

Payment



Central School of English

Dates and Fees 2009

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 non refundable deposit £300 (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 SA-NV UK BRANCH, 5 ALDERMANBURY SQUARE, LONDON EC2V 7HR Bank sort code: 40-52-62
IBAN: GB51GEB40526238957706 SWIFT code: GEBAGB22

Terms & Conditions

How to book a course

To secure a place on a course at OISE London, 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 enrolment 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.
- 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

- 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 to Sat or Sun to Sun except at Nevren 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/OISE London 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

In these terms "the School" means OISE London. The School is closed on 25 December, 26 December and 1 January. Courses at OISE London 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

I have read and understood the conditions of enrolment

Signature

Date

Agent's stamp

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Central School of English

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

Courses

Executive Courses for business and professional purposes (23 years+)

Course	Hours per week		Price per week £ (including accommodation)		
	Quatorial	Tutorial	1 week	2-3 weeks	4-7 weeks
Executive Interactive	12.5	15	1795	1715	1695
Executive Individual	-	22.5	1795	1715	1695

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

+/- 5 Tutorial hours = £330 per week +/- 7.5 Tutorial hours = £495 per week

Supplements and reductions

+ £50 per week for homestay zone 2

+ £50 per week for private bathroom

- £190 per week if you do not require accommodation or if you would like to stay in a hotel, studio or self catering apartment

+ £190 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	1330	1250	1230	1210
Premium Individual	-	15	5	1330	1250	1230	1210
Quatorial Study	12.5	-	5	865	785	765	745

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

+/- 5 Tutorial hours = £330 per week +/- 7.5 Tutorial hours = £495 per week

Supplements and reductions

+ £50 per week for homestay zone 2

+ £50 per week for private bathroom

- £190 per week if you do not require accommodation or if you would like to stay in a hotel, studio or self catering apartment

+ £190 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 lesson - Grammar in 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 in 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

ENGLISHUK member



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 £600 per week. Availability is limited.
- **Airport/station transfer service.** We can arrange for you to be met at the airport (or St Pancras station) on arrival and taken by car to your accommodation.

Prices

From/To:

- St Pancras **£60**
- London Heathrow (LHR) **£85**
- City Airport (LCY) **£85**
- Gatwick (LGW) **£95**
- Stansted (STN) **£100**
- Luton (LTN) **£100**

(prices are per person/one way)

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 £300 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 4 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"/>
		written	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
		4 <input type="checkbox"/>	5 <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: <input type="checkbox"/>
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 (£190 / week supplement)					
<input type="checkbox"/> Private bathroom (£50 / week supplement) - limited availability					
<input type="checkbox"/> Homestay zone 2 (£50 / week supplement)					
<input type="checkbox"/> No accommodation (£190 / week reduction)					
<input type="checkbox"/> Mini-studio (£190 / week reduction + price of studio)					
<input type="checkbox"/> Hotel (£190 / week reduction + price of hotel)					
Hotel requirements & budget:					
Airport/Station 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"/>	Luton <input type="checkbox"/>	London City <input type="checkbox"/>	St Pancras <input type="checkbox"/>
Other Airport:					