

# 2019 DATES & FEES

7 January - 20 December



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## MAIN STARTING DATES AND KEY INFORMATION:

7 January, 18 March, 10 June, 8 July, 5 August, 27 August, 16 September

- No beginners.
- Elementary students should start their course on a main starting date. Other students can start any Monday.
- Minimum period of enrolment: 2 weeks. Minimum age 16.
- Maximum class size: 14 Average class size: 10
- Public holidays: 19 April, 22 April, 6 & 27 May, 26 August. The school is closed but a free excursion/activity is arranged on each of these days.
- Summer Course dates: 10 June - 13 September 2019.

## TUITION

**Registration Fee: £50.00**

**Materials Fee: £50.00**

The above fees are applicable for any length of course. The Materials Fee includes study materials, Guided E-Learning and a course book every three months. Social Programme fees are not included.

### Tuition Fees

2-3 weeks	<b>£285.00</b> per week
4-10 weeks	<b>£280.00</b> per week
11-19 weeks	<b>£270.00</b> per week
20-29 weeks	<b>£260.00</b> per week
30+ weeks	<b>£250.00</b> per week

+ **£15.00** per week high season supplement: 1 July - 16 August  
(not payable for courses of 10+ weeks)

**Optional Student Travel Insurance:** £5.90 per week

## ACCOMMODATION

### Homestay (half-board)

**£175.00** per week **[18+]**

**£185.00** per week **[under 18]**

Includes bed (single room), breakfast and evening meal.

+ £20 per week Special Dietary Requirement (subject to availability)

### Student Houses & Flats (self-catering)

**£175.00** per week **[18+]**

**£185.00** per week **[18+]** (St. John's House)

**£185.00** per week **[18+]** (Ensuite rooms) **limited availability**

**£30.00** refundable deposit for student houses and flats

### Goldney Hall University Residence (self-catering)

**£175.00** per week **[18+]**

Available 14 July - 25 August

**Late Arrival:** Please try to arrive in your accommodation by 22.30.

Arrivals after this time a late arrival fee of £20.00 will be charged.

**Extra night's accommodation:** £35.00 (if available)

## COURSES

All courses are for 5 mornings and 4 afternoons a week and include 21 full teaching hours plus:

- Daily homework
- 4 hours' optional supervised self-study
- 2 other optional one-hour language activities including Conversation Club, Job Club, Film Club and Singing Club.

### General English

Includes grammar, listening, speaking, reading, writing, pronunciation and vocabulary building.

If your level is B2 (Upper-Intermediate) or above, on two afternoons a week, you can choose an elective including Business English, British Life and Culture, Conversation and Pronunciation and Academic English.

If your level is lower than B2, on those afternoons, you will focus on Communication Skills.

Private lessons can be arranged in advance (£65.00 per hour) or on arrival at the school.

### Examination Preparation

Minimum period of enrolment: 4 weeks.

Examination courses include electives on 2 afternoons a week.

#### Cambridge First (FCE)

7 January - 15 March (10 weeks)

\* 18 March - 7 June (12 weeks)

10 June - 23 August (11 weeks)

16 September - 6 December (12 weeks)

#### Cambridge Advanced (CAE)

\*\* 7 January - 15 March (10 weeks)

\* 18 March - 7 June (12 weeks)

10 June - 23 August (11 weeks)

\*\* 16 September - 6 December (12 weeks)

#### Cambridge Proficiency (CPE)

\*\* 7 January - 8 March (9 weeks)

\* 18 March - 7 June (12 weeks)

16 September - 6 December (12 weeks)

\* If you are taking the exam in Bristol, you will need to book one additional week of accommodation.

\*\* As the exam takes place on a Saturday, you may need to reserve your accommodation until Sunday.

### IELTS

Courses are run throughout the year.

The IELTS exam is held every month in Bristol and Cardiff.

## VISAS

- ▶ If you are from the EU, Switzerland, Iceland, Norway or Liechtenstein, you do not need a visa. If you come from any other country, you will need a visa.
- ▶ The majority of our students who need a visa come here with the Short-Term Study Visa. It can be valid for a period of up to 6 months or 11 months, depending on the length of your course. For more information about visas, see **our website** or speak to your local representative.
- ▶ Students are expected to leave the UK no later than 30 days after their course finishes. This cannot be extended in the U.K.

## ENROLMENT PROCEDURE

- ▶ Complete the enrolment form and send it to the school or give it to your local representative together with a deposit of £400.00. We cannot confirm your booking until we have received the deposit.
- ▶ We then send you an acceptance letter, a Certificate of Registration (or Visa Letter if required) and an invoice.
- ▶ The balance of your fees is payable 2 weeks before your course begins.
- ▶ Scan and send us a copy of your visa if issued in advance.
- ▶ Accommodation details are sent no later than 2 weeks before your course starts.
- ▶ You should arrive in Bristol on the Sunday before your course begins and leave on the Saturday after your course finishes.
- ▶ Please contact your accommodation provider one week before you come to let them know your arrival time. This is very important so that they can be home when you arrive.
- ▶ So we can prepare your student card before you arrive, please send us a 'selfie' photograph as per the instructions on the school website: [www.elcbristol.co.uk/student-corner/student-cards](http://www.elcbristol.co.uk/student-corner/student-cards)
- ▶ If you are making a booking less than 2 months before the course starts, please check availability with the school **before** sending your deposit and **before** booking your flight.

## PAYMENT

- ▶ **FLYWIRE - our preferred method of payment** – Flywire allows you to pay from almost any country and in almost any currency by **bank transfer, credit card** and other local payment methods with no transaction fees and at an agreed currency rate. Go to PAYMENT / PAY YOUR FEES on the school website, then click the 'PAY NOW WITH FLYWIRE' button. Help is available in several different languages.
- ▶ **BANK TRANSFER** If you prefer to pay by a direct bank transfer, please contact us for our bank details. You are responsible for paying bank charges, so when transferring money you should add **£12.00** to cover the charge made by our bank. In most cases, it is better to make a bank transfer by **FLYWIRE as there will be no bank charges**.
- ▶ **CREDIT CARD** Credit card payments can be made using **FLYWIRE**.

## TERMS & CONDITIONS

- ▶ Terms and conditions apply to students who book directly with the school. If you book via a representative, the representative's terms and conditions may apply.
- ▶ If we accept your enrolment, your deposit is non-refundable.
- ▶ All fees should be paid in full no later than two weeks before your course start date.
- ▶ ELC Bristol reserves the right to refuse an enrolment.
- ▶ If we accept your enrolment, **£400.00** deposit is **non-refundable**, however, if you enrol online, directly in person or by telephone, you are entitled to a 'cooling off period' of 14 days with the right to free cancellation. If you start your course within these 14 days, we can charge a reasonable sum for services based on the proportion of the course undertaken.
- ▶ ELC Bristol is not liable for loss of tuition or other services caused by factors outside of our control (natural events e.g. flooding, earthquake, storms). Refunds in this instance will not be made.
- ▶ If you have to **postpone** your course for any reason, for example, if you **need a visa and you are still waiting** for the visa to be issued, you must let us know **at least 1 week** before you are due to arrive, otherwise you will be charged for 1 week's accommodation.
- ▶ If you need a visa and you have your visa application refused, we will refund your fees less the deposit, once we have received a copy of the visa rejection letter.
- ▶ If, **for any reason**, you have to stop your course early, **your tuition fees are non-refundable**.
- ▶ If you wish to change or leave your accommodation, the school will refund your accommodation fees in full provided you give at least 2 full weeks' notice, except during the first 4 weeks of your stay when only 1 week's notice is necessary. Changes should always happen at weekends.
- ▶ Refunds are paid back to the issuing account (and not necessarily to the student).
- ▶ Visa students please note that if you do not have the correct visa to allow you to study or you lose your right to remain in the UK, then any contract you have with the school or your ETO will be cancelled.
- ▶ We reserve the right to ask you to leave the school without refunding the tuition fees in the event of misconduct, criminal behaviour or serious attendance problems. Please see the school's website for our disciplinary procedures.
- ▶ Unacceptable behaviour in school accommodation may result in students being asked to leave – we cannot guarantee that we will be able to find suitable, alternative accommodation.
- ▶ **Student Information Privacy Policy:** [www.elcbristol.co.uk/policies/student-privacy](http://www.elcbristol.co.uk/policies/student-privacy)

## HOLIDAYS

- ▶ You can only take a holiday if you are enrolled on a course of **20** weeks or more and if you have been at school for at least **10** weeks.
- ▶ Only one holiday is permitted every **12** weeks.
- ▶ If you want to take a holiday, you must give **2** full weeks' **written** notice.
- ▶ It is **not** possible to refund your tuition fees, but if it is convenient for the school and within your visa conditions, the holiday week(s) can be added to the end of your course.
- ▶ Homestay accommodation: If you go away for at least 7 nights (weekend to weekend) and you give two weeks' notice, you will be refunded 50% of the homestay fees. There is no refund for parts of the week. During the Christmas holiday, when the school is closed, if you vacate your room, you will not have to pay anything for your accommodation.
- ▶ Self-catering accommodation: No refunds are given if you go away. However, during the Christmas holiday, when the school is closed, if you want to keep the same room when you come back and you go away for at least 7 nights (weekend to weekend), you must pay 50% of the self-catering fees.

## ARRIVAL

- ▶ **By Bus**  
You can buy your ticket online:  
<https://flyer.bristolairport.co.uk> Approximate time and cost from Bristol airport: 30 minutes, £8.00 single, £13.00 return  
[www.nationalexpress.com](http://www.nationalexpress.com) Approximate times and costs from Heathrow and Gatwick:  
Heathrow – Bristol Coach station: 2 hours, varies from £25.00 - £40.00 return, £88.00 flexible (open return)  
Gatwick – Bristol Coach station: 3 ½ hours, varies from £30.00 - £40.00 return, £100.00 flexible (open return)  
When you get to Bristol coach station, take a taxi to your accommodation. Approximate cost £12.00

- ▶ **Airport Transfer Service** (*Recommended for students under 18*)

Prices are for transfer on arrival only. Reduced rates for students arriving together.

▶ Bristol Airport	£45.00
▶ Heathrow	£220.00
▶ Gatwick	£260.00

At Heathrow and Gatwick, the school driver meets you as you come through customs. At Bristol Airport, **students over 18** should go to the **Arrow Cars** taxi office, which is just outside the terminal building. **Students under 18** are met by the school driver.

## STUDENT TRAVEL INSURANCE

- ▶ Students who are not from the European Economic Area (EEA) have to pay for non-emergency medical treatment. If you are from the EEA, to avoid these charges, you should bring an EHIC card (European Health Insurance Card) with you.
- ▶ **We strongly recommend you take out travel and medical insurance before leaving home.** Insurance should cover the loss of your fees and flights in case of cancellation or curtailment (shortening of your course), medical expenses, personal injury, personal liability, overseas legal expenses and the loss of personal belongings and money.
- ▶ If you do not have your own insurance, we can provide you with insurance under our Studentguard+ Student Travel insurance policy. The cost is £5.90 per week including Insurance Premium Tax. You must ask for the insurance at the time you book your course as cover is not available once you arrive in the UK. Please see our website for the full terms and conditions.

## STUDENTS UNDER 18

- ▶ Average age: 23. Minimum age: 16. No maximum age.
- ▶ Courses are aimed primarily at adult students so students under 18 should feel comfortable in an adult environment. We have a responsibility to provide a safe environment for all our students but especially for students under 18.
- ▶ Before a student under 18 starts a course, we require the parent/guardian and the student to sign and send us the **Parental Agreement for Students under 18** to confirm that they understand the procedures and the rules that we have in place for the welfare of under 18s and the level of supervision that we provide. See our website for more information.

## GENERAL INFORMATION

- ▶ Emergency number outside of office hours: **(+44) 774 702 1261**
- ▶ 7 levels from A2 (Elementary) to C2 (Advanced+).
- ▶ **No beginners.** A2 (Elementary) students should start on a main starting date.
- ▶ The materials fee includes a file, a course book, Guided E-Learning and a certificate.
- ▶ A full social programme is arranged with a weekend excursion, 2 evening activities during the week and sports. The programme is arranged on a 'pay-as-you-go' basis. See the website for details: <https://www.elcbristol.co.uk/student-corner/social-programme>
- ▶ Most of our accommodation is within walking distance of the school. If you decide to buy a local bus pass, the cost is £12.00 per week via the First Bus app with a student card. (Subject to change)
- ▶ (2018) Average number of students in the school: 175
- ▶ Number of different nationalities per year: 38 Average number per week: 27

# ENROLMENT FORM

## PERSONAL DETAILS

Family Name:
First Name:
Male <input type="checkbox"/> Female <input type="checkbox"/> Date of Birth <u>DD / MM / YYYY</u>
Nationality: First Language:
Passport / ID Card Number:
Passport / ID Card Expiry Date:
Mobile Number:
Email:
Address in Bristol (if the school is <b>not</b> arranging your accommodation):
If you have any special needs, learning difficulties or medical conditions, please give details:
In an emergency who should we contact? Name:
Relation to you (e.g. father, wife)
Telephone:
How did you find out about ELC Bristol?
<input type="checkbox"/> Representative <input type="checkbox"/> Former student <input type="checkbox"/> Friends <input type="checkbox"/> Other
Please give details:

## COURSE DETAILS

From: <u>DD / MM / YYYY</u> To: <u>DD / MM / YYYY</u>
Number of weeks: _____
Level of English:
<input type="checkbox"/> A2 Elementary <input type="checkbox"/> A2 Pre-Intermediate <input type="checkbox"/> B1 Intermediate
<input type="checkbox"/> B2 Upper-Intermediate <input type="checkbox"/> C1 Pre-Advanced & Advanced <input type="checkbox"/> C2 Advanced +
Do you want to prepare for a particular examination? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which examination?
If you need a visa, which one will you apply for?
<input type="checkbox"/> Short-Term Study Visa <input type="checkbox"/> Other (please specify)

## ACCOMMODATION

Please complete if you want us to arrange your accommodation.

Type of accommodation required:

Homestay

Self-catering in student houses or flats

Self-catering in student houses or flats with ensuite

Self-catering in St. John's House

Self-catering University Residence (Available 14 July - 25 August)

Date accommodation required:

From: DD / MM / YYYY To: DD / MM / YYYY

Number of weeks: \_\_\_\_\_ **You should aim to arrive on a Sunday and leave on a Saturday**

Do you smoke?  Yes  No **Please note all accommodation is non-smoking**

If you have any allergies, a special diet or other requirements, please give details. If you are vegetarian, please give details of what you can and cannot eat.

What are your interests?

## ARRIVAL INFORMATION

Please give your flight details to us at least **two weeks** before you arrive. You must contact your accommodation provider at least **1 week** before you come to let them know your arrival time. If you do not, they may not be at home when you get here.

Would you like an airport transfer?  Yes  No  
(recommended for under 18s)

If yes, from which airport?

Bristol  Heathrow  Other

## TRAVEL INSURANCE

Do you want the school to arrange student travel insurance for you?

Yes  No

If yes, from DD / MM / YYYY to DD / MM / YYYY

Number of weeks: \_\_\_\_\_

## PAYMENT

How do you wish to pay?	Deposit	Fees
<b>FLYWIRE</b> <i>Preferred method of payment - no charges. Bank transfer, credit card and other regional payment methods in your local currency.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BANK TRANSFER</b> <i>Add £12.00 to cover bank charges</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UK DEBIT CARD</b>	<input type="checkbox"/>	<input type="checkbox"/>

## DECLARATION

I have read and accept the school's Terms and Conditions

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE

ETO (STAMP)

	JANUARY					FEBRUARY					MARCH				
Monday	31	7	14	21	28	4	11	18	25	4	11	18	25		
Tuesday	1	8	15	22	29	5	12	19	26	5	12	19	26		
Wednesday	2	9	16	23	30	6	13	20	27	6	13	20	27		
Thursday	3	10	17	24	31	7	14	21	28	7	14	21	28		
Friday	4	11	18	25	1	8	15	22	1	8	15	22	29		
Saturday	5	12	19	26	2	9	16	23	2	9	16	23	30		
Sunday	6	13	20	27	3	10	17	24	3	10	17	24	31		
Week No.	1	2	3	4	5	6	7	8	9	10	11	12	13		

  

	APRIL					MAY					JUNE				
Monday	1	8	15	22	29	6	13	20	27	3	10	17	24		
Tuesday	2	9	16	23	30	7	14	21	28	4	11	18	25		
Wednesday	3	10	17	24	1	8	15	22	29	5	12	19	26		
Thursday	4	11	18	25	2	9	16	23	30	6	13	20	27		
Friday	5	12	19	26	3	10	17	24	31	7	14	21	28		
Saturday	6	13	20	27	4	11	18	25	1	8	15	22	29		
Sunday	7	14	21	28	5	12	19	26	2	9	16	23	30		
Week No.	14	15	16	17	18	19	20	21	22	23	24	25	26		

  

	JULY					AUGUST					SEPTEMBER				
Monday	1	8	15	22	29	5	12	19	26	2	9	16	23		
Tuesday	2	9	16	23	30	6	13	20	27	3	10	17	24		
Wednesday	3	10	17	24	31	7	14	21	28	4	11	18	25		
Thursday	4	11	18	25	1	8	15	22	29	5	12	19	26		
Friday	5	12	19	26	2	9	16	23	30	6	13	20	27		
Saturday	6	13	20	27	3	10	17	24	31	7	14	21	28		
Sunday	7	14	21	28	4	11	18	25	1	8	15	22	29		
Week No.	27	28	29	30	31	32	33	34	35	36	37	38	39		

  

	OCTOBER					NOVEMBER					DECEMBER				
Monday	30	7	14	21	28	4	11	18	25	2	9	16	23		
Tuesday	1	8	15	22	29	5	12	19	26	3	10	17	24		
Wednesday	2	9	16	23	30	6	13	20	27	4	11	18	25		
Thursday	3	10	17	24	31	7	14	21	28	5	12	19	26		
Friday	4	11	18	25	1	8	15	22	29	6	13	20	27		
Saturday	5	12	19	26	2	9	16	23	30	7	14	21	28		
Sunday	6	13	20	27	3	10	17	24	1	8	15	22	29		
Week No.	40	41	42	43	44	45	46	47	48	49	50	51	52		

## Examinations

As part of your course, you can prepare for the following:

Examination	Dates 2019	Exam Fees
IELTS *	Every month (in Bristol or Bath)	£175.00
Cambridge English: First (FCE)	15 March, 11 June, 22 August, 3 December	£165.00
Cambridge English: Advanced (CAE)	16 March, 12 June, 23 August, 7 December	£165.00
Cambridge English: Proficiency (CPE)	9 March, 13 June, 5 December	£165.00
Cambridge English: BULATS	Flexible - by arrangement with the school	£70.00

Cambridge exam fees are payable direct to the exam centre. The fees quoted above are approximate and subject to change.

\* IELTS for UKVI - monthly in Cardiff £200.00

Accredited by the



for the teaching of English in the UK



International Association of Language Centres



In 2020, courses start on January 6th.



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