

2018 DATES & FEES

2 January - 21 December

MAIN STARTING DATES:

2 January, 19 March, 11 June, 2 July, 30 July, 28 August, 17 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.
- Public holidays: 1 January, 30 March, 2 April, 7 & 28 May, 27 August. The school is closed but a free excursion/activity is arranged on each of these days except 1 January.
- Summer Course dates: 11 June - 14 September 2018.



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FEES

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.

Tuition Fees

2-3 weeks	£275.00 per week
4-10 weeks	£270.00 per week
11-19 weeks	£260.00 per week
20-29 weeks	£250.00 per week
30+ weeks	£240.00 per week

+ **£15.00** per week summer supplement: 2 July - 17 August
(not payable for courses of 10+ weeks)

Optional Student Travel Insurance: £5.90 per week

ACCOMMODATION

Homestay

£165.00 per week (Half-Board) **[18+]**

£175.00 per week (Half-Board) **[under 18]**

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

Student Houses & Flats [18+]

£165.00 per week (Self-Catering)

£150.00 refundable deposit required - payable on arrival.

Goldney Hall University Residence [18+]

£165.00 per week (Self-Catering)

Available 8 July - 26 August

Late Arrival: Please try to arrive in your accommodation by 22.30.
Arrivals after this time will incur a late arrival fee of £20.00.

Extra nights' accommodation: £30.00 per night (on request).

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 guest speakers.

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 General English as well as exam preparation and electives on 2 afternoons a week.

Cambridge English

First (FCE)

2 January - 16 March (11 weeks)
19 March - 8 June (12 weeks)
11 June - 24 August (11 weeks)
17 September - 7 December (12 weeks)

Advanced (CAE)

2 January - 16 March (11 weeks)
19 March - 8 June (12 weeks)
11 June - 24 August (11 weeks)
17 September - 7 December (12 weeks)

Proficiency (CPE)

2 January - 9 March (10 weeks)
19 March - 8 June (12 weeks)
17 September - 7 December (11 weeks)

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.
- ▶ There are two types of visa: the Short-Term Study Visa and the General Student Visa. The Short-Term Study Visa 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.

ENROLMENT PROCEDURE

- ▶ Complete the enrolment form and send it to the school or give it to your local representative together with a deposit of £300.00. 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, unless you are applying for a General Student Visa.
- ▶ If you are applying for a General Student Visa, you will need to pay the tuition fees **in full**, at least 4 weeks' accommodation fees and a £21.00 visa fee before the school can issue you with the Confirmation of Acceptance for Studies (CAS), which you need when applying for the General Student visa. **See our website for more information.**
- ▶ 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.
- ▶ If you are making a late booking, 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 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

- ▶ These terms and conditions only apply to students who book directly with the school. If you book through a representative, the representative's terms and conditions may apply.
- ▶ If we accept your enrolment, your £300.00 deposit is non-refundable.
- ▶ 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 lose your £300.00 deposit and will have to pay another deposit before we can confirm a new starting date.
- ▶ If you need a visa and you have your visa application refused, we will refund your fees less the £300.00 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.
- ▶ If you have a General Student Visa, your accommodation fees will only be refunded if you show us documents proving that you have booked and paid for a return flight home.
- ▶ Refunds are only 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 will be void.
- ▶ We reserve the right to ask you to leave the school without refunding the tuition fees in the event of misconduct or unsatisfactory attendance. See our website for full terms & conditions.

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, 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.
- ▶ 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

An easy way to get to Bristol from the airport is by bus. Tickets from Bristol Airport can be bought in advance at <https://flyer.bristolairport.co.uk>

Tickets from Heathrow and Gatwick can be bought in advance at www.nationalexpress.com

When you get to Bristol Bus Station, take a taxi to your accommodation. (Approximate cost £13.00).

▶ Airport Transfer Service

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, when you come out of customs, go to the **Arrow Cars taxi office which is just outside the terminal building.**

▶ Meet & Greet Service

- ▶ Heathrow and Gatwick £45.00 (on arrival)

An airport representative meets you as you come through customs, escorts you to the bus station and then calls your accommodation provider to let them know when you will arrive in Bristol.

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 detailed 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 an excursion on Saturdays, 2 evening activities during the week and sports. If you attend all the events and excursions, the cost is around £35.00 per week. Many events are free.
- ▶ 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.
- ▶ (2017) Average number of students in the school: 172
- ▶ Number of different nationalities: 47 Average number: 25

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:
Address in home country:
Mobile Number:
Email:
Address in Bristol (if the school is not arranging your accommodation):
If you have any special needs, learning difficulties or medical conditions, please give details:
In an emergency who should we contact?
Relation to you (e.g. <i>father, wife</i>)
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"/> General Student Visa

ACCOMMODATION

Please complete if you want us to arrange your accommodation.
Type of accommodation required:
<input type="checkbox"/> Homestay
<input type="checkbox"/> Self-catering in student houses or flats
<input type="checkbox"/> University Residence (Available 8 July - 26 August)
Date accommodation required:
From: <u>DD / MM / YYYY</u> To: <u>DD / MM / YYYY</u>
Number of weeks: _____ You should aim to arrive on a Sunday and leave on a Saturday
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> 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 (18+)

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? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, from which airport?
<input type="checkbox"/> Bristol <input type="checkbox"/> Heathrow <input type="checkbox"/> Other

ARRIVAL INFORMATION (under 18)

Students under 18 must have either an airport transfer on arrival and departure or we can arrange a Meet and Greet service at Heathrow or Gatwick airport.
Please select which service you require:
<input type="checkbox"/> Airport Transfer (Bristol) <input type="checkbox"/> Airport Transfer (Other)
<input type="checkbox"/> Airport Transfer (Heathrow) <input type="checkbox"/> Meet and Greet Service

TRAVEL INSURANCE

Do you want the school to arrange student travel insurance for you?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, from <u>DD / MM / YYYY</u> to <u>DD / MM / YYYY</u>
Number of weeks: _____

PAYMENT

How do you wish to pay?	Deposit	Fees
FLYWIRE <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"/>
BANK TRANSFER <i>Add £12.00 to cover bank charges</i>	<input type="checkbox"/>	<input type="checkbox"/>
UK DEBIT CARD	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

I have read and accept the school's Terms and Conditions
Signed: _____ Date: _____

OFFICE USE

ETO (STAMP)

2018 Calendar

 Main Starting Dates
  Cambridge Exam Dates
 Public/School Holidays
  Summer Supplement

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

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

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

OCTOBER					NOVEMBER					DECEMBER				
Monday	1	8	15	22	29	5	12	19	26	3	10	17	24	
Tuesday	2	9	16	23	30	6	13	20	27	4	11	18	25	
Wednesday	3	10	17	24	31	7	14	21	28	5	12	19	26	
Thursday	4	11	18	25	1	8	15	22	29	6	13	20	27	
Friday	5	12	19	26	2	9	16	23	30	7	14	21	28	
Saturday	6	13	20	27	3	10	17	24	1	8	15	22	29	
Sunday	7	14	21	28	4	11	18	25	2	9	16	23	30	
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 2018	Exam Fees
IELTS **	Every month (in Bristol or Bath)	£170.00
Cambridge English: First (FCE)	16 March, 12 June, 23 August*, 4 December	£160.00
Cambridge English: Advanced (CAE)	17 March, 13 June, 24 August*, 5 December	£160.00
Cambridge English: Proficiency (CPE)	10 March, 14 June, 6 December	£160.00
Cambridge English: BULATS	Flexible - by arrangement with the school	£70.00

Cambridge exam fees are payable direct to the exam centre and are subject to change.

* £ 15.00 supplement on 23/24 August

** IELTS for UKVI - monthly in Cardiff £200.00



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