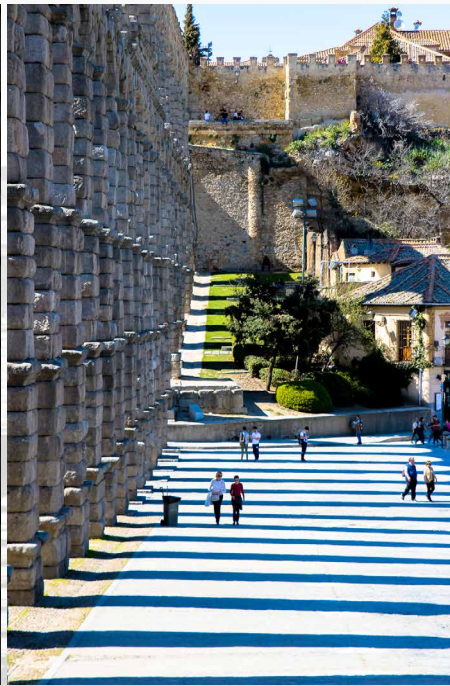




*Spanish language courses in Segovia, Spain  
for academic and professional purposes*



# Spanish language courses in Segovia

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## A studious learning ambience founded in Oxford

The success of a course is dependent on the community of purpose that stems from the ambitions and drive of every single participant. This strong conviction has always led OISE to appeal to the more motivated students who inspire each other and establish a serious study environment.

OISE's pedagogy gives the student a fresh look at their established language learning beliefs. In addition to building the core knowledge of the language, the modules on an OISE course provides the student with a strategy to manipulate the language, whatever the required communicative situation be it in a business or an academic context.

OISE Segovia is open all year round, offering intensive Spanish language courses to professionals, university students and school students. The unique study environment, with constant personal attention from the tutors leads to both accuracy and confidence in the use of the language.

The school is located in the heart of Segovia, so that participants may enjoy everything that the city has to offer. Accommodation is in residence (in summer) or with local homestays.

## *Personal courses for students and professionals*



### **OISE Segovia**

Calle Juan Bravo, número 4, 1º  
40001 Segovia  
España

For course information and  
enrolment

Tel: +34 921 05 29 78

Email: [segovia@oise.com](mailto:segovia@oise.com)

For central information and  
reservations:

[info@oise.com](mailto:info@oise.com)

# Language and personal development

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## *Educational Engineering*

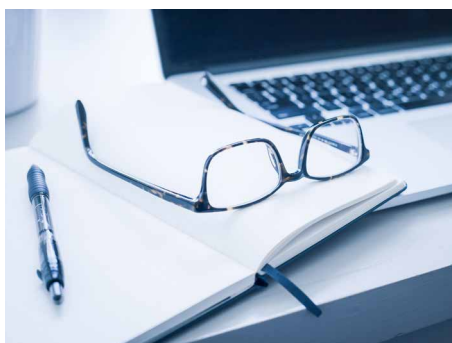
Precision - fine tuning - performance - calibration - confidence - achievement

OISE courses are designed without compromise. They are structured with innovation and rigour. All aspects of performance in the language are evaluated with the aim of immersing the participant in different types of learning activities. These yield strong results by building the learner's confidence in expressing themselves fluently in the language with elegance and accuracy.



# Focus on the learner's outcomes

*Courses are designed for today's professionals*



## *For professional use*

The goal:

- gain the confidence to communicate fluently
- participate on equal terms in meetings, negotiations and presentations
- become familiar with the terminology and language usage of a specific industry
- develop accuracy in grammar, syntax, idioms and vocabulary
- understand and extract information from a written document
- write reports, letters, emails, presentations
- increase speed of reaction (absorb information, process and respond)

## *For universal communication*

The goal:

- master effective communication in everyday language
- express ideas and opinions, incorporating new vocabulary and idioms as well as manipulating sophisticated and more complex language structures
- achieve comprehension skills through a wide variety of carefully selected written texts including newspaper and journal articles as well as literary texts
- develop the ability to write accurately in a range of styles and registers

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For professional development

For universal communication

For undergraduates and graduates

Intensive examination practice

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*and for those preparing for their future career*



### *For the right university results*

The goal:

- improve fluency in the language for exam success at college, university or business school
- increase speed of reaction (absorb information, process and respond)
- master accurate use of grammar, syntax, idioms
- handle a wide range of vocabulary
- extract information from a written document (an article, research material)
- be confident in giving presentations and reporting
- produce a written document (essay, dissertation, report)

### *For exam success*

The goal:

- be confident to handle all aspects of the exam
- overcome the anxiety of facing the exam through intensive exam practice
- be confident to use grammar accurately
- be able to express thoughts, ideas, opinions confidently and fluently
- gain an expanded vocabulary range as well as idioms and expressions including more sophisticated and complex language structures

# Tutorial™ Programmes: needs driven

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When OISE was founded in Oxford over 50 years ago, it delivered all of its courses by Tutorial. The Tutorial™ lesson, a teaching tradition of Oxford University, is one of the most effective methods of education. The entire course is conducted by means of individual tuition thus allowing the lessons to be adapted to the precise level and goals of each participant.

The cognitive perspective of students can vary considerably; this explains why the Tutorial is such a powerful learning environment: in the lessons, the teacher focuses on the one student, and can therefore tailor the pedagogic approach to the pupil's natural learning mindset.



The Tutorial lesson draws its effectiveness from the benefit of the tutor engagement with each individual pupil's learning, and the consistent level of concentration on the part of the student.

### **The personal language programme**

A language audit carried out at the beginning of each course determines the precise level, needs and objectives of the participant. This forms the basis of the student's personal learning programme.

### **A balanced timetable**

Each participant is assigned a team of tutors who each specialise in a different aspect of the curriculum. The learner is exposed to a variety of pedagogic approaches as well as different personalities, voices, intonation and accents: a situation that reflects the diversity of expression in the wider world.

### **Specialisations**

Tutorial tuition allows for the course to concentrate on a specific area of focus such as:

- professional: work-related terminology (e.g banking, pharmaceutical, legal, finance) or management communication skills such as presenting, negotiating, public speaking, leading.
- academic: study skills and also to prepare students for the language component of a specific examination.

### **Level test and Needs Analysis**

Before the start of the course, students are given a level test and also discuss their needs with the Academic Director. This is to ensure that the course is a match to the learning objectives of the student. This means that no time is wasted at the beginning of the course because the focus of the trainers is aligned with the needs of the student.

**Minimum age:** 16 years

**Course dates:** All courses begin on any Monday of the year. Students arrive on the Sunday before the start of the course and depart on the Saturday following the last day of the course.

# Programmes for young learners (13-17 years)



OISE's goal is to make a real difference to the success of its students in their future lives. In order to focus on this goal, OISE offers young students the full day learning experience designed to meet a specific set of goals. Students of all levels are able to attend the programme.

### **Tutorial Programme (17,5 hours of lessons per week)**

#### **Accuracy in grammar**

Exercises to reinforce the learner's understanding of grammar, punctuation, vocabulary and language structure. This includes grammar and structure tasks, analysis of written texts, writing tasks and reading tasks.

#### **Break**

#### **Individual preparation**

Students work individually on lesson preparation or study assignments.

#### **Clear comprehension**

Exercises and tasks to improve and test reading and listening comprehension. This includes collaborative tasks which practise comprehension under timed conditions and précis tasks in which students need to summarise and edit a piece of spoken or written content.

#### **Lunch break**

#### **Research and preparation work**

Students work on research for project assignments which are set by the tutors.

#### **Expression and project**

Students work on writing and speaking tasks which help them to develop their accuracy, clarity and style. This includes different practice exercises and training in how to write and speak with confidence.

#### **Break**

#### **Self study**

Students work individually on study assignments, reading texts or practice tasks.

# Accommodation and Travel

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The school is dedicated to providing high quality accommodation for all course participants.

## Homestay

Students stay with carefully selected local homestay hosts. All hosts are selected and checked by the OISE Segovia school team.

## Residence accommodation (summer only)

Students stay in the school residence which is located in the centre of the town and within easy access of the school. Rooms are spacious and each with a private bathroom.

## Hotels

Some students prefer to enjoy the atmosphere of a hotel. Therefore, the school recommends options from a range of hotels with a choice of bed and breakfast or half-board close to the school.

## Transfer options on arrival

### Public Transport

All airports and rail stations are served by a good public transport system. The school is happy to provide further information if required.

### Taxi

If a taxi transfer from the airport or the railway station is required, the school can provide contact details of a local taxi service so that students can arrange a personal taxi meeting service directly with the taxi provider.

## The city of Segovia

The city of Segovia is a relaxed and charming city located within easy distance of Madrid. The school is located in the very heart of the city, allowing students to enjoy the attractions at any time of day. There is a wide choice of shops and cafes to explore. The Aqueduct of Segovia is a dominant architectural feature of the city and there are also charming streets, parks and squares to discover.

### Interesting sights to experience and visit are:

- all of the Old Town which is a UNESCO Heritage Centre
- the cafes and town squares
- the Aqueduct of Segovia
- The cathedral
- The Alcazar
- The Medina del Campo Square
- Antonio Machado House Museum

# Course enrolment form

## 1. Personal details

Family name: \_\_\_\_\_

First name: \_\_\_\_\_

Title: Mr  Ms  Mrs  Miss  Dr.

Gender: Male  Female

Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

First language: \_\_\_\_\_

Second language: \_\_\_\_\_

## 2. Contact information

Student home address: \_\_\_\_\_

Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Student phone with code - home: \_\_\_\_\_

Student phone with code - mobile: \_\_\_\_\_

Student email: \_\_\_\_\_

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

Name of training manager: \_\_\_\_\_

## 3. Language requirements

Language level

1= beginner 5=very good

Oral: 1  2  3  4  5

Written: 1  2  3  4  5

How long have you been studying the language?

\_\_\_\_\_

Have you attended an OISE course before?

Yes  No

If yes, which school(s) and year(s)?

\_\_\_\_\_

\_\_\_\_\_

## 4. Course information

OISE Segovia

**For students and professionals:**

Tutorial programme: 10h  15h  20h  25h  30h

**For Young Learners:**

The Tutorial programme

**Distance Learning**

Online Tutorials

Number of hours per week: \_\_\_\_\_

Which day of the week: \_\_\_\_\_

Which time of the day: \_\_\_\_\_

## 5. Course dates

From \_\_\_\_\_ To \_\_\_\_\_

## 6. Accommodation

Accommodation required:

OISE accommodation  No accommodation

If none please supply the address where you will be staying.

Accommodation dates:

from: \_\_\_\_\_ to: \_\_\_\_\_

Accommodation special requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student (16-17 years) authorised to stay out evening without supervision? (22:00 latest) Yes  No

Please note that staying out times requested by OISE staff or host families will take preference over those detailed above.

## 7. Travel information

Arrival date: \_\_\_\_\_

Arrival time: \_\_\_\_\_

Arrival airport: \_\_\_\_\_

Arrival flight number: \_\_\_\_\_

Arrival terminal number: \_\_\_\_\_

Arrival flight origination: \_\_\_\_\_

Arrival transfer needed? Yes  No

Departure date: \_\_\_\_\_

Departure time: \_\_\_\_\_

Departure flight number: \_\_\_\_\_

Departure terminal number: \_\_\_\_\_

Departure flight destination: \_\_\_\_\_

Departure transfer needed? Yes  No

## 8. Emergency contact details

Emergency contact name:

\_\_\_\_\_

Relationship of emergency contact to student:

\_\_\_\_\_

Emergency contact home phone number:

\_\_\_\_\_

Emergency contact mobile phone number:

\_\_\_\_\_

Emergency contact email:

\_\_\_\_\_

## 9. Welfare information

Special requirements: diet/allergies \_\_\_\_\_

\_\_\_\_\_

Do you have any medical condition we should know about?

\_\_\_\_\_

Medication not permitted: \_\_\_\_\_

\_\_\_\_\_

If for any reason it is not possible to contact your emergency contact number, the school staff have authorisation to take any necessary decision concerning all medical treatment (including emergency treatment). In all cases the advice of the medical professional will be taken.

Medical treatment to be followed during stay:

\_\_\_\_\_

\_\_\_\_\_

Smoker: Yes

No

## 10. Insurance

I have comprehensive travel & personal insurance:

## 11. Where did you hear about OISE?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 12. Data protection

I agree to the use of my personal information to book a course with OISE

I give permission for photographs of myself to be used in marketing material by OISE:

Yes  No

I give permission for photographs of my child to be used in marketing material by OISE:

Yes  No

I agree that you can send me occasional information about OISE courses and services:

Yes  No

## 13. Terms and conditions

I have read the Terms and Conditions and agree to abide by them:

Signature of parent/guardian: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

# OISE Booking Terms & Conditions

## 1. Definitions

1.1 When the following words with capital letters are used in these Terms, this is what they will mean:

Booking : your booking for one of Our Courses;

Courses : the language training courses advertised on Our website;

Event Outside Our Control: is defined in clause 8.2;

Fees : the fees payable by you in respect of your Booking;

Terms : the terms and conditions set out below;

We/Our/Us : Instill Education Limited (trading as "OISE") a company registered in England and Wales under company number 01293463 and having its registered office at 90 Banbury Road, Oxford, OX2 6JT, United Kingdom. VAT registration number GB792403230.

1.2 When We use the words "writing" or "written" in these Terms, this includes e-mail unless We say otherwise.

## 2. Bookings

2.1 Bookings can be made by completing and submitting the form on Our website together with payment of your Deposit or the total Fees (as applicable, see clause 3.1).

2.2 Please ensure that you read these Terms carefully, and check that the details of your Booking are complete and accurate, before you make your Booking. If you think that there is a mistake, please contact Us to discuss. We will confirm any changes in writing to avoid any confusion between you and Us.

2.3 When you make a Booking with Us, this does not mean that We have accepted it. Our acceptance of the Booking will take place as described in clause 2.4. If We are unable to confirm your Booking, We will inform you of this.

2.4 These Terms will become binding on you and Us when we confirm your Booking in writing to you, at which point a contract will come into existence between you and Us. We will assign a unique reference number to your Booking and inform you of it when We provide confirmation. Please quote this number in all subsequent correspondence with Us relating to your Booking.

## 3. Payment of Fees

3.1 Where the Course is due to begin more than six weeks from the date of your Booking, a Deposit is payable at the time of making your Booking. Where the Course is due to begin less than six weeks from the date of your Booking, the Fees must be paid in full at the time of your Booking.

3.2 When We confirm your Booking under clause 2.4, We will provide a statement showing the balance of the Fees due to be paid, which should be settled at least four weeks before the Course starting date. Please note that you will not be allowed to attend any Course unless payment of the Fees has been made in full.

3.3 All Fees must be paid in Sterling (GBP) / Euro (EUR) / US Dollars (USD) (as applicable). All bank charges are payable by you.

3.4 All refunds due under these Terms will be paid to the person from whom payment was originally taken, using the same method of payment as used by them.

## 4. Changes to Bookings

4.1 If you wish to change your Booking by switching to another Course, you must provide at least 10 days' notice of such change to Us in writing, otherwise you will be expected to attend the Course originally booked or cancel your Booking under clause 7.

4.2 Where you have given the appropriate notice under clause 4.1:

(a) We will refund any difference between the cost of the original Booking and your revised Booking on the last date of the Course to which you have switched (whether or not you remain on the Course for its full duration); or

(b) You may be required to pay any difference between the cost of the original Booking and your revised Booking at the time of your request.

4.3 If you wish to take a holiday at any time during the Course, you must give Us at least two weeks' notice in writing. No refunds are payable in these circumstances.

4.4 We reserve the right to cancel a Course, or make changes to course arrangements, as a result of Events Outside Our Control. Clause 8 will apply in such circumstances.

4.5 Maximum class size: during the last 50 years, OISE has always managed never to exceed the maximum class size described in its course descriptions. The new landscape post Covid19 might mean that in exceptional circumstances, the quality of the education delivered may need to trump the rigour of an exact class size. Therefore, OISE reserves the right to exceed the maximum class size by up to 4 students in cases of force majeure. Such measures would only be taken in circumstances that can be clearly demonstrated as inevitable and a refund would be offered for the difference in the value of the course linked to class size.

## 5. Our liability to you

5.1 Where We provide any assistance to you in making travel and accommodation requirements, We do so only as an intermediary between you, travel organisations and host families. Unless and to the extent caused by Our negligence,

We will not be liable to you for any losses arising from any delays or failures relating to travel and accommodation arrangements. We will, however, use our reasonable endeavours to defend your interests and mediate on your behalf in the event of any breach of contract on the part of a travel organisation or host family.

5.2 If We fail to comply with these Terms, We are responsible for loss or damage you suffer that is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable.

Loss or damage is foreseeable if it is an obvious consequence of Our breach or if it was anticipated by you and Us at the time we entered into this contract.

5.3 We do not exclude or limit in any way Our liability for death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors, or for any liability which cannot be excluded or limited by law.

## 6. Insurance, accommodation, students visas and study permits

6.1 You are responsible for arranging your own travel and medical insurance (including the costs of repatriation in the case of illness or accident) and student visitor visa.

6.2 If you are denied a student visitor visa and provide Us with a copy of the rejection letter on or before the first day of the Course, the We will refund all Fees paid.

6.3 Accommodation will begin on the Sunday before the Course starts and will end on the Saturday after the Course ends. If you have asked Us to arrange host family accommodation, you will receive details of your host family address at least five days before the Course starting date (unless you have made a late Booking) to enable you to inform the host family of your approximate time of arrival.

## 7. Your rights to cancel and applicable refund

7.1 You have the following rights to cancel your Booking:

(a) you have a legal right to cancel your Booking within 14 calendar days of the date of your Booking, in which event We will, subject to clause 7.3, refund all of the Fees including the Deposit; or

(b) you may cancel your Booking at any time after the period of 14 calendar days referred to in clause 7.1(a) but before the Course has begun, in which event We will retain the Deposit and refund the balance of any Fees paid by you.

7.2 To exercise your rights to cancel under clause 7.1, you must inform Us of your decision by making a clear statement to this effect by completing the cancellation form on Our website or by contacting Us (see contact details below).

7.3 The law requires us to obtain your express consent to Us providing Our services where the starting date of the Course falls during the 14 day cancellation period referred to in clause 7.1(a). By making your Booking, you will be treated as giving this consent. You acknowledge that if you subsequently cancel, We will be entitled to deduct an amount from the Fees paid which is in proportion to the services that We have performed up to the date of your cancellation.

7.4 Once a Course has begun, you may cancel your Booking with immediate effect by giving Us written notice if:

(a) We break this contract in any material way and We do not correct or fix the situation within 30 days of you asking Us to in writing;

(b) We go into liquidation or a receiver or an administrator is appointed over Our assets; or

(c) We are affected by an Event Outside Our Control.

## 8. Our rights to cancel and applicable refund

8.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our obligations under these Terms that is caused by an Event Outside Our Control.

8.2 An Event Outside Our Control means any act or event beyond Our reasonable control including but not limited to strikes or other industrial action, civil commotion, terrorist attack or threat of terrorist attack, epidemic, adverse weather conditions or other natural disasters.

8.3 If an Event Outside Our Control takes place that affects the performance of Our obligations under these Terms:

(a) We will contact you as soon as reasonably possible to notify you; and

(b) We will, where possible, propose alternative arrangements (which may include alternative dates or venues) for the Course.

8.4 You may cancel your Booking if any alternative arrangements proposed by Us are unsuitable for any reason, in which case We will refund all Fees paid in advance for the Course.

8.5 We reserve the right to refuse your attendance on the course if you are suffering from any illness, medical condition or mental or physical disability which was not disclosed at the time of Booking.

## 9. How we may use your personal information

9.1 We will use the personal information (including sensitive information about your health, religious beliefs and practices or dietary requirements) that you provide to Us:

(a) to administer and provide Our Courses to you;

(b) to process payment in relation to any Booking;

(c) for internal training and monitoring purposes; and

(d) to inform you about similar Courses and other services that We provide, but you may stop receiving these at any time by contacting Us.

9.2 We will not give your personal data to any third party other than:

(a) as strictly necessary for Us to perform Our contract with you;

(b) to host families; or

(c) to the schools and offices within our group companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006) including those outside the European Union.

9.3 You have the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 1998. Any access request may be subject to a fee of £10 to meet Our costs in providing you with details of the information We hold about you.

9.4 We may wish to use photographs and audio visual media containing your image or likeness in our marketing and promotional materials and you hereby consent that We may do so in all and any media for such purposes. If you would prefer that We do not, you should notify Us by completing the relevant section of the registration form. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media continuing your image or likeness shall belong to Us and shall not entitle you to receive any royalties or other payments.

## 10. Specific terms for Young Learners (7-17 years)

10.1 We reserve the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' or guardians' expense.

10.2 We further reserve the right to send home without a warning letter any student committing a serious offence, especially offences involving the police, including theft, smoking in any school building and the possession, purchase or consumption of alcohol or illegal drugs.

10.3 For children who will stay with host families, parents may indicate on the registration form whether they authorise their child to stay out in the evenings without supervision. Generally, this means that children aged 13 and under are not allowed out unsupervised after their evening meal; those aged 14 and above must return by 22:00. However, students must also respect the house rules of the host family, where these times may inconvenience the family. Children on residential courses have evening activities and are not allowed to stay out unsupervised. Please note We cannot be held responsible for any incident whilst the student is out unsupervised.

10.4 Students aged 18 and over must register for an adult school. We reserve the right to transfer an 18 year old from a young learners' Course.

## 11. Other important terms

11.1 These Terms set out the entire agreement between you and Us relating to your Booking.

11.2 We may transfer Our rights and obligations under these Terms to another organisation, and We will always notify you in writing if this happens, but this will not affect your rights or Our obligations under these Terms.

11.3 This contract is between you and Us. No other person shall have any rights to enforce any of its terms.

11.4 Each of the clauses in these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

11.5 If We fail to insist that you perform any of your obligations under these Terms, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, We will only do so in writing, and that will not mean that We will automatically waive any later default by you.

11.6 These Terms are governed by English law. You and We both agree to submit to the non-exclusive jurisdiction of the English courts.

