

Payment



Central
School of
English

Dates and Fees 2010

Central School of English - 1 Tottenham Court Road, London W1T 1BB
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www.centralschool.co.uk

Fee Calculator	
Course Fee	£
Accommodation arrangement fee	£45
Accommodation	£
£ per week for weeks	
Extra nights accommodation	£
Airport transfer fee	£
Bank transfer fee	£
Total	£

I am paying:

A non refundable deposit of £300/£345 if accommodation is required (if booking more than 4 weeks from the start)

Full amount (if booking less than 4 weeks from start date)

By: Sterling Bank cheque Credit card

Card No.

Security code Expiry date:

Card holders name:

International Bank Transfer or Non urgent swift (add £12 supplement) (please enclose a copy of the transfer document)

Account number: 38957706
Account name: The Language School Company t/a Central School
Bank: FORTIS BANK SA-NV UK BRANCH, 5 ALDERMANBURY SQUARE LONDON EC2V 7HR
Bank sort code: 40-52-62 **IBAN:** GB51GEB40526238957706
SWIFT code: GEBAGB22

I have read and understood the conditions of enrolment

Signature Date

Agent's stamp

Enrolment procedure

- 1 Send the completed enrolment form with your payment details by fax or post as early as possible.
- 2 Central School will confirm your booking by e-mail, fax or post. If required for visa or immigration purposes, a Certificate of Enrolment will be sent to you with your invoice, on receipt of full payment.
- 3 If residence accommodation is required, the address and information will be enclosed with your invoice.
- 4 If you have requested host family/student house accommodation, details of this will be sent separately.

Terms & Conditions

How to book a course
To secure a place on a course at Central School of English, please return the Enrolment Form together with payment of a non refundable deposit or book online at www.centralschool.co.uk

Payment of fees
On receipt of the application and deposit a letter of confirmation is sent with a Statement of Fees which should be settled at least 4 weeks before the course starting date. In the case of registration less than 4 weeks before the course starting date, the full amount of the cost of the course must be sent with the Enrolment Form. PLEASE NOTE: students will not be allowed to start their course unless FULL PAYMENT has been received by the School. All bank charges must be paid by the student.

Conditions for cancelling or changing a course by the Student

- If the School receives the cancellation before the course starting date, the School will retain the deposit.
- After the course has started, a student must give 10 days' written notice to the Principal of changes to or cancellation of a course. A cancellation fee equivalent to 1 week's course fees will be charged. Refunds cannot be made for non-attendance, absence due to illness or any other cause.
- If a student wishes to be absent from the course for 1 or 2 weeks for the purposes of taking a holiday s/he must give the Principal at least 2 weeks' notice in writing. (only applicable to students studying for 12 weeks or more)
- Students who choose to exchange their original choice of course for one of greater value must pay the difference between the two at the time of requesting the upgrade.
- Any refund due when a course is changed or cancelled, or a holiday taken, will be paid to the person who paid for the student's course at his/her home address at the end of the course. 'End of the course' here is defined as the last date of the course specified on the booking form (i.e. if a student books a 12 week course and decides to leave after 4 weeks s/he will not be refunded until 12 weeks after the start of the course). If a student is denied a student visa or a study permit and provides the school with a copy of the refusal letter before the first day of classes the school will refund the course fees minus a cancellation charge of £100 and any accommodation cancellation fees.

Change or Cancellation of a course by the School
Sometimes it is agreed between the School and a student that it would be beneficial for the student to be moved to another School course. When this happens only a course of at least equivalent cost will be offered by the School. The School reserves the right to cancel a course, or make changes to course arrangements, without liability, if forced to do so for reasons beyond its control. If this happened, the School would seek to offer alternative arrangements, dates or venues.

If the School cancelled a course booked and paid for by a student in accordance with these terms other than for reasons beyond its control, and did not offer an alternative acceptable to the student, the School would pay compensation as follows:

- Where the cancellation is before the start of the course, compensation equal to the deposit paid by the student or
- Where the cancellation is after the start of the course, compensation equal to one week's fees.

Accommodation

- All students requiring Central School to arrange their accommodation will be charged an accommodation arrangement fee (£45). This must be paid in advance together with the course deposit and is non refundable.
- Accommodation fees are payable to the school and are never to be paid directly to the residence or host family.
- If your accommodation involves extra days, you will be charged a daily rate for up to 3 nights. More than three nights will be charged at the full weekly rate (not applicable for hotel accommodation).
- Accommodation is booked from Sat to Sat or Sun to Sun except at Nevern House and Schafer House where it is booked from Sun to Sat.
- If you want to change or cancel your accommodation, you must inform the school no later than the Friday eight days prior to the change or cancellation date. If changes or cancellations are received with less than eight days notice, a cancellation charge of one week's accommodation will be payable.
- In arranging accommodation, Central School of English is acting as the suppliers' agent.

Liability and Insurance

Students should make sure that they organise their own travel insurance to cover medical costs and repatriation costs in the case of an illness or accident. The School acts only as an intermediary between its students and travel organisations and between students and host families. Unless and to the extent caused by the School's

negligence, the School cannot be held responsible for any delay or accident during a journey nor for any incident which may happen during the student's stay with the host family. The School will, however, endeavour to defend the student's interests in the event of breach of contract on the part of the travel organisation or the host family.

The School reserves the right not to allow on the course a student suffering from any illness, medical condition, or mental or physical disability which has not been disclosed on the Enrolment Form.

This brochure, issued by the School, gives the only terms and information that can be referred to in the event of a disagreement between the student and the School. These terms and conditions are governed by English law and do not affect your statutory rights under English law.

Personal Information and Photographs

We use the personal information that you give us, including information about your health and religious or dietary requirements, to perform our contract with you. We may also use it to ensure that we comply with UK law, for internal training, or to send you further information about our courses and services. We do not share your details with third parties other than as necessary to perform our contract with you. The information you give us is kept securely on our computer system, and is accessible by the schools and offices in the group of companies to which the School belongs, including those outside the European Union. If you do not want to receive further information from us, please write to us at the address below. Please contact us if you want to see a copy of the information we hold, or have questions about our use of your information. The School reserves the right to use photographs taken during courses to illustrate its promotional material. If a student wishes that his or her photo should not appear in this material, they should write to the School within one month of the photo-shoot. These photos have no commercial or contractual value.

Information about the School

The school is closed on the 1st January 2010. In these terms "the School" means Central School of English. Courses at Central School of English are operated by the Language School Company Limited, a company registered in England and Wales under company number 01293463 and with a registered office at 38 Binsey Lane, Oxford, OX2 0EY United Kingdom
Tel: +44 (0)1865 258300 Fax: +44 (0)1865 244696
All information correct at the time of printing.

Courses

Start : Every Monday (Except FCE and CAE exam preparation courses)
Lessons are of 1 hour (60 minutes) or 1.5 hours (90 minutes) duration

General English Maximum 12 students per class							
Code	Hours per week	Lesson times	Price per week £ Sterling				
			2-3 weeks	4-7 weeks	8-11 weeks	12-23 weeks	1 week
GEI	25	09.00 - 16.00	340	320	300	280	375
GES	17.5	09.00 - 13.00 or 12.00 - 16.00	238	218	198	188	273
GESI	12.5	09.00 - 11.45 or 13:15 - 16.00	215	200	190	180	255

English for Business Maximum 12 students per class							
Code	Hours per week	Lesson times	Price per week £ Sterling				
			2-3 weeks	4-7 weeks	8-11 weeks	12-23 weeks	1 week
*BEI	25	09.00 - 16.00	340	320	300	280	375
**BES	17.5	12.00 - 16.00	238	218	198	188	273
BESI	12.5	13:15 - 16.00	215	200	190	180	255

* includes 12.5 hours of General English ** includes 5 hours of General English skills

Exam Preparation Maximum 12 students per class							
Code	Course	Hours per week	Lesson times	Price per week £ Sterling			
				2-3 weeks	4-7 weeks	8-11 weeks	1 week
IELTS	IELTS	17.5	09.00 - 13.00	248	228	208	283
				Start dates	8 weeks	12 weeks	
FCE12.5/CAE12.5	First Certificate/Advanced	12.5	09.00 - 11.45	11.01, 22.03, 13.09	1520	2160	
FCE25/CAE25*	First Certificate/Advanced	25	09.00 - 16.00	11.01, 22.03, 13.09	2400	3360	
				Start dates	2-3 weeks	4-7 weeks	1 week
SES12.5	Summer Exam Skills Semi-Intensive	12.5	13:15 - 16.00	Every Monday from 05.07 to 23.08	215	200	255
SES25*	Summer Exam Skills Intensive	25	09.00 - 16.00	Every Monday from 05.07 to 23.08	340	320	375

* includes 12.5 hours of General English

Academic Year Programme Maximum 12 students per class						
Code	Hours per week	Lesson times	24 weeks (6 months)	32 weeks (8 months)	48 weeks (1 year)	Price per week
AYI	25	09.00 - 16.00	6480	8640	12960	270
AYS	17.5	09.00 - 13.00 or 12.00 - 16.00	4200	5600	8400	175
AYSI	12.5	09.00 - 11.45 or 13:15 - 16.00	4032	5376	8064	168

Combination Courses Choose your group course and add any number of individual lessons.
Price per individual lesson = £62. 5 individual lessons = £310. 10 individual lessons = £620 **Each lesson is 60 mins**
Study and Work Programme Choose your group course (minimum 4 weeks) and add £550 professional placement fee



Included in the price

- 3 social activities per week
- Welcome folder
- Placement test and course materials
- End of course certificate



Not included in the price

- Accommodation
- Accommodation arrangement fee
- Airport transfer service
- Exam fees (approximately £120)
- Additional social activities

Accommodation



Enrolment Form



- An accommodation arrangement fee of £45 is payable for all accommodation bookings
- Twin rooms are only available for 2 people coming together (except summer residence)
- 5-dinner plan includes breakfast on 7 days + 5 evening meals per week (days to be agreed with host)
- A supplement of £50 per week is payable if private bathroom is required. This is only available on a very limited basis
- All bookings are made for 7 nights, except at Schafer House where bookings are made for 6 nights
- A £40 supplement applies to all homestay accommodation for the weeks beginning 20.12.10 and 27.12.10

YEAR ROUND ACCOMMODATION			
Homestay			
Zone	Board	Single (£)	Twin (£)
Zone 3 / 4	Halfboard	165	140
	5 dinner	155	130
	Bed and breakfast	135	115
Zone 2	Halfboard	225	190
	5 dinner	200	175
	Bed and breakfast	185	165
Superior zone 3 / 4	Halfboard	205	170
	5 dinner	185	155
	Bed and breakfast	155	145
Student House		Single (£)	Twin (£)
Zone 2/3 superior	Self catering	185	150
Zone 3 standard	Self catering	160	135

All year residences - superior (including summer)	Single (£)	
Zone 1 - Woburn Place Studio	SC Private bathroom	£395
Zone 1 - Woburn Place 2 Bedroom Flat	SC Bathroom shared with 1 other student	£275

All year residence - standard (excluding summer)	HB	BB	
Zone 1 - International Students House	Private bathroom - Single	£300	£260
Zone 1 - International Students House	Shared Bathroom - Single	£280	£220
Zone 1 - International Students House	Private bathroom - Twin	£280	£220
Zone 1 - International Students House	Private bathroom - Twin for single use	£380	£325

SUMMER RESIDENCES - mid June to mid September			
Zone	Board	Single (£)	Twin (£)
Zone 1 - Dinwiddy House	SC Private bathroom	£250	-
Zone 1 - Schafer House	SC	£235	-
Zone 1 - International Students House	HB Shared Bathroom	£295	£260
Zone 1 - International Students House	BB Shared Bathroom	£250	£205
Zone 1 - Hughes Parry Hall	HB Shared Bathroom	£295	-
Zone 1 - Hughes Parry Hall	BB Shared Bathroom	£250	-

SUMMER APARTMENT - mid June to mid September			
Zone	Board	Single (£)	Twin (£)
Zone 1 - Bedford Place	SC	£280	£220

** Woburn Place is also available in the summertime, please see above

Hotels

Accommodation can be arranged in a wide range of hotels. Prices vary considerably depending on quality and location. Contact us for prices and availability.

Studios

Double studios are available within 15 minutes walk of the school. This self catering accommodation consists of a bedroom with ensuite bathroom and private kitchen facilities. Prices start from £600 per week.

Airport transfer service

If you wish, we can arrange for a driver to meet you at the airport and take you to your accommodation.

From / To London Heathrow or London City £90 From / To Gatwick £100

From / To Stansted or Luton £105 Transfer From/To St.Pancras £65

(prices are per person/one way)

Male <input type="checkbox"/>	Female <input type="checkbox"/>	Family name:	First name:									
Nationality:	Age:	Date of Birth:	Occupation:									
Address:												
Phone no:		Emergency contact:										
Mobile phone no:		Email:										
Name as it appears in passport:		Passport Number:										
Smoker	yes <input type="checkbox"/>	no <input type="checkbox"/>	Any allergies/medication/dietary requirements:									
How long have you been studying English?												
Level (1=beginner, 5=good)	oral	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	written	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Where did you hear about Central School of English?												

Course			
Course code:	Start date:	End date:	No. weeks:

Accommodation	Arrival date:	Departure date:	No. weeks:							
			Single				Twin*			
	HB	5-dinner plan	BB	SC	HB	5-dinner plan	BB	SC		
Homestay - zones 3&4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-		
Homestay - zone 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-		
Homestay - superior zones 3&4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-		
Student house - superior zone 2/3	-	-	-	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>		
Student house - standard	-	-	-	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>		
Residence	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>		
Residence (private bathroom)	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-		
Summer Residence	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>		
Summer Residence (private bathroom)	-	-	-	<input type="checkbox"/>	-	-	-	-		

Name of preferred Residence	-----
Apartment	- - - <input type="checkbox"/> - - - <input type="checkbox"/>

* Twin room only available for 2 people coming together except Residence June-Sept.

Private bathroom (homestay only) £50 per week supplement

Airport Transfer

Do you require a transfer on arrival? Yes No

Do you require a transfer on departure? Yes No

Heathrow Gatwick Stansted Luton City St. Pancras Other Airport: