

Course Fees 2011



Course Number	Course Name	Lessons per week	Max Class Size	Weeks															
				1	2	3	4	6	8	10	12	16	20	24	28	36	42	48	
INTENSIVE GENERAL ENGLISH COURSES																			
1	General & Social English Plus	30	15	£396	£738	£1051	£1336	£1842	£2372	£2905	£3455	£4573	£5759	£6808	£7522	£8948	£10439	£11936	
2	General & Business English Plus	30	15	£396	£738	£1051	£1336	£1842	£2372	£2905	£3455								
3	General & Social English	25	15	£330	£615	£876	£1113	£1535	£1977	£2421	£2879	£3811	£4799	£5673	£6268	£7457	£8700	£9947	
4	General & Business English	25	15	£330	£615	£876	£1113	£1535	£1977	£2421	£2879								
SEMI-INTENSIVE GENERAL ENGLISH COURSES																			
5	General English & Conversation – Morning	20	15	£267	£498	£719	£916	£1277	£1641	£2007	£2368	£3154	£3956	£4668	£5186	£6225	£7262	£8308	
6	General English & Conversation – Morning	18	15		£453	£654	£824	£1123	£1476	£1806	£2139	£2840	£3558	£4211	£4680	£5617	£6553	£7489	
7	General English - Morning	15	15		£377	£546	£686	£936	£1230	£1505	£1782	£2366	£2965	£3510	£3900	£4681	£5461	£6240	
8	Value General English & Conversation – Afternoon	20	15		£354	£505	£632	£870	£1115	£1377	£1626	£2168	£2709	£3205	£3559	£4267	£4978	£5692	
9	Value General English & Conversation - Afternoon	18	15		£307	£451	£571	£798	£1025	£1251	£1469	£1959	£2439	£2891	£3215	£3859	£4502	£5130	
10	Value General English - Afternoon	15	15		£255	£376	£475	£665	£854	£1042	£1224	£1633	£2032	£2409	£2679	£3217	£3753	£4276	
11	Value General English & Conversation – Late Afternoon	18	15		£260	£380	£488	£660	£834	£1006	£1205	£1611	£2010	£2343	£2611	£3150	£3675	£4205	
12	Value General English - Late Afternoon	15	15		£216	£316	£406	£550	£695	£839	£1004	£1342	£1674	£1953	£2176	£2624	£3061	£3504	
13	Part-time English - Evening	6	15		£71	£102	£127	£174	£226	£267	£312	£412	£522	£615					
Timetable: Courses 1 & 2: 9.00-12.00 & 13.10-16.00; Courses 3 & 4: 9-12.00 & 13.10-15.00; Courses 5 & 6: 9.00-12.00 & 12.10-13.00; Course 7: 9.00-12.00 Courses 8 & 9: 12.10-13.00 & 13.00-16.00; Course 10: 13.00-16.00; Course 11: 14.00-14.50 & 15.00-18.00; Course 12: 15.00-18.00																			
SEMESTER AND ACADEMIC YEAR COURSES																			
14	Intensive Semester/Academic Year	25	15												£5531	£6237	£7277	£8783	
15	Semester/Academic Year	20	15												£4551	£5173	£6035	£6573	
16	Value Semester/Academic Year	20	15												£3125	£3559	£4152	£4505	
28 weeks, 24 weeks' tuition and 4 weeks' holiday 36 weeks, 30 weeks' tuition and 6 weeks' holiday 42 weeks, 36 weeks' tuition and 6 weeks' holiday 48 weeks, 40 weeks' tuition and 8 weeks' holiday (Programme length and holiday will increase by 2 weeks for students whose course runs over the Christmas holiday period)																			
CAMBRIDGE EXAMINATION COURSES																			
17	Intensive FCE Preparation	20	15				£916			£2007	£2368								
18	Intensive CAE Preparation	20	15				£916			£2007	£2368								
19	Intensive CPE Preparation	20	15								£2368								
20	Value FCE Preparation & Conversation	18	15							£1251	£1469								
21	Value CAE Preparation & Conversation	18	15							£1251	£1469								
UNIVERSITY PREPARATION COURSES																			
22	General & Academic English	25	15				£1113	£1535	£1977	£2421	£2879	£3811	£4799	£5673	£6268	£7457			
23	Pre-Masters programme	26	15/1				£1337	£1871	£2425	£2981	£3551	£4707	£5919	£7017	£7836	£9473			
24	Intensive IELTS Preparation & Academic English	25	15				£1113		£1977										
25	IELTS Preparation - Morning	20	15				£916		£1641										
26	Value IELTS Preparation & Academic English	20	15						£955										
27	Intensive TOEFL Preparation & Academic English	25	15				£1113												
28	TOEFL Preparation - Morning	20	15				£916												
TOEIC PREPARATION COURSES																			
29	TOEIC Preparation Option	8	15		£79														
ENGLISH FOR BUSINESS AND PROFESSIONAL PEOPLE																			
30	Club 8 Intensive English	20	8	£359	£648	£931	£1172	£1571	£1887	£2357	£2804								
31	Club 8 Intensive & Business English	28	8	£481	£867	£1243	£1568	£2100	£2520	£3150	£3747								
32	Club 8 Intensive & Social English	28	8	£481	£867	£1243	£1568	£2100	£2520	£3150	£3747								
33	Club 8 Combination Course	22 or more	8/1	Fees as for Course 30, plus special rate of £56 per lesson for One-to-One lessons															
34	Club 8 Young Executive	20	8	£359	£648	£931	£1172												
35	Club 8 Young Lawyer	20	8		£648														
ONE-TO-ONE COURSES																			
36	One-to-One 30	30	1	£1850	£3699	£5549	£7397												
37	One-to-One 20	20	1	£1233	£2466	£3699	£4932												
38	One-to-One Flexitime	2-45	1	£65 per lesson (£56 with concurrent group course)															
39	One-to-Two Flexitime	2-45	2	£38 per lesson per person (£30 per person with concurrent group course)															
40	One-to-One 40	40	1	£2466	£4932	£7398	£9864												
41	One-to-One 9 day immersion	72	1	£4440															
HOLIDAY COURSES																			
42	English & Culture	20	8	£459	£826														
43	Christmas Course	20/12	15	£265	£530														
44	Family Programme Junior Course	20	15	£272	£508	£732	£933	£1301	£1672										
45	Family Programme Adult Course	20	10	£359	£648	£931	£1172	£1571	£1887										
46	Value Junior Course - Afternoon	15	15	£200	£374	£539	£687												
47	Value Adult Course - Afternoon	15	10	£269	£486	£698	£879												
48	London Teenager - Residential Package	20	15		£1750	£2625	£3500	£5250											
49	London Teenager - Day School	20	15		£1016	£1464	£1866	£2602											
INTERSHIP PROGRAMMES																			
Internship Placement Fee: £495 for placements of less than 12 weeks. For work sectors such as Law and Engineering: £545. £150 supplement for placements of more than 13 weeks. To calculate the total price you must add the English course fee for Courses 1-12 or 14-16 as above.																			

- Timetable:** each hour consists on average of 50 minutes' tuition and a 10 minute break. 72 lessons = 60 hours' tuition, 40 lessons = 33 hours' tuition, 30 lessons = 25 hours' tuition, 28 lessons = 23.5 hours' tuition, 26 lessons = 21 hours & 50 minutes' tuition, 25 lessons = 21 hours' tuition, 20 lessons = 16 hours & 40 minutes' tuition, 18 lessons = 15 hours' tuition, 15 lessons = 12.5 hours' tuition, 12 lessons = 10 hours' tuition, 8 lessons = 6.5 hours' tuition, 6 lessons = 5 hours' tuition. Students should also expect to spend a minimum of 6 hours/week on homework and self-study activities.
- What is included:** placement test and assessment, 'Welcome Pack', school certificates, use of Study Centres (normal opening hours 12.00-17.30) and some social activities.
- What is not included:** Students must buy course books for Examination Preparation courses as directed by their teachers: Cambridge and IELTS: £20, TOEFL: £30. Supplementary materials are included. (All prices correct at time of print).



Accommodation Fees 2011

Facilities Fee, one payment: £55 per person or £100 per family or per apartment

Accommodation Number	Accommodation Name	Prices per person /week		Quality Rating	Notes	Minimum age	Location	Availability
HOMESTAYS								
		Zone 1 & 2 (and zone 3 from June- September)		Zone 3 (October -May)				
A1	Private Home – Single Self-Catering	£133	B1	£118	★★	With use of kitchen	16 years, children accompanied by a parent/ guardian (21+ years)	All year
A2	Standard Homestay – Single Bed and Breakfast	£138	B2	£123	★★			
A3	Standard Homestay – Twin Bed and Breakfast	£123	B3	£108	★★	Two people must book together		
A4	Standard Homestay – Single 4 Dinner Plan	£159	B4	£144	★★	Breakfast every day and dinner from Monday-Thursday		
A5	Standard Homestay – Single Half Board	£179	B5	£165	★★			
A6	Standard Homestay – Twin Half Board	£152	B6	£137	★★	Two people must book together		
A7	Superior Homestay – Single Bed and Breakfast	£171	B7	£156	★★★			
A8	Superior Homestay – Twin Bed and Breakfast	£143	B8	£128	★★★	Two people must book together		
A9	Superior Homestay – Single 4 Dinner Plan	£200	B9	£185	★★★	Breakfast every day and dinner from Monday-Thursday		
A10	Superior Homestay – Single Half Board	£221	B10	£206	★★★			
A11	Superior Homestay – Twin Half Board	£181	B11	£166	★★★	Two people must book together		
A12	Superior Homestay – Private Bathroom Supplement	£38	B12	£28	★★★	Price/room/week		
A13	Executive Homestay – Single Bed and Breakfast	£240	Not available	★★★★				
A14	Executive Homestay – Single 3 Dinner Plan	£273		★★★★	Breakfast every day and dinner on 3 evenings (arrange with the host)			
DELUXE SELF-CATERING STUDIOS AND APARTMENTS (WITH PRIVATE BATHROOM AND KITCHEN FACILITIES)								
A16	Deluxe Studios and Apartments – Self-Catering	From: £1100/studio		★★★★	Prices vary seasonally. Facilities Fee, one payment: £100	18, children accompanied by a parent/guardian (21+years)	Kensington & Mayfair, zone 1	All year
SELF-CATERING STUDIOS (WITH PRIVATE BATHROOM AND KITCHEN FACILITIES)								
A17	The Residence: Budget Mini Studio – Single Self-Catering	£298		★★	Minimum 2 week bookings. There are a small number of triple rooms: £166/person. Twin rooms: two people must book together.	18, children (over 14 years) accompanied by a parent/guardian (21 + years) on Winter and Easter Programme only	South Kensington, zone 1	All year
A18	The Residence: Budget Mini Studio – Twin Self-Catering	£199		★★				
A19	Vancouver Studios: Studio – Single Self-Catering	£578		★★★	Two people must book together	18, children accompanied by a parent/guardian (21+years)	Bayswater, zone 1	
A20	Vancouver Studios: Studio – Twin Self-Catering	£395						
RESIDENCES								
A21	Bowden Court: Budget Residence – Single Half Board	£230		★	Shared bathroom	18 years	Notting Hill Gate, zone 1	All year
A22	Metrogate: Budget Residence - Single Self-Catering	£230		★★	Private bathroom or share with 1 other room		Gloucester Road, zone 1	
A23	IES: Standard Residence – Single Self-Catering	£425		★★	Private bathroom, shared kitchen. Twin room for 2 people booking together or we will place you with another student of the same sex		Chelsea, zone 1	
A24	IES: Standard Residence – Twin Self-Catering	£220						
SELF-CATERING FLATSHARES								
A25	London Solutions: Budget Flatshare – Single Self-Catering	£178		★	Shared bathroom and kitchen. Twin room for 2 people booking together or we will place you with another student of the same sex	18 years	Zones 1 + 2	All year
A26	London Solutions: Budget Flatshare – Twin Self-Catering	£120		★				
HOTELS								
A27	Two Star Hotel – Single/Twin Bed and Breakfast	£30-£60/person/night		★★	Prices vary seasonally	18, children accompanied by a parent/guardian (21+years)	Zone 1	All year
A28	Three Star Hotel – Single/Twin Bed and Breakfast	£55-£75/person/night		★★★				
A29	Four Star Hotel – Single/Twin Bed and Breakfast	£75-£145/person/night		★★★★				
SUMMER RESIDENCES								
A30	Southside & Eastside: Superior Summer Residence – Single Bed and Breakfast	£310		★★★★	Private bathroom. No kitchen facilities. For evening meal, book A32 supplement. Twin rooms: two people must book together	18, children accompanied by a parent/guardian (21+years)	South Kensington, zone 1	July 4 - September 24 NB: July 4 is a Monday
A31	Southside & Eastside: Superior Summer Residence – Twin Bed and Breakfast	£210						
A32	Southside/Eastside Evening Meal Supplement	£115/person/week						
A33	Evelyn Gardens: Budget Summer Residence – Single Self-Catering	£210		★★	Shared bathroom and kitchen. Twin rooms: two people must book together	18 years	Gloucester Road, zone 1	
A34	Evelyn Gardens: Budget Summer Residence – Twin Self-Catering	£180						
A35	Nido: Superior Summer Residence – Single Self-Catering	£310		★★★★	Private bathroom, linen pack: £17. Single rooms: private kitchen, kitchen pack £17. Twin Rooms: two people must book together, shared kitchen	18 years	King's Cross, zone 1	June 4 - August 28
A36	Nido: Superior Summer Residence – Twin Self-Catering	£205						
A37	Schafer House: Budget Summer Residence – Single Self-Catering	£235					★★	Shared bathroom and kitchen
SUMMER BUDGET APARTMENTS (WITH PRIVATE BATHROOM AND KITCHEN)								
A38	London Solutions: Budget Apartments – Self-Catering 2 bedroom (maximum 5 people)	£957/apartment		★★	6 weeks' notice to cancel, Facilities Fee, one payment: £100	18, children accompanied by a parent/guardian (21+years)	Zone 1	June 18 - September 24
A39	London Solutions: Budget Apartments – Self-Catering 3 bedroom (maximum 7 people)	£1155/apartment						

Airport Transfer Fees 2011

Airport Transfer From/To	Price/Single Transfer (for 1-3 people travelling to same address)	Price/Single Transfer (for 4-7 people travelling to same address)	To/From	Airport Transfer Terms and Conditions
Heathrow	£95	£120	Accommodation arranged by the school, in zones 1, 2 and 3	<ul style="list-style-type: none"> ■ Flight details must be received before 14.00hrs (UK time) on the Friday before arrival in the UK ■ To cancel or change an airport transfer you must inform us in writing 24 hours before the flight arrival or departure time ■ £20 supplement for transfer service between 22.00-05.00 hrs ■ 1½ hours waiting time is included in the price. Extra waiting time: £15 per ½ hour ■ In A25-A26, A38-A39, the airport transfer is to the London Solutions office and not to the flatshare or apartment. A supplement will apply if you request an extra transfer
Gatwick	£115	£145		
Stansted/Luton	£125	£155		
London City Airport	£95	£120		
London railway stations	£80	£100		

■ Public transport from London airports is cheap and very convenient.



Enrolment Details, Terms and Conditions 2011

COURSE INFORMATION

- **Starting day:** most courses start on a Monday (Tuesday, when Monday is a public holiday) and finish on a Friday. On your first day you may miss one or more lessons because of the time needed to administer the entry test, complete registration and travel to your Frances King school.
- **Passport/ID card:** all students are required to present their passport/ID card on their first day and the school will retain a copy. You are also required to provide and keep up to date your contact details in London and next of kin contact details in your own country.
- **Minimum age:** 16, except Courses 30-33, 45, 47 age 21; Courses 34,35 age 20; Internship Programmes age 18; Course 42 age 40; Course 44, 46 age 8; Course 48, 49 age 13.
- **Location and course:** Frances King School of English cannot guarantee a particular course, timetable or Frances King school until you have taken the entry test at the school. Every attempt will be made however to place you in the school or course of your choice. In the event of insufficient enrolments for a course, the school reserves the right to offer an alternative course of equal value. Frances King School of English reserves the right to change course programmes and locations without prior notice in the event of unforeseen circumstances beyond our control or if in the best interests of the school.
- **Progress meetings:** from time to time you will have a short, 5 minute, meeting with your teacher. About 20-30 minutes per week of class time will be used for progress meetings, while the class carries on with work set by the teacher.
- **Student holidays:** if you are on a course of more than 12 weeks, except examination preparation courses, you may take a holiday of two weeks every 12 weeks without losing your course fee for this period, providing 1 week's notice is given. If you are staying in Frances King homestay accommodation and wish to take a holiday, you must give 1 week's notice to the school. To leave your luggage at your homestay during your holiday you must pay a £50 retainer/week. In all other accommodation, you will be charged the full weekly rate during your holiday period and may leave your luggage in your room. If you book a course of 12 weeks or more (and need a visa to enter the UK) you should request extra weeks when applying for your visa, if you wish to take a holiday either during or after your course. This does not apply to students on courses 14, 15 and 16.
- **Semester and Academic Year Courses (Courses 14, 15 and 16):** 28 week programme: 4 weeks' holiday, 36 and 42 week programme: 6 weeks' holiday, 48 week programme: 8 weeks' holiday. There is an extra 2 weeks' holiday for those present from December 19, 2011-December 30, 2011.
- **One-to-One lessons:** requests for a change to your timetable must be made 48 hours in advance (during offices hours, 09.00-17.00, Monday- Friday). Payment for One-to-One lessons must be made at time of booking.
- **Photography:** sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Please advise us at the time of booking if you do not wish to appear in any promotional material.

ACCOMMODATION INFORMATION

- **Minimum age for accommodation:** 18, except A1-A14, B1- B11 age 16. Children taking course 44, 46, may stay in A2-A11, A16, A20, A27-A29, A31 and A38-A39 (summer only), if accompanied by a responsible adult over 21 years. Children over 14 years, taking course 44, (Winter and Easter Programmes only) may stay in A18, if accompanied by an adult over 21 years.
- **Arrival and departure:** Accommodation is booked from Saturday-Saturday or Sunday-Sunday (7 nights). A16, A19-A20, A27-A29 can be booked from other days, subject to availability.
- **First and second choice of accommodation:** please always include a second choice of accommodation on the Enrolment Form. Where the first choice of accommodation is not available we will book the second choice.
- **Maximum booking length:** 12 weeks in all accommodation. We are happy to extend your accommodation for you after your arrival in London.
- **Accommodation only:** we are happy to organise accommodation for people who do not study with us (subject to availability). Accommodation only prices apply, inclusive of V.A.T.
- **Arrival times:** It is not always possible to arrive at accommodation before 07.00 or after 22.00. Please check with us before making travel arrangements.
- **Location of Frances King accommodation:** accommodation is located in zones 1, 2 and 3 with an approximate travelling time of 10-45 minutes by underground, mainline train or bus. In July and August, for late bookings (and with the agreement of students) we may also use homestays in zone 4.
- **Accommodation arrangements:** in arranging accommodation Frances King School of English may be acting as agent for the supplier, as principal or as a sub-agent. The status of Frances King in relation to specific accommodation will be explained on request.

16 AND 17 YEAR OLD STUDENTS

- Students age 16 and 17, without a guardian in the UK, must stay with a homestay (A1-A14, B1-B12). They are also advised to book an arrival airport transfer unless a guardian (over 21 years) is meeting them at the airport (see page 8, Airport Transfer).
- Students age 16 and 17 should carry a letter of consent to travel alone and present it, if requested, on arrival in the UK. We will send a form letter with the confirmation documents.

COMPLAINTS AND CONDUCT

- **Complaints:** problems and complaints with courses, accommodation and other services should be brought to our attention immediately so that we can help. We do not accept complaints made after your course has finished.
- **Conduct:** Frances King School of English reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. Students will be responsible for all costs arising.

PAYMENT TERMS

1. Before we can confirm your course or accommodation booking or send a letter of confirmation, you or your company need to pay either:
 - **A deposit of:**
 - £200 if you want to book a course
 - £500 if you want to book a course and accommodation, or
 - **Payment in full:** if you are applying for a Student Visa, booking less than 15 days before arrival or if you are booking A35-A36, A38-A39 accommodation.
2. If you are applying for a General Student Visa (GSV) to take a course of over 6 months, you will need a Confirmation of Acceptance of Studies (CAS) from the school. The cost is £10 and will be added to your invoice.
3. 15 days before arrival you need to pay the balance of your course and accommodation fees. Full fees for course and accommodation must be received before you can arrive in your accommodation.
4. Payment must be received in full – please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.

CANCELLATION POLICY

1. **Cancellation of courses and accommodation BEFORE arrival in the UK:** If you want to cancel your booking before arrival in the UK you must give notice in writing. We will refund all fees minus the £200 Course Deposit and £300 Accommodation Deposit. If the accommodation fees for the notice period exceed £300 you will be charged the difference. This also applies to students whose accommodation has been confirmed by the school and have had their visa granted.
 - **Notice Period to cancel accommodation is:**
 - 6 weeks' notice: A38-A39
 - 4 weeks' notice: A35-A36
 - 3 weeks' notice: A37
 - 2 weeks' notice: A17-A18, A21-A22, A25-A26, A30-A32, A33-A34
 - 1 week's notice: A1-A14, B1-B12, A23-A24
 - 48 hours' notice: A16
 - 24 hours' notice: A19-A20, A27-A29
 - In A35-A36 accommodation, 4 weeks' notice is required to cancel a stay of 6 weeks or under, otherwise 1 week's rent will be the cancellation fee. Any student who cancels a stay of over 6 weeks will be charged 4 weeks' rent.
2. **Cancellation of courses and accommodation BEFORE arrival in the UK when a student is refused a visa:**

If you want to cancel your booking before arrival in the UK you must send us a copy of the visa refusal letter issued by the British Embassy/Consulate.

 - All course fees will be refunded less an administrative charge of £100.
 - All accommodation fees will be refunded less an administrative charge of £100, provided notice to cancel accommodation is given.
 - If you cancel your course and accommodation before arrival and have paid your fees in full, all fees minus an administration charge of £100 for the course and £100 for the accommodation, will be refunded, provided notice to cancel accommodation is given. See Notice Period (above) to cancel accommodation.
3. **Cancellation of courses AFTER arrival in the UK:**

If you cancel or curtail your course after arrival in the UK there is no refund in any circumstances:

 - If your course is longer than 4 weeks, you must give 4 weeks' notice in writing. Responses will be given in writing and discussions will not be entered into. You may apply for a credit for the unused part of the course. There is no credit for cancelled courses during the first 4 weeks of a course. The course credit may be used within 2 years and cannot be transferred to another student. Course credits may not be used to pay for One-to-One lessons or accommodation.
 - To cancel One-to-One Courses you must give one week's notice in writing. You may apply for a credit for the unused part of the course. This may be used as part-payment towards any Frances King course within 2 years.
 - To cancel One-to-One lessons you must give 48 hours' notice (during offices hours, 09.00-17.00, Monday - Friday). All late cancellations are charged at the full rate.
 - If you leave because you are ill or because of the death or serious illness of a close relative you may be able to claim reimbursement of fees through your insurance.
4. **Cancellation of accommodation AFTER arrival in the UK:**

If you cancel or curtail your accommodation after arrival in the UK you will be charged a £55 cancellation fee. You must give notice beginning at a weekend to a Frances King Advisor.

 - **Notice Period to cancel accommodation:**
 - 6 weeks' notice: A38-A39
 - 4 weeks' notice: A35-A36
 - 3 weeks' notice: A37
 - 2 weeks' notice: A17-A18, A21-A22, A25-A26, A30-A32, A33-A34
 - 1 week's notice: A1-A14, B1-B12, A23-A24
 - 48 hours' notice: A16
 - 24 hours' notice: A19-A20, A27-A29
 - A16: you must give 48 hours' notice and you will be charged a cancellation fee which will be approximately 1 night's fee for each week booked.
 - A35-A36: it is not possible to cancel after arrival without losing full fees for the period that you have booked.
 - Where notice is not received, accommodation fees for the above periods will be added to the cancellation fee.
5. In case of non-arrival on booked dates, when the school has not received notice of cancellation in advance, there will be no refund or credit of course or accommodation fees.
6. Course and accommodation refunds may take between 30-60 days to process. Refunds cannot be processed until the school has been paid in full for all services booked. Refunds will only be made to the person or organisation that paid in the first instance.

FORCE MAJEURE

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemic and the like. Refunds will not be made in such circumstances.



Enrolment Details, Terms and Conditions 2011

APPLYING FOR A VISA

- Students from the EU and the EEA do not require a visa for the UK
- Visa nationals:** you are required to get a visa before leaving your country (pre-entry clearance)
- Non-visa nationals:** you are required to get a visa, but you can get a Child or Student Visitor Visa on arrival in the UK. If you want a General Student Visa you must get it before leaving home (pre-entry clearance)

Type of Visa	Age & length of stay	Available for	Minimum level of English	Work allowed	Extra information
General Student Visa (GSV), also known as Adult Student Visa	Suitable for students of age 16 and over who want to take a longer course – this is the only visa suitable for study of more than 6 months	Visa nationals and non-visa nationals (pre-entry clearance only)	CEF Level B1 (ready to start a course at B2). See level guide below	Yes – you can work 10 hours/ week during your course and full-time in holiday time	Can be renewed in the UK, provided that the student attends at least 80% of classes and can demonstrate progress (preferably with examination results available at the time of the renewal application)

To apply for a GSV you will need to obtain **40 points** as follows:

Acceptance from Frances King: an approved education provider, **Sponsor Licence Number: TQ853B248 (30 points)**. You will need to complete the Enrolment Form and CAS Questionnaire (page 8), register for a course of 18 lessons or more/week, provide proof of your English level (see below), pay your course fees in full and send a copy of your passport

Evidence of funds (10 points): to study in London you must show you have living costs of £800/month for the period of your course. Proof can be: cash in an account in your name, including joint accounts with your name, held for at least 28 days prior to the date of the visa application; a loan in your name; or official financial or government sponsorship

Proof of your English level: you will need to provide us with a copy of one of the following documents and the British Embassy with the original (if the proof is not in English, you will need to provide an authenticated translation):

- Attendance certificate, stating your level of English, from an English Language course, in your own country, in the UK or another English-speaking country, which you have taken in the last 2 years.
- Internationally recognised certificate in English (PET, FCE, CAE, IELTS, TOEFL, TOEIC, BULATS, BEC)
- Reference, on headed paper, from an appropriately qualified person to state that you have studied English (course, dates and referee's contact details)

In addition, you are required to take the Frances King written test of English and have a SKYPE interview to assess your speaking and listening skills

Type of Visa	Age & length of stay	Available for	Minimum level of English	Work allowed	Extra information
Student Visitor Visa (SVV)	Suitable for students of age 18 and over coming for a course of up to 6 months	Visa nationals (pre-entry clearance) and non-visa nationals (pre-entry clearance or on arrival in the UK)	Students at any level of English, including beginners	No – you are not able to work	Cannot be renewed. Students successfully completing their course in the UK can later apply for a GSV but in their own country, not in the UK.
Child Visitor Visa (CVV)	Suitable for students of age 17 and under coming for a course of up to 6 months				To apply for a SVV you will need: an acceptance from Frances King, evidence of funds to support and accommodate yourself without working Cannot be renewed
Visitor Visa (VV)	Non-visa nationals can get this visa on arrival in the UK if they are coming for tourism only , but it is not suitable for those who wish to study. Students should ensure they get a SVV when they arrive in the UK.				

The above information is subject to change. For the latest information visit the UKBA website: www.bia.homeoffice.gov.uk/studyingintheuk/
You must also check with the local British Embassy/High Commission website for updates before submitting your visa application.

GUIDE TO FRANCES KING AND EXAMINATION LEVELS

Frances King levels	Your present level of English	CEFR	IELTS	Cambridge	TOEIC	BULATS	BEC	TOEFL (Paper)	TOEFL (Computer)	TOEFL (IBT)
G Advanced 2	I speak English fluently and understand almost everything, although I sometimes have difficulty with very colloquial English	C2	7.5+	CPE	905-990	90-100		625-680	263-300	113-120
F Advanced 1	I am fluent and confident in expressing myself although I sometimes have problems with more complex ideas or unfamiliar situations	C1	6.5-7.0	CAE	785-900	75-89	BEC Higher	575	232	90-91
E Upper Intermediate	I speak well but not fluently in a variety of situations. I can express quite complex ideas, but I find it difficult to understand fast speech of native speakers	B2	4.5-6.0	FCE	605-780	60-74	BEC Vantage	525	196	69-70
D Intermediate	I understand and speak quite well in familiar everyday situations	B1	3.5-4.0	PET	405-600	40-59 Preliminary	BEC	475	152	49-50
C Elementary	I can understand and speak basic English in familiar situations	A2	3.0	KET	255-400	20-39		425	113	29-30
A Beginner	I do not understand or speak any English	A1	Below 3		10-250	0-19				

ENGLISH LANGUAGE EXAMINATION INFORMATION FOR 2011

Examination	Which level?	Date of examination	How to register	Do I have to take a special course?	Results	Fee
Cambridge FCE	E	4 week courses: June 14; July 29; August 25; September 30 10 week courses: March 12 12 week courses: June 14; December 6	4 week courses: we will reserve a place for you when you book a course. 10/12 week courses: register in Frances King reception during the first week of your course	Yes, Course 17 or 20	2 months after examination	£110
Cambridge CAE	F	4 week courses: May 14; July 28; August 25; September 24 10 week courses: March 11 12 week courses: June 15; December 10	4 week courses: we will reserve a place for you when you book a course. 10/12 week courses: register in Frances King reception during the second week of your course	Yes, Course 18 or 21	2 months after examination	£115
Cambridge CPE	G	12 week courses: June 16; December 8	First week of course	Yes, Course 19	2 months after examination	£120
IELTS	C, D, E, F, G	The examination takes place on the Saturday after the end of the course, except for the 4 week course in July, when the examination takes place a week later. These dates are subject to availability and change. We will assist you to make alternative arrangements if necessary	4 week courses: we will reserve a place for you when you book a course. 10/12 week courses: register in Frances King reception during the second week of your course	Yes, Course 24, 25 or 26. Course Preparation can also be included in Semester, Academic Year, Pre-Masters programme	Within 2 weeks of examination	£115
TOEFL	D, E, F, G	Please check dates on www.ets.org/toefl . Available dates in London do not always coincide with the end of a course but this examination can be taken in many countries	Students are advised to register in advance of their course at www.ets.org/toefl or by telephone +31 320 239 540. Payment is by credit card	Yes, Course 27 or 28	2 weeks after the test	\$185
TOEIC	C, D, E, F, G	January 28; February 25; March 25; May 27 July 1, 29; August 26; September 30; October 28; November 25	Two weeks before examination date	No, but we strongly recommend you take Course 29	Within 7 days of examination	£75
BULATS	B, C, D, E, F, G	On demand	One week before examination date	No, but we strongly recommend you take One-to-One lessons	Same day as test (after one week for speaking and writing test)	£25

- Examination fees are not included in the course price and must be paid by the date shown and are not refundable
- Details and fees are set by examination boards and subject to change without notice
- Cambridge Examination dates are for the reading, writing and listening papers. The speaking test will take place on another day either before or after the other papers



Enrolment Details 2011

Course Number	Lessons /week	Course Name	Start Date	Level of English
INTENSIVE GENERAL ENGLISH COURSES				
1	30	General and Social English Plus	Every Monday	B & over
2	30	General and Business English Plus		B & over
3	25	General and Social English		B & over
4	25	General and Business English		B & over
SEMI-INTENSIVE GENERAL ENGLISH COURSES				
5	20	General English with Extra Conversation – Morning	Every Monday for Elementary and above "First Steps" Course: Beginners and near beginners accepted on course 5 only and on these dates only: January 4; February 7; March 7; April 4; May 3; June 6; July 4; August 1; September 5; October 3; November 7	B & over
6	18	General English with Extra Conversation – Morning	Every Monday	
7	15	General English – Morning		
8	20	Value General English with Extra Conversation – Afternoon		
9	18	Value General English with Extra Conversation – Afternoon		
10	15	Value General English – Afternoon		
11	18	Value General English – Late Afternoon		
12	15	Value General English – Late Afternoon		
13	6	Part-time English – Evening		Every Monday, except that there are no evening classes between July 4 – September 2
SEMESTER AND ACADEMIC YEAR COURSES				
14	25	Intensive Semester/Academic Year	Every Monday	B & over
15	20	Semester/Academic Year		
16	20	Value Semester/Academic Year		
CAMBRIDGE EXAMINATION COURSES				
17	20	Intensive FCE Preparation	4 week course: May 23; July 4; August 1; September 5 10 week course: January 4 12 week course: March 28; September 19	D/E
18	20	Intensive CAE Preparation	4 week course: April 18; July 4; August 1, 30. 10 week course: January 4 12 week course: March 28; September 19	F
19	20	Intensive CPE Preparation	12 week course: March 28; September 19	G
20	18	Value FCE Preparation with Extra Conversation	10 week course: January 4 12 week course: March 28; September 19	D/E
21	18	Value CAE Preparation with Extra Conversation	10 week course: January 4 12 week course: September 19	F
UNIVERSITY PREPARATION COURSES				
22	25	General and Academic English	Every Monday	C & over
23	26	Pre-Masters programme		
24	25	Intensive IELTS Preparation with Extra Academic English	8 week course: January 4; February 28; May 3; July 4; August 30; October 24 4 week course: (Course 24 or 25 only) July 4; August 1	C/D & over
25	20	IELTS Preparation – Morning		
26	20	Value IELTS Preparation with Extra Academic English		

Course Number	Lessons /week	Course Name	Start Date	Level of English		
27	25	Intensive TOEFL Preparation with Extra Academic English	January 4, 31; February 28; March 28; May 3, 31; July 4; August 1, 30; September 26; October 24; November 21	D & over		
28	20	TOEFL Preparation – Morning	November 21			
TOEIC PREPARATION COURSES						
29	8	TOEIC Preparation Option	January 24; February 21; March 21; May 23; June 27; July 25; August 22; September 26; October 24; November 21	C & over		
ENGLISH FOR BUSINESS AND PROFESSIONAL PEOPLE						
30	20	Club 8 Intensive English	Every Monday	B & over		
31	28	Club 8 Intensive and Business English		C & over		
32	28	Club 8 Intensive and Social English		B & over		
33	22 or more	Club 8 Combination Course		B & over		
34	20	Club 8 Young Executive	July 4 (1-4 weeks) July 11 (1-4 weeks) July 18 (1-4 weeks) July 25 (1-4 weeks) August 1 (1-4 weeks) August 8 (1-3 weeks) August 15 (1-2 weeks) August 22 (1 week)	D & over		
35	20	Club 8 Young Lawyer	July 4, 18; August 1, 15			
ONE-TO-ONE COURSES						
36	30	One-to-One 30	Every Monday	All levels		
37	20	One-to-One 20				
38	2-45	One-to-One Flexitime				
39	2-45	One-to-Two Flexitime				
40	40	One-to-One 40				
41	72	One-to-One 9 day immersion			Every Saturday	
HOLIDAY COURSES						
42	20	English and Culture	May 9; August 22; September 5	C & over		
43	20/12	Christmas Course	December 19 (1-2 weeks) December 28 (1 week)	B & over		
44	20	Family Programme Junior Course	Winter programme: January 4 (1-4 weeks) January 10 (1-3 weeks) January 17 (1-2 weeks) January 24 (1 week) Easter programme: April 18 (1-2 weeks) April 26 (1 week) Summer programme: June 20 (1-9 weeks) June 27 (1-8 weeks) July 4 (1-7 weeks) July 11 (1-6 weeks) July 18 (1-5 weeks) July 25 (1-4 weeks) August 1 (1-3 weeks) August 8 (1-2 weeks) August 15 (1 week)	Junior All levels Adult B & over		
45	20	Family Programme Adult Course				
46	15	Value Junior Course – Afternoon				
47	15	Value Adult Course – Afternoon				
48	20	London Teenager Programme – Residential			2 week course: July 4, 18 3 week course: July 4, 25 4 week course: July 4, 18 6 week course: July 4	B & over
49	20	London Teenager Programme – Day				

LEVEL OF ENGLISH KEY: A = Beginner B = Elementary C = Intermediate D/E = Upper Intermediate F = Advanced 1 G = Advanced 2

Timetable: 1 lesson = 50 minutes. 72 lessons = 60 hours' tuition, 40 lessons = 33 hours' tuition, 30 lessons = 25 hours' tuition, 28 lessons = 23.5 hours' tuition, 26 lessons = 21 hours & 50 minutes' tuition, 25 lessons = 21 hours' tuition, 20 lessons = 16 hours & 40 minutes' tuition, 18 lessons = 15 hours' tuition, 15 lessons = 12.5 hours' tuition, 12 lessons = 10 hours' tuition, 8 lessons = 6.5 hours' tuition, 6 lessons = 5 hours' tuition. When Monday is a public holiday, courses begin on the following Tuesday: January 4; April 26; May 3, 31; August 30.

CALENDAR 2011

January								February								March								April							
WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S
						1	2			1	2	3	4	5	6			1	2	3	4	5	6						1	2	3
1	3	4	5	6	7	8	9	6	7	8	9	10	11	12	13	10	7	8	9	10	11	12	13	14	4	5	6	7	8	9	10
2	10	11	12	13	14	15	16	7	14	15	16	17	18	19	20	11	14	15	16	17	18	19	20	15	11	12	13	14	15	16	17
3	17	18	19	20	21	22	23	8	21	22	23	24	25	26	27	12	21	22	23	24	25	26	27	16	18	19	20	21	22	23	24
4	24	25	26	27	28	29	30	9	28							13	28	29	30	31				17	25	26	27	28	29	30	
5	31																														
May								June								July								August							
WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S
							1			1	2	3	4	5						1	2	3									
18	2	3	4	5	6	7	8	23	6	7	8	9	10	11	12	27	4	5	6	7	8	9	10	31	1	2	3	4	5	6	7
19	9	10	11	12	13	14	15	24	13	14	15	16	17	18	19	28	11	12	13	14	15	16	17	32	8	9	10	11	12	13	14
20	16	17	18	19	20	21	22	25	20	21	22	23	24	25	26	29	18	19	20	21	22	23	24	33	15	16	17	18	19	20	21
21	23	24	25	26	27	28	29	26	27	28	29	30			30	25	26	27	28	29	30	31	34	22	23	24	25	26	27	28	
22	30	31																					35	29	30	31					
September								October								November								December							
WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S
				1	2	3	4						1	2			1	2	3	4	5	6						1	2	3	4
36	5	6	7	8	9	10	11	40	3	4	5	6	7	8	9	45	7	8	9	10	11	12	13	49	5	6	7	8	9	10	11
37	12	13	14	15	16	17	18	41	10	11	12	13	14	15	16	46	14	15	16	17	18	19	20	50	12	13	14	15	16	17	18
38	19	20	21	22	23	24	25	42	17	18	19	20	21	22	23	47	21	22	23	24	25	26	27	51	19	20	21	22	23	24	25
39	26	27	28	29	30			43	24	25	26	27	28	29	30	48	28	29	30					52	26	27	28	29	30	31	
								44	31																						

2011: The school starts on Tuesday January 4, 2011. **Holidays in 2011:** January 3, April 22, 25; May 2, 30; August 29. When Monday is a public holiday, all courses start on the following Tuesday. There is no reduction in the fee when a course includes a public holiday. One-to-One classes will be scheduled on different days by agreement with the school. Club 8 Business and Social English classes will be held from Tuesday to Friday. **Christmas 2011:** The school will be closed from Monday December 19 and will open again on Tuesday, January 3, 2012.