

ADDITIONAL INFORMATION

CENTRO CEIAM ACCREDITED BY INSTITUTO CERVANTES: CEIAM has obtained the accreditation of the Cervantes Institute at the Ausias March International School in Valencia, Picassent. This means that the center meets the conditions established by SACIC, the only accreditation in the international field focused exclusively on the teaching of Spanish as a foreign language.

Number of teachers: CEIAM assigns a specialized teacher for every 15 students.

CEIAM'S STAFF: All of our teachers are native Spanish speakers with extensive experience and specific training in the field E.L.E (Spanish as a Foreign Language).

Duration of the classes: The duration of the courses depends on the program selected, being the duration of each class of 45'.

Initial level: All students access the courses according to an Initial Test that assesses the level of linguistic knowledge of Spanish.

* Except the groups for Ministancias which the accompanying teachers provides us with that information before they arrive.

Ratio of students: Our ratio of students per classroom is 16 students on average. Being the maximum 45 students for the groups for Ministancias's groups.

CONTENTS: The CEIAM Teaching Plan as well as the schedules of the courses offered, have been designed according to the standards of the Common European Framework of Reference (CEFR).

https://cvc.cervantes.es/ensenanza/biblioteca_ele/marco/cvc_mer.pdf

CLASS MATERIAL: We work along the line with SGEL, providing also our own material previously supervised by CEIAM´s team.

Course Evaluation Test. In addition to the Initial Level Test and follow-up of the course, we provide a final Evaluation Tests, to assess the level reached by the student according to the objectives and contents designed. These tests serve to make the student aware of their learning process during the course.

Issuance of Certificates. Depending on the course in which the student has enrolled, CEIAM issues two types of Certificates:

1. **Certificate of Use.** To get this certificate it is required that the student has reached 90% of the objectives established in the course as well as an attendance of 75% of the teaching hours. In case the student has not been able to attend the minimum number of teaching hours, he / she must provide documents that justify not attending.

2. **Certificate of Assistance.** The students will receive a Certificate of Attendance in course chosen, period, number of hours. To apply for the Certificate of Attendance, it is necessary that the student has attended at least 85% of the teaching hours. In case the student has not been able to attend the minimum number of teaching hours, he / she must provide documents that justify not attending.

IMPORTANT: None of the Certificates that CEIAM issues certifies the level reached by the student. For this ultimate purpose, there are the official DELE Diplomas from Instituto Cervantes, of which CEIAM is an official examiner center at Colegio Ausias March in Valencia.

Extracurricular activities: All extracurricular activities are open to any student regardless of their level of linguistic knowledge in Spanish. There are no restrictions on the participation of these activities except medical prescription indicating the impossibility of accessing to any of the activities.

All of our Registration Forms have a section to specify allergies, medical conditions and observations.

CONDITIONS OF ENROLLMENT:

To proceed with the registration it is necessary to complete the registration form and to send it to: info@ceiam.com.es / lbermell@ceiam.com.es

In addition, payment of 20% of the total amount of the program must be made. The application for enrollment in the program will not be processed if it is not accompanied by proof of having made the payment in the following bank account:

BANK ACCOUNT EUROS Name of the bank:

"LA CAIXA" CCC 2100-4552-78-0200057664

SOCIEDAD PEDAGOGICA AUSIAS MARCH

IBAN ES27 2100 4552 7802 0005 7664

BIC / CODE SWIFT CAIXESBBXXX

CONDITIONS OF CANCELLATION AND RETURN

Payment of the total quote for the program must be paid in full, at least 4 weeks prior the program starts.

Any cancellation within the 4 weeks before the program starts on behalf of the client has as a penalty of non-refunding the 20% of the pre-payment already made.

Any cancellations within the 72 hours before the program starts or any later on behalf of the client will have a penalty of non-reimbursement 100% of the payment fully made.

CONDITIONS OF CHANGES IN THE COURSES OR SERVICES

In the event that a contracted service was not available at the beginning of the course, CEIAM will offer alternative options to the client without incurring in any additional cost. If the options given were not sufficiently satisfactory for the client, CEIAM will reimburse 100% of the amount.

ACCOMMODATION

The accommodation can be arranged in a host family, student residence all or hotel, according to the client's request. In any case, unless expressly requested by the client, the location will not be more than 15 minutes away walk distance or 20 minutes by private transportation.

All our family accommodations have the following services: Individual and shared rooms, furniture, common areas, cleaning, telephone and internet access.

PAYMENT PROCEDURE

All payments must be made through a bank transfer to:

Pedagogic Society Ausias March

BANK ACCOUNT (€) EUROS

IBAN number ES27 2100 4552 7802 0005 7664

Account number 2100-4552-78-0200057664

Transfer copy to: info@ceiam.com.es / lbermell@ceiam.com.es