

# Courses and fees 2015

Dates: 12 January—18 December 2015

<b>Intensive English</b>	Start any Monday	
<b>IELTS Preparation</b>	23 February to 2 April	
	18 May to 26 June	
	10 August to 18 September	
	2 November to 11 December	
<b>The IELTS Week</b>	9 February	3 August
	9 March	7 September
	27 April	5 October
	1 June	2 November
	6 July	
<b>Special Group Courses</b>	On request	

Please visit [www.hla.co.uk](http://www.hla.co.uk) for course details.

**Public Holidays:** The school will be closed on the following public holidays:

Good Friday	3 April	Spring Bank Holiday	25 May
Easter Monday	6 April	Summer Bank Holiday	31 August
Early May Holiday	4 May		

Minimum age: 18 years old

Maximum number of students per class: 12

All teaching hours are 60 minutes.

Beginner, advanced and junior students by special arrangement.

Fees include: tuition, course books, welcome pack, reports, certificate, student card, use of the study centre, and internet services.

Not included: examination fees and socials.



Harrogate Language Academy, 8a Royal Parade, Harrogate, HG1 2SZ, United Kingdom

Telephone: +44 (0) 1423 531969

E-mail: [enquiry@hla.co.uk](mailto:enquiry@hla.co.uk) IELTS E-mail: [ielts@hla.co.uk](mailto:ielts@hla.co.uk) Web: [www.hla.co.uk](http://www.hla.co.uk)

# Terms and Conditions 2015

In these conditions “You” means the student or the student’s guardian and “We” means Harrogate Language Academy Ltd.

1. **Registration:** When booking you must pay the deposit of £250. The balance of your fees and charges must be paid no later than four weeks before your course starts. Students are not allowed to attend classes or to remain in accommodation unless payment has been received in full.
2. **Payment:** Payment must be in pounds sterling.
3. **Cancellation before you arrive:** You must inform us in writing three weeks before the start of your course. We will refund everything you have paid to us – except the deposit.
4. **Cancellation after you arrive:** There will be no refund of tuition fees. You will need to give at least one week’s notice for homestay. The balance of homestay charges will be refunded. If you are staying in an hotel or guesthouse, there may be cancellation charges.
5. **Cancellation by us:** If we have to cancel a course, we will tell you immediately. We will either offer you another course or refund you everything you have paid to us.
6. **Postponement:** You must give us at least one week’s notice in writing of any postponement.
7. **Holiday:** No refunds are given for holiday taken during your course. If you want to keep your homestay room whilst away on holiday, you must pay a retainer of £50.00 per week.
8. **Changes and extensions:** You may upgrade or extend your course provided you pay any additional fees and charges in advance. Fees paid for group tuition cannot be exchanged for individual tuition or accommodation.
9. **Attendance and conduct:** You are expected to abide by school rules, attend classes regularly and on time, and have respect for other students. We can refuse admission or dismiss a student without refund in the event of misconduct or unsatisfactory attendance or work. Attendance certificates will only be issued if attendance has been at least 80%.
10. **Homestay Accommodation:** We will do all we can to ensure that you are happy with the accommodation we have arranged , but reserve the right not to refund accommodation charges if you are not satisfied with the accommodation we offer.
  - Accommodation is arranged for students on full time courses only, while they are studying at the Academy or away on an agreed holiday.
  - Accommodation is subject to availability and early booking is advisable.
  - Accommodation is reserved from Saturday to Saturday. Any other arrival or departure day may incur a surcharge.
  - Please note that accommodation for smokers is limited. You may need to smoke outside.
11. **Ages:** In special circumstances we may accept 16-17 year olds.
12. **Public Holidays:** There is no reduction in tuition fees for courses which include public holidays.
13. **Numbers:** We reserve the right to modify a course if student numbers are insufficient.
14. **Liability:** We do not accept any liability for your costs in the case of cancellation, illness, accident, loss or damage to persons, personal effects or property however caused. You are expected to take out insurance before leaving your home country.

# Booking Form 2015

Please complete this form and return it to us with a deposit of £250, a copy of your passport and evidence of sponsorship (if applicable). We will then send you confirmation of your booking. You should obtain your visa and passport and make your own travel and insurance arrangements.

## Personal Details

Family Name	First Name
Address	
Home Telephone Number	Mobile Number
Email Address	Occupation
Nationality	Passport Number
Date of Birth	Male/Female



## Background in English

Level of English:  
Elementary (A2)  Pre-Intermediate(A2/B1)  Intermediate (B1)  Upper Intermediate(B2)

English exams taken:  
IELTS  Score..... FCE  Score..... CAE  Score..... Other.....  Score.....

## English Courses

A registration fee of £90.00 is payable for all courses, except the IELTS week.  
Please tick which course you require:

Intensive English	23.5 Hours per week	17.5 Hours per week
1 to 11 weeks	<input type="checkbox"/> £230.00 per week	<input type="checkbox"/> £215.00 per week
12 to 23 weeks	<input type="checkbox"/> £220.00 per week	<input type="checkbox"/> £205.00 per week
24+ weeks	<input type="checkbox"/> £200.00 per week	<input type="checkbox"/> £185.00 per week

## IELTS Preparation

The IELTS Week	<input type="checkbox"/> £249.00 per week	} Minimum level IELTS 5 (Subject to a minimum of 6 students)
6 week IELTS preparation	<input type="checkbox"/> £1380.00 per course	
Module to be taken	<input type="checkbox"/> Academic	<input type="checkbox"/> General Training

**Individual Tuition**  £49.00 per hour, Number of hours .....

## Length of Course

You should plan to arrive in Harrogate on a Saturday and then come to the Academy on the following Monday.

Harrogate Arrival Date	_____
Course Start Date	_____
Course Finish Date	_____
Harrogate Departure Date	_____
Length of Course in Weeks	_____

# Booking form 2015

## Accommodation and Welfare

Please tick the type of accommodation you would prefer:

- Homestay accommodation, to include bed, breakfast and evening meal 7 days a week  £133.00 per week
- Guest house, to include bed and breakfast  From £45 per night
- Hotel, to include bed and breakfast  From £80 per night

Do you smoke? YES/NO

Do you have any special requirements? Please let us know and we will do our best to meet them.

Do you have any health or medical problems? Please describe them here.

Do you have any special dietary requirements?

Do you have any allergies?

*We strongly recommend that you take our full travel/study insurance before travelling to the UK.*

## Airport Transfer

Do you require collection from the airport? If so, please give details:

Arrival Airport	Flight number
Arrival Date	Arrival Time
Departure Airport	Flight number
Departure Date	Departure time

## Deposit

I am paying in advance the sum of £\_\_\_\_\_ by:

- Cheque  (Cheques must be in pounds sterling and drawn on a UK bank, showing the bank's address and sort code.)
- Online by card  (Please visit [www.hla.co.uk/shop/fee-payment](http://www.hla.co.uk/shop/fee-payment) —a 2.5% administration charge will apply.)
- Bank Transfer  (Please add £15.00 to cover UK bank charges on transfers.)

The bank details for Harrogate Language Academy are:

The Royal Bank of Scotland, 7 Cambridge Crescent, Harrogate, HG1 1PH, United Kingdom

Account Number: 10153230 Sort Code 16-20-36

IBAN Number: GB83RBOS16203610153230 IBAN BIC: RBOSGB2L

## Declaration

**I have read and accept the terms and conditions.**

Please sign here \_\_\_\_\_ Date \_\_\_\_\_

Please PRINT your full name here \_\_\_\_\_