



Estudio Sampere



## Student Hand Book

# WELCOME TO THE 2007 JUNIOR COURSE

### 1. ARRIVAL AND MEETING POINT

Arrival is on the Sunday before classes begin. Try to take a flight that arrives in Madrid before 3:00 p.m. to better organize pick-up and transfer to Salamanca. It is very important that you notify your agent or Estudio Sampere of your arrival date, time, flight number, airline, carrier and last city of departure.

#### Transfer Service from Madrid Airport

If you have requested the transfer service from Madrid Airport, please follow these directions:

#### MADRID AIRPORT - TERMINAL T1 - ARRIVAL LOUNGE 1 AND ARRIVAL LOUNGE 2

- |                         |                            |                              |   |
|-------------------------|----------------------------|------------------------------|---|
| - AEROLÍNEAS ARGENTINAS | - BRITISH MIDLAND AIRWAYS  | - LOT-POLSKIE LINIE LOTNICZE | - SPANAIR (1)                           |
| - AEROMEXICO            | - BULGARIA AIR             | - LUFTHANSA                  | - SWISS                                 |
| - AIR PLUS COMET        | - CONTINENTAL AIRLINES     | - MALEV-HUNGARIAN AIRLINES   | - THAI AIRWAYS INTL.                    |
| - AIR EUROPA (1)        | - DELTA AIRLINES           | - MERIDIANA                  | - TRANSavia HOLLAND                     |
| - AIR FRANCE            | - EASYJET AIRLINES         | - MONARCH AIRLINES           | - TRAVEL SERVICE                        |
| - AIR MADRID            | - EASYJET SWITZERLAND      | - MY WAY                     | - TUNIS AIR                             |
| - AIR MALTA             | - FUTURA INTERNACIONAL     | - PLUNA                      | - US AIRWAYS                            |
| - ALITALIA              | - GERMANWINGS GMBH         | - PORTUGALIA                 | - VARIG                                 |
| - ALITALIA EXPRESS      | - HELVETIC AIRWAYS         | - PULLMANTUR AIR             |   |
| - AUSTRIAN AIRLINES     | - HOLA AIRLINES (1)        | - SANTA BARBARA AIRLINES     | (1) International not Schengen flights. |
| - BLUE AIR              | - KLM ROYAL DUTCH AIRLINES | - SCANDINAVIAN SAS           |   |

If you arrive to Terminal T1, we will be waiting for you, with a sign with your name on it, just after the police control. If you do not see us, look for the "CORREOS" shop if you arrived to LOUNGE 1 (INTERNATIONAL) or for the "FARMACIA" shop if you arrived to LOUNGE 2 (EUROPE AND DOMESTIC FLIGHTS) and wait 30 minutes after expected time of arrival in case you don't find the person who will pick you up. Then call the local emergency number: 616 415 559 - 629 099 884.

#### MADRID AIRPORT - TERMINAL T2 - ARRIVAL LOUNGES 4, 5 AND 6

- |                  |                     |                    |  |
|------------------|---------------------|--------------------|--|
| - AIR BERLIN     | - GIRJET            | - LTU INTL AIRWAYS | - TAP AIR PORTUGAL                         |
| - AIR EUROPA (2) | - HOLA AIRLINES (2) | - SPANAIR (2)      | (2) Domestic flights and Schengen flights. |

If you arrive to Terminal T2, we will be waiting for you, with a sign with your name on it, just after the police control. If you do not see us, look for the HOTEL RESERVATION stand and wait 30 minutes after expected time of arrival in case you don't find the person who will pick you up. Then call the local emergency number: 616 415 559 - 629 099 884.

#### MADRID AIRPORT - TERMINAL T3 - ARRIVAL LOUNGE 7

- |             |                   |
|-------------|-------------------|
| - LAGUN AIR | - CHARTER FLIGHTS |
|-------------|-------------------|

If you arrive to Terminal T3, we will be waiting for you, with a sign with your name on it, just after the police control. If you do not see us, wait 40 minutes after expected time of arrival before leaving in case you don't find the person who will pick you up. Then call the local emergency number: 616 415 559 - 629 099 884.

#### MADRID AIRPORT - TERMINAL T4 - ARRIVAL LOUNGES 10 AND 11

- |                     |                            |                         |                        |
|---------------------|----------------------------|-------------------------|------------------------|
| - AER LINGUS        | - CSA CZECH AIRLINES       | - IBERWORLD             | - ROYAL JORDANIAN      |
| - AEROFLOT          | - EGYPT AIR                | - JAPAN AIRLINES        | - SN BRUSSELS AIRLINES |
| - AIR CAIRO         | - EL AL                    | - LUXAIR                | - TAROM                |
| - AIR NOSTRUM       | - FINNAIR                  | - STERLING (MAERSK AIR) | - TURKISH AIRLINES     |
| - AMERICAN AIRLINES | - GRUPO LAN                | - OLYMPIC AIRLINES      | - VIRGIN EXPRESS       |
| - AVIANCA           | - (LAN CHILE/ LAN ECUADOR) | - QATAR AIRWAYS         | - VUELING              |
| - BRITISH AIRWAYS   | - IBERIA                   | - ROYAL AIR MAROC       |                        |

If you arrive to Terminal T4, we will be waiting for you, with a sign with your name on it, just after the police control. If you do not see us, look for the YELLOW PILAR just after passing the police control and wait 30 minutes after expected time of arrival before leaving in case you don't find the person who will pick you up. Then call the local emergency number: 616 415 559 - 629 099 884.

# Student Hand Book

If upon arrival, your luggage has not yet arrived, you must file a lost luggage claim form with the airline; offices are located within the terminal. On your luggage claim form, write the school's address, so your luggage will be sent there:

**ESTUDIO SAMPERE**  
**Calle Vázquez Coronado, nº 9 - 37002 Salamanca - Tél.: 923 262 218**

Do not leave the baggage area without filling out a lost luggage claim form. You may not return to the terminal once you have cleared the passport control area.

After picking up your luggage and clearing the passport area, Estudio Sampere staff will be waiting for you with a sign with your name on it. If no one is there with a sign, wait on the side in the same area for someone to pick you up. Do not change lounges or stray far away from the passport area door.

At approximately 4:00 p.m. an Estudio Sampere bus will leave for Salamanca to meet the homestay families where the students will be staying. It is estimated that the bus will arrive in Salamanca around 7:00 p.m. If your plane arrives at a time other than sent to the Estudio Sampere office or agent, you will be taken by the Estudio Sampere staff to the bus station (Auto-Res in the Plaza de Conde Casal) and arrive in Salamanca by public transportation (ticket price included), where a representative of Estudio Sampere will be waiting for you to take you to your host family. If you should arrive in Madrid in the evening, you will have to pay for lodging and other expenses yourself.

## 2. RETURN

It takes 3 hours to get from Salamanca to the airport. Please do not make return flight reservations before 11:30 a.m.

If, due to your flight, you must spend one night in Madrid, lodging and other expenses are to be paid by you.

## 3. LUGGAGE

Luggage must be comfortable and easy to handle. Here is a list of suggested clothing items you will need while in Spain:

Casual	Swimming Pool	Warm Clothing
Sport shoes (1) Cotton socks (4) Cap/hat (1) Shorts (3) Cotton t-shirt (7)	Pool towel (1) Sandals (1) Swimsuit/trunks (1) Sunscreen (1)	Pants (1) Sweater or jacket (1) Shoes (1) Raincoat (1)

Include a t-shirt, a pair of pants, and undergarments in your carry-on bag in case your luggage gets lost. If you bring along electronic equipment remember that you must also include an adapter for the plug and another to fit the Spanish 220V electric current.

If on your return flight home, you have excess luggage, you must pay for any excess luggage charges yourself.

## 4. POCKET MONEY

The Salamanca Junior course includes daily lessons, books and other materials, lodging, all meals, and medical insurance.

Money for personal expenses (snacks, drinks, gifts for friends and family, ...) is the student's responsibility. About € 30 (\$30-\$40) per week is usually enough money to cover these incidentals.

## 5. MEDICAL INSURANCE

Estudio Sampere has taken out medical and accident insurance that covers doctor's expenses and medication. Please tell us if you are allergic to certain foods or to any medication.

The maximum medical insurance coverage is € 1,800,00 for an operation or surgical procedure. There are other limits that are included in the policy and are available upon student request. The insurance does not cover dental or psychological treatment.

## The conditions of this policy are:

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- The student must be currently enrolled in one of our Estudio Internacional Sampere, locations; either in Madrid, Salamanca, Alicante or El Puerto.
- The student's account (the invoice submitted by Estudio Internacional Sampere) must be settled or current.

### **This insurance does not cover pre-existing and/or chronic illnesses or dental care.**

The insurance coverage begins when the student arrives in Madrid, Salamanca, Alicante or El Puerto de Santa María, for the duration of the course. All accidents should be reported by making a telephone call to:

**EUROP ASSISTANCE** 24-hour number. **Tel.: 902 117 543.**

## Coverage includes:

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1. An illness or injury which occurs while the student is in Spain, and should it become necessary, the repatriation of the insured.
2. Cost of hospitalization, surgical procedures, medical fees, and pharmaceutical products prescribed by the medical personnel in charge of the insured in case of illness or injury which occurs while the student is in Spain (maximum € 1,800,00).
3. Travel expenses for a member of the student's family in the event that the insured is hospitalized for more than five (5) days.
4. Repatriation of the insured in case of death. EUROP ASSISTANCE will not be responsible for services contracted by the insured without prior notice to: **902 11 75 43, EUROP ASSISTANCE** (permanent number).

**Estudio Sampere**, will provide each student upon arrival with an insurance card on which is printed his/her personal information as well as the beginning and ending dates of the course.

This card validates his/her insurance policy. On request, **Estudio Sampere**, will provide the student with a copy, in Spanish, of the insurance policy including all relevant clauses.

**We encourage students to take extra insurance or bring proof of present insurance in order to cover medical expenses, loss of luggage, cancellation, etc.**

**Read carefully the limits of the Europ Assistance policy for Estudio Sampere students.**

**All European Union Citizens can be included in the Spanish Social Security (form E-111, form 128).**

If you are taking regular medication, please make sure to bring an ample supply and a prescription, preferably written in Spanish, from your doctor. To prevent loss, it is advisable to carry medication in your carry-on bag, this way you won't have to check it in with the rest of your luggage.

## 6. ESTUDIO SAMPERE RULES OF CONDUCT

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**6.1)** The object of the rules of conduct is to ensure that the Junior Course in Salamanca achieves the optimum results and is satisfactory for the students.

**6.2)** Acceptance of these rules of conduct by the parents or tutors as well as the students is obligatory for attending the Estudio Sampere Junior Course in Salamanca.

**6.3)** Failure of the student to comply with the regulations will result in the following disciplinary actions:

**a)** Minor offense: warning or notification by the school.

**b)** Serious offense or more than one minor offense: written warning and notification to parents or tutors.

**c)** Very serious offense or more than one serious offense: written report to parents or tutors so they can warn student by telephone or e-mail of student's responsibilities with the school.

**d)** More than one very serious offense: a disciplinary record will be filed and parents or tutors will be notified of the school's decision, which may include expulsion from Estudio Sampere, without any compensation to the student. If the student is expelled from Estudio Sampere, his/her parents or tutors must pay all expenses to return the student to his/her home or place of residence.

*(See examples of the types of offenses in sections 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10).*

**6.4)** The student must, at all times, respect the instructions given to him/her by the school administration, teaching staff and the rest of Estudio Sampere personnel. *(Minor offense).*

**6.5)** Students must attend all classes required by the school for the Junior course. The student must respect the time schedule established for each class. The student must provide the School with a reasonable excuse to justify any absences from or tardiness to class. *(Minor offense).*

**6.6)** Students must attend all extracurricular activities planned by the school as part of the Junior course. During organized visits by Estudio Sampere to museums and public places in general, students must follow the instructions of the guide or teacher who is in charge of the visit. *(Minor offense).*

# Student Hand Book

**6.7)** The student must do all exercises, take all tests and/or quizzes required by the teachers. At the same time, the student must show proper behavior in class, showing respect for the teacher and fellow students. (*Minor offense*).

**6.8)** Spanish regulation prohibits smoking in all teaching centers. Therefore smoking is not allowed in the School, during extracurricular activities or in your place of residence. Estudio Sampere shall not be held responsible for students failing to comply with this regulation, without prejudice to any disciplinary action that may be taken against the student for failing to comply with said regulation. (*Serious offense*).

**6.9)** Spanish regulation prohibits alcohol consumption as well as the use of any type of drug by minors. Therefore, alcohol and drug consumption is strictly prohibited. Estudio Sampere shall not be held responsible for students failing to comply with this regulation without prejudice to any disciplinary action that may be taken against the student for failing to comply with said regulation. (*Serious offense*).

**6.10) Lodging. The student:**

- Will share accommodation with other students and will respect accepted rules of conduct and courtesy towards others. (*Minor offense*).
- Must make his/her bed and keep his/her room clean and orderly.
- Must respect the times established for bedtime (12:00 p.m. or midnight) (*Serious offense*).
- The student will be responsible for any damages to the property, furniture or furnishings in each room and will be charged for any damages thereto. (*Serious offense*).
- No boy/girl couples will be allowed to stay in the same room. (*Serious offense*).
- Meal times: Students must respect the meal times established by the host family. (*Minor offense*)
- Students will adhere to the following time schedule for returning to the homestay family:  
Monday, Tuesday, Wednesday, Thursday and Sunday: 11:00 p.m. Friday and Saturday: 12:30 p.m.  
The times listed above are mandatory for all students. There will be no exceptions. Written authorization by parents or tutors will not be accepted. (*Serious offense*).

**Don't forget to bring along a recent (passport size) picture of yourself as well as two photocopies of your passport.**



*Estudio Sampere*

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E-mail: [salamanca@sampere.es](mailto:salamanca@sampere.es)  
[www.sampere.es](http://www.sampere.es)

# WELCOME TO THE 2007 JUNIOR COURSE

## TO BE SIGNED BY PARENTS/GUARDIAN

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Name of participant: .....

Name of parents: .....

Address: .....

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Permanent phone number: .....

Emergency phone number: .....

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E-mail: .....

### Code of Conduct

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I have read the code of conduct for the Junior Course my son/daughter will be attending and I accept the terms established therein.

Date: .....

Signature of father/mother/tutor: .....

### Illness or accident

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I authorize the staff of Estudio Sampere to provide the necessary instructions to a doctor or hospital in an emergency requiring medical attention or a surgical procedure.

Date: .....

Signature of father/mother/tutor: .....



*Estudio Sampere*