information about bus trips, you should check the local bus station's web site.

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## Telephone

- You can make your phone calls from the public phones with coins or phone cards (5 or 10 euros), that you can buy in the ESTANCOS (small shops where they sell tobacco).
- Some of the public phones also accept credit cards. You can find them in the streets, in many restaurants, bars and cafés (where it might be more expensive to make calls).
- To enter the international phone net you have to dial: 00 + country code + area code + desired number.
- It is important to know that the prices for phone calls are cheaper in the afternoon and in the evening.

## Mail services

When you need to mail letters or postcards, use the yellow mailboxes on the streets. For urgent letters you can use the red mailboxes or take them to one of the post offices. (There is usually one in every neighborhood). You can buy stamps in the tobacco shops, kiosks or at the post office. The prices are the same for postcards and letters as long as you don't exceed the limits for weight and size.

## Commercial hours

- Most shops are open daily from 9:00-10:00 AM to 2:00-2:30 PM and from 5pm until 8:00-8:30 PM. Some establishments like EL CORTE INGLÉS, are open from 10:00 AM until 10:00 PM. Opening hours may differ slightly from winter to summer. On Sundays stores are usually closed.
- Embassies, ministries and official organizations are usually only open in the morning until 2:00 PM.

## Holidays in Spain

January 1st and 6th, April 19th and 22th, May 1st, June 10th and 24th, August 15th, September 11th and 24th, November 1st, December 6th, 8th and 25th.

## Tipping

Service is usually included in the bill. But it is customary to leave a tip between 5% and 10% of the total price. Remember that it is not mandatory to tip, but is recommendable when there is an established custom of doing so.

## Social Life

The social life in Spain is very active. People go out for dinner with friends or go to the movies or the theater, especially on Fridays and Saturdays. There is a huge variety of restaurants, cinemas, theater, exhibitions, concerts and many other possibilities for a nice night out. You can find information about where to go and when in the city guides or in the newspapers. If you need help don't hesitate to ask at the OLÉ LANGUAGES information desk.

## Customs

Many of the Spanish habits are probably different from those in your country. As following we will give you a rundown of how the Spanish are used to doing things:

- One of the first things that might surprise you when you arrive in Spain could be meal times. They usually eat breakfast between 7:30 AM and 9:30 AM. It is not a very big breakfast and usually consists of milk, coffee or juice and toast or croissants. Around 11:00 AM they can have another coffee, or a juice with something sweet or a salty bite to eat.
- Another thing that might be different from other cultures is how the Spanish approach and treat people while talking. They might surprise you with more excessive body language, patting you on the back or gesticulating a lot. This is just a part of being civil and how they show kindness and not necessarily a demonstration of real friendship.

- Another thing you will notice is that the Spanish have a tendency to speak very loudly in public places like restaurants, bars, etc. This custom is a part of the Latin character that pervades the personality of the Spanish.
- In addition to this there will probably be many small things that will surprise you. Try to learn how things work and take advantage of the opportunity you are presented with living in a new country in order to acquire a greater knowledge, not only of the language, but also of the different culture and traditions of other people.

## Please help us to improve our services

We welcome you to help us improve our services. If you have any comment on our courses, accommodations, activities, or you just want to suggest something that could be helpful for us, do not hesitate to contact us at this e-mail address. Your comments are important to us. Let us know!

### Our address

Carrer de Mallorca 201, 08036 Barcelona,  
Spain

### MORE INFORMATION

Tel: (+34) 93 797 54 58

[info\\_ole@olelanguages.com](mailto:info_ole@olelanguages.com)

[www.olelanguages.com](http://www.olelanguages.com)









### The city

Barcelona, a northeastern city of Spain, belongs to the Autonomous Community of Cataluña. The city is famous for its architecture, not only modernist (la Pedrera, la Sagrada Familia and la casa de les Punxes), but also its gothic feel, like the cathedral or the gothic neighborhood. Barcelona was the host of the 1992 Olympic Games which gave the city an urban lift. Older neighborhoods such as the Raval and Poble Nou have been remodeled, becoming cultural centers with the creation of the MACBA (Barcelona's Contemporary Art Museum) standing proud in the Raval. Promenades have been placed along the sea front and an industrial estate for technology and business has also been constructed. From May until September 2004, a wide variety of cultural activities were available at the Forum.

### The weather

The climate in Barcelona is pleasant for most of the year. However, one can enjoy it most from the middle of April until the end of July. In August it can get quite hot, reaching almost 32°C (90°F). The climate in October and November is agreeable though temperatures can drop slightly, falling from 21 to 15°C (70 to 60°F) approximately. The sun does not shine every day, so prepare yourself for cloudy, rainy days. It is colder in winter with temperatures averaging 12°C (54°F). Shopping Barcelona's main shopping areas are easy to characterize: C. Pelai and Rda. Universidad hold the most popular stores. Below Plaza Catalunya,

the streets of Portal de l'Angel, Santa Anna and Carrer del Pi are full of small, independent boutiques. The chiquest shops can be found on Passeig de Gracia, Rambla Catalunya and their cross streets, like C. Diagonal. Street markets and bazaars spring up on different days of the week and in varying areas of the city. A number of second-hand shops are located on Els Encants Vellas, which is near Plaça de les Glòries Catalanes.

### Transport

Barcelona has an excellent public transport system, it is not necessary to own a car. To travel around the city you can use the Metro, the buses of the TMB, the Tram, the FGC trains (Ferrocarrils de la Generalitat) or the Cercanías Renfe (train). During the night you can catch the Nit Bus. The same ticket can be used to take any of these methods of transport (except the Ferrocarrils de la Generalitat). The most recommendable one is the T-10 (10 trips, transferable between users) and the T-50 (50 trips to make within 30 days). You can transfer from a bus to a metro (or vice versa) within an hour and a quarter of an hour with the same ticket. The Taxi system is widely spread around all the city. The taxi charges you according to the taximeter. It has to be taken into account that they might charge extra money for carrying luggage, animals or to go to the airport. One of the most recommendable forms of transportation is the bicycle. Along all the city you can find many routes which cross Barcelona and some of them lead you to the beach. It is the most ecological and healthy option.

### Arrival

Please inform us, at least 1 week before your course starts of your exact arrival time so we can inform you where to pick up the keys or inform your host family what time they can wait for you.

Pick-up service (arranged in advance)

- From Barcelona airport, bus or train station to accommodation: 65 euros

#### Accommodation details.

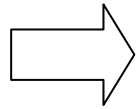
*Two weeks before your arrival, you will receive your accommodation information (host family details or student flat address). You are expected in your accommodation on the Sunday prior your course starts (after noon). You must vacate it on the Saturday (before noon) after your last course day.*

**ACCOMMODATION WITH A HOST FAMILY** If you have not booked a pick-up service, you can go directly to your accommodation upon your arrival (please remember to inform us of your arrival time so that the host family knows when to expect you).



## ACCOMMODATION IN A STUDENT FLAT

If you have not booked a pick-up service you have to pick up the keys of your flat at:



Sleep Green Barcelona Youth Hostel

Ronda Universitat 15

Barcelona 08007 España

Tel. (+34) 635 669 021

info@sleepgreenbarcelona.com (open 24 hrs)

- You have to bring your own towels (but not bed sheets, pillow).
- **IMPORTANT:** You are requested to sign a credit authorization as an deposit of 100€, at the reception the first day of your course. We will charge the card only in case of a damage in our flats.

## From the airport to the city center

- **Aerobus:** this bus leaves the airport every 15 minutes (or less) and goes directly from the airport to the city centre. There are different stops in the city (as Sants Station... last stop is "Plaza de Catalunya" which is just 10 minutes walking from the don Quijote residence). Duration: 35 minutes. Price: about 4 euros. [www.emt-amb.com](http://www.emt-amb.com)
- **Taxi:** Duration: 20-30 minutes (from the airport to the school). Price: 35 euros (the price can vary depending on your luggage).

## School address

OLÉ LANGUAGES BARCELONA

Carrer de Mallorca 201

08036 Barcelona, Spain

Tel: (+34) 93 797 54 58

Email: [info\\_ole@olelanguages.com](mailto:info_ole@olelanguages.com)

The school address should be used for receiving letters/packages during your stay in OLÉ LANGUAGES. Do not use your accommodation address.

- Classes will start on Tuesday when a public holiday falls on a Monday. Please check our web for updated holidays: [http://olelanguages.com/spanish\\_courses\\_calendar.htm](http://olelanguages.com/spanish_courses_calendar.htm)
- There are no classes on holidays. When 2 holidays fall within one week, classes of one day will be made up.

### Useful telephone numbers

MEDICAL EMERGENCIES: 061

FIREFIGHTERS: 080

POLICE: 091

Local Police: 092

Barcelona Information: 010

Regional Police: 088 TAXI: 934 811 085

Emergencies: 112

Emergency telephone: 900 750 750

Tourist Information Office: 934 849 900

General Hospital: 938 425 000

Lost & Found: 934 023 161

### Useful websites

OLÉ LANGUAGES: [www.olelanguages.com](http://www.olelanguages.com)

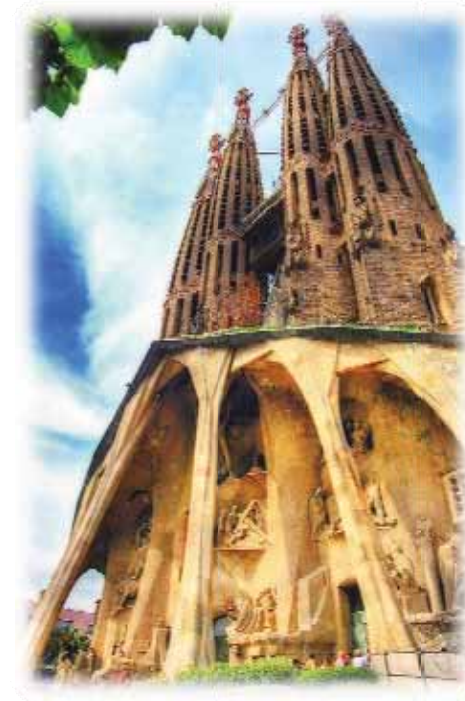
Transport: [www.tmb.net](http://www.tmb.net)

Tourism: [www.barcelonaturisme.com](http://www.barcelonaturisme.com)

### Places of interest

- Museo Picasso: Calle Montcada 15-23, Metro: Línea 4-Jaume I, [www.museopicasso.bcn.es](http://www.museopicasso.bcn.es)
- Museo de Arte Contemporáneo de Barcelona (MACBA): Plaza dels Angels 1, Metro: Línea 2-Universitat, [www.macba.es](http://www.macba.es)
- Museo de Historia de la Ciudad: Plaza del Rei, Metro: Línea 4-Jaume I, [www.museuhistoria.bcn.es](http://www.museuhistoria.bcn.es)
- Museo de la Sagrada Familia: Calle Mallorca 401, Metro: Línea 5-Sagrada Familia
- Museo Monasterio de Pedralbes – Colección Thyssen: Bajada del Monasterio 9, Bus 22, 64 y 75, [www.museothyssen.org](http://www.museothyssen.org)
- Parque Güell: Parque Guell, Bus 24.
- Fundación Joan Miró: Parque de Montjuic, s/n Metro: Línea 3 y Línea 1-Plaza España-Autobus 50

- Museo Nacional de Arte de Cataluña: Mirador del Palau 6-10, Palacio Nacional. Parque de Montjuich Metro: Línea 3 y 1-Plaza de España, [www.mnac.es](http://www.mnac.es)
- Catedral de Barcelona: Pla de la Seu, 3, Metro: Línea 3-Cataluña / Línea 4-Jaume I.
- Poble Espanyol: Avenida Marques de Comillas 13, Metro: Línea 3 y 1-España, Autobus 50.



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## GENERAL CONDITIONS

### General

- On formalising enrolment onto a course and accommodation students accept the General and Payment Conditions and Payment method, as well as the norms, rules and guarantees of Olé Languages.
- The company may change courses, timetables and prices at its discretion without prior notification. The client is entitled to a full refund of tuition fees if the company is not able to offer the requested course.
- Olé Languages accepts no responsibility whatsoever for students actions.
- The company assumes no responsibility for accidents, theft or injuries during the client's stay with the company other than that required by Spanish law.
- The client is fully responsible for adequate travel documents and travel insurance.

### Course

- The minimum age for attending Olé Languages is 18 years.
- The school will give no refunds if a student starts the course later than the specified enrolment dates; if he/she misses any part of the course due to personal reasons, including illness; or if the student leaves the class before the end of the course.
- If requested a class of 2 can be formed for the same price but with fewer hours per week. Intensive, semi-intensive and extensive classes are not possible.

### Holidays

- There are no classes on public holidays and course days that fall on public holidays will not be rescheduled, except:
  - In the event that there are two holidays within one week, in which case one day of classes will be made up at a later date.
  - In the case of one to one (individual) classes, will always be rescheduled.

### Accommodation

- All accommodation is per person and week
- All accommodation is arranged from the Saturday evening before the course begins until the Saturday morning after the course ends. Extra nights can be arrange for 25 euros/night
- Prices for alternative types of accommodation (hostels, hotels...) are available on request.
- Water and electricity costs are included in the fees.

### Cancellations

- In the case that the student needs an invitation letter in order to obtain the VISA to enter Spain and wants to cancel the course after the school has sent him/her the invitation letter, the school will refund the advance payment except 75 € if the student is not able to obtain the VISA. (The school will require the student to send the letter of rejection from the Spanish Consulate )

- If the school receives the rejection letter 15 days or more before the course is due to start, the clients will receive the total amount refund minus an administrative fee of 75 euros.
  - Less than 15 days in advanced the school will refund the total amount paid minus an administrative fee of 75 euros and minus 2 weeks of of course and 2 weeks of accommodation if reserved non-refundable.
  - All students who wish to cancel their programme (course and/or accomodations) prior to their arrival should notify Olé Languages in writing by email to [info\\_ole@olelanguages.com](mailto:info_ole@olelanguages.com) or letter (Olé Languages, Carrer de Mallorca 201, 08036 Barcelona). Cancellations not received by one of the three previously mentioned means will not be accepted.
  - Once the elected Spanish course has begun, the student will not be entitled to any type of refund.
  - Olé Languages cannot be held responsible for cancellations due to health or personal issues.
- After arrival it is not possible to change the course or accommodation booking

### Insurance

- We advise all EU citizens to bring the E111 document with them. This document, together with the medical receipt, will allow you to reclaim the cost of any medical treatment undergone when you return to your country of origin.
- Students are not covered for any illnesses, accidents or loss of personal property (either at in the accommodation or in the school). Ole Languages recommends that students obtain their own insurance policy and medical insurance policies.

### Visa for Spain

- Citizens of EU countries do not need a Visa to enter Spain.
- Students coming from non-EU countries should obtain information regarding the requirements for obtaining a visa at their nearest Spanish Embassy or Consulate.

### PAYMENT CONDITIONS

- An advance payment of 150 € is required at the time of the booking that is deducted from the total price. In the case that the student needs an invitation letter in order to obtain the VISA to enter Spain, advance

### Acceptance, changes

- An advance payment of 150 € is required at the time of the booking that is deducted from the total price. In the case that the student needs an invitation letter in order to obtain the VISA to enter Spain, advance payment is 50% of the total amount (course and accommodation fee). The remainder of the course price and accommodation must be paid the first day of class.
- A fee of 30 euros will be charged for changes made to the booking one to two weeks before the expected arrival date.

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payment is 50% of the total amount (course and accommodation fee). The remainder of the course price and accommodation must be paid the first day of class.

- The remainder of the course price and accommodation must be paid the first day of the course.
- Students who choose accommodation in an apartment will be asked to pay a deposit of 100 euros on arrival. Any loss or damage that is attributed to the student will be deducted from the deposit before the balance is returned.
  
- Please put your name and Olé Languages on all documents relating to transfers.
- You will be held responsible for bank charges. In the event that the bank charges us a commission, we will include this cost in your total fee.
- Payment options:
  - By bank transfer
  - By credit card.
  - By cash (if you are in Barcelona).