



Please read the following carefully. This will insure an efficient registration process and avoid any misunderstandings.

### Enrollment and Payment

To insure a space at any AmeriSpan program, it is important to register as far in advance from your desired start date as possible, especially for summer programs. Registration consists of: 1. Submitting a completed application and a \$100 registration fee OR 2. Submitting a completed application, \$100 registration fee and full payment. The total cost for the program is due 4 weeks prior to the start date. Applications and full payments received less than four weeks prior to the start date will be subject to an additional \$35 late fee. All payments may be made with personal check (preferred method!), money order, VISA, MasterCard, American Express, and Discover.

For multi-site programs, full payment for the entire program is due 4 weeks prior to your first program's start date.

### Registration Process

Within 2-3 weeks of receiving your application, AmeriSpan will mail you the "Need-To-Know" country fact sheets and a confirmation letter. The "Need-To-Know" sheets contain important facts, including a list of things to bring, information about the Travel Assistance Program, instructions on using the "In-Touch" message service, and tips about climate, money, visas, etc. The confirmation letter will include school particulars, summary of charges, accommodation details, and any other important information.

Your final confirmation is only mailed after AmeriSpan receives your full payment and all other necessary information, such as airline arrival particulars. Check these confirmations carefully to make sure that everything is correct. If there is an error, call us immediately. NEVER purchase a non-refundable or non-cancelable airline ticket before you have been confirmed by AmeriSpan.

### Refund Policies

The \$100 registration fee is non-refundable for any reason unless arrangements cannot be made for the dates you wish to attend. You are entitled to a full refund, excluding non-refundable registration fee, when you cancel more than two weeks before your start date. If you cancel with less than 2 weeks notice you will be billed for 25% of the program cost and registration fee. You will be entitled to no refund after the program starts. If you combine two or more sites to create a multi-country/city program, no money will be refunded once the first program has begun. If you cancel a program due to a personal emergency and you notify AmeriSpan in writing, we will review your claim and may issue a partial refund.

## Making Changes

You may change your start date at any time. All changes within 2 wks of the scheduled start date are subject to an additional \$50 fee. If you have begun a multi-country/city program, you may NOT cancel or substitute locations but you may be able to change the start dates for a \$50 fee.

## Arrival and Departure

For most programs, you should plan to arrive to your homestay on the day before classes begin and depart on the day after classes are completed. Exceptions are listed below.

Sometimes you can extend your homestay a few days before or after classes for an additional fee. Check with an AmeriSpan language travel consultant about the price. For airport pick-ups, AmeriSpan must receive your airport arrival information at least 2 weeks prior to your start date. If you will not be receiving a pick-up, please let AmeriSpan know an estimated time of arrival to your accommodations.

On international flights, it is common that flights arrive late or baggage is delayed. If you are participating in a program that requires a long bus ride or a particular connecting flight, consider traveling on Saturday. This will insure that you will arrive to your final destination on Sunday despite any unforeseen problems. In addition to the locations in bold below, we recommend that you consider traveling on Saturday to Cusco, Puerto La Cruz, Sucre, Quetzaltenango, Samara Beach, Manuel Antonio, La Ceiba, and Kanazawa.

Oaxaca – There is a placement exam on Saturday morning, so you should plan to arrive on the Friday before classes begin and to depart on the Friday classes are completed.

Manuel Antonio – You should plan to arrive to Manuel Antonio on the Sunday prior to starting classes but you will be housed in a local hotel the first night and transferred to your homestay on Monday, which is your first day of classes.

Cuenca, Flamingo Beach or Monteverde – For these programs, you will need to arrive to your destination country's international airport (Quito or San Jose) on Saturday. You will be met at the airport, taken to a local hotel near the airport and transferred to your final destination on Sunday (either a flight to Cuenca or a bus to Monteverde & Flamingo Beach). Note: the bus fare to Monteverde and Flamingo Beach is not included.

## Local Holidays

Classes canceled in honor of local holidays will not be made up and are not subject to any refund.

## Reduction of Hours

At some group programs, if there are not enough other students at your Spanish level, your hours may be reduced. The same amount of material will be covered with private instruction, or 2 to 1 instruction.

## Class Hours and Schedules

Throughout this catalog, we use the term "class hours," which should be interpreted like "university hours." If a program lists 20 hrs/wk, you will receive 20 sessions/week. These sessions vary from school to school and range from 45 minutes to 60 minutes.

Classes are scheduled either in the morning, the afternoon, or the morning and the afternoon. AmeriSpan CANNOT guarantee specific scheduling requests. Scheduling is set by each individual partner school and may be affected by the program that you select, your Spanish level and/or the time of year that you are participating.

## Organized Activities

Some schools offer complimentary organized activities such as Latin dance classes, movies, lectures and small trips. If the activity is a small trip outside of the school, there might be some minor expenses, such as bus fare and entrance fees.

Many students depart for the weekend as soon as class is completed on Friday. Few, if any, schools offer activities on Fridays because of this reason. Please note that in this catalog we use the term "Daily Activities," which means activities Monday through Thursday.

## Sister Campuses

Several programs offer the option of spending one or more weeks at another campus in the jungle, at the beach, or in another city or village. There may be extra charges associated with participating. Full details are available upon arrival at the main campus. The special campuses are mentioned throughout this catalog for informational purposes only. AmeriSpan cannot guarantee that the special campus program will be operating or have space during your trip. A few allow you to register prior to your trip and prices are listed on our price sheet.

## Textbooks and Materials

At the time of printing this catalog, your textbooks are prepaid by AmeriSpan. You will need to buy books at these schools: Santo Domingo, Montevideo, and San Juan. Some schools that do not sell books may require a modest deposit that will be refunded when the textbook is returned. In some cases, participants studying for a month or longer may finish their first book and need to buy an additional book on site. If any changes are made to the above information, new details will be given in your confirmation package.

## Multi-Site Programs

When combining two or more programs, you must study a minimum of 2 weeks at each location.

## Repeat Customer Discount

Once you have participated in any AmeriSpan language travel program, you will receive a 10% discount on any future programs regardless of your destination. All AmeriSpan discounts are based on the cost of the language program. Excursion packages, additional homestay days, additional travel insurance and registration fees are not eligible for any discounts. Executive Intensive, Special, and one-week programs are not eligible for any discounts. Discounts are not combinable unless stated otherwise and will not exceed \$200 per person.

## Companions of Program Participants

In most programs, children, spouses, and friends may accompany participants and live in the same homestay. Please check with us beforehand to verify if this option is possible in your location of choice. Homestay prices for companions vary for each program.

## Behavioral Expectations

Participants are expected to be courteous and respectful guests. Illegal drug use, abusive behavior at any age, or alcoholic consumption by minors cannot be tolerated. AmeriSpan reserves the right to refuse to serve, to cancel and/or terminate participation for any person who fails to comply with the policies of the program provider (e.g. school, tour operator, program organizer), or for any other reason deemed necessary, in the sole discretion of AmeriSpan. AmeriSpan further reserves the right, without escort and without refund, to send home any participant who violates the rules stated above. The return trip will be at the expense of the participant or the participant's family.



Carefully read the following descriptions and determine which category best describes your skills. Keep in mind that you will be given a placement test once you arrive at the school.

#### Low Beginner

No real functional ability in the language. Speech is characterized by a few memorized words or phrases. Unable to handle a typical "survival situation." Utterances rarely consist of more than two or three words with frequent long pauses. Understanding limited to occasional words, cognates, and short slowly spoken utterances. No practical communicative writing skills.

*In other words: you know a few words and phrases, but would not be able to hold a basic survival situation type conversation, such as ordering food, asking for bus information, or getting a hotel room price. You have no writing skills in the language, but can recognize some written words.*

#### Mid Beginner

Speaking ability still limited to memorized words and phrases, although quantity is increased. Vocabulary is limited to expressing very basic needs and courtesies. Utterances are limited to a few words at a time with frequent pauses. Can understand simple commonly used phrases and questions. Requires native speaker to speak slowly and often repeat phrase before comprehension is achieved.

*In other words: you can introduce yourself and ask someone's name. You can ask and answer the questions, "How are you? Where are you from?" You can handle some basic survival situations such as ordering a meal. You know the alphabet and some numbers.*

#### High Beginner

Limited to simple conversation dealing with common everyday themes. Ability to operate in only a very limited capacity with difficulty constructing sentences properly in the present tense. Can ask and answer questions based on memorized utterances. Vocabulary is sufficient only for handling simple, elementary needs and expressing basic courtesies. Frequent repetition and slower speech is required for comprehension. Can read standardized messages, phrases, expressions, schedules, menus, and signs. Can supply information on simple forms and documents.

*In other words: you can have a basic conversation in the present tense. You can handle a basic survival situation such as making hotel reservations. Your speech is slow with frequent pauses. You can understand what is said if it is said slowly and repeated a few times. You can ask and tell time and the date. You can ask basic what and*

*when questions. You can use possessive adjectives. You can talk about the weather. You are aware of when to use formal and informal 2nd person. You still sometimes require slow and repeated speech in order to understand what is being said.*

#### Low Intermediate

Able to handle successfully only a limited number of interactive, task-oriented, and social situations. Capable of using simple structures and a general, limited vocabulary. Speaks with general ease in the present tense and can give simple commands. Can get by in restaurants, banks, asking directions, and discussing familiar topics. Can initiate and respond to simple statements. Able to understand sentence length utterances. Misunderstandings frequently arise but with repetition and slower speech can understand and be understood. Able to understand main ideas/facts from simple texts. Capable of writing short messages.

*In other words: you feel comfortable speaking in the present tense. Your vocabulary is extended to include such topics as clothing, colors, foods, recreational activities, professions. You can express likes and dislikes. You can ask and understand directions. You can talk about clothing. Ask about cost. For Spanish, you are familiar with when to use "ser" and "estar." You know some irregular verbs like "tener" and "dar." You can use expressions with "tener."*

#### Mid Intermediate

Able to handle basic communicative tasks and social situations. Can ask and answer questions and participate in simple conversations on topics beyond basic needs such as leisure activities and personal history. Sentence length is increased, but still characterized by frequent pauses. Can understand sentence length utterances in face to face conversation as well as over the phone.

*In other words: you can identify most places in a town and give directions to them. You can request information, express opinions. Can ask and tell where someone is going, how they are getting there, what they will do and when. You have limited use of simple future tense and present progressive tenses.*

#### High Intermediate

Can understand and use tenses such as the simple present, present progressive, preterit and simple future. Have knowledge of the subjunctive in a limited capacity. Can talk easily about self and others. Ability to converse on topics beyond immediate needs such as personal history, leisure interests and work. Has frequent errors in grammar and vocabulary but uses more irregular verbs and has increased vocabulary.

*In other words: you can express surprise, emotion, certainty, and doubt. You can say what one can and cannot do. You can give reasons for something. You can hold a telephone conversation. Can discuss simple health problems. You can ask and tell how long something lasts. You feel comfortable in most conversational contexts, but are still limited in how well you can express yourself.*

#### Low/Mid/High Advanced

*Rate yourself according to your skill in performing the following tasks:* Ability to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal contexts. Handle unknown topics and situations, give supported opinions, hypothesize, provide complicated explanations, and describe in detail with a great deal of precision any practical, social, professional, or abstract topic. Ability to use all tenses and usual idioms.