

# Dates and Prices 2015

## School dates

The English Language Centre will re-open on Monday 05 January 2015 and close for Christmas on Friday 18 December 2015.

## Public holidays

All courses have lessons as normal on public holidays.

## Tuition fees

### Tuition fees include:

- all tuition
- all course materials/course books
- end-of-course certificate
- student card
- welcome pack and file
- use of the Self-Study Centre
- free internet access (WiFi and pc)
- some social activities
- student 'kitchen' facilities
- guided e-learning from point of booking to 3 months after course finishes

### Tuition fees do not include:

- exam fees (except on Study Year Programme)
- full day excursions or most social activities

## Registration fee

There is a registration fee of £90 for all bookings.

## Standard General English Lesson timetables

|                          |           |                         |             |                                        |
|--------------------------|-----------|-------------------------|-------------|----------------------------------------|
| 20 lessons (15 hours)    | Mornings: | 9.00-10.30, 11.00-12.30 |             |                                        |
| 25 Lessons (18.75 hours) | Mornings: | 9.00-10.30, 11.00-12.30 | Afternoons: | 13.30-14.45 (no lessons Weds & Fri pm) |
| 30 lessons (22.5 hours)  | Mornings: | 9.00-10.30, 11.00-12.30 | Afternoons: | 13.30-15.00                            |

## General Student Visas

The English Language Centre Ltd has been licensed by the UK Border Agency as a Highly Trusted Sponsor to enrol international students under Tier 4 of the Points Based System for its centres in Brighton and Eastbourne.

Sponsor Licence Number P783NJ766.

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# GENERAL ENGLISH COURSES

## General English Course prices

| Code            | Lessons/week | Weeks          | 2-4  | 5-7  | 8-11 | 12-15 | 16-19 | 20+  |
|-----------------|--------------|----------------|------|------|------|-------|-------|------|
| GEA             | 25           | Price per week | £292 | £284 | £271 | £262  | £245  | £230 |
| GEB/GEW/GES/GET | 30           | Price per week | £349 | £340 | £325 | £309  | £293  | £275 |
| GEO             | 30           | Price per week | £695 | £695 | £695 | £695  | £695  | £695 |

\*If a combination of GE courses is purchased, the total price will be based on the total number of weeks booked and paid for before arrival. Any course extensions will be charged at the weekly rate based on the total number of weeks booked.

### General English (GEA/GEB) – Beginner to Advanced

**GEA = 25 lessons/week (18.75 hours); GEB = 30 lessons/week (22.5 hours)**

Available 05 January 2015 to 18 December 2015. Start any Monday. Students must book a minimum of 2 weeks.

### General English + Exam Skills (GES) – Intermediate to Advanced

**GES = 30 lessons/week (22.5 hours)**

Available 05 January 2015 to 18 December 2015. Start any Monday. Students must book a minimum of 2 weeks.

### General English + One-to-One (GEO) – Beginner to Advanced

**GEO = 30 lessons/week (22.5 hours) – 20 lessons GE + 10 lessons 1:1**

Available 05 January 2015 to 18 December 2015. Start any Monday. Students must book a minimum of 2 weeks.

### General English + TOEIC Preparation – Intermediate to Advanced

**GET = 30 lessons/week (22.5 hours)**

This afternoon option is run for 2 weeks with fixed start dates:

| Code  | Dates               | Code  | Dates                     |
|-------|---------------------|-------|---------------------------|
| GET8  | 13 April – 24 April | GET16 | 03 August – 14 August     |
| GET12 | 08 June – 19 June   | GET18 | 31 August – 11 September  |
| GET14 | 06 July – 17 July   | GET24 | 23 November – 04 December |

### General English + English for Work (GEW) – Intermediate to Advanced

**30 lessons/week (22.5 hours)**

This afternoon option is run for 2 weeks, every 4 weeks. Option dates:

| Code  | Dates                     | Code  | Dates                       |
|-------|---------------------------|-------|-----------------------------|
| GEW1  | 05 January – 16 January   | GEW13 | 22 June – 03 July           |
| GEW3  | 02 February – 13 February | GEW15 | 20 July – 31 July           |
| GEW5  | 02 March – 13 March       | GEW17 | 17 August – 28 August       |
| GEW7  | 30 March – 10 April       | GEW19 | 14 September – 25 September |
| GEW9  | 27 April – 08 May         | GEW21 | 12 October – 23 October     |
| GEW11 | 25 May – 05 June          | GEW23 | 09 November – 20 November   |

# SUMMER VACATION COURSES

The Summer Vacation Courses are run at our summer centre, Loxdale, about 10 minutes' drive from our main centre.

### Summer Vacation Course (V) – Beginner to Advanced

**20 lessons/week (15 hours)** Minimum age 16 - typical age 16-22

Available between 22 June 2015 and 21 August 2015. Start any Monday. Minimum stay 2 weeks.

| June   | July           | August |                | Lessons only | Activities package |
|--------|----------------|--------|----------------|--------------|--------------------|
| 22, 29 | 06, 13, 20, 27 | 03, 10 | Price per week | £215         | £70                |

Activities Package includes 1 activity per day Monday to Friday + 1 full day guided excursion at the weekend.

### Summer Vacation Junior Course (VJ) – Beginner to Advanced

**20 lessons/week (15 hours) + full activities programme Monday-Friday.** Age range 12-15.

Available between 22 June and 14 August 2015. Start any Monday. Minimum stay 2 weeks. Only for students who come with an adult who is studying on an ELC course at the same time.

Price inclusive of afternoon activities programme Monday to Friday.

| June   | July           | August |             | 2 weeks | 3 weeks | 4 weeks |
|--------|----------------|--------|-------------|---------|---------|---------|
| 22, 29 | 06, 13, 20, 27 | 03     | Total price | £590    | £846    | £1040   |

NB Lessons and activities on the Summer Junior Vacation Course are delivered by our partner, Loxdale English Centre.

# STUDY YEAR PROGRAMME (SYP)

**25 or 30 lessons/week (18.75 or 22.5 hours) – Beginner to Upper-Intermediate\***

Students can start any Monday. Students must book a minimum of 24 weeks.

\*level on arrival (courses at Advanced level available)

| Number of weeks | SYP25 | 24 – 33 | 34+  | SYP30 | 24 – 33 | 34+ |
|-----------------|-------|---------|------|-------|---------|-----|
| Price per week  |       |         | £208 |       | £192    |     |

- Cost of 2 exam fees included for students studying on an examination course as part of the programme
- Choice to study on a variety of courses, depending on level, at no extra cost:
  - **SYP25** - variety of 25-lesson courses including GEA and examination courses (IBE, IELTS and CC). In addition, students can choose up to 4 weeks of 30-lesson courses for bookings of up to 33 weeks and 8 weeks of 30-lesson courses for bookings of 34+ weeks
  - **SYP30** – variety of 30-lesson courses including GEB, GES, GEW, GET and FCE/CAE (summer). In addition, students can study on 25-lesson exam courses (IBE, IELTS and CC) but there is no refund of tuition fees for fewer lessons.

## EXAMINATION PREPARATION COURSES

### Cambridge Examination Preparation Courses (CC)

**25 lessons/week (18.75 hours) [30 lessons/week (22.5 hours) in July/August\*]**

Fixed length courses. Students must enrol for full length of course. Exam fees not included.

| Code              | Lessons/week      | Dates                      | Weeks    | Course Fees (total) |
|-------------------|-------------------|----------------------------|----------|---------------------|
| CC1 – FCE/CAE     | 25                | 05 January – 13 March      | 10 weeks | £2710               |
| CC1 – CPE         | 25                | 05 January – 06 March      | 9 weeks  | £2439               |
| CC2 – FCE/CAE/CPE | 25                | 23 March – 12 June         | 12 weeks | £3144               |
| CC3* – FCE        | 120 lessons total | 29 June – 31 July          | 5 weeks  | £1396               |
| CC3* – CAE        | 30                | 29 June – 24 July          | 4 weeks  | £1396               |
| CC4* – FCE/CAE    | 30                | 27 July – 21 August        | 4 weeks  | £1396               |
| CC5 – FCE/CAE/CPE | 25                | 14 September – 04 December | 12 weeks | £3144               |

**CC1 – FCE exam Friday 13 March; CAE exam Saturday 14 March; CPE exam Saturday 7 March**

**CC2 – FCE exam Tuesday 09 June; CAE exam Wednesday 10 June; CPE exam Thursday 11 June**

**CC3 – FCE exam Wednesday 29 July; CAE exam Thursday 23 July**

**CC4 – FCE exam Thursday 20 August; CAE exam Friday 21 August**

**CC5 – FCE exam: Tuesday 01 December; CAE exam Wednesday 02 December; CPE exam Thursday 03 December**

### IELTS Exam Preparation

**25 lessons/week (18.75 hours). Minimum Level B1 (Intermediate)**

4-week intensive course. Students must book for all 4 weeks. Exam fees not included.

Exam will usually be held on Saturday after last day of the course.

| Code   | Dates                    | Course Fees (total) | Code    | Dates                     | Course Fees (total) |
|--------|--------------------------|---------------------|---------|---------------------------|---------------------|
| IELTS1 | 19 January – 13 February | £1168               | IELTS7  | 06 July – 31 July         | £1168               |
| IELTS2 | 16 February – 13 March   | £1168               | IELTS8  | 03 August – 28 August     | £1168               |
| IELTS3 | 16 March – 10 April      | £1168               | IELTS9  | 31 August – 25 September  | £1168               |
| IELTS4 | 13 April – 08 May        | £1168               | IELTS10 | 28 September – 23 October | £1168               |
| IELTS5 | 11 May – 05 June         | £1168               | IELTS11 | 26 October – 20 November  | £1168               |
| IELTS6 | 08 June – 03 July        | £1168               |         |                           |                     |

### Introduction to Business English (IBE)

**25 lessons/week (18.75 hours) - Minimum Level B1 (Intermediate)**

LCCI Exam Preparation. 4-week intensive course. Students must book for all 4 weeks. Exam fees not included.

Exam takes place at ELC on the final Friday of the course.

| Code | Dates                     | Course Fees (total) |
|------|---------------------------|---------------------|
| IBE1 | 16 February – 13 March    | £1168               |
| IBE2 | 11 May – 05 June          | £1168               |
| IBE3 | 17 August – 11 September  | £1168               |
| IBE4 | 09 November – 04 December | £1168               |

# COURSES FOR TEACHERS OF ENGLISH

## Aspects of Teaching English (AT)

**30 lesson/week course (22.5 hours/week) Minimum level Intermediate**

2-week intensive course. Students must book for both weeks.

| Code | Dates                   | Course Fees (total) |
|------|-------------------------|---------------------|
| AT1  | 05 January – 16 January | £700                |
| AT2  | 19 January – 30 January | £700                |
| AT3  | 30 March – 10 April     | £700                |
| AT4  | 06 July – 17 July       | £700                |
| AT5  | 20 July – 31 July       | £700                |
| AT6  | 03 August – 14 August   | £700                |
| AT7  | 12 October – 23 October | £700                |

## Language, Methodology and Culture (LMC)

**30 lesson/week course (22.5 hours/week) Minimum level Intermediate**

2-week intensive course. Students must book for both weeks.

| Code | Dates                   | Course Fees (total) |
|------|-------------------------|---------------------|
| LMC1 | 05 January – 16 January | £700                |
| LMC2 | 19 January – 30 January | £700                |
| LMC3 | 30 March – 10 April     | £700                |
| LMC4 | 06 July – 17 July       | £700                |
| LMC5 | 20 July – 31 July       | £700                |
| LMC6 | 03 August – 14 August   | £700                |
| LMC7 | 12 October – 23 October | £700                |

## Content & Language Integrated Learning (CLIL)

**30 lesson/week course (22.5 hours/week) Minimum level Intermediate**

2-week intensive course. Students must book for both weeks.

| Code  | Dates                   | Course Fees (total) |
|-------|-------------------------|---------------------|
| CLIL1 | 05 January – 16 January | £700                |
| CLIL2 | 30 March – 10 April     | £700                |
| CLIL3 | 06 July – 17 July       | £700                |
| CLIL4 | 20 July – 31 July       | £700                |
| CLIL5 | 03 August – 14 August   | £700                |
| CLIL6 | 12 October – 23 October | £700                |

## English in the Primary Classroom (EPC)

**30 lesson/week course (22.5 hours/week) Minimum level Pre-Intermediate**

2-week intensive course. Students must book for both weeks.

| Code | Dates                   | Course Fees (total) |
|------|-------------------------|---------------------|
| EPC1 | 05 January – 16 January | £700                |
| EPC2 | 30 March – 10 April     | £700                |
| EPC3 | 06 July – 17 July       | £700                |
| EPC4 | 20 July – 31 July       | £700                |
| EPC5 | 03 August – 14 August   | £700                |
| EPC6 | 12 October – 23 October | £700                |

## Teaching Business English (TBE)

**30 lesson/week course (22.5 hours/week) Minimum level Intermediate**

2-week intensive course. Students must book for both weeks.

| Code | Dates                   | Course Fees (total) |
|------|-------------------------|---------------------|
| TBE1 | 20 July – 31 July       | £700                |
| TBE2 | 03 August – 14 August   | £700                |
| TBE3 | 12 October – 23 October | £700                |

# ENGLISH FOR BUSINESS COURSES

## Executive Mini-Group (EMG) / Executive Mini-Group +One-to-One (EMGO)

EMG = 30 lesson/week course (22.5 hours/week)

EMGO = 40 lesson/week course (30 hours/week) – 30 x GE + 10 x 1:1

Minimum level Intermediate

Available 05 January 2015 to 18 December 2015. Start any Monday. Minimum stay 1 week.

|                |      |       |
|----------------|------|-------|
| Price per week | EMG  | £755  |
| Price per week | EMGO | £1255 |

## English for PAs and Secretaries (SEC)

30 lesson/week course (22.5 hours/week) Minimum level Intermediate

2-week intensive course. Students must book for both weeks.

| Code  | Dates                     | Course Fees (total) | Code  | Dates                       | Course Fees (total) |
|-------|---------------------------|---------------------|-------|-----------------------------|---------------------|
| SEC4  | 16 February – 27 February | £850                | SEC14 | 06 July – 17 July           | £850                |
| SEC6  | 16 March – 27 March       | £850                | SEC15 | 20 July – 31 July           | £850                |
| SEC8  | 13 April – 24 April       | £850                | SEC16 | 03 August – 14 August       | £850                |
| SEC10 | 11 May – 22 May           | £850                | SEC19 | 14 September – 25 September | £850                |
| SEC12 | 08 June – 19 June         | £850                | SEC23 | 09 November – 20 November   | £850                |

## English for Engineers (FE)

30 lesson/week course (22.5 hours/week) Minimum level Intermediate

2-week intensive course. Students must book for both weeks.

| Code | Dates               | Course Fees (total) | Code | Dates                   | Course Fees (total) |
|------|---------------------|---------------------|------|-------------------------|---------------------|
| FE5  | 02 March – 13 March | £850                | FE15 | 20 July – 31 July       | £850                |
| FE7  | 30 March – 10 April | £850                | FE16 | 03 August – 14 August   | £850                |
| FE9  | 27 April – 08 May   | £850                | FE17 | 17 August – 28 August   | £850                |
| FE13 | 22 June – 03 July   | £850                | FE21 | 12 October – 23 October | £850                |
| FE14 | 06 July – 17 July   | £850                |      |                         |                     |

## Combined General + Executive English (CGX)

40 lesson/week course (30 hours/week) Minimum level Pre-Intermediate

Available 05 January 2015 to 18 December 2015. Start any Monday. Minimum stay 1 week.

|                |     |      |
|----------------|-----|------|
| Price per week | CGX | £549 |
|----------------|-----|------|

## One-to-One Courses

OTA - 40 lessons/week (30 hours); OTB - 30 lessons/week (22.5 hours); OTC - 20 lessons/week (15 hours)

Beginner to Advanced

Available 05 January 2015 to 18 December 2015. Start any Monday. Minimum stay 1 week.

| CODE | Lessons/week | Price per week |
|------|--------------|----------------|
| OTA  | 40           | £2000          |
| OTB  | 30           | £1500          |
| OTC  | 20           | £1000          |

# TAILOR-MADE COURSES / GROUPS

ELC can offer tailor-made courses for groups (eg small group business, high school groups, teachers' courses). Contact us for a detailed quotation.

# ADDITIONAL PRIVATE LESSONS

These can be added to any course. Minimum 1 lesson when purchased with any course.

|                            |     |
|----------------------------|-----|
| Price per 45-minute lesson | £50 |
|----------------------------|-----|

# ACCOMMODATION FEES

## Homestay accommodation fees – half-board, per person per week

|                  |      |                |      |                                          |      |
|------------------|------|----------------|------|------------------------------------------|------|
| Standard single: | £136 | Standard Twin: | £116 | Executive single (sole use of bathroom): | £204 |
|------------------|------|----------------|------|------------------------------------------|------|

Christmas supplement – 1 week's fees will be charged in addition to usual homestay fees for week including 25 December

Early departure – 50% of 1 week's fees will be charged unless 7 days' notice is given.

Standard twin is only offered for 2 people travelling together.

Although we can cater for many diets, we reserve the right to charge a supplement of GBP10 per week for special diets.

## Residence – self-catering, per person per week (over 18s only)

|                                                                                  |      |
|----------------------------------------------------------------------------------|------|
| Britannia Study Hotel - Single room, ensuite with double bed (single occupancy): | £235 |
|----------------------------------------------------------------------------------|------|

## Student House – self-catering, per person per week (over 18s only)

|                                                                              |      |
|------------------------------------------------------------------------------|------|
| Dyke Road – Single room, shared bathroom, shared kitchen (single occupancy): | £165 |
| Dyke Road – Single room, ensuite, shared kitchen (single occupancy):         | £200 |
| Dyke Road – Studio flat, own bathroom, own kitchen (single occupancy):       | £250 |
| Dyke Road – Studio flat, own bathroom, own kitchen (double occupancy):       | £160 |

## Hotels – ELC's price (ensuite, bed and breakfast, per person per night)

|             | The Claremont | Kings Hotel | Imperial Hotel | Brighton Hotel | Courtlands Hotel | Langfords | Holiday Inn |
|-------------|---------------|-------------|----------------|----------------|------------------|-----------|-------------|
| Single      | £60           | £58         | £55            | £62            | £55              | £55       | £88         |
| Twin/Double | £60           | £43         | £40            | £47            | £40              | £40       | £49         |

NB ELC negotiates the cheapest rate it can in order to provide a uniform price per night throughout the year based on a minimum 7 nights' stay.

On occasion, it may be cheaper to book directly with the hotel.

# AIRPORT TRANSFERS

|           |      |                 |      |                        |      |
|-----------|------|-----------------|------|------------------------|------|
| Gatwick:  | £80  | London City:    | £130 | St Pancras (Eurostar): | £120 |
| Heathrow: | £120 | Luton/Stansted: | £185 | Ashford (Eurostar):    | £120 |

All fees are per person, one way. Contact us for prices for shared transfers.

# EXAMINATION FEES

| FCE   | CAE   | CPE   | IELTS | BULATS | LCCI | TOEIC (score report) | TOEIC (certificate) |
|-------|-------|-------|-------|--------|------|----------------------|---------------------|
| £136* | £139* | £141* | £150  | £65    | £80  | £90                  | £100                |

\* Price includes postage of certificate

# SUNDRY FEES

|                  |         |                   |           |
|------------------|---------|-------------------|-----------|
| Registration Fee | CAS Fee | Courier Documents | Insurance |
| £90              | £14     | £50               | £5.76     |

## How to book

1. Complete the Application Form (you can also book online at [www.elc-brighton.co.uk](http://www.elc-brighton.co.uk)).
2. Return to ELC with a deposit of £250 or full fees.
3. On receipt of the Application Form and payment, ELC will send you a confirmation of booking and an invoice.  
NB a registration fee of GBP90 will be applied to all bookings.
4. The deposit is part of the fees. Payment of the balance of fees should be made at least 21 days before the start of your course.  
If you book your course less than 21 days before the start of your course, total fees are payable immediately.
5. You are strongly advised to take out insurance against cancellation or curtailment of your course for any reason before you travel.

## Payment

All fees to be received in pounds sterling. You can pay by:

1. credit card or debit card (MasterCard, Visa, Maestro) securely on our website at: [www.elc-brighton.co.uk/balance](http://www.elc-brighton.co.uk/balance)
2. direct transfer to our bank:

**Beneficiary:** The English Language Centre, Ltd

**Bank:** Barclays Commercial

**Bank Sort Code:** 20-12-75

**Account Number:** 10362913

**Bank address:** PO Box 165, Crawley  
West Sussex, BX3 2BB

**SWIFTBIC Code:** BARC GB22

**IBAN:** GB75 BARC 2012 7510 3629 13

Please state your full name on the bank transfer.

## TERMS AND CONDITIONS OF ENROLMENT

1. In registering with us, a student accepts ELC's terms and conditions of enrolment.
2. A course is defined as the whole period of booking (and may include a combination of different types e.g. General English, IELTS etc)
3. Full fees are due 21 days before the start of the course. If a student books a course less than 21 days before the start of the course, total fees are payable immediately.

### **Cancellation and Refund Policy**

4. Terms given for cancellation periods are based on the school's normal working hours (ie 08.30 – 17.30 Monday to Friday). If a cancellation request is received outside normal working hours, the notice period will be counted from the next working day.
5. Cancellation before arrival. ELC must receive cancellation in writing by post or email at least 14 days before the start of the course. In the case that 14 days or more notice of cancellation is given, any tuition fees paid will be refunded less the deposit of £250. In the case that less than 14 days' notice of cancellation is given, any tuition fees paid will be refunded less the deposit of £250 and 1 week's tuition fees.
6. Cancellation after arrival. Acceptance of an enrolment is made on the understanding that the student will remain for the duration of the course booked for the hours of study booked. Tuition and registration fees are non-refundable once you have started the course. Group-course tuition fees for cancelled weeks cannot be converted to equivalent 1:1 lessons. Course duration cannot be extended by reducing the number of hours per week studied. Tuition and registration fees are non-transferable.
7. Tuition and registration fees are non-refundable in the case of late- or non-arrival for the course.
8. If you miss a lesson, regardless of the reason, we cannot give a refund or allow you to take the lesson at another time.
9. Homestay cancellation. In the case that fewer than 7 days' notice of cancellation of a homestay booking is given, a compensation fee of 50% of the weekly homestay rate will be charged and must be paid to the homestay. If accommodation costs have been paid to ELC, these will be refunded so long as adequate notice has been given, less any irrecoverable expenses (eg homestay compensation). Refunds will only be made for full calendar weeks.
10. Britannia Residence: A minimum 4 weeks' notice in writing must be given to cancel or curtail a booking in the residence. Refunds will only be made for full calendar weeks.
11. Student House: A minimum 4 weeks' notice in writing must be given to cancel or curtail a booking in the student house. Refunds will only be made for full calendar weeks.
12. Visas: in the case that fees have been paid prior to a visa application which is then refused, those fees will be refunded less any irrecoverable expenses (ie host family compensation, courier letter fees, CAS fee, exam fees). We will need to see a copy of the visa refusal letter in order to provide any refund.

### **Visas**

13. It is your responsibility to ensure that you have the correct visa type and appropriate leave to remain in the UK. In the case that we find you do not have appropriate leave to remain, we will terminate your course immediately. In this case tuition and registration fees are non-refundable.
14. In the case of a student applying for a General Student Visa under Tier 4 of the Points-Based System, we will issue a CAS only on the understanding that it is the student's firm intention to study on the course booked and to complete the attendance requirements.

### **Force Majeure**

15. ELC is not liable for loss of tuition or other services due to factors outside our control. Refunds will not be made under these circumstances.

### **Conduct & behaviour**

16. ELC reserves the right to refuse an enrolment, or in the case of unsatisfactory attendance, work or conduct, to dismiss a student from a course without refund.
17. ELC is not liable for any loss, damage, illness or injury to persons or property, however caused, except where statutory liability applies.
18. On completion of your course you will receive a certificate of attendance if your attendance has been 80% or more.
19. In the case of General Student Visa students, ELC is obliged to inform the UK Border Agency where attendance is unsatisfactory or when a course is curtailed.

### **Insurance**

20. You are strongly advised to take out insurance against cancellation or curtailment of your course for any reason and medical expenses before you travel. ELC is not responsible for any problems arising from lack of appropriate insurance on the student's part.

### **Promotional materials**

21. From time-to-time we may take photographs or videos for use in our promotional materials or for marketing purposes. You (or your parent/guardian if you are under 18) must inform us in writing before the course starts if you do not allow us to use such images.

### **Applicants with Disabilities or Special Educational Needs**

22. If you have any physical disability or special educational needs (eg dyslexia), we request that you advise us prior to booking a course so that we can advise you as to the suitability of the course and any reasonable additional support that we may be able to offer.

### **Students aged 16 and 17 booked on adult courses**

23. All courses in our brochure or on our website are aimed at adults. We do accept students aged 16 or 17 on some adult courses (see brochure or course information on our website for details).
24. In the case that a student aged 16 or 17 wishes to book on an adult course, the parent(s) / guardian(s) and student will be required to sign the Application Form that acknowledges acceptance of the school's terms and conditions and to complete a Parental Agreement form. This form explains some of the legal restrictions that apply to under-18s (in particular with relation to alcohol and tobacco) and some of the school's rules that apply for us to accept a student aged under 18.

### **Homestay Accommodation**

25. In locating and arranging homestay accommodation, ELC acts as an agent on behalf of the student.
26. Homestay accommodation is usually booked and charged in units of 1 calendar week with arrival on the Sunday before the course starts and departure on the Saturday or Sunday after the course ends. Half-board homestay includes breakfast and dinner every day including weekends.
27. Unless otherwise requested, you will be the only student with your native language staying in the homestay.
28. Unaccompanied students aged under 18 must choose homestay accommodation (single room, half-board).

29. We take our responsibility for the care and safety of all our students very seriously, especially students aged under 18. Therefore, we will try to make sure that in the case of unaccompanied students aged under 18:
- We only provide homestay accommodation (single room, half-board). The student is treated as part of the hosts' family and they eat together every evening.
  - There will always be a responsible adult at home overnight.
  - The student will return home by 23.00 Sunday to Thursday and midnight on Friday & Saturday. Our homestays have been asked to contact the school if this rule is broken.
  - The student must provide written permission from their parents 1 week beforehand should they wish to stay out overnight or go on an overnight trip.
  - We request the parents and student sign a "Parental Agreement"
  - The school will inform the parents in the case that the student is not abiding by the agreed terms of the Parental Agreement.

#### **Residence and Student House Accommodation**

30. In locating and arranging residential or student house accommodation not owned by the school, ELC acts as an agent on behalf of the student.
31. This accommodation is only available for bookings of complete calendar weeks (Sunday to Sunday) and is charged in units of 1 week.
32. If you take a holiday during your stay and are away, you will still be charged the full rate for the period of absence.
33. Payments must be made to ELC. Full fees must be paid in advance at the time of booking in order to reserve the room for the requested period of time. No student house or residence accommodation will be booked until full fees have been paid.
34. We cannot postpone bookings for the residence or student house if you inform us 28 or fewer days before the arrival date. You are still liable for the fees of your original accommodation booking, if you give us 28 days or fewer notice.
35. For student house accommodation, you will be asked for your credit card details at the time of booking. This is to cover the cost of any breakages or damage to the property up to a maximum of £300.
36. If you lose your key, you will be charged extra to cover the cost of replacement.

#### **Other**

37. ELC strictly adheres to the published age limits for courses but reserves the right to accept students who are slightly younger than the advertised minimum age. Applications from students outside the published age limits are treated on a case by case basis.
38. If your English level is not suitable for the course you have booked, we reserve the right to move you onto a different course or to refuse you admission to the school.
39. Our Summer Vacation Course takes place at our summer centre – Loxdale. All other classes take place in the main school buildings. On occasion we may use additional premises located near the main school.
40. These Terms & Conditions were correct at the time of going to print. However, ELC reserves the right to make changes to our terms without prior notice. Please check our website for the most up-to-date version of our terms [www.elc-brighton.co.uk/terms](http://www.elc-brighton.co.uk/terms)