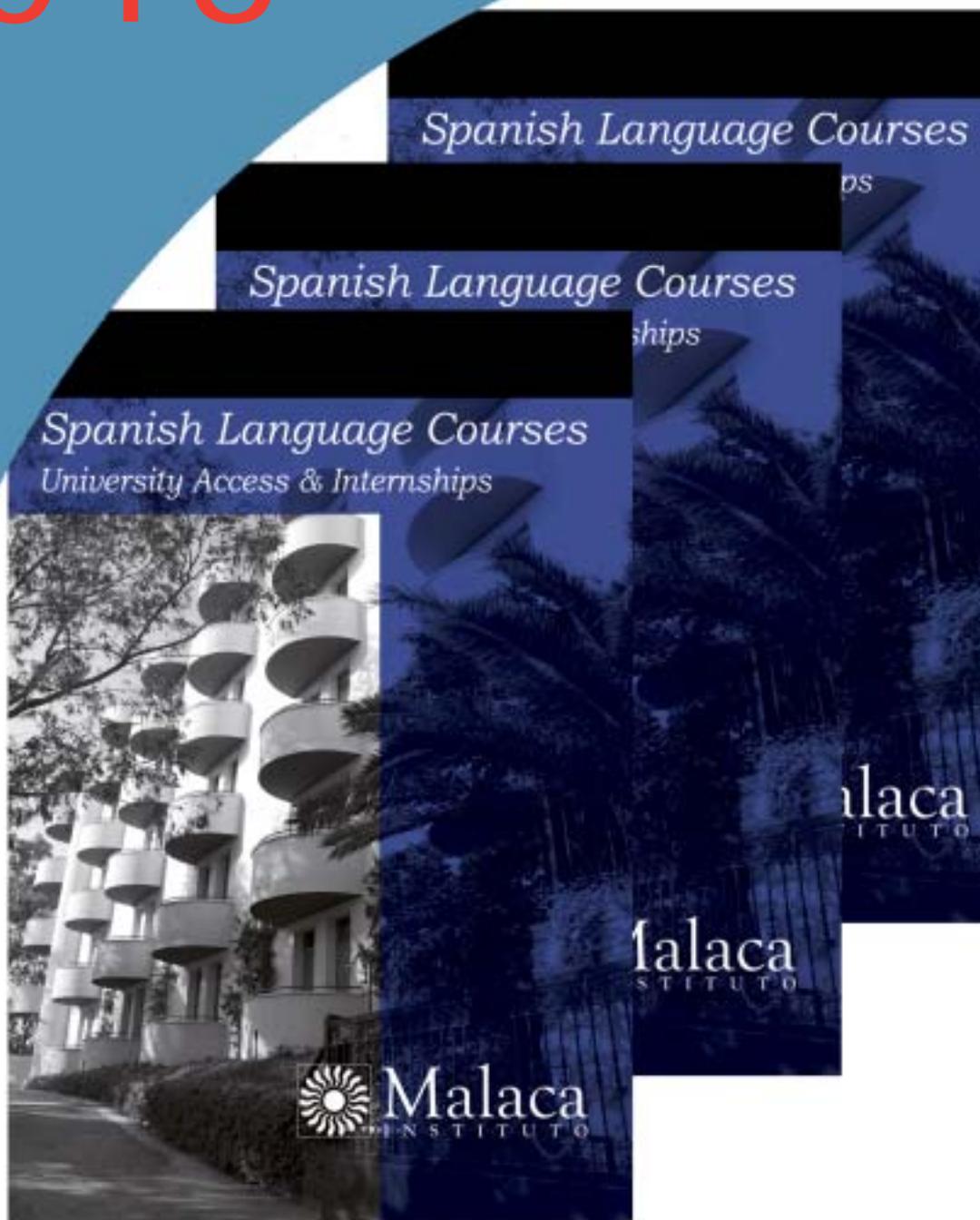


Agents Manual 2018



Malaca Instituto/Club Hispánico

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Fax: + 34 95 229 63 16

e-mail:espanol@MalacaInstituto.com

www.MalacaInstituto.com



Teaching Spanish
since
1971



Dear Friends



At the time of writing Malaca Instituto remains one of only 9 language schools in the world to have entered the STM Hall of Fame as a Super Star school, and the only school of Spanish to have achieved this status. This recognition by our agents is extremely motivating and confirms to us that we continue to provide what you and the students, your clients, are looking for.

Malaga as a city continues to go from better to better and it's not only us that say so. Malaga has gained an enormous amount of high quality press coverage: [The Times](#), [The Guardian](#), [The Boston Globe](#), etc. and, with its "brand name" museums is "becoming a cultural powerhouse."

But Malaga is not only for art lovers. Our students especially enjoy the following 3 areas:

- **Pedregalejo Beach:** just 10 minutes walk from the school - this fisherman's «barrio» is a favourite amongst our students and locals of all ages. Everyone loves the Bohemian environment created by the stands selling handmade crafts, the authentic «chiringuitos» (fish restaurants), the steak and pizza restaurants, the cocktail bars for a sundowner, the new tapas bars and the opportunities for jogging, working out, etc.
- **Historic Centre:** this simply continues to improve with new bars and restaurants opening regularly. The variety and quality is constantly rising and being car-free the local people have reclaimed their streets creating a fantastic Spanish atmosphere. The latest trend is for roof terraces on the city centre hotels from where you can view the cathedral, Roman Amphitheatre, the Alcazaba, the Picasso Museum ...!
- **Muelle Uno:** Malaga's new marina: sitting in a bar with a view across the water to the historic buildings of the city centre, beautifully illuminated at night - simply spectacular!

You can see all of this from the **Mirador Princess**, Malaga's 70 metre Ferris Wheel.

On the school campus itself, we continue to renovate rooms in the Club and students can now enjoy **16 refurbished standard singles and another Studio** to add to the Flow & Art rooms, Executive Studios and other, recently redecorated rooms. All can be booked on a first-come, first-served basis - so don't delay!

You will also see that this manual in PDF format is full of links to **videos and testimonials** - all to help you promote our programmes even more effectively.

Now something for **YOU!** To celebrate the 4th edition of the Alphe Spain (Malaga) workshop, we are offering a 1 week course and accommodation in the week leading up the workshop – the week beginning 8 January – to all participants in Alphe Spain. What better way to start the year: a course in a SuperStar language school and accommodation in Spain's most popular language school residence – all in the company of old and new friends! [Read more...](#)

We have every expectation that Malaca Instituto will continue to be the agents school of choice in the great city of Malaga.



A blue ink signature that reads 'Ida' in a cursive style.

Ida
Founder and General Manager



A blue ink signature that reads 'Bob' in a cursive style.

Bob
Marketing Director

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Ida
Owner/Director



Malaca Instituto - Club Hispánico



Balconies -
Club Hispánico



Entrance patio to Club Hispánico



Club Hispánico - Reception 24 hrs.



Malaca Instituto - the gardens



Malaca Instituto - main terrace



Classes



View from a terrace



Málaga by night



Malaca Instituto - swimming pool



Malaca Instituto - bar restaurant



Pueblo blanco



Flamenco show in Salón Andalucía



Student lounge



Reservation staff



Club Hispánico - twin room



Club Hispánico - Executive room



Club Hispánico - single room



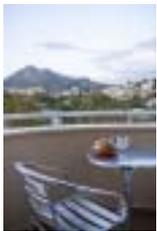
Dance classes



Club Hispánico - Executive Studio



Keeping fit on the terrace



Balcony



Entrance



Master Class- Club 50+



Entrance patio (2)



Executive room: Flow & Art



Excursion



Classes



Classes



Excursion



Excursion



Classes

Photos (2)



Teacher



University access



Master Class- Club 50+ (2)



The pool



The bar



Twin room



Excursion (2)



Main terrace



Along the coast



Cooking in Salón Andalucía



School groups



Dance classes



Classes



Networking (2)



University access (2)



Classes



Hispanic Studies



Pedregalejo beach-10 min. from MI



Aerobics



Entrance to dance studio



Club Hispánico - Executive Studio



Fruit



Teacher (2)



Master Class- Club 50+ (3)



Málaga Cathedral



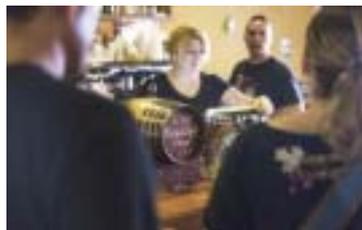
Flamenco Show in Salón Andalucía



Classes



Wine tasting



The Bar



Beach



Typical Málaga



Students

Photos (3)



Excursion (3)



Málaga



Málaga city view



Excursion



Málaga by night



Teachers



Main terrace



Dining room



Classes



Along the coast



Málaga port



Classes



MI - Pool



Excursion (4)



Photo Gallery and Power Point presentation

This selection of photos of Malaca Instituto is for your use in brochures, on your website or in any other publicity materials. You will find more on our [downloads site](#).

You may use them as you like on pages dedicated to Malaca Instituto. However, these photos do belong to Malaca Instituto and if you use any on general pages or on pages where it is not clear that all information relates only to Malaca Instituto, **you must credit Malaca Instituto by naming the school under the photo**. We also ask that you sign the "use of photo declaration" ([see page 7](#)) and return it to us.

All the above photos can be found in high and low resolution at our downloads site. You can access this by following the instructions found on [page 7](#).

Here you will find not only the photos but also lots of other promotional tools (power point presentations, lists of key selling points, this agent manual in PDF, videos, etc) and we hope very much that you find these to be useful both at the time of creating your brochure and/or website and in reminding you and your clients about the delights of Málaga and Malaca Instituto.

What's new..... What's new..... What's new..... What's new.....

Changes, reminders and other useful programme details

There is very little that is actually new or changed, because everything is working well! Just a few improvements and amendments:

- **Spanish + University Semester:** students can now gain up to 30 ECTS from this programme
- **Club Hispanico:** the majority of the rooms have now been renovated to a high standard - first come, first served! Check out the photos [here](#).
- **Meals plans:** our breakfast in the Club has been further improved with even more ingredients (cakes, fruit, scrambled eggs, etc.) to go with the 8 different types of freshly baked rolls, croissants, doughnuts, cheese, meats, fresh juice, hot drinks etc. Students with meal tickets can now choose freely from the buffet (not just 3 items as before).
- **Course prices:** you will be pleased to see that there is **no change**.
- **Accommodation prices:** small increases of 1 or 2 Euros per night.
- **Deposits on apartments:** these have proved very successful with the Type A apartments and are now extended to Type B as well.

Now a few useful reminders:

- **Young Adults Spring & Summer:** the Spring dates and “Young Adults Plus” were very successful innovations in 2017. See pages 38 & 39.
- **Interactive Agent Manual:** Throughout you will find active hyperlinks for you to click through to a video, a testimonial or other extra information. Try this [one](#).
- **Erasmus+ funding for language courses:** While the precise funding rules tend to vary somewhat between different countries, it does seem that the following types of course are eligible for funding in most European countries:
 - Intensive courses of general Spanish at any level for individual teachers and/or staff
 - Intensive Spanish courses combined with 1-1 lessons in teaching methodology
 - Our Spanish for Teachers refresher course taking place every year in July
 - Closed group programmes for groups of teachers/school staff from a particular school or regionFunding must be applied for by the management of an educational establishment, either private or public. We have received significant bookings already under the Erasmus+ project.
- **Erasmus+ funding for VET groups:** If you have contact with VET colleges, especially with cookery departments, they can get E+ funding for groups.
- **DELE Exam dates and preparation courses:**
 - Based on student demand, we have decided to only offer the original May and November dates, to avoid spreading students too thinly over more dates.
 - We have amended the entry levels/durations of the courses to take into account that the B1 and B2 exams have both been made more difficult.
 - We have decided to offer A2 preparation as a 2 week course – its all that is necessary.
 - As we are an OFFICIAL DELE EXAM CENTRE we sometimes have exam sessions at other levels and on other dates - please ask.
- **Pathway to Undergraduate Degrees:** We are definitely still preparing students for entry to Undergraduate Degrees, irrespective of whether the exam will be called Selectividad, PAU, Revalida or something else!
- **Pathway to Masters Degrees:** see page 30 for details of our programme preparing students to access Official Masters programmes at Spanish University.

Malaca Instituto

You may download high resolution photos, videos and other tools from the Internet by following the instructions detailed below:

Malaca Instituto

1. write the following address in the address bar of your browser:

<http://downloads.malacainstituto.com>

or,

enter our website (www.malacainstituto.com) and click on the agents area icon found on the right side menu.

2. insert the user code and password:

User: agentsmalaca

Password: malagent

3. you should now have access to the menu of promotional tools which you can download. By clicking on the link you will either automatically open the item via your copy of ZIP or you will be given the opportunity to download ZIP free of charge.

RE: Use of photos of Malaca Instituto

As I am sure you are aware, we have produced some quite outstanding photos of our school in Málaga over the last few years and many of our agents unsurprisingly want to make extensive use of these photos.

Unfortunately in some cases, insufficient care is taken to make sure that **our** photos are used to represent **only our** school or, in the cases of pages of generic information, **that there is a clear statement that the photos are of Malaca Instituto**. There have been several extremely unfortunate cases where our photos have appeared illustrating the pages of our competitors!!

These photos have cost us a lot of money and are our property and subject to copyright. We ask therefore that you take strenuous measures to ensure that our photos do not get mixed up with others and in this manner ensure that they are only used in an appropriate manner.

If you are unsure about which photos belong to Malaca Instituto and want to check please do not hesitate to send us a sheet of copies and we will tell you which are ours in order to avoid future confusions.

To emphasise the importance of this point we would like you to sign and return (by fax, post or e-mail) this letter, making it clear that you understand that you may use our photos only in the manner described above.

Use of photo declaration

I the undersigned confirm that I understand the rules for the usage of photos belonging to Malaca Instituto and will make every effort to ensure that these are followed.

Name of agency:

City:

Name of signatory:

Signed:

Date:

Your understanding in this matter is most appreciated. Please do not hesitate to contact us if you have any doubts whatsoever about the use of our photos.

Ida Willadsen, General Director

Key selling points: Málaga

"a city that offers something for everyone"

Málaga is a city that gets better every day! Everyone who comes to visit for the first time in a while comments on how nice it is and every time we show people the city we discover something new. It is in a very exciting phase in its development and a perfect place for your students of all ages.



City of Galleries and museums:

- Picasso Gallery
- Thyssen Gallery
- Centre Pompidou
- Museo Ruso: Russian State Art Museum from St Petersburg
- CAC – Contemporary Art Centre
- Palacio de la Aduana: Museum of Malaga
- Museums of Wine, Flamenco, Glass, Cars, Musical Instruments, etc.



Historical City:

- Roman Amphitheatre: recently opened for cultural events
- Arabic Palace: the Alcazaba
- Cathedral – a huge Cathedral dominating the historic centre
- Monuments, squares and winding streets: the historic centre is now pedestrianised and home to hundreds of bars and restaurants



City of Culture:

- Birthplace of Picasso
- Malaga Film festival – Antonio Banderas frequently visits his city
- Flamenco – in the school and in the city
- Cervantes Theatre: top class theatre, orchestral concerts and opera



Mediterranean City:

- a Mediterranean climate - warm winters and hot (but not too hot!) summers
- a «Mediterranean» life-style of sea-front bars, «chiringuitos», beach soccer and Voley-playa
- Mediterranean people - open-hearted, fun-loving Andalucians, with a passion for music and dance
- Scenery: the combination of sea and mountain results in some spectacular scenery
- **Muelle Uno:** Malaga's fantastic new development of luxury shops, bars, restaurants and yachts – perfect for people watching! Just 10 minutes' walk from the historic centre



City of Gastronomy:

- City centre tapas bars
- Beach front «Chiringuitos»
- Restaurants of all types for all pockets
- Students can learn local recipes in our Spanish and Cookery course



Spanish City: Málaga is a totally **Spanish** city, not a tourist resort. In Málaga you hear **Spanish** spoken, you eat **Spanish** food, you drink **Spanish** wine and you listen to **Spanish** music – all at Spanish prices - the real Spain!



City of youth:

- **Night life:** fabulous night-life, famous throughout Europe
- **Sports:** tennis, diving lessons, golf, snow skiing (1½ hours from Málaga), jogging, soccer and more are easily arranged with our help
- **Music:** rock and pop concerts held regularly in the bull ring and other venues



Communications: Málaga Airport is one of the top 3 in mainland Spain. Málaga is at the hub of Andalucía's modern motorway network - perfect for visits to the other great cities such as Granada, Córdoba and Sevilla. Morocco is just a couple of hours away by road and ferry!

Now check out the [video!](#)

Marketing Quality

EAQUALS, Instituto Cervantes (Accredited Centre), **IALC, Español en Andalucía, ST Super Star School of Spanish**, ([see page 12](#)).

Anyone searching on the Internet can find hundreds of “schools of Spanish” in Spain. However as you will be fully aware not all these schools offer the same standards of quality and service.

In fact only about 150 schools of Spanish in Spain have some kind of quality stamp based on inspection by an official organisation such as the Instituto Cervantes. This implies that there are hundreds of schools you can find on the Internet that have no such independent control of their quality.

Of those Schools of Spanish who do have recognised, independent quality controls, only 11 are members of EAQUALS and only 13 are members of IALC - no others are members of both. Malaca Instituto offers all these quality guarantees and more!

Quality costs money! Quality also provides you with peace of mind and means you waste less of your time dealing with problems.

At Malaca Instituto we honestly believe we offer quality and the EAQUALS, IALC and Instituto Cervantes inspections prove it! The last EAQUALS report noted 10 areas of excellence and stated:

« Malaca Instituto was inspected by Equals in 2016 and met the high standards required for Equals accreditation. The teaching, the course programmes, as well as the course organisation, the learning resources, testing and evaluation were all judged to be of high quality. It was found that the institution takes great care to protect the welfare of its clients and staff, and all publicity materials produced by the institution are accurate and truthful.» [Read more here](#)

Quality in:

- **Teaching and teaching materials:** our Research and Development department writes our textbooks, creates other materials, develops new courses and oversees the training of our teachers.
- **Reservations and administration:** 4 staff dedicated to agency bookings, speaking 11 languages and with over 50 years of language school administration experience between them.
- **Facilities:** 25 classrooms, 96 en-suite bedrooms, study centre, cinema, dance studio, student lounge, swimming pool, mini-gym, practice kitchen, multi-activity room, bar, terraces, gardens...
- **Catering:** the bar is open during the week from breakfast time till late. It offers excellent coffee, fresh orange juice and snacks. The restaurant provides freshly prepared meals every weekday at lunchtime and again in the evening, except Saturday. Because of the high quality food and the warm atmosphere, the bar/restaurant is the meeting point for our students.
- **24-hour reception service and contact point:** the Reception Desk of Club Hispánico is open and staffed every minute of every day of the year. This is our emergency contact point.
- **Accommodation:** Club Hispánico, Host families, Student Apartments – the complete range of options offering the highest standards. [Photo gallery](#).
- **Range of courses:** from Master Class to Summer Course – something for everyone.
- **Staff/student ratio:** we have an average of 1 staff/3.5 students. We have on average 60 staff and they are all dedicated to looking after our overseas students.

This kind of quality costs money. You have to explain to your clients why! However, check out our prices too – we think they are extremely reasonable.

Malaca Instituto UNIQUE selling points



When promoting a school in Spain it is essential to know what its truly UNIQUE selling points are – those which distinguish it from any other.

We believe, to the best of our knowledge, that the following are UNIQUE to Malaca Instituto:

- **Mini-campus – everything on-site:** compared with other language schools in Spain we have quite extensive facilities comprising:
 - 95 bedrooms: standard single, twin, triple, Executive rooms and Executive Studios all with en-suite facilities
 - 25 classrooms all with audio/visual facilities
 - study centre
 - restaurant
 - bar
 - practice kitchen
 - large-screen video
 - dance studio
 - multi-activities room
 - student lounge
 - mini-gym
 - swimming pool
 - 3 terraces and gardens

As a result our students tend to hang around on campus after lessons creating the very friendly and multi-cultural environment for which we are famous.

- **20 current textbooks** published by Malaca Instituto and a substantial quantity of other in-house materials. Almost all our senior teachers are involved in textbook writing and/or revising. Most of the materials used in the school are created in-house. This not only provides our students with high quality teaching materials but the R&D department provides a resource for creating tailor-made materials.
- **All of our full-time teachers** have been with us for **more than 20 years**, creating an enviable resource of teaching experience. We really do have «highly experienced» teachers.
- Malaca Instituto has an average ratio of **1 staff member for every 3 students**. This means that your clients feel themselves extremely well-looked after.
- **Shortlisted every possible year and 5-time winner: Super Star, Spanish school (worldwide)** – the industry awards are voted for by thousands of study abroad consultancies based on their personal experiences of dealing with schools and the feedback from hundreds of thousands of students – in the category of Spanish they tend to vote for Malaca Instituto! We are one of only 9 schools in the world to have achieved Super Star status and the only school of Spanish.

Malaca Instituto - Much more than just a language school!

Malaca Instituto KEY selling points

In addition to the UNIQUE selling points detailed on page 10, we believe that Malaca Instituto is especially strong in the following areas:

- **Teaching philosophy:** based on more than 45 years of experience teaching Spanish we have developed an eclectic teaching philosophy combining aspects of the Communicative approach with a structured approach to the teaching of grammar. This evolving philosophy guides the content and form of our textbooks. As the senior teachers are totally involved in this creative process they have a clear understanding of how best to use the materials and of their role in the day-to-day teaching programme.
- **Organisation of teachers:** the teachers are divided into teams each led by a co-ordinator. Each team teaches several classes and each student benefits from being taught by a variety of teachers each with their own personality, style, accent etc. The students frequently comment on how well this works.
- **Range of courses:** we have 19 different course types ensuring that we have programmes suitable for most students from 15 years upward.
- **Teaching facilities:** all rooms are equipped with audio/visual facilities and several have interactive whiteboards. Free wi-fi is available everywhere, including all the bedrooms. In addition, the Study Centre and the wide-screen video in the Student Lounge are available for further study after the classroom hours.
- **«Recognition» and academic credit:** our courses are accepted by various state-sponsored training schemes such as CSN in Sweden and Bildungsurlaub in Germany. We have formal agreements with leading universities in countries such as Russia, USA and Austria and students from many other universities gain academic credit for their courses with us.
- **Living facilities:** the 95 on-site bedrooms of the Club Hispánico provide an outstanding opportunity to benefit from a «campus» lifestyle and the top-of-the-range Executive rooms and Executive Studios are probably amongst the best non-hotel accommodation offered by language schools in Spain. The 24-hour staffed reception not only provides total security but also a place where you can rent cars, read newspapers, print boarding cards, etc. The Student Lounge also provides a 24-hour facility where students can buy drinks and snacks, watch films on a video screen, use wi-fi or fixed internet access and generally network with the other students.
- **Our students** usually represent over 45 different countries each year. We have an excellent age range with each group of ages from 15 to 50+ being well represented and thus offering great opportunities for socialising and networking with people of similar social and professional interests.
- **Activities programme:** with a minimum of 2 full-time employees in our activities department and other teachers who help out when required, there are always plenty of things to do. Every weekend there are cultural excursions, including full weekends in Morocco. On the campus students can take dance and aerobic classes, learn Spanish recipes, attend cultural talks and film shows and enjoy theme evenings and dance shows. In Malaga and its surroundings they can visit the many museums and monuments for which the city is famous, go on tapas tours and visit nearby «pueblos blancos» (white-washed villages).
- **Location:** the school has an enviable location in an up-market residential area just 10 minutes walk from Mediterranean beaches and 15 minutes local bus ride from the town centre. Malaga International Airport (now mainland Spain's 3rd largest airport) is just 20 minutes drive from the school and in 35 minutes by car you can go trekking in the mountains.

Malaca Instituto - Much more than just a language school!

Quality Control and Recognition

All the services and facilities offered by Malaca Instituto, from the tuition to the student activities programme, are subject to regular independent inspection and we can thus show external and independent proof of our high quality.

The Institutions and Associations that inspect or “recognise” Malaca Instituto are:



EAQUALS is the leading international association for quality control in language teaching. It assures, by means of rigorous, independent and transparent inspections, a consistently high standard of quality in the provision of language teaching services. EAQUALS is supported by national cultural institutions and other prestigious institutions in the world of language learning.



The Instituto Cervantes, Spain’s national Cultural Institute, “accredits” language centres. Schools must pass an inspection with published criteria which is carried out by an authorised examining centre. Malaca Instituto is proud to be an “accredited centre” of the Instituto Cervantes.



The International Association of Language Centres is a world-wide association of language schools. Membership of this prestigious organisation is determined by vote of all the members after an initial inspection.



Malaca Instituto is a member of Español en Andalucía, the association of leading Spanish language schools in Andalucía. To be a member a school must have passed the Instituto Cervantes inspections.

American Universities

In addition, several American Universities have sent senior academics to inspect our programme and have regularly sent groups of students or individuals. These include **Duke University, St Thomas University** (Minnesota), **Mississippi State University, Arkansas State, Eastern Illinois** and **Santa Barbara College** (California). Many of our American students gain College Academic credit for the courses they take with us.

Swedish Government (CSN)

Malaca Instituto is one of the private-sector schools in Spain which is allowed to receive Swedish students who have financial aid from the CSN.

Norwegian Government (Lånekassen)

Norwegian students may apply for financial aid for courses preparing for official examinations, such as DELE and “SELECTIVIDAD”.

Chinese Government

To receive students from China, Spanish language schools need to have been inspected and approved by the Chinese Embassy in Madrid. Malaca Instituto has passed through this process and can provide a copy of this documentation.

Bildungsurlaub

Malaca Instituto Courses are “recognised” for Bildungsurlaub by various German state governments.

CONTACT DETAILS

Address: MALACA INSTITUTO-CLUB HISPÁNICO

C/ Rodeo, 5
Cerrado de Calderón
E-29018 MÁLAGA (Spain)

General phone number: + 34 952 29 32 42

(to be given to students, etc.)

Fax number: + 34 952 29 63 16

E-mail: espanol@malacainstituto.com

Direct numbers:

School office: -952 208 201/222/213/218/221

Marketing: -952 208 217/216

Accounts: -952 208 209/208

Emergency, 24-hour phone (reception of Club Hispánico): + 34 689 773 753

KEY PEOPLE

Agent Reservations

and Accommodation: _____ Anu Viljakainen/ Helle Lundahl/
Katarina Ruttkayova

Marketing: _____ Bob Burger/ Natascha Kaviratna/ Lisa Handels

Teaching: _____ Inmaculada Molina

Accounts: _____ Agustín Escolano/ Ursula Cranz

Managing Director: _____ Nieves Poza

General Manager/Owner: ___ Ida Willadsen

PAYMENT (Please see pages 14 & 15 for payment/cancellation conditions)

By bank transfer to:

UNICAJA

Paseo Cerrado de Calderón, 18 - 29018 MÁLAGA

Acc. No.: 51-0030008555

Bank & Sort Code: 2103 0255

Swift: **UCJAES2M**

IBAN ES50 2103 0255 5100 3000 8555

Please remember to name the **student** and **his/her reference number** on all payments.

COMMISSION

The prices quoted in this manual are all public (**gross**) prices. They are all commissionable to agents (except host family and apartment accommodation, and transfers which are all **non** commissionable). Commission rates are agreed individually with agents.

Commission for continuing students: in the case of students wanting to extend their courses we are pleased to re-confirm that our policy is to credit our agents with commission for the extra weeks.

Commission on repeating students who book direct:

- **1st time a student returns booking direct:** 100% of agreed commission rates (not the Registration Fee)
- **2nd time a student returns booking direct:** 50% of agreed commission rates (not the Registration Fee)
- **3rd time a student returns booking direct:** 25% of agreed commission rates (not the Registration Fee)

NB:

- for these commissions on students booking direct to be credited to the agent, the first repeat booking must be within 24 months of the original booking made via the agent.
- It should be understood that in the case that a student returns via another agent, no commission is due to the first agent.

We absolutely guarantee that we will not attempt to persuade any students booked with you (whether "corporate" or private persons) to book directly with us and in this way you can be totally confident that we will honour your "client relationship" with bookings that you make with us.

Agent conditions

For the booking and payment conditions relating to direct bookings please see the 2018 dates and fees sheet. You will note that in practically all cases we give our agents considerably better conditions, yet again demonstrating the importance of our agents to us.

Deposits: Except in the case of group bookings we do not require agents to transfer deposits to our account, but simply include them in one transfer no later than the due date.

However, we strongly recommend you take a deposit from students prior to making a booking with us to cover possible cancellation charges.

Full payment due date: 15 days prior to the course start.

Cancellation before full payment due date: all fees invoiced or already paid will be credited/ returned to the agent less € 50.

Cancellation between full payment due date and up to 5 working days prior to the course start: All course and accommodation fees will be returned to the agent less € 120. In the case that fees had not yet been received, € 120 will be charged to the agent's account.

Last minute cancellations and no shows: In the case that a student does not turn up or we had been informed of cancellation within the last 5 working days prior to the course starting date:

Courses up to and including 4 weeks: we retain or charge the agent 50% of invoiced course fees and 100% of invoiced accommodation fees.

Courses of over 4 weeks: we refund to the agent all fees less 50% of the nett 4 week course price and 100% of 4 weeks accommodation (according to type booked).

Cancellation/Curtailment of course and accommodation after start of course:

Courses of less than 6 weeks: no refund of course nor accommodation fees.

Courses of 6 weeks or longer: if notified at least 4 weeks prior to the date the student wishes to leave, we will refund to the agent all course and accommodation fees for the period curtailed less € 150.

If notified less than 4 weeks prior to the date the student wishes to leave, we refund to the agent any balance left after deducting 50% of the nett 4 week course price and 100% of 4 weeks accommodation (according to type booked).

Agent conditions (continued)

Voluntary change of accommodation to other MI accommodation: (this is on a request basis only and we reserve the right not to allow changes. It is especially difficult to make changes in the high season).

Courses up to 8 weeks in duration: there will never be any refund when the preferred accommodation is cheaper.

Courses of 8 weeks and longer: 50% of the difference will be refunded to the agent in the case that the preferred accommodation is cheaper.

In all cases where the preferred accommodation is more expensive, the extra amount will be charged to the student and in the case of Club Hispánico, any commission credited to the agent account.

Curtailement of accommodation only:

Courses up to 8 weeks in duration: there will never be any refund.

Courses of 8 weeks and longer: if notified at least 4 weeks prior to the date the student wishes to leave their accommodation, we will refund to the agent all accommodation fees for the period curtailed less € 150.

If notified less than 4 weeks prior to the date the student wishes to leave, we refund to the agent any balance left after deducting 4 weeks accommodation (according to type booked).

Group Bookings:

The conditions will vary according to time of year, type of course, size of group, etc. and will be clearly shown on the group quotation.

Any student fees returned to the agent are done so on the strict understanding that they will be returned to the student less only a reasonable administrative fee.

GENERAL INFORMATION

1. Bank Holidays

We do not provide lessons on Bank Holidays. If the Bank Holiday falls on a course starting date, the new students take their Placement Test and have their Orientation Tour of Málaga on the Monday. They then start lessons on Tuesday.

To the best of our knowledge, the following are Bank Holidays:

28 Feb, 29 & 30 Mar, 1 May, 15 Aug, 20 Aug, 12 Oct, 1 Nov, 6 Dec

The school and Club Hispánico will also be closed between the following dates:

From 17 December 2017 until the morning of 6 January 2018 and from 23 December 2018 until the morning of 5 January 2019 (Club Hispánico) and 7 January 2019 (school) - provisional.

2. Festivals in Málaga

Amongst the many events that take place in Málaga each year there are 4 that we feel you might like to take into account when planning your stay:

- **Semana Santa:** this is Spanish for Easter Week and the celebrations in Málaga are amongst the most famous and grandiose in Spain. During the week beginning **26 March 2018** students will be able to see spectacular religious processions each day in the historic centre and also enjoy the atmosphere created by the large number of people visiting Málaga at this time.
- **“La Feria” of Málaga:** this is the city fair of Málaga which takes place over 9 days from **11 August 2018**. This is a huge fair (one of Europe’s largest) and is in 2 parts:
 - during the day there is a fair in the historic city centre with traditional music (sevillanas, malagueños, verdiales, etc.), lots of dancing, people in traditional dress and of course plenty of eating and drinking.
 - at night, a second fair takes place on a fairground outside the centre. This is a mixture of a modern fair with rides and shows and a more traditional part featuring Andalusian horses and horsemanship, song, dance and gastronomy.
- **Día de San Juan:** 23/24 June – this festival takes place mainly on the beaches where youngsters build bonfires and burn effigies, many of popular figures. According to tradition anyone bathing their face in the sea at midnight will have eternal beauty.
- **Día del Carmen:** 16 July – this is a festival in honour of La Virgen del Carmen – patron saint of fishermen. Statues of the Virgin are carried from the churches and paraded through the beach areas down to the sea where they are mounted on rowing boats and taken around the bay before being returned to the church – a spectacular event of colour and religious significance.

3. Evaluations and Examinations

- **Weekly test**
 - Each Friday there is a short test on which the class groupings for the next week are based. This enables us to ensure that everyone can go at their own pace and no-one is held back.
 - The test is corrected in class as an integral part of the lesson.
- **End of Level Examinations**
 - A comprehensive test covering the complete content of the level is taken at the end of each main level (A1, A2, B1, B2, etc).
 - The test takes place in class hours and a student must pass in order to progress to the next level.

All students who pass the End of Level Examinations receive a Certificate of Linguistic Competence which states the level at which the examination has been taken and gives a score for each of the skills (reading, writing, listening and speaking) and an overall score. The Certificate provides an objective statement of the student’s level as it also lists the competencies tested at each level.

All students who have regularly attended classes receive a Certificate of Attendance.

GENERAL INFORMATION (continued)

4. Malaga Map

To see clearly where Malaca Instituto is situated and how to reach it from the airport, railway station, etc., please go to www.MalacaInstituto.com.

5. Medical services

If students **feel unwell** while they are in Málaga they should talk either to their host family, teacher or to one of our office staff (either in the school office or Club Hispánico).

In Spain many people go to a chemist (farmacia) if they have a **minor illness**. There is a “farmacia” across the road from the school and our staff will be happy to go with a student if they feel that they may need help.

In the case of **more serious illness**, a student can **either** go (or ask someone to take them) to a health centre (Centro de Salud) **or** ask for a visit from a private doctor.

The nearest health centre to the school is:

**Centro de Salud de Limonar
c/ República Argentina s/n
29016 Málaga
Tel. 951 30 83 34**

They might be able to give treatment there or they might refer the student to a hospital.

If you ask for a visit from a doctor, we will contact the following doctor:

Dr. Rafael D. Guerrero Zamorano.

The cost of a visit by the doctor is € 75 for weekday (Mon-Fri) visits and € 100 for visits at weekends or on bank holidays. These payments are made directly to the doctors concerned who will issue invoices. This fee does not include the cost of any medicines that may be required.

In the case of a medical emergency:

- **at school or in Club Hispánico: a student should contact our staff and if necessary someone will accompany them to hospital or call an ambulance.**
- **at the home of a host family: a student should ask for their help.**
- **if a student needs to call an ambulance the telephone number for ambulance emergency services is: 061 or the general emergency number 112.**

The general emergency number in Europe which can be reached directly from most phones is 112. If you cannot reach this number from your mobile, dial: + 34 902 102 112.

The fire-brigade emergency number is 080 or 112

We strongly advise students to check whether they should take out medical insurance. If they are sure they are covered by the Spanish National Health Service they should ensure they bring the appropriate documentation and, once in Spain, ensure they use the public service: “seguridad social”.

The above information and further details are included in the student Handbook given to each student on arrival.

GENERAL INFORMATION (continued)

6. Pocket money

The amount a student might spend obviously depends on many factors. However, we feel that around € 250 per week for food and entertainment on a short, vacation course is probably a reasonable amount. To help provide a further idea, the following are prices of some typical items and activities :

Hamburger:	€ 4.0	Bus pass (10 rides):	€ 11.00
Pizza take away:	€ 8.0	Taxi: minimum:	€ 4.0
Inexpensive restaurant:	€ 20-25	MI – town:	€ 7-9
Top range restaurant	€ 40-75	airport:	€ 28-33
Malaca Instituto lunch:	€ 15		
Disco: entrance:	€ 0-10	Cinema:	€ 7-10
Non-alcoholic drinks:	€ 1.5	Tennis:	€ 10
Beer (half litre)	€ 1.5-2.50		
MI excursions: full day	€ 40-70		
half day	€ 35-40		

7. Clothing & weather

Malaga benefits from a Mediterranean climate with mild winters and hot summers. You will rarely need really warm clothes (unless you go skiing in the Sierra Nevada). It does not have the extremes of temperature found in the interior.

In the winter months of November through February temperatures during the day vary between 15 and 20° and in the evenings you will probably need a warm jacket – the humidity can make it feel surprisingly chilly.

In the Autumn/Spring months of October, March, April and May you will probably want a pullover for the evenings and occasionally a light jacket.

During the summer, Malaga is relatively hot (28-35°C) and humid. Students should therefore pack light, summer clothes. People do not tend to dress up except for special occasions.

To fully participate in our activities programme students will want to bring sports shoes and clothing and, of course, swimwear.

FACILITIES

The Malaca Instituto/Club Hispánico "campus" has some of the best facilities to be found in private language schools - and all on one site! ([see photo gallery](#)).

-  **CLASSROOMS:** 25 well-equipped classrooms, purpose built for our range of General, Mini-Group and One-to-One courses.
-  **VIDEO:** Video is used throughout the teaching programme. Videos range from specific teaching programmes to short films about Spain, the Spanish way of life and culture. We have video and TVs in most classrooms and, in addition, some 150 DVDs are available for viewing.
-  **CINEMA EVENINGS:** we hold regular cinema evenings in our Salón Málaga in large screen format.
-  **SELF-ACCESS CENTRE:** An excellent facility created to help our students practise and revise individually identified areas of weakness or specific need.
-  **Wi-Fi:** Free Internet is available in the Salon Malaga and, via wi-fi, throughout the entire campus, including the bedrooms.
-  **RESTAURANT- CAFETERIA:** The quality and reasonable prices of the freshly prepared food in our restaurant result in most of our students and administrative staff eating in the School. It is open at lunchtime and in the evening and there is always a range of meat, fish and vegetarian dishes. For groups we are able to quote prices for half or full board based on accommodation in Club Hispánico and meals in the Cafeteria.
-  **BAR:** This is the meeting point for most of our students. It is not only a place to meet, drink and chat (in Spanish), but you can also play chess, dominoes, pool, etc.
-  **Mini-gym** in Club Hispánico: another great facility for our students. A small gym with exercise machines.
-  **DANCE STUDIO:** We have a beautiful dance studio with wooden flooring, air conditioning and showers. This is perfect for our Flamenco and Latin dance classes and aerobic sessions.
-  **CLUB HISPÁNICO LOUNGE (Salón Málaga):** 70m² of lounge area with comfortable furniture, TV and wi-fi – open 24 hours/day.
-  **PRACTICE KITCHEN:** In the Salón de Andalucía we have our practice kitchen for the “hands-on” cooking demonstrations and classes included in the Spanish and Cookery and Master Class programmes.
-  **SUN TERRACES, SWIMMING POOL:** Our swimming pool and sun terraces are excellent places to relax. The serious nature of the school is exemplified by the sight of students doing their homework by the poolside. There is an additional terrace beneath the level of the pool where students can read, study or chat with friends.
-  **SELF-SERVICE LAUNDRY:** Equipped with professional standard, coin operated washing machine and dryer. Iron and ironing board are also available.

If you know of a school with better all-round facilities, please let us know - we always want new ideas for improvement.

Our students

Age: The average age of our students depends to a certain extent on the type of course. Obviously older people will be found on the Master Class (3rd Age) programme and younger people on the Summer Course for young adults.

The average age of all students in the school tends to be:

Summer: 22 years **All year:** 27 years **Excluding summer:** 36 years

Nationality: We regard a good mix of nationalities in the school at all times to be one of our main marketing objectives. It makes business sense not to have all our eggs in one basket and it creates an exciting international atmosphere for our students.

Over the last 12 months we have had over 50 different nationalities in the school.

The economic crisis has affected some countries more than others, especially those linked with oil. Russia has dropped significantly. China has moved into 4th place producing a good number of student weeks. The Czech Republic, Hungary, Poland and Slovakia are producing more numbers, especially with E+ funding. Again we can see that there is a wider nationality mix, making the school an increasingly interesting place for inter-cultural networking.

Nationality	2016	Nationality	2016	Nationality	2016
German	22.00 %	Norwegian	4.80 %	Korea	2.20 %
Swiss	11.20 %	USA	3.60 %	Canada	1.30 %
Dutch	10.60 %	France	3.40 %	Czech	1.20 %
Chinese	8.00 %	Russia	2.80 %	Austria	1.20 %
Swedish	7.30 %	Denmark	2.60 %	Belgium	1.10 %
UK	5.00 %	Italy	2.60 %	Ireland	1.00 %

Sex: 75% female 25% male

Agent/direct: We work very closely with our network of agents around the world and are very pleased with the results. We believe that our policy of honest dealing and active co-operation in marketing projects helps to create these excellent relationships. Of course, the major factor is the continuing high degree of satisfaction expressed by your clients.

Agent bookings:

'02	'03	'04	'05	'06	'07	'08	'09	'10	'11	'12	'13	'14	'15	'16
70%	68%	70%	68%	69%	71%	73%	78%	80%	82%	84%	83%	80%	82%	80%

As you can see our agents' bookings represent a large majority and are extremely important to us.



Parental permission for students 15-17 years

As I am sure you will understand, we take very seriously our responsibilities with regards under-age students.

As our students come from all over the world and cultural customs and national laws relating to this issue differ, we have had to take a decision on how to define «under-age». As the safety and wellbeing of our students has to be the predominant factor in this decision we have decided to define it as someone under 18 years old. This also happens to be a requirement of EAQUALS (Evaluation and Accreditation of Quality Language Services) of which we are a member.

I fully understand that in many countries the limit is placed at 16 years and I hope that you, as a parent, will understand our reasons for this decision.

As a result I ask you and your son/daughter to sign the permission statement below to enable him/her to participate in the programme organised by us. In order that we can locate your son/daughter at any time, we require that he/she has with them a working mobile phone. Please list the number below.

If you would like to clarify any aspect of this declaration or of our programme please do not hesitate to contact either the agent making the booking with us or any of the reservation staff in the school.

Many thanks for your understanding and assistance in this matter.

Yours sincerely

Ida Willadsen
Directora, Malaca Instituto

Permission statement (please sign and send this direct to us or via the agent making the booking)

Name of student..... Date of birth.....

Course..... Starting date.....

Mobile phone (student) +

Name of parent/legal guardian.....Contact tel. no.....

I have read the notes and information on the following pages of this document and agree that my son/daughter may participate on the above mentioned course under these conditions. I have provided full information about any special medical or dietary needs of my son/daughter. I authorise Malaca Instituto staff to take appropriate action in the event of a medical emergency and to administer first aid where the care of a nurse is not available. In the unlikely event that my child should require emergency surgery, I authorise Malaca Instituto staff to sign the consent form on my behalf.

Signed (parent)..... Date.....

Signed (student)..... Date.....

Conditions relating to 15-17 year-old students

In addition to the following rules and conditions, please note the following relating to **15 year olds**:

- Accommodation can only be in **host families** and should be on a full-board basis
- You may wish to book an «**Enhanced**» Airport Transfer – ask for details

1. Going out at night

In the south of Spain a «Mediterranean timetable» operates. This means that people of all ages tend to go out much later at night than is the norm in some other countries. It is quite usual for youngsters in the 16-17 year age group to come home after midnight several times a week, especially when they are on vacation, the 15 year olds a little earlier.

We ask that our students do not abuse this lifestyle. We also ask our reception staff in Club Hispanico and our host families to let us know if any of our younger students are behaving in a manner inappropriate to a Spanish youngster of the same age. We also ask that our students staying in host families let them know where they are going and when they expect to be home.

To provide parents of 15-17 year olds a certain flexibility when choosing the programme format most appropriate to their son/daughter, we offer different accommodation options with differing obligations, especially the strongly recommended home-time («curfew»):

- **In host families:** 15-17 years: home-time: 23.00 «weekdays», 24.00 on Friday and Saturday
- **In Club Hispanico:** 16-17 years: 01.00 «weekdays», 02.00 on Friday and Saturday

Please note that we cannot, of course, physically enforce these rules and they are intended only as guidelines. However, abuse of them may result in disciplinary action being taken, which, in serious cases, can result in a student being asked to leave the school with no right to any refund.

2. Alcoholic drinks and tobacco

The minimum age in Spain for consuming alcohol or buying tobacco is 18 years. Consumption of these products by students under 18 is therefore prohibited in the school and on school events. Smoking is also totally forbidden anywhere in the school grounds.

When students are out on their own, they are, of course, free to do as they like within Spanish law. However we do draw their attention to the potential dangers of drinking in hot countries.

We also draw the students' attention to the fact that the Spanish police take a tough line with regards the possession and consumption of illegal drugs.

3. Attendance and academic rules

In order to allow a class to progress at the same rate and to maintain the cohesion, harmony and dynamic of the class group, we ask that all our students follow certain rules. When also taking into account our method of teaching, we feel that the following are especially important:

- students **must** attend all their lessons
- students must be punctual
- each day's homework assignment must be completed before the beginning of lessons

Failure to fulfil these requirements may result in a student being placed in a lower class, not receiving a certificate of attendance and, in extreme cases, the school reserves the right to ask the student to leave without right to a refund of fees.

4. Insurance

We strongly recommend that our students should consider taking out travel insurance which should cover them for cancellation, personal belongings and medical care.

We can offer a comprehensive insurance package including medical costs, repatriation, luggage, cancellation of course once started, etc. If you are interested please ask us for the full details.

COURSES: a brief review

Course name	Duration	Characteristics
Intensive Course: 20, 24, 26	1 wk +	Standard general Spanish offered at all levels.
Super Intensive: 30	1 - 16 wks	Combination of Intensive Course (max 10) with oral communication skills in "mini-group" (max 6) format.
Spanish for Business	1 - 4 wks	Combination of Intensive Course (max 10) with 2 lessons per day of Business Spanish (max. 4 per class).
Spanish for International Trade and Commerce	2 or 4 wks	4 lessons Intensive Course + 2 lessons Commercial Spanish (mini-group, max. 6) per day.
Spanish for Teachers	1 or 2 wks	A refresher course for non-native teachers of Spanish.
One to One Teaching Methodology	1 wk +	Combine 1 or 2 individual methodology lessons with an Intensive course.
Intensive Spanish + Methodology	1 wk +	Combine an Intensive Spanish course at A2 level and above with 1-1 Methodology classes. Suitable for E+ funding.
DELE Preparation	2, 4, 10, 11, 12, 14, 16, 17, 19 or 25 wks	Preparation for the official examinations in Spanish as a foreign language.
Spanish + Hispanic Studies	16, 20 or 36 wks or 4 wk modules	2-term course from beginner level. Combines Spanish to advanced level with the study of history, culture, way of life.
University Access Course ("Selectividad" preparation)	21 wks	This programme prepares students for the competitive entry examinations for Undergraduate Degree courses.
Pathway to Masters Degrees	approx 32 wks	Linguistic preparation and consultancy for students wanting to access Official Masters Degrees.
Spanish + University Semester with ECTS	approx 10 mths	Intensive Spanish to achieve B2 and then a Semester at Spanish University. Gaining up to 30 ECTS .
Young Adults Spring & Summer	1, 2, 4, 6 wks	Classic vacation course for older teenagers combining Spanish with sports and cultural/social activities.
Young Adults Plus	1-6 wks	Combination of vacation courses with 1-1 lessons - perfect for specific high school exam revision.
Master Class - Club 50 +	2 or 4 wks	Highly practical Spanish for the supermarket, restaurant, hiring cars, booking hotels, visiting the doctor, etc, combined with activities such as cookery demonstrations, visits to the central market & botanical gardens, etc.
One-to-One	1 wk +	Individual courses of general or specific Spanish, usually for executives/professionals.
Spanish and Dance	1 or 2 wks	An Intensive Course of general Spanish plus 2 lessons per day of Sevillanas or Salsa.
Spanish & Cookery	1 or 2 wks	An Intensive Course of general Spanish combined with serious cooking lessons and activities related to gastronomy.
Spanish Plus		Access routes into the whole range of Spanish education and training.
Spanish and Work Experience	Min. 4 wks Spanish + Internship	Spanish language preparation for high quality internships in Spanish companies.

Marketing off-season courses

In Málaga we are lucky that the superb climate helps to extend the high season into September and also attracts students in search of the sun at most times of the year. While this helps, it does not get rid of all the seasonal peaks and troughs.

It is in the interests both of the school and our agents to try to stimulate more bookings in the off season. We see two distinct ways in which this can be done:

1. **Promoting in off-season markets:** Brazil, Australia and other Southern Hemisphere markets and/or countries such as the USA with different University vacations.
2. **Promoting off-season products:** over the years we have created a series of short and long term courses that do not take place in the high season. These are listed below. Try to promote at least 1 of these courses!

 **Master Class - Club 50 +:**
(see page 40)

2 and 4 week courses for the 50+ age group from Feb to June and Sept to Nov. This was the first course of its type in Spain and benefits from our convenient mini-campus setting.

Marketing tip: *requires niche marketing: a special flier, promotional campaign in magazines aimed at the age group, presentation in clubs/association of retired people, etc.*

 **Spanish & Cookery:**
(see page 41)

1 or 2 week courses in Spring and Autumn. Excellent feedback from students confirms the quality and potential of this course.

Marketing tip: *include in Master Class – type brochures and promotions as well as general brochures.*

 **Spanish & Dance:**
(see page 42)

1 or 2 week courses on fixed, off-season dates. In addition to our Salsa and Flamenco courses, we can also offer Tango and Ballroom Dance on a request basis for individuals or closed groups.

Marketing tip: *produce a simple flier or product sheet using photos from our downloads site and distribute to dance schools in your area.*

 **DELE preparation:**
(see page 27)

2 or 4 weeks (Apr and Oct) or longer-stay programmes combined with an Intensive Course. Increasingly important each year.

Marketing tip: *promote exactly in the same way as Cambridge Exam courses. Recommend all medium-stay students whose stay will coincide with the exams to enrol for the Exam.*

 **Commercial Spanish:**
(see page 32)

2 or 4 weeks (Feb, May, Sept). Our experts teach not only the language of commerce but commerce itself. Students can prepare for the Madrid Chamber of Commerce exams.

Marketing tip: *search out Universities with business schools that teach Spanish.*

 **Hispanic Studies:**
(see page 28)

Academic Year, 1 term or 4-week units (Jan thru May). Long stay students should book this programme as it is more interesting than studying just general Spanish.

Marketing tip: *this programme is ideal for “gap-year” students from the UK and “Semester” students from USA.*

 **“Selectividad” Preparation:**
(see page 29)

21 weeks (Jan thru May). For non-EU markets with students wanting to take undergraduate degrees, this course is a recommended access route to Undergraduate Degrees.

Marketing tip: *for students with high level Spanish this can be an excellent discipline-inducing challenge!*

1 week courses
Please remember that **beginners dates** MUST be respected.

GENERAL LANGUAGE

Intensive Course

No. of lessons: 20, 24 or 26 per week (see page 26 for 30/wk)
(each lesson 50 mins)

Duration: 1 – 40 weeks
(max. 16 weeks with 24 or 26 lessons)

Max. class size: 20 lessons: 10 participants
Oral skills: 6 participants

Content: 20 lessons: general Spanish covering all aspects of the language at each level.
24, 26 lessons: general Spanish + 4 or 6 lessons of oral skills in mini-group format

Starting dates 2018: Every week from 8 Jan:

(Beginners dates in **bold**)

Jan: 8, 15, 22, 29	Jul: 2, 9, 16, 23, 30
Feb: 5, 12, 19, 26	Aug: 6, 13, 20, 27
Mar: 5, 12, 19, 26	Sept: 3, 10, 17, 24
Apr: 2, 9, 16, 23, 30	Oct: 1, 8, 15, 22, 29
May: 7, 14, 21, 28	Nov: 5, 12, 19, 26
Jun: 4, 11, 18, 25	Dec: 3, 10

Min. Age: _____ While most of our students are 18 years plus, there will be occasional 16 & 17 year olds.

Levels: _____ Beginner to Superior (6 main levels).
(4 levels in Communication skills)

Accommodation: - Club Hispánico
- Host Family
- Student Apartments: Type A + B

Timetable: _____ 20 lessons: Mo-Fr 08.30-12.30 or 16.00-20.00
24 lessons: Mo-Fr 08.30-12.30 or 16.00-20.00
+ 12.40-14.30 Tues & Thurs
26 lessons: Mo-Fr 08.30-12.30 or 16.00-20.00
+ 12.40-14.30 Mon, Wed & Fr

Your timetable is decided by the school based on your level of Spanish and your nationality and the above times are subject to change.

Tests and Examinations: _____ **Continuing students** take level test on Fridays in class hours.
End of Level examinations must be passed to continue to the next level.

Start any Monday
Our programmes are designed to allow students on Intensive and Super Intensive courses to start any Monday as long as they are not total beginners.

Cultural Activities
In addition to 20, 24 or 26 lessons, the course includes 5 cultural activities per week: 2 Flamenco dance classes, 1 Salsa class, 1 presentation of a film and 1 cultural talk. (After 4 weeks the content may repeat).

SPECIAL OFFER: CLUB HISPÁNICO (see page 45)
2 for 1
For **Intensive Courses** starting in **January, February, March, October, November and December**, participants booking course **plus** Standard Single room in **Club Hispánico** can be offered a Twin room and bring a partner (sharing the room) **free of charge**. If the partner wishes to take a course, tuition fees will be charged as normal.

GROSS Tuition Fees: 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

Intensive Course (Short stay)	20 Less.	24 Less	26 Less.	Intensive Course (Long stay)	20 Less.	24 Less.	26 Less.
1 week:	€ 205+70	€ 242+70	€ 260+70	12 weeks:	€ 2087+70	€ 2505+70	€ 2667+70
2 weeks:	€ 399+70	€ 473+70	€ 508+70	13 weeks:	€ 2219+70	€ 2661+70	€ 2835+70
3 weeks:	€ 584+70	€ 695+70	€ 745+70	14 weeks:	€ 2351+70	€ 2817+70	€ 3003+70
4 weeks:	€ 762+70	€ 909+70	€ 973+70	Extra week:	€ 132	€ 156	€ 168
5 weeks:	€ 935+70	€ 1116+70	€ 1193+70			(max. 16 wks)	(max 16 wks)
6 weeks:	€1103+70	€ 1317+70	€ 1407+70				
Extra week:	€ 164	€ 198	€ 210				
<i>NB. The extra week prices are only valid as an extension to the 6 week price and for duration up to and including 12 weeks.</i>				<i>NB. The extra week price is only valid as an extension to the 14 week price. In the case of 24 and 26 lessons, up to a maximum of 16 weeks</i>			

The above fees include:

- 20, 24 or 26 lessons per week.
- Malaca Instituto course books.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

GENERAL LANGUAGE

Super Intensive Course

1 week courses

Please remember that **beginners dates** MUST be respected.

No. of lessons: 30 per week
(each lesson 50 mins)

Duration: 1 – 16 weeks

Max. class size: 20 lessons: 10 participants
10 lessons: 6 participants

Content: 20 lessons: general Spanish covering all aspects of the language at each level
10 lessons: oral skills in mini-group format

Starting dates 2018: Every week from 8 Jan:

Jan: 8, 15, 22, 29	Jul: 2, 9, 16, 23, 30
Feb: 5, 12, 19, 26	Aug: 6, 13, 20, 27
Mar: 5, 12, 19, 26	Sept: 3, 10, 17, 24
Apr: 2, 9, 16, 23, 30	Oct: 1, 8, 15, 22, 29
May: 7, 14, 21, 28	Nov: 5, 12, 19, 26
Jun: 4, 11, 18, 25	Dec: 3, 10

Min. Age: _____ While most of our students are 18 years plus, there will be occasional 16 & 17 year olds.

Levels: _____ Beginner to Superior (6 main levels).
(4 levels in Communication Skills).

Accommodation: - Club Hispánico
- Host Family
- Students Apartments: Type A+B

Timetable: _____ 08:30 - 14:30
(The above times are subject to change).

Tests and Examinations: **Continuing students** take level test on Fridays in class hours.

End of Level examinations must be passed to continue to the next level.

Start any Monday

Our programmes are designed to allow students on Intensive and Super Intensive courses to start any Monday as long as they are not total beginners.

Cultural Activities

In addition to 30 lessons, the course includes 5 cultural activities per week: 2 Flamenco dance classes, 1 Salsa class, 1 presentation of a film and 1 cultural talk. (After 4 weeks the content may repeat).

SPECIAL OFFER: CLUB HISPÁNICO (see page 45)

2 for 1

For **Super Intensive** courses starting in **January, February, March, October, November and December**, participants booking course **plus** Standard Single room in **Club Hispánico** can be offered a Twin room and bring a partner (sharing the room) **free of charge**. If the partner wishes to take a course, tuition fees will be charged as normal.

GROSS Tuition Fees: 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

1 week: € 295 + € 70	10 weeks: € 2567 + € 70
2 weeks: € 576 + € 70	11 weeks: € 2806 + € 70
3 weeks: € 845 + € 70	12 weeks: € 3044 + € 70
4 weeks: € 1104 + € 70	13 weeks: € 3281 + € 70
5 weeks: € 1355 + € 70	14 weeks: € 3517 + € 70
6 weeks: € 1601 + € 70	15 weeks: € 3752 + € 70
7 weeks: € 1844 + € 70	16 weeks: € 3986 + € 70
8 weeks: € 2086 + € 70	only available up to 16 wks
9 weeks: € 2327 + € 70	

The above fees include:

- 6 lessons per day.
- Malaca Instituto course books.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

DELE exam dates

Our courses prepare student for the exams on 19 May and 10 November. These are Saturdays.

EXAM COURSES

DELE Examination Courses (Diploma de Español como Lengua Extranjera)

Max. Class size: 10 participants

No. of lessons: 4 lessons per day
(3 hrs, 20 mins per day)

Duration: 2 or 4 weeks: dedicated Exam preparation.
10, 11, 12, 14, 16, 17, 19 or 25 weeks:
combined with Intensive Course.

Starting Dates 2018:	A2			
	2 wks	7 May,	29 Oct,	
	4 wks	23 April,	15 Oct	
	11 wks	5 Mar,	27 Aug	
	B1	4 wks	23 April,	15 Oct
		10 wks	12 Mar,	3 Sept
		12 wks	26 Feb,	20 Aug
		14 wks	12 Feb,	6 Aug
		17 wks	22 Jan,	16 Jul
	B2	4 wks	23 April,	15 Oct
		10 wks	12 Mar,	3 Sept
		12 wks	26 Feb,	20 Aug
		14 wks	12 Feb,	6 Aug
		16 wks	29 Jan,	23 Jul
		19 wks	8 Jan,	2 Jul
		25 wks	6 Nov 17,	21 May

Min. Age: — While most of our students are 18 years plus, there will be occasional 16 & 17 year olds.

Accommodation: - Club Hispánico
- Host Family
- Student Apartments: Type A + B

Timetable: — 08:30 - 12:30 or
16:00 - 20:00
(The above times are subject to change.)

DELE course entry requirements:

To start the following courses students must have already completed the MI level indicated below (or equivalent) or be a total beginner as appropriate. Students will need to complete a level test at the time of booking.

	A2	B1	B2
2 weeks	A2	—	—
4 weeks	A2, 1st module	B1	B2
10 weeks	A1, 1st module	A2	B2, 2 nd module
11 weeks	Total beginner	A2, 2 nd module	B2, 2 nd module
12 weeks	----	A2, 1st module	B2, 1 st module
14 weeks	—	A1, 2 nd module	B1
16 weeks	—	A1, 1st module	B1, 2 nd module
17 weeks	—	Total beginner	B1, 1 st module
19 weeks	—	—	A2
25 weeks	—	—	Total beginner

In addition to 30 lessons, the course includes 5 cultural activities per week: 2 Flamenco dance classes, 1 Salsa class, 1 presentation of a film and 1 cultural talk.

(After 4 weeks the content may repeat).

THE DELE EXAMINATIONS

The Dele Examinations are the most important exams in Spanish as a Foreign Language. They are often compared to the Cambridge Examinations in English. The Exams are organised by the Instituto Cervantes with the guidance of the University of Salamanca and are officially recognised by the Spanish and other governments. Malaca Instituto is an **official exam centre**. The 2 and 4-week courses are dedicated examination courses. Longer courses are combinations of the Intensive Course with the Examination Course.

GROSS Tuition Fees 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

2 weeks	€ 433 + 70*	14 weeks	€ 2419 + 70*
4 weeks	€ 830 + 70*	16 weeks	€ 2683 + 70*
10 weeks	€ 1827 + 70*	17 weeks	€ 2815 + 70*
11 weeks	€ 1991 + 70*	19 weeks	€ 3079 + 70*
12 weeks	€ 2155 + 70*	25 weeks	€ 3871 + 70*

* This is the Registration Fee

The above fees include:

- 4 lessons per day.
- Malaca Instituto course books.
- Use of Multi-media Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)
- Examination Fees (approx. € 130-190)

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

CULTURAL STUDIES

Spanish Plus Hispanic Studies

Max. Class size:	Term I 10 participants. Term II 15 participants.	Min. Age: _____ 16 years
No. of lessons:	Term I 4 lessons per day General Spanish Term II 2 lessons per day General Spanish or Exam Preparation PLUS 2 lessons per day Hispanic Studies	Accommodation: - Club Hispánico - Host Family - Apartment: Type A + B
Duration:	Term I 16 weeks Term II 20 weeks	Timetable: _____ 10:30 - 14:30 (Subject to change)
Starting Dates:	Term II 8 Jan 2018 Term I 27 Aug 2018 Term II 7 Jan 2019 : (proposed date)	Entry Level: _____ Term I: Beginner Term II: Advanced (Equivalent to a competent student who has completed Level B2, module 2)
Examinations:	- Preparation for DELE B2 (Intermedio) - Malaca Instituto internal examinations in Spanish: Levels A1 to C2.	Certificates/ Diplomas: • All students who attend classes regularly receive a Certificate of Attendance. • Students successfully passing MI's examinations in Spanish will receive the certificates or Diplomas as indicated on page 16. • Students successfully completing the course will receive the Diploma in Hispanic Studies.

4 weeks - 36 weeks !

Students may enrol for:

- Term I plus Term II
- Just Term I or just Term II
(assuming the correct level of Spanish)
- 4-week modules of Term II
(assuming the correct level of Spanish)

GROSS Tuition Fees: 2018

(see pages 45, 46, 47 & 48 for accommodation fees)

TERMII	20 weeks from:	8 Jan 2018	€ 3143 + € 70*
TERMI	16 weeks from:	27 Aug 2018	€ 2615 + € 70*
TERMI & II	36 weeks from:	27 Aug 2018	€ 5255 + € 70*
TERMII	20 weeks from:	7 Jan 2019	Ask for price
	4 week modules:		€ 762 + € 70*

* This is the Registration Fee

The above fees include:

- 4 lessons per day.
- Malaca Instituto course books.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

Hispanic Studies Term II - content	
Hisp 1 (4 wks) 8 Jan <i>entry level :</i>	Advanced Spanish plus Spanish Cinema and the Media <i>Having completed B2, module 2</i>
Hisp 2 (4 wks) 5 Feb <i>entry level :</i>	Advanced Spanish plus Social, political institutions and the Economy <i>Having completed B2, module 6</i>
Hisp 3 (4 wks) 5 Mar <i>entry level :</i>	Advanced Spanish plus Geography, History I, History of Art I <i>Having completed C1</i>
Hisp 4 (4 wks) 2 Apr <i>entry level :</i>	Advanced Spanish plus Spanish way of life, History II, Literature <i>having completed C1</i>
Hisp 5 (4 wks) 30 Apr <i>entry level :</i>	Advanced Spanish plus History III, History of Art II, Literature II Or DELE preparation <i>having completed C1</i>

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Supplementary books for Term II
- Airport transfers (see page 49)
- Excursions (see page 49)
- External Examination Fees

The above fees are quoted in EUROS and are gross.
Nett rates will be agreed individually with agents.

UNIVERSITY ACCESS - Undergraduate Degrees

Preparation for the "Selectividad":

Competitive entry exam for undergraduate degrees for non-EU students.

Max. Class size: 15 participants.

No. of lessons: 19 lessons per week (each lesson 50 mins.)

Duration: 21 weeks
 • 20 weeks exam preparation
 • Exam week

Starting Dates 2018: 8 January 2018

Nobody knows exactly how the exam will be in 2018. We will prepare students in the best way. The content shown is what we provided in 2017 when we again had 100% success.

Content:

The first 20 weeks are dedicated exam preparation.

- 15 lessons/wk: Advanced Spanish, Text analysis, Spanish History
- 2 tutorials each in 2 Humanities or Science subjects (4 per week)
- 16 tutorials in English
- Help and guidance in all visa and University paperwork

During Exam week there are no formal lessons but the tutors are available to answer questions.

Qualifications:

Students who pass the Selectividad have the right to a place on an Undergraduate Degree course at a Spanish University. Once a student has received official notification of their success they then apply to the programme of their choice. We help in the whole process.

Min Age:

17/18 years. (A student must complete 18 years during the calendar year in which they wish to start university).

Accommodation:

- Club Hispánico
- Host Family
- Student Apartments: Type A + B

Timetable:

10.30 - 14.30
 (The above time is subject to change.)

Course Entry Requirements:

Spanish: Equivalent to having completed MI level B2. All students should take a level test prior to enrolling for this course.

Other Requirements:

Students also need to have completed their high school studies in their own country with a good grade and have a reasonable knowledge of another European language - usually English.

The Selectividad Exam (based on the Exam format in 2017)

The exam is now in 2 parts: Phase 1 (obligatory), Phase 2 (optional). The Optional part is for students wishing to enter popular degree courses and wanting to increase their marks to become more competitive. Students can take a maximum of 4 papers in the Optional part of which only the best 2 count. We prepare for 1 optional subject within the standard price and extra subjects at a supplement. Optional subjects must be different to Obligatory subjects.

	Phase 1 (obligatory). Content	Phase 2 (optional). Content	Access to degrees in:
• Humanities	<ul style="list-style-type: none"> • Spanish language & Textual analysis • Spanish History • World Literature • European language* 	<ul style="list-style-type: none"> • History of Art (included in price) • Maths for Social Sciences (supplement) 	<ul style="list-style-type: none"> • Translating & interpreting • Tourism • Journalism • Media Studies etc
• Sciences	<ul style="list-style-type: none"> • Spanish language & Textual analysis • Spanish History • Mathematics or Chemistry or Physics Or, available on request, • Technical drawing or Biology • European language* 	1 subject included in price, others with supplement. Choose from: <ul style="list-style-type: none"> • Mathematics or Chemistry or Physics or Economics for Business Or, available on request, • Technical drawing or Biology 	<ul style="list-style-type: none"> • Business • Engineering • Computing, etc., • Architecture • Medicine

NB: EU students who are qualified to start an Undergraduate Degree (BA/Grado) in their own country can apply to Spanish University. These students may take the Optional Phase of Selectividad in June to increase their marks. We may be able to provide tuition for these students – please ask on a case-by-case basis.

* students need at least an A2 level in writing in a main European language. We are including 16 tutorials (small group classes) in English for Selectividad

GROSS Tuition Fees: 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

Due to the uncertainty about the exam, these are approximate prices. Please check with us.

Humanities: 21 weeks: € 4736 + € 70
 Science: 21 weeks: € 4989 + € 70

Supplement for each Optional extra subject: 4 weeks, 16 tutorials: € 488

The above fees include:

- 19 lessons per week.
- Malaca Instituto course books (Advanced Spanish).
- Use of Multi-media Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Course books for specialised content
- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)

The above fees are quoted in EUROS and are gross. Nett rates will be agreed individually with agents.

University Access - Masters Degrees

Pathway to official Masters at Public or Private Universities

This is a sample programme. The actual length of study (and therefore starting date) will depend on a student's level of Spanish and other European languages.

Max. class size:	10	Min. Age:	_____ 22 years
No. of lessons:	4 lessons per day (3 hrs. 20 mins per day)	Entry Level:	_____ Having completed A2 or equivalent
Duration:	32 weeks: some students may need more or less weeks. We will advise based on level test.	Other requirements:	Having completed an Undergraduate Degree
Starting date 2018:	8 January (depending on student level)	Course Objectives:	- B2+ level Spanish - Enrolment on an Official Masters
Course includes:	<ul style="list-style-type: none"> • General Spanish • DELE B2 preparation • Spanish for Academic Purposes • Visa support • Help with university application 	Accommodation:	- Club Hispánico - Host Family - Students Apartments
		Timetable:	_____ 20 lessons: Mo-Fr 08.30-12.30 or 16.00-20.00
			Your timetable is decided by the school based on your level of Spanish and your nationality and the above times are subject to change.

Cultural Activities

In addition to 20, 24 or 26 lessons, the course includes 5 cultural activities per week: 2 Flamenco dance classes, 1 Salsa class, 1 presentation of a film and 1 cultural talk. (After 4 weeks the content may repeat).

Enrolment on Masters

The Enrolment criteria vary according to University. We will help the student. Usually there are 2 or 3 enrolment periods. February/March, May/June and September. Overseas students are advised to apply as early as possible when more courses are available. It is therefore important for them to be in the school in Feb/Mar. Most Masters start in October, a few in January.

GROSS Tuition Fees: 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

32 weeks: € 5035 + € 70 (This is the Registration Fee)

The above fees include:

- 4 lessons per day.
- Malaca Instituto course books.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

Spanish plus University Semester

Intensive Spanish followed by University Semester of up to 24 or 25-30 ECTS

This is a combined programme of 20 weeks (or longer) in Malaca Instituto plus a Semester at the University of Castilla la Mancha on either their Toledo or Cuenca campuses.

Max. class size 10
in Malaca Instituto:

No. of lessons 4 lessons per day
in Malaca Instituto: (3 hrs. 20 mins per day)

Duration: Malaca 20 weeks: some students may need more or less weeks. We will advise based on level test.

Univ. Semester 5 months

Starting dates - 5 February
2018: - 30 July

Course includes:

- General Spanish
- Visa support
- liaison with University of Castilla La Mancha
- choice from up to 500 University subjects
- up to 30 ECTS

Min. Age: _____ Spanish: 17 years
University Semester: 18 years

Entry Level: _____ Having completed B2 or equivalent prior to University Semester

Other requirements: Type D student visa

Course Objectives:

- C1 level Spanish at end of Semester
- Up to 30 ECTS for Semester
- Experience of university study

Accommodation in Malaca Instituto:

- Club Hispánico
- Host Family
- Students Apartments

Timetable in Malaca Instituto: 20 lessons: Mo-Fr 08.30-12.30
or 16.00-20.00

Your timetable is decided by the school based on your level of Spanish and your nationality and the above times are subject to change.

Cultural Activities

In addition to 20, 24 or 26 lessons, the course includes 5 cultural activities per week: 2 Flamenco dance classes, 1 Salsa class, 1 presentation of a film and 1 cultural talk. (After 4 weeks the content may repeat).

University Semester Subjects

Students can choose from a wide range of University subjects and study with Spanish students who are on Undergraduate Degrees. This is an excellent opportunity to experience Spanish University life. This programme is not an access route to an Undergraduate Degree nor does it end with any official qualification. A student can gain either up to 24 ECTS (European Academic Credits) or 25-30, depending on the number of subjects taken.

Tuition Fees: 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

Gross fees: 10 months: (up to 24 ECTS) €5553, **Fixed Nett fees:** €4666.40

Gross fees: 10 months: (up to 25-30 ECTS) €5703, **Fixed Nett fees:** €4816.40

The above fees include (Malaca Instituto):

- 20 weeks of 4 lessons per day
- Course materials
- Counselling re transfer to Univ. Semester
- Use of Study Centre
- Free Internet access and wi-fi
- Free tour of Málaga
- Welcome aperitif
- Party with live music (on ave. every 3 wks)
- Cultural Activities as described
- Use of swimming pool
- Certificate of Attendance
- Aerobic-type activity twice a week

The above fees include (Univ. Semester):

- 5 months tuition, with up to 30 ECTS
- Internet access
- Library card
- Youth card JCCM
- Support of University International Office

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)

The Semester at the University of Castilla la Mancha is organised by the University who are solely responsible for all aspects of the Semester, including tuition, testing and assessment, the award of ECTS and provision of any other services included in their programme or contracted as extras.

PROFESSIONAL COURSES

Spanish for International Trade and Commerce

No. of lessons:	30 per week (each lesson 50 mins)	Min. Age: _____	18 years.
Duration:	4 weeks (min. enrolment 2 weeks)	Entry requirement: _____	Having completed B1
Max. class size:	20 lessons: 10 participants 10 lessons: 6 participants	Accommodation:	- Club Hispánico - Host Family - Student Apartments: Type A + B
Content:	20 lessons: General Spanish covering all aspects of the language at each level. 10 lessons: Tuition in the language and theory of the world of Commerce.	Timetable: _____	Intensive Course: 08.30–12.30 or 16.00–20.00 Commercial Spanish: 12.40 – 14.30 (The above times are subject to change)
Starting dates 2018:	29 Jan (2 or 4 wks), 12 Feb (2 wks), 7 May (2 or 4 wks), 21 May (2 wks), 10 Sept (2 or 4 wks), 24 Sept (2 wks)	Examinations: _____	The course content can help a student prepare for the “Básico” level of the Español de los Negocios of the Chamber of Commerce of Madrid. If a student wishes to take the exam this should be mentioned at the time of booking.

Cultural Activities

In addition to 30 lessons, the course includes 5 cultural activities per week: 2 Sevillana dance classes, 1 Salsa class, 1 presentation of a film and 1 cultural talk. (After 4 weeks the content may repeat).

SPECIAL OFFER: CLUB HISPÁNICO (see page 45) 2 for 1

For **Spanish for International Trade and Commerce** courses starting on **29 Jan, or 12 Feb**, participants booking course **plus** Standard Single room in **Club Hispánico** can be offered a Twin room and bring a partner (sharing the room) **free of charge**. If the partner wishes to take a course, tuition fees will be charged as normal.

GROSS Tuition Fees 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

Complete course: 4 weeks: € 1057 + € 70*
Half course: 2 weeks: € 567 + € 70*

* This is the Registration Fee

The above fees include:

- 6 lessons per day.
- Malaca Instituto course books.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)
- Chamber of Commerce Exam fees

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

SPANISH FOR TEACHERS

Erasmus+

In European countries funding is available for teachers to take these types of course or **any other relevant language course**. See also **Intensive Spanish + Methodology on page 34**.

Refresher course for Teachers of Spanish

ask for information about our new courses for native-speaker teachers

Max. class size:	10	Min. Age:	_____ 25 years (must be practising teachers of Spanish)
No. of lessons per day:	<ul style="list-style-type: none">• 4 of Advanced Spanish• 2 of teaching Methodology	Levels:	_____ Having completed C1 or equivalent
Duration:	1 or 2 weeks	Accommodation:	- Club Hispánico - Host Family - Student Apartments
Starting dates 2018:	1 or 2 weeks: 16 July 1 week: 23 July	Teaching methodology such as:	<ul style="list-style-type: none">• Interaction in the classroom• TIC: Technology in the classroom• Use of games, songs etc• Culture in Spanish teaching• Materials workshop• etc.
Spanish classes:	Intensive Course of general Spanish and Hispanic Culture at advanced level	Timetable:	_____ 08:30 - 14:30 (timing subject to change)

Now see the video Testimonial

GROSS Tuition Fees: 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

1 week:	€ 448 + € 70*
2 weeks:	€ 842 + € 70*

* This is the Registration Fee

See also Intensive Spanish + Methodology on page 34.

1-1 Methodology Classes: € 66 per class. Please ask for quotations for group courses.

Erasmus+ and language courses for Teachers

Teachers in Europe, whether in private or public schools can use Erasmus+ funding for general language courses at any level with or without methodology. They must be included in their school's 2-year training programme presented annually for Erasmus+ funding.

The above fees include:

- 4 lessons per day Advanced Spanish
- 2 lessons per day Methodology
- Course materials
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

Intensive Spanish & Teaching Methodology

Erasmus+

In European countries funding is available for teachers to take these types of course or **any other relevant language course**. See also **Spanish for Teachers on page 33**.

General Spanish and 1-1 teaching methodology, all year.

Max. class size:	10 in group classes 1-1 for methodology	Min. Age:	_____ 25 years (must be practising teachers or school staff)
No. of lessons per week:	• 24 of General Spanish • 5 of teaching Methodology	Levels:	_____ Having completed A2 or equivalent
Duration:	1 or 2 weeks	Accommodation:	- Club Hispánico - Host Family - Student Apartments
Starting dates 2018:	Any Monday of the year	Timetable:	_____ 08:30 - 14:30 (timing subject to change)
Spanish classes:	General Spanish at any level from A2 upwards 1-1 classes in methodology		

[Now see the video Testimonial](#)

GROSS Tuition Fees: 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

1 week:	€ 572 + € 70*
2 weeks:	€ 1133 + € 70*

* This is the Registration Fee

See also Intensive Spanish for Teachers on page 33.

1-1 Methodology Classes: € 66 per class. Please ask for quotations for group courses.

Erasmus+ and language courses for Educational Staff

Teachers in Europe, whether in private or public schools can use Erasmus+ funding for general language courses at any level with or without methodology. They must be included in their school's 2-year training programme presented annually for Erasmus+ funding.

The above fees include:

- 24 lessons per week General Spanish
- 5 lessons per week 1-1 Methodology
- Course materials
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

EXECUTIVE COURSES

Spanish for Business

No. of lessons: Intensive Course: 4 lessons per day
 Business Spanish: 2 lessons per day
 (each lesson 50 mins.)

Duration: 1 - 4 weeks

Max. class size: Intensive Course: 10
 Business Spanish: 4

Starting dates 2018: Every Monday except in July, August, December and January.

Feb: 5, 12, 19, 26	Aug: 27
Mar: 5, 12, 19, 26	Sep: 3, 10, 17, 24
Abr: 2, 9, 16, 23, 30	Oct: 1, 8, 15, 22, 29
May: 7, 14, 21, 28	Nov: 5 (max 3 wks),
Jun: 4 (max 3 wks),	12 (max 2 wks),
11 (max 2 wks),	19 (1 wk only)
18 (1 wk only)	

Min. Age: _____ 25 years

Entry Level: _____ Sp. for Bus. 1: Having completed B1, module 2
 Sp. For Bus. 2: Having completed B2, module 2

Accommodation: Club Hispánico
 Host families
 Student Apartments: Type A

Timetable: _____ 08.30 – 14.30
 (all timings subject to change)

Cultural Activities

In addition to 30 lessons, the course includes 5 cultural activities per week: 2 Sevillana dance classes, 1 Salsa class, 1 presentation of a film and 1 cultural talk. (After 4 weeks the content may repeat).

Course Content

Spanish for Business 1

- Spanish for:
- Personal introductions
 - Product presentations
 - Describing a company
 - Participating in meetings:
 - Taking notes
 - Making interruptions
 - Giving an opinion
 - Social situations

Spanish for Business 2

- Spanish for:
- Human resources
 - Trade fairs and conferences
 - Buying and selling
 - Market research
 - Analysis of new product

GROSS Tuition Fees 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

1 week, 6 lessons per day _____	€ 465 + € 70*
2 weeks, 6 lessons per day _____	€ 903 + € 70*
3 weeks, 6 lessons per day _____	€ 1328 + € 70*
4 weeks, 6 lessons per day _____	€ 1730 + € 70*

* This is the Registration Fee

The above fees include:

- 6 lessons per day.
- Malaca Instituto teaching materials.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)

The above fees are quoted in EUROS and are gross.
 Nett rates will be agreed individually with agents.

EXECUTIVE COURSES

Individual (One-to-One) Courses

Max. Class size:	1 participant	Min. Age:	_____ 18 years.
No. of lessons:	2 - 8 lessons per day (we recommend between 4 - 6 lessons per day unless combined with a group course.)	Levels:	_____ Beginner to Superior (6 main levels)
Duration:	Minimum 1 week	Accommodation:	- Club Hispánico - Host Family - Student Apartments: Type A
Starting Dates 2018:	Every Monday	Timetable:	_____ Depends on number of lessons chosen
		Examinations:	_____ on request, after classes

Cultural Activities

In addition to the 1-1 lessons, the course includes 5 cultural activities per week: 2 Sevillana dance classes, 1 Salsa class, 1 presentation of a film and 1 cultural talk. (After 4 weeks the content may repeat).

SPECIAL OFFER: CLUB HISPÁNICO (see page 45) 2 for 1

For **1-1** courses starting in **Jan, Feb, Mar, Oct, Nov and Dec**, participants booking course **plus** Standard Single room in **Club Hispánico** can be offered a Twin room and bring a partner (sharing the room) **free of charge**. If the partner wishes to take a course, tuition fees will be charged as normal.

GROSS Tuition Fees 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

1 week (2 lessons per day)	_____	€ 460 + € 70*
1 week (3 lessons per day)	_____	€ 690 + € 70*
1 week (4 lessons per day)	_____	€ 920 + € 70*
1 week (5 lessons per day)	_____	€ 1150 + € 70*
1 week (6 lessons per day)	_____	€ 1380 + € 70*
1 week (7 lessons per day)	_____	€ 1610 + € 70*
1 week (8 lessons per day)	_____	€ 1840 + € 70*

* This is the Registration Fee

1-1 lessons in Teaching Methodology cost € 66 per lesson. See page 33

The above fees include:

- Lessons as chosen.
- Malaca Instituto teaching materials.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Excursions (see page 49)

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

Closed Groups

Tailor-made programmes

Closed groups

School groups, groups of teachers, professionals, diplomats etc

Max. Class size: as “closed groups” are made up of a group from the same school, university, company, etc. the number per group is according to demand.

No. of lessons: as required. Normally 4, 5 or 6 per day

Duration: 1 week or more

Starting Dates

2018: any Monday on a request basis

Min. Age: _____ 16 years (except in the case of accompanied school groups)

Levels: _____ all levels

Accommodation: - Club Hispánico
- Host Family
- Student Apartments

Timetable: _____ by negotiation

- The Research & Development department of Malaca Instituto provides a resource for creating new materials and flexible responses to requests for specialised programmes. This makes Malaca Instituto especially well-equipped to offer this type of programme.
- Closed group tuition can be combined with an “open group” Intensive Course: eg. 4 lessons per day of General Spanish plus 1 lessons per day of Medical Spanish, Andalusian culture, Business Spanish, exam preparation, etc.

GROSS Tuition Fees 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

Detailed quotations will be provided on request

Recent examples of closed group programmes:

- **Norwegian Foreign Ministry:** Spanish for Diplomatic purposes
- **Group of retired Dutch friends:** general Spanish
- **Benenden School:** general Spanish for this top private school in UK
- **US University:** Spanish & Cookery
- **High schools:** from countries such as UK, Norway, US, Italy, India, etc.
- **VET Colleges:** from countries such as Denmark, Germany, Netherlands, etc.
- **UK Education Authority:** basic Spanish plus Methodology for primary school teachers
- **Oslo Education Dept.:** language and methodology courses for teachers
- **The Diplomatic Academy:** university of the Russian Ministry of Foreign Affairs

YOUNG ADULTS Spring & Summer Course

Young Adults

Students from 15 years upwards can now join these courses. See also **Young Adults Plus** on page 39

Max. Class size:	10 participants.	Min. Age: _____	15 years.
No. of lessons:	3 lessons per day (2 hrs, 30 mins. per day)	Ave. Age Range:	16 - 20 years
Duration:	1 (Spring only), 2, 3, 4, 5 or 6 weeks	Levels: _____	Beginner to Superior (4 levels)
Starting Dates 2018:	Spring 19 Mar, 26 Mar, 2 Apr (1 wk only) Summer 18 Jun, 2 Jul, 16 Jul, 30 Jul (2, 3 or 4 wks only), 13 Aug (2 wks only)	Accommodation:	- Club Hispánico - Student Apartments - Host Family
Activities:	A programme of social, cultural and sporting events is organised each day, Mon-Frid.	Timetable: _____	09.30 - 12.30 Spring 16:00 - 19:00 Summer
Client profile:	Older teenager	Examinations:	___ Every 2 weeks during class hours

GROSS Tuition Fees and Activities 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

Duration	Course Fees
1 week (Spring only)	€ 278 + € 70*
2 weeks	€ 481 + € 70*
3 weeks	€ 715 + € 70*
4 weeks	€ 947 + € 70*
5 weeks	€1179 + € 70*
6 weeks	€1411 + € 70*

Accommodation and «Curfew»

- 15 year olds only in Host Families full board
- From 16 years upwards: Host Family or Club
- From 18 years upwards: Host Family, Club or Student Apartments

«Curfew» for Under 18s:

- In Host Families: 23.00 Mon-Thurs, 24.00 Sat & Sun
- In Club Hispanico: 01.00 Mon-Thurs, 02.00 Sat & Sun

* This is the Registration Fee

The above fees include:

- 3 lessons per day (2 hrs, 30 mins).
- Malaca Instituto Course books.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- 1 full-day excursion each 2 weeks.
- A special activities programme.
- Free Flamenco classes if required.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport Transfers (see page 49)

Note on «Curfew»

As this is a Young Adult programme and not a Summer Camp, the «Curfew» can only be a strong recommendation and not a rigid time. The students are allowed to go out on their own. Parents can choose between the greater degree of independence in the Club or the earlier home time in Host Families. Abuse of this flexibility will lead to a student being spoken to and repeated abuse could lead to a student being sent home at their expense with no right to any refund.

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

Young Adults

Students from 15 years upwards can now join these courses. See also **Young Adults** on page 38.

YOUNG ADULTS PLUS Spring & Summer Course

Max. Class size:	10 participants.
No. of lessons:	3 lessons per day in group classes (2 hrs, 30 mins. per day) 4 lessons of 1-1 per week
Duration:	1 (Spring only), 2, 3, 4, 5 or 6 weeks
Starting Dates 2018:	Spring 19 Mar, 26 Mar, 2 Apr (1 wk only) Summer 18 Jun, 2 Jul, 16 Jul, 30 Jul (2, 3 or 4 wks only), 13 Aug (2 wks only)
Activities:	A programme of social, cultural and sporting events is organised each morning, Mon-Frid.
Client profile:	Older teenager - perfect for specific examination preparation

Min. Age:	_____ 15 years.
Ave. Age Range:	16 - 20 years
Levels:	_____ Beginner to Superior (4 levels)
Accommodation:	- Club Hispánico (min. 16 yrs) - Student Apartments - Host Family
Timetable:	Spring 1-1: either: 08.30 - 09.20 Group: 09.30 - 12.30 1-1: or: 12.40 - 13.30 Summer 1-1: either: 15.00 - 15.50 Group: 16.00 - 19.00 1-1: or: 19.10 - 20.00
Examinations:	— Every 2 weeks during class hours

GROSS Tuition Fees and Activities 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

Duration	Course Fees
1 week (Spring only)	€ 418 + € 70*
2 weeks	€ 761 + € 70*
3 weeks	€ 1135 + € 70*
4 weeks	€ 1507 + € 70*
5 weeks	€ 1879 + € 70*
6 weeks	€ 2251 + € 70*

Accommodation and «Curfew»

- 15 year olds only in Host Families full board
- From 16 years upwards: Host Family or Club
- From 18 years upwards: Host Family, Club or Student Apartments

«Curfew» for Under 18s:

- In Host Families: 23.00 Mon-Thurs, 24.00 Sat & Sun
- In Club Hispánico: 01.00 Mon-Thurs, 02.00 Sat & Sun

* This is the Registration Fee

The above fees include:

- 3 lessons per day in groups (2 hrs, 30 mins).
- 4 lessons per week 1-1 (Tues-Frid) (50 mins per lesson).
- Malaca Instituto Course books.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport Transfers (see page 49)

Note on «Curfew»

As this is a Young Adult programme and not a Summer Camp, the «Curfew» can only be a strong recommendation and not a rigid time. The students are allowed to go out on their own. Parents can choose between the greater degree of independence in the Club or the earlier home time in Host Families. Abuse of this flexibility will lead to a student being spoken to and repeated abuse could lead to a student being sent home at their expense with no right to any refund.

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

LIFESTYLE COURSES

Master Class - Club 50 +

Studios, executive or twin rooms in Club Hispánico highly recommended for these clients - single or double use.

Max. Class size: 10 participants
No. of lessons: 3 lessons per day
 (2 hrs, 30 mins. per day)

Duration: 2 or 4 weeks

Starting Dates 2018: Spring and Autumn
 5 Feb, 19 Feb, 5 Mar, 19 Mar,
 2 Apr, 16 Apr, 30 Apr, 14 May,
 28 May (max 2 wks),
 27 Aug, 10 Sept, 24 Sept, 8 Oct,
 22 Oct, 5 Nov, 19 Nov (max 2 wks).

Activities: A programme of social and cultural activities is organised every day, Mon-Frid, and a full day excursion at the weekend is also included.

Client profile: _____ Retired people

Av. Age Range: _____ 50-70 years (ave)

Levels: _____ Beginner to Advanced
 (4 levels)

Accommodation: _____ Club Hispánico

Timetable: _____ 08:30 - 11:20
 (Subject to change)

GROSS Tuition Fees 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

2 or 4 weeks (3 lessons per day)

PLUS

Activities every weekday

AND

1 full-day excursion at the weekend _____ 2 weeks: € 637 + € 70*

4 weeks: € 1253 + € 70*

* This is the Registration Fee

The above fees include:

- 3 lessons per day (2 hrs, 30 mins).
- Malaca Instituto course books.
- Use of Study Centre
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)

The above fees are quoted in EUROS and are **gross**.
 Nett rates will be agreed individually with agents.

LIFESTYLE COURSES

Spanish & Cookery

Max. Class size: 10 in Spanish classes

No. of lessons per day: 4 + cookery activities

Duration: 1 or 2 weeks

Starting Dates 2018:

19 Feb	1 or 2 weeks
26 Feb	1 week (no beginners)
16 Apr	1 or 2 weeks
23 Apr	1 week (no beginners)
14 May	1 or 2 weeks
21 May	1 week
28 May	1 or 2 weeks
4 Jun	1 week (no beginners)
10 Sept	1 or 2 weeks
17 Sept	1 week (no beginners)
24 Sept	1 or 2 weeks
1 Oct	1 week (no beginners)
8 Oct	1 or 2 weeks
15 Oct	1 wk

Min Age: _____ While most of the students are 18 years plus, there will be occasional 16 & 17 years olds.

Levels: _____ *Spanish:* all levels

Accommodation: - Club Hispánico
- Host Family
- Student Apartments:
Type A + B

Timetable: _____ *Spanish:* 08:30 - 12:30
(timing subject to change)

Now see the video

Cookery Activities:

- 2 cookery sessions per week – learning a complete 3-course menu each session, followed by lunch or dinner with wine.
- 1 cultural talk per week on a food/wine related topic
- 1 local visit to a place of gastronomic interest

GROSS Tuition Fees 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

1 week, lessons + activities _____ € 418 + € 70*
2 weeks, lessons + activities _____ € 755 + € 70*

* This is the Registration Fee

In the rare case that we have no more than 2 students on the Cookery course we reserve the right to vary the arrangements on this programme.

The above fees include:

- 4 lessons per day (Spanish).
- Cookery activities as described above.
- Course materials for Spanish and Cookery.
- Book of Spanish recipes.
- Malaca Instituto “cook’s apron”.
- Transport costs for “cookery” visits.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see pages 49)

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

LIFESTYLE COURSES

Spanish + Dance

Max. Class size: 10 in Spanish classes
20 in dance classes

No. of lessons per day: 4 Spanish lessons
2 dance lessons

Duration: 1 or 2 weeks

Starting Dates 2018: **Salsa:** 1 or 2 weeks from:
5 Mar, 16 Apr, 30 Apr
27 Aug, 8 Oct

Flamenco: 1 or 2 weeks from:
19 Mar, 22 Oct

Min Age: _____ While most of the students are 18 years plus, there will be occasional 16 & 17 year olds.

Levels: _____ *Spanish:* All levels
Dance: Beginner and "Intermediate"
(those who already know the basic steps)

Accommodation: Club Hispánico
Host Family
Student Apartments: Type A+B

Timetable: _____ *Spanish:* 08.30 - 12.30
Dance: 14.00 - 16.00
or
16.00 - 18.00
(timing subject to change)

[Now see the video](#)

In the unusual case that there are only 3 or less on a Dance Course, we reserve the right to modify the programme as follows:

- 3 students: 1½ dance classes per day
- 2 students: 1 dance class per day
- 1 student: we negotiate a reduced number of individual dance classes.

SPECIAL OFFER: CLUB HISPÁNICO (see page 45) 2 for 1

For **Spanish & Dance** courses starting in **Mar and Oct**, participants booking course **plus** Standard Single room in **Club Hispánico** can be offered a Twin room and bring a partner (sharing the room) **free of charge**. If the partner wishes to take a course, tuition fees will be charged as normal.

1 week courses

As the dance programme is progressive, students cannot start half way through a 2 week course. 1 week courses therefore must start on the specified starting dates.

GROSS Tuition Fees: 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

1 week, 6 lessons per day _____ € 348 + € 70*

2 weeks, 6 lessons per day _____ € 636 + € 70*

* This is the Registration Fee

The above fees include:

- 4 lessons per day (Spanish).
- 2 lessons per day (dance).
- Course materials.
- Use of Study Centre.
- Free Internet access and wi-fi.
- Free tour of Málaga.
- Welcome aperitif.
- Party with live music (on ave. every 3 wks).
- Cultural Activities as described.
- Use of swimming pool.
- Certificate of Attendance.
- Aerobic-type activity twice a week.

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

Perfect for University students
or those just graduated

SPANISH AND INTERNSHIPS

Intensive Spanish followed by a professional Internship in a Spanish company in Malaga

Max. Class size:	10	Min Age:	18 years
No. of lessons per day:	4	Levels:	most internships require a minimum of B2
Duration:	Spanish: min. 4 weeks (can be in parallel with first month of Internship) Internship: min 3 months	Accommodation:	Club Hispánico Host Family Student Apartments
Starting Dates 2018:	Any Monday	Timetable: (Spanish lessons)	08.30 – 12.30 or 16.00 – 20.00 at the discretion of the school (timing subject to change)
Internships such as:	<ul style="list-style-type: none">• Hotel front desk• Tourism• Customer Service• Marketing• Infant Education (kindergarten)		

[Now see the video Testimonial](#)

Internships are non-paid. As this is a training course Student Visas can be issued.

GROSS Tuition Fees: 2018 (see pages 45, 46, 47 & 48 for accommodation fees)

- Placement fee (up to 6 months): € 467 + € 70*
- Civil responsibility insurance: € 65
- Additional months (7th month onwards): € 155

* This is the Registration Fee

The above fees include:

- Intensive Course
- Malaca Instituto course books
- Use of Study Centre
- Free Internet access and wi-fi
- Free tour of Málaga
- Welcome aperitif
- Party with live music (on ave. every 3 wks)
- Cultural activities as described
- Use of swimming pool
- Certificate of Attendance
- Aerobic type activity twice a week
- Internship placement fee
- Monitoring of Internship
- Certificates and reports
- Insurance for internship

The above fees do not include:

- Accommodation (see pages 45, 46, 47 & 48)
- Airport transfers (see page 49)
- Excursions (see page 49)

The above fees are quoted in EUROS and are **gross**.
Nett rates will be agreed individually with agents.

CORPORATE CLIENT LIST

While all our courses are popular with Corporate Clients, the more intensive or specialised **SPANISH FOR BUSINESS, ONE-TO-ONE** and **SPANISH FOR INTERNATIONAL TRADE & COMMERCE** courses are especially favoured.

However, as the average age of our students is over 30 outside the summer, many professional people take our standard Intensive Course and then add 1-1 lessons for more specific tuition.

“Closed” group programmes are often the best way to deal with the specific objectives and specialised content required by corporate clients (see page 36). With its R & D department, Malaca Instituto is especially well equipped to respond to these specific and specialised requirements.

Frequently these clients will also choose an Executive bedroom in Club Hispánico in order to benefit from the extra degree of comfort.

The following is a selection of some of the companies, institutions and diplomatic corps that use Malaca Instituto:

AEG	Fujitsu	Saab
Apple Computers	German Diplomatic Corps	Seat
Arthur Andersen	Hewlett Packard	SAS
BBC	Hoechst	Shell
BP	IBM	Siemens
BMW	Konrad Adenauer Stiftung	The Times
Bayer	Lauda Air	Union Bank of Switzerland
Boston Consulting Group	Lufthansa	Viking Lines
Brown Boveri	Mannesmann	Volkswagen
Commerzbank	Norwegian Diplomatic Corps	Volvo
Credit Suisse	Philips	Zeiss
Daiwa Securities	Robert Bosch	
Deutsche Bank	Royal Air Force (UK)	

Club Hispánico – room facilities

Club Hispánico now offers the following rooms:

- 10 Executive Studios (with small kitchen facility)
- 23 Executive standard rooms
- 6 Executive «Flow & Art» rooms
- 24 Standard singles
- 19 Twins
- 13 Triples

[see photo gallery](#)

This makes a total of 95 bedrooms, all en-suite and offering something for all tastes and all pockets. The majority are now renovated to a very high standard. These are allocated on a first-come, first-served basis, so you should persuade clients to book early!

Executive «Flow & Art» rooms

These are the result of our cutting-edge art project to help young artists from around the world. Each room is decorated in a different and exuberant manner, bringing an eclectic and innovative look to our 5th floor. Not all the Executive «Flow & Art» rooms have a balcony but they all have art and style!

Facilities	Standard room	Twin room	Triple room	Executive	Executive Studio
Minimum size (approx)	10 m ²	20 m ²	20 m ²	20 m ² (approx)	from 20 m ²
1 single bed	•				
2 single beds		•			•
Mostly 3 singles, some with bunk double or twin			•		
“King-size” bed				•	•
Shared balcony	•				
Private terrace				•*	•
Shower room + toilet	•	•	•		
Full size bathroom				•	•
Air conditioning					•
Small kitchen area					•
Direct-dial phone	•	•	•	•	•
Wi-fi	•	•	•	•	•
TV				•	•
Fridge		•	•	•	•
Safe deposit boxes	•	•	•	•	•
Tea & coffee facility				•	•

In addition to the above guaranteed facilities, there are a limited number of fridges, TVs and electric fans for rental.

Our students also benefit from the following general facilities on the same site:

- 24-hour reception • bar • restaurant • swimming pool • dance studio
- terraces • gardens • wi-fi • classrooms • study centre • mini-gym.

* with private terrace or Flow & Art room

ACCOMMODATION

Redesign and redecoration of Standard Singles

16 singles now have a new and stylish look. These will be booked on a "first come, first served" basis.

1. CLUB HISPÁNICO

This is one of the most popular accommodation venues for students studying Spanish. We have the capacity that agents need (up to around 155 beds) and the room types, services and prices to cater for all tastes and requirements: from College-age students to Diplomats.

The introduction of our buffet continental breakfast has been a great success and reflects our constant quest for improvement, innovation and total quality.

- **Convenience:** everything on-site: bar, restaurant, pool, classes
- **Comfort:** all rooms with private facilities
- **Security:** 24-hour reception, safe deposit boxes in all rooms
- **Contactability:** direct dial phones in rooms and free wi-fi in common areas, terraces and bedrooms
- **Flexibility:** singles, twins, triples, Executives and Executive Studios
- **Excellent value for money!**
- **Arrival day:** Sunday, pm.
- **Departure day:** Saturday, am
(2 weeks = 13 nights, 4 weeks = 27 nights, etc.)
If your clients need to arrive/depart on other days please check for availability)
- **Single or shared use:** twins, Execs and Exec Studios can be booked for single or shared use subject to the conditions shown below.

Meal Plans (see fees below)							
We offer the following pre-paid meal plans:							
Meal availability	Sun	Mon	Tues	Wed	Thurs	Frid	Sat
breakfast	•	•	•	•	•	•	•
lunch		•	•	•	•	•	
dinner	•	•	•	•	•	•	

- **Breakfast only**
- **Half board:** breakfast everyday + dinner on Sun and lunch Mon-Frid (dinner on request)
- **Full board:** breakfast everyday + dinner everyday *except* Sat and lunch everyday *except* Sat and Sun.

- **Breakfast:** choose from the extensive buffet: tea, coffee, chocolate, fresh orange juice, fresh baked rolls & pastries, cold meats, cheeses ...
- **Lunch/Dinner:** 3 course buffet menu: starter, main, dessert + drink (sample menus available on request)

Club Hispánico accommodation fees (commissionable at your agreed rate)

	Triple sharing	Twin sharing	Standard single	Exec. Sharing	Exec. Studio sharing*	Twin for sole use	Exec. sole use	Exec. Studio sole use
Per person, per night	€ 24	€ 31	€ 34	€ 40	€ 46	€ 44	€ 65	€ 78

- **High season supplement:** from 10 June up to and including the night of 8 September - € 8.00 per night, commissionable at your agreed rate.
- **Special offer:** see Course pages for "2 for 1" special offer on selected courses and dates
- **Group rates:** please ask for details

Notes

1. Twin rooms have 2 single beds. You can book one student to share with another (unknown) student.
2. Triple rooms mainly have 3 singles, some have 1 single and a bunk. You can book one student to share with other (unknown) students.
3. Twin for sole use not available in high season from 11 June up to and including the night of 9 September.
4. Executive rooms have 1 double bed or 2 twins and are intended for individual clients or couples.
5. Executive Studios can have 2 singles or 1 "king-size" and are intended for individual clients or 2 people booking together.

Club Hispánico meal plan fees (see details above)

	2 week unit (13 nights)	3 week unit (20 nights)	4 week unit (27 nights)	Individual meals for extra nights
Continental breakfast	€72.00	€108.00	€144.00	€6.00
"Half board"	€236.00	€354.00	€472.00	€15.00 (lunch and/or dinner)
"Full board"	€346.00	€519.00	€692.00	

Notes

1. 6 week and longer stays are calculated using a multiple of the 2 week rate.
2. If the restaurant is closed for a bank holiday or other reason, students with half board will be able to make up the missed meal(s) on another day and those on full board will be given a free place on one of our tapas tours.

See pages 47 and 48 for details of Host Families and Student Apartments

ACCOMMODATION (continued)

WiFi available in all accommodation

All host families and student apartments have WiFi.

2. HOST FAMILY ACCOMMODATION

- Experience the Spanish way of life.
- Practise your Spanish.
- Eat Spanish food.
- Within 30 mins. travel from the school (walking and/or bus).
- Accommodation is from Sunday evening at the start of your course until the Saturday morning at the end.

You can choose between:

- ☼ Half board
- ☼ Single room
- ☼ Shared room

	Single (half board)	Single (full board)	Twin (half board)	Twin (full board)	Please note € 8.00 per night supplement from 10 June until and including the night of 8 Sept. Prices are quoted per person in EUROS and are not commissionable
Per night	€ 35	€ 43*	€ 29	€ 37*	
1 week (6 nights)	€ 210	€ 258*	€ 174	€ 222*	
2 week (13 nights)	€ 455	€ 559*	€ 377	€ 481*	
<ul style="list-style-type: none"> • Full board is only intended for students on the Young Adults programme. It is on-request for other students 					

Accommodation bookings

The following rules apply:

1. Bookings must always be in 1 week units. Arrival day is Sunday, departures Saturday morning. Therefore 2 weeks = 13 nights, 3 weeks = 20 nights, 4 weeks = 27 nights, etc.
2. There can be no price reduction for anyone wanting less than the standard number of nights.
3. Extra nights can sometimes be arranged on a request basis and will always be charged for.
5. In the case of more than 1 person sharing a room, they all pay the Summer Supplement when applicable.

ACCOMMODATION (continued)

WiFi available in all accommodation
All host families and student apartments now have WiFi.

3. STUDENT APARTMENTS – SELF CATERING

Student Apartments (Type A)	Single (self catering)	Twin (self catering)	Twin, sole use* (self catering)
First 2 weeks	€ 430	€ 270	€ 456
extra weeks	€ 215	€ 135	€ 228
Student Apartments (Type B)	Single (self catering)	Twin (self catering)	Twin, sole use* (self catering)
First 2 weeks	€ 298	€ 186	€ 316
extra weeks	€ 149	€ 93	€ 158
Cleaning supplement:	€ 10 per week per person in all types of Student Apartments		

Please note:

- € 8.00 per night supplement from 10 June until and including the night of 8 Sept.
- Prices are quoted per person in EUROS and are not commissionable.
- Arrival/departure dates are Sunday and Saturday morning respectively.
- Extra nights cannot be booked in apartments. When necessary they can be requested in Club Hispánico.
- Students may state a preference for mixed or single sex apartments and we will do our best to comply.
- Twin for Sole use not available in type A in High Season. In Type B this is available all year round.
- There is a breakages deposit of € 100 for both types of apartment to be paid in cash on arrival.**

Student Apartments

As you can see we have two types of apartment. They are differentiated as follows:

Type A apartments 🌞🌞🌞🌞

amongst the best available from Spanish language schools!

- Within 10 minutes walk of the school
- Air conditioning
- Higher level of furnishings and facilities
- Access to swimming pool (usually from May through October only)
- Single or twin rooms, self catering
- Shared bathroom(s), living room and kitchen
- Safe deposit box in each bedroom
- Sharing with up to 6 other students

Type B apartments 🌞🌞🌞

ideal for the younger (min. 18 years), long-stay student

- Within 30 minutes travel time to the school
- Easy access to public transport and shops/services
- Comfortable furnishings
- Single or twin rooms, self catering
- Shared bathroom(s), living room and kitchen
- Sharing with up to 6 other students

Notes on ages in apartments

To avoid the occasional misunderstanding that can arise if older people try to book shared student apartments, please note the following:

- Type A & B: min. age 18
- Type B: up to age 30
- Type A: up to age 35
- We suggest you add a note stating that the shared student apartments are used mainly by young people in the 18-25 age group.
- Apartments for Exclusive use – on demand.

All our apartments are guaranteed to have the following minimum standards and services:

- Kitchen – gas or electric cooking rings and micro-wave or conventional oven
- TV and clothes washing machine
- Maintenance – unlike privately rented apartments, we provide a maintenance service at no extra cost
- Services – there is **NO extra charge** for electricity, gas, water, etc. The only extra charge is the € 10 per week for cleaning. Sheets are changed each week. Otherwise the students are responsible for keeping the apartments tidy.

Bookings in apartments are accepted for between 2 weeks and 8 weeks. There will never be a refund if the student leaves this accommodation early. If a student wants to prolong his/her stay in an apartment we need 4 weeks' notice.

We introduced the rule of maximum duration for the initial booking as we had found that long-stay students invariably decided to look for their own apartments to share amongst a group of friends as this appeared to be cheaper (usually not the case!). It has proved to be a very successful policy and we are continuing with it. However if you feel that your particular market depends on the sale of longer duration in apartments please tell us and we will work out the necessary compromise.

STUDENT SERVICES

1. AIRPORT TRANSFERS

Málaga International Airport is about 20 minutes by car from the Instituto.

- one-way transfer from Málaga International Airport to accommodation in Málaga: € 55
- return transfer from Málaga International Airport : € 90
- “enhanced” transfer from Málaga International Airport : € 110
(obligatory for under 16s - this guarantees that the student is placed in the correct check-in queue at the airport.)

As we have had several complaints from students about excessive mark ups on this service, we strongly advise that you do not increase the price of airport transfer.

Students on One-to-One courses have Airport transfers included in the price. Group prices on request.

2. SOCIAL, CULTURAL AND SPORTING ACTIVITIES

see presentation

At Malaca Instituto we offer an extremely comprehensive programme of cultural, social and sporting activities. There are events programmed every day and we have sufficient students in the school all the year round for the vast majority of these events to take place. It is rare that an event is cancelled due to insufficient numbers.

Some of these activities are included in the price of a course, others are paid for when they take place.

Free:	To be paid for:
<ul style="list-style-type: none"> • Welcome talk on the first Sunday • Orientation tour of Málaga • Party evenings at Club Hispánico • Cultural talks • Films on our large screen • Swimming pool • Sevillana dance (Flamenco) classes • Salsa classes • Aerobic-type activity twice a week • Mini gym • Special activities Mon-Frid on the Master Class and Young Adults Courses 	<ul style="list-style-type: none"> • Full-day excursions at weekends (Granada, Sevilla, Córdoba) • Weekend excursions to Morocco • Tapas evening • Sports (tennis, golf, etc.)

The following programme is intended only as an example and actual events will change according to the time of the year and what is possible. We guarantee that there will always be a full and interesting programme.

Sample 2-week activity programme

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	<ul style="list-style-type: none"> • Orientation tour of Málaga Free • Welcome aperitif Free 	<ul style="list-style-type: none"> • Sevillana dance classes Free 	<ul style="list-style-type: none"> • Cookery class + lunch € 20 • Film Free 	<ul style="list-style-type: none"> • Cultural Talk: Flamenco Free • Salsa class Free 	<ul style="list-style-type: none"> • Sevillana dance classes Free • Tapas bar evening € 25 	<ul style="list-style-type: none"> • Walking in the mountains € 40 	<ul style="list-style-type: none"> • Excursion to Granada € 60
2	<ul style="list-style-type: none"> • Sevillana dance classes Free 	<ul style="list-style-type: none"> • Film Free 	<ul style="list-style-type: none"> • Visit to Nerja & Frigiliana € 35 • Sevillana dance classes Free 	<ul style="list-style-type: none"> • Cultural Talk: Wines of Spain Free • Salsa class Free 	<ul style="list-style-type: none"> • Museum visit € 15+ 	<ul style="list-style-type: none"> • Weekend in Morocco € 195 • Excursion to Sevilla € 55 	<ul style="list-style-type: none"> • Weekend in Morocco € 195 • Excursion to Córdoba € 55

In addition students may participate in aerobic-type fitness classes free of charge.

GOLF

Master Class Course + GOLF

We can arrange closed-group programmes of Spanish + Golf. Particularly suitable for retired people.

Where: _____ At Añoreta Golf or on one of the other 70 or more golf courses on the Costa del Sol.

Standard: _____ - All types of course.
- Relatively easy to Championship level.
- Including some of the best courses in Europe.
- All at relatively reasonable prices.

Transport: _____ Only one course can be reached easily by public transport from Malaca Instituto.
Students who want to make the most of the golfing possibilities here should bring their own car or hire one (we can offer very competitive rates.)

Handicaps: _____ All courses will require:
either -an official golf handicap
or -proof of ability to play and knowledge of the rules and etiquette of golf

Clubs, golf carts, etc.: These are available for hire at all courses.

Beginners: _____ We can arrange for private lessons with the Golf Professionals at various courses.

The above notes are intended as an indication of what is available. When a student is here we can provide more detailed information and put him/her in touch with the golf-booking office.

Letter of Agreement

(Please ask for this as an e-mail attachment so that you can complete and return. It is most important that we have a fully completed agreement signed by both parties.)

This letter is intended to form the essential basis of the agreement between Malaca Instituto (MI) and (referred to hereafter as the Agent), the purpose of the agreement being exclusively limited to the recruitment of students by the Agent to study at Malaca Instituto in Málaga, Spain.

The Agent agrees to:

- Promote one or more of the range of courses offered by MI together with the appropriate accommodation services, with the intention of recruiting students to study at MI.
- Ensure to the best of his/her ability that the information provided to potential or actual clients is correct and reflects faithfully the information provided by MI.
- Invoice and collect fees from the clients they successfully recruit and then transfer to MI's account the appropriate nett fees (according to the invoice(s) sent by MI). These fees to arrive no later than 2 weeks prior to the arrival of each student.
- Instruct the sending bank to charge all bank fees to the Agent so that the actual nett amount arrives in the account of MI.
- Send copies of "proof" of the transfer of funds to help MI identify the payments and know that they have been made.

Malaca Instituto agrees to:

- Provide the courses, accommodation and any other services booked and paid for by the Agent on behalf of their clients coming to study in Málaga.
- Confirm bookings and send invoices within a reasonable time after the receipt of the request from the Agent.
- Provide the Agent with all information about the courses and services provided by MI as well as their starting dates, prices and other relevant information.
- Agree nett rates with the Agent on an annual basis (and group quotations when requested).

Both parties agree to make every reasonable effort to resolve amicably any dispute arising from a student complaint or concerning the agreement between MI and the Agent, before proceeding to more formal means of resolving the problem.

Signed:

Bob Burger
Marketing Director
Malaca Instituto
—/—/—, Málaga, Spain

.....
on behalf of
.....(agency name)

Address:.....

.....

Tel.

Fax.

Spanish Plus Linguistic/Academic Questionnaire

This is designed for students who wish to enter some kind of educational or training programme in Spain and are looking for an appropriate Foundation/Access programme.

Agent details

Agent: Contact name:
 Tel. Fax.
 e-mail:

Personal student details

Family name:
 First names: Date of birth:
 Nationality: Sex: M/F

Linguistic details

Mother tongue language:.....

		fluently	well	a little
Other languages:	1. Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Self-assessed level of Spanish:

Beginner									Master
1	2	3	4	5	6	7	8	9	10

Passes in Spanish language exams:

DELE A1
 DELE A2
 DELE B1
 DELE B2
 DELE C1
 DELE C2
 Other.....

Academic record

Subjects taken in final 2 years of high school:

High School system: we need to know **where** the student finished high school and in **which system** (eg. IB, A.levels, etc. or «national system»)
 Country:
 Education system:

Qualifications:

High school
 Vocational
 Professional
 University

Spanish Plus Linguistic/Academic Questionnaire (cont.)

Study abroad:

- No previous experience
 Language courses abroad.....
 Other study

Spanish Education programme

Please tick the type of course that the student wants to take in Spain after completing an Access Course. Please list up to 3 possible areas in order of preference:

- Subject area:** 1
2
3

Level of final qualification:

- Vocational (Formación Profesional Superior)
 Professional (eg. computer course)
 Undergraduate (Grado)
 Post-graduate (Master or Doctorado)
 Other

Preferred length of Educational course wks/mths/yrs

Preferred starting date of course:.....(mth).....(yr)

Preferred location of Educational course: 1
2
3

Other Information

Please write any other information about the student and his/her background which you feel may be relevant.

PROMOTIONAL INFORMATION REQUEST FORM

If you are looking for photos, PDFs, power point presentations, promotional videos, etc., please turn to [page 7](#) and access our downloads site.

To obtain further supplies of our promotional materials please complete the following form and send it back to: **Fax:** +34 95 229 63 16

e-mail: espanol@malacainstituto.com

Please send us the following materials:

- Packets of brochures** (8 brochures per packet)

(please circle the quantity required)

1 2 3 4 5 English

- PDFs of brochure in:**

German

French

Spanish

- Packets of fliers** (10 per packet)

1	2	3	4	5	Teachers flier
1	2	3	4	5	Chinese flier
1	2	3	4	5	Russian flier
1	2	3	4	5	Czech flier
1	2	3	4	5	German flier
1	2	3	4	5	Spanish for Teenagers
1	2	3	4	5	Spanish + Work Experience
1	2	3	4	5	Erasmus+

For high quality **photos** in low and high resolution, **promotional video**, **presentations** in power point and other **promotional tools** please go to our downloads site as detailed on [page 7](#).

- Malaca Instituto posters:**

(quantity)

Master Class

Spanish & Cookery

Spanish & Dance

Spanish for Teenagers

Spanish & Work Experience

- Other information**

Please specify any other information that you need:

The above-requested information should be sent to:

Person: _____

Agency: _____

Address: _____
