



WELCOME to inlingua Barcelona

inlingua Barcelona is a language centre that is part of inlingua International, an organisation whose top linguistic services have made it a world leader. Our centre has over 48 years of experience and has successfully taught foreign languages to thousands of students.

We have a professional team, which receives ongoing training to ensure that comprehensive and high quality service is provided, which is always results oriented, focusing on real and effective language mastery from the very first day of class.

You will discover that our method provides the perfect framework for learning and improving your knowledge of Spanish, in a professional, yet fun and stimulating, environment. Our objective is for you to be able to use Spanish naturally from the first day.

‘You learn to speak... by speaking’

This handbook contains information on:

- Our centre
- Your course
- Terms and conditions
- Lodging
- Internal rules
- Emergencies
- The city of Barcelona



➤ OUR CENTRE

Inlingua Barcelona has spacious facilities of some 700 m² distributed over two storeys:

- 13 classrooms
- Toilets on both storeys (adapted for people with disabilities on ground floor)
- Air conditioning in all rooms
- Free Wi-Fi throughout the centre
- Break room (drinks, coffee, newspapers, etc.)
- Library and study room
- 350 m² garden
- 180 m² terrace
- The secretary's office is open from 9 am to 7 pm Monday to Friday, and Saturday until 1 pm

➤ YOUR COURSE

The IE20 intensive Spanish course in which you are enrolled includes:

- Classes according to specific agreement and any possible advertising promotions
- Free level test
- All teaching materials (according to course in question and its length)
- Use of the study room
- Extracurricular activities
- Level exam after you have completed the course of study
- Certificate of attendance or certificate of achievement (for the latter, at least 75% attendance and completion of final exam is required)
- Scheduled tutoring hours (see announcement board)

➤ TERMS AND CONDITIONS

- Classes that you miss—even when giving advance notice or due to illness or accident—cannot be recovered.
- Registration fee for each successive enrolment is € 25.00.
- Group classes that fall on public holidays are not replaced.
- You must be at least 16 years old to take our courses.
- For group classes, management reserves the right to cancel the course or reduce the number of weekly classes if there are fewer than five students enrolled. They will be reduced as detailed below:
 - 1 student – 8 classes / week
 - 2 students – 12 classes / week
 - 3 students – 15 classes / week
 - 4 students – 18 classes / week



➤ LODGING

If you have not yet arranged for accommodation, inlingua Barcelona can offer you two alternatives:

- **Private home** => Stay at a private home with half board. For this type of accommodation, your host family will provide you with their house rules and obligations upon your arrival.
- **Student hall of residence** => Accommodation at hall of residence, in double or individual room, with half or full board.
- **Shared flat** => Double or individual room in student housing.

For any issue related to your lodging, you can contact us via the website or go into the secretary's office at the centre.

➤ INTERNAL RULES

- Leave rooms clean and tidy after using them.
- There are toilets on both floors of the school. Although there is a cleaning service, students must leave them clean and tidy.
- Equipment in classrooms (computers, projectors, televisions, CD player) are owned by the centre and are not for student use.
- Teaching materials used by our teachers are the centre's intellectual property.
- The library and computers on the first storey are open to students during normal office hours. Please return materials to their place after using them.
- The air conditioning system is centralised. Do not try to adjust it with the remotes in the rooms, and please leave outside doors and windows closed at all times.
- Smoking is prohibited inside the building. You can smoke in the garden and on the terrace.
- Students must be on time to ensure that teachers' classes are not interrupted.

➤ EMERGENCIES

If you have any health problem, please talk to the secretary's office. They can tell you where the closest clinic or hospital is located.

The centre's floor plan and evacuation rules are located in the corridors on both storeys.

Important phone numbers

Fire Department	080	Emergencies	112
Police	061	Chemist's	15 metres

We recommend that you leave the phone number and email of an emergency contact with the secretary's office.





➤ THE CITY OF BARCELONA

Barcelona probably needs no introduction. This cosmopolitan city on the Mediterranean Sea, with an international airport, is constantly evolving and is a meeting point, showcasing a mix of cultures and businesses from around the world.

For decades now, sporting events, congresses, trade fairs and countless cultural events have attracted people from around the world to the city. The 1992 Olympic Games and the Universal Forum of Cultures are just a couple examples of why Barcelona is well worthy of its image as a modern, unique and forward-thinking city.

Like other countries (for example, Switzerland and Canada), the region of Catalonia, with Barcelona as its capital, has two official languages: Spanish and Catalan. The Catalan people are completely bilingual. This may be one of the reasons why the people of Barcelona—the *barcelonins*—are so open and warm to visitors. It may also be one of the reasons why so many foreigners who come to Barcelona to study at one of its four universities decide to stay to live in the marvellous city.

As you know, the weather is fairly temperate all year, with hot summers. Barcelona is especially renowned for its extraordinary architecture, its beaches, and one of its football teams. However, there is so much more, including the lovely seaside promenade, the parks and excellent cuisine, as well as its interesting and turbulent history.

Barcelona's proximity to the Pyrenees makes it an excellent base for winter sports, only a two-hour trip from the city centre. Barcelona has an extensive network of public transport services: metro, buses, train... There are cards for multiple journeys, stays of several days, etc.

Banks, as well as public service offices, are generally open from 9.00 am to 1.00 pm. Most chemist's shops are open from 9.00 am to 8.00 pm, and there are also 24 hour chemist's shops open.

The metro stops that are closest to inlingua Barcelona are: Diagonal (lines 3 / 5) - Verdaguer (lines 4 / 5)

Bus stops: 6 / 20 / 33 / 34 / 39 / 44 / 45 / 47 / H8 / H10 / V17

For any information on the city, feel free to ask the secretary's office at the centre. We would be delighted to recommend a restaurant or tell you about activities and tours that are available.

