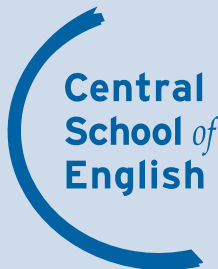


Payment



Dates and Fees 2008

OISE Central Executive Centre

School: 90, Great Russell St, London WC1B 3PS

Reservations: 1, Tottenham Court Rd, London W1T 1BB

Tel : +44 20 7580 2863 • Fax : +44 20 7255 1806

enquiry@centralschool.co.uk

www.centralschool.co.uk

Fee Calculator	
Course Fee	£
+ supplement	£
- reduction	£
Extra nights accommodation	£
Airport transfer fee	£
Bank transfer fee	£
Total	£

I am paying:

A deposit of £250 (if booking more than 4 weeks from start date)

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 NV-SA, 23 Camomile Street, London EC3A 7PP
Bank sort code: 40-52-62
IBAN: GB51GEB40526238957706
SWIFT code: GEBAGB22

Conditions of enrolment

Age

- Minimum age for Executive courses is 23. For Premium Courses minimum age is 17.

Fees

- Full fees must be received 2 weeks before the course starts. Please remember that payment by bank transfer may take up to 10 days to reach our account. In case of registration less than 4 weeks before course start date, full fees must be paid at the time of enrolment
- All bank charges must be paid by the student or company
- Tuition fees do not include travel, additional social activities, external exam fees or insurance

Cancellation

- If you cancel more than 1 week before your course start date we will refund any fees paid less the deposit of £250
- If you cancel less than 1 week before your course start date we will refund any fees paid less a cancellation fee of £300
- If you cancel as a result of a visa refusal, on production of the visa refusal letter from the embassy we will refund any fees paid less a cancellation charge of £100. This only applies if we receive notice of

cancellation before the course start date. If accommodation has been booked, then the accommodation cancellation charges will apply (see below).

- For courses of up to 8 weeks duration, tuition fees are not refundable once the course has started. For courses of more than 8 weeks, a refund will be made for the unused weeks less a cancellation fee of £200 only if we receive written notification three weeks in advance of cancellation date.
- For students who have used an enrolment letter from us to obtain a visa, no tuition refunds will be given in any circumstance.

Accommodation

- 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 days. More than three days will be charged at the full weekly rate (not applicable for hotel accommodation).
- Accommodation is booked from Sat-Sat or Sun to Sun except at Nevern 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.

Holidays

- The school is open on public holidays and lessons are held as normal.
- The school will close for Christmas on 25th and 26th December 2008.

Attendance / Conduct

Central School of English reserves the right to refuse admission to any student or to dismiss any student without refund of tuition fees in the event of serious or repeated misconduct or unsatisfactory attendance or work.

Liability

Central School of English does not accept any liability for loss or damage to property. We recommend all students take out insurance before leaving their home country.

Insurance

Students should make sure that they organise their own travel insurance to cover medical costs and repatriation costs in the case of an accident.

- All course prices include accommodation - homestay, single room & halfboard
- Start: Every Monday • Lessons are of 1 hour (60 minutes) or 1.5 hours (90minutes) duration

Courses

Executive Courses for business and professional purposes (23 years+)				
Course	Hours per week		Price per week £ (including accommodation)	
	Quatorial	Tutorial	1 week	2 weeks +
Executive Interactive	12.5	15	1640	1560
Executive Individual	-	22.5	1640	1560

Course options can be increased by adding 5 or 7.5 Tutorial hours per week

+/- 5 Tutorial hours = £300 per week +/- 7.5 Tutorial hours = £450 per week

Supplements and reductions

- + £40 per week for homestay zone 2
- + £40 per week for private bathroom
- £170 per week if you do not require accommodation or if you would like to stay in a hotel, studio or self catering apartment
- + £170 per week for residential accommodation

Premium Courses for general and career purposes (17 years+)

Course	Hours per week		Fluency Practice Workshops per week	Price per week £ (including accommodation)			
	Quatorial	Tutorial		1 week	2-3 weeks	4-7 weeks	8-12 weeks
Premium Interactive	12.5	7.5	5	1215	1135	1115	1095
Premium Individual	-	15	5	1215	1135	1115	1095
Quatorial Study	12.5	-	5	790	710	690	670

Course options can be increased by adding 5 or 7.5 Tutorial hours per week

+/- 5 Tutorial hours = £300 per week +/- 7.5 Tutorial hours = £450 per week

Supplements and reductions

- + £40 per week for homestay zone 2
- + £40 per week for private bathroom
- £170 per week if you do not require accommodation or if you would like to stay in a hotel, studio or self catering apartment
- + £170 per week for residential accommodation



Included in the price

- Accommodation
- 3 social activities per week
- Pre-course assessment
- Purpose-designed course material pack
- Use of Executive Study Centre and Library
- Weekly progress report & end-of-course certificate



Not included in the price

- Airport Transfer
- Additional social activities

Sample timetable - Executive Interactive

08.45 - 09.00	News Review
09.00 - 09.30	Guided preparation
09.30 - 11.00	Quatorial Comprehension and expression skills
11.00 - 11.15	Coffee break
11.15 - 11.45	Guided preparation
11.45 - 12.45	Quatorial Grammar and use
12.45 - 13.45	Lunch
13.45 - 15.15	Tutorial lesson-specific needs
15.15 - 15.30	Tea break
15.30 - 17.00	Tutorial lesson-specific needs

Sample timetable - Premium Interactive

08.45 - 09.00	News Review
09.00 - 09.30	Guided Preparation
09.30 - 11.00	Quatorial lesson - Comprehension and expression skills
11.00 - 11.15	Coffee break
11.15 - 11.45	Guided Preparation
11.45 - 12.45	Quatorial lesson - Grammar and use
12.45 - 13.45	Lunch
13.45 - 15.15	Tutorial lesson-specific needs
15.15 - 15.30	Tea break
15.30 - 16.30	Fluency Practice Workshop

I have read and understood the conditions of enrolment

Signature _____ Date _____



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Agent's stamp



Accredited by the



Supplementary information



Enrolment Form



- **Homestay accommodation** is included in the price. All hosts are carefully selected and range from families with children to single and retired people. Most hosts are located in residential areas in transport zones 3 and 4. You should expect a journey time of approximately 40 - 50 minutes to the school. You will have a single room with breakfast and an evening meal. Unless you request otherwise, you will be the only person speaking your language in the house.
- **Residential accommodation** can be arranged in centrally-located (zone 1) student halls of residence. This type of accommodation is more suited to younger students (17-23 years old) and offers simple but comfortable accommodation. You will have a single room with a washbasin but bathroom facilities are shared with other residents. Breakfast and an evening meal are included in the price.
- **Hotel accommodation.** There is a wide range of hotels in the vicinity of the school to suit all budgets and requirements. Please contact us for a list of local hotels and prices. If you wish we can make a reservation on your behalf.
- **Mini Studios** are available within 10 minutes walk of the school. This self-catering accommodation consists of a bedroom with en-suite bathroom and private kitchen facilities. Prices start from £500 per week. Availability is limited.
- **Airport transfer service.** We can arrange for you to be met at the airport on arrival and taken by car to your accommodation.

Prices

From / To London Heathrow (LHR) **£75**
 From / To Gatwick (LGW) / Stansted (STN) / Luton (LTN) **£95**

How to make a booking

1. Select your course.
2. Complete the enrolment form noting clearly any supplements or reductions.
3. Return the enrolment form + deposit of £250 to OISE Central Executive Centre (Reservations) by post to 1 Tottenham Court Rd, London W1T 1BB, by fax to +44 20 7255 1806 or using our secure online booking form at www.centralschool.co.uk

If you are paying by bank transfer please fax a copy of your transfer document.

4. We will confirm your booking and send an invoice and, if required for visa or immigration purposes, a Certificate of Enrolment. If residence accommodation is required, the address and information will be enclosed with your invoice.
5. The balance of your course fees should be paid at least 2 weeks before your start date. If you are making your reservation less than 4 weeks before your course start date full payment is required with your enrolment.
6. We will send you your homestay details. Please contact your host family at least 3 days before your arrival to tell them your time of arrival so they can ensure they are at home to welcome you. If you do not inform them otherwise, your host will expect you between 17.00 and 20.00 on your arrival day.
7. If you have booked an airport transfer please send your flight details (arrival airport, flight number, time of arrival). We will then confirm these details giving you instructions on how to meet your driver.

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:	
Smoker	yes <input type="checkbox"/>	no <input type="checkbox"/>	Any allergies/medication/dietary requirements:
Where did you hear about OISE/Central School of English?			
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"/>	
Course			
Start date:	End date:	No. weeks:	
Executive Course:	Executive Interactive <input type="checkbox"/>	Executive Individual <input type="checkbox"/>	
Premium Courses:	Premium Interactive <input type="checkbox"/>	Premium Individual <input type="checkbox"/>	Quatorial Study <input type="checkbox"/>
Supplementary Tutorial hours per week (if required)	5 <input type="checkbox"/>	7.5 <input type="checkbox"/>	10 <input type="checkbox"/>
Course information			
Objectives:	general <input type="checkbox"/>	business <input type="checkbox"/>	technical <input type="checkbox"/>
	other:		
Specialisations:	meetings <input type="checkbox"/>	presentations <input type="checkbox"/>	correspondence <input type="checkbox"/>
	telephone <input type="checkbox"/>	negotiations <input type="checkbox"/>	conversation <input type="checkbox"/>
Please give any extra details relevant to your booking:			
Accommodation			
Homestay accommodation is included in the course price. Please tell us if you require any supplement or reduction.			
<input type="checkbox"/> Residence (£170 / week supplement)			
<input type="checkbox"/> Private bathroom (£35 / week supplement) - limited availability			
<input type="checkbox"/> Homestay zone 2 (£40 / week supplement)			
<input type="checkbox"/> No accommodation (£170 / week reduction)			
<input type="checkbox"/> Mini-studio (£170 / week reduction + price of studio)			
<input type="checkbox"/> Hotel (£170 / week reduction + price of hotel)			
Hotel requirements & budget:			
Airport Transfer			
Do you require a transfer on arrival?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you require a transfer on departure? Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Heathrow <input type="checkbox"/>	Gatwick <input type="checkbox"/>	Stansted <input type="checkbox"/>	Other Airport: <input type="checkbox"/>