

# Adult Courses

## 2017 Dates & Fees



**Southbourne**  
School of English  
Established 1966

**Registration fee** £90.00 (payable once only on enrolment)

**English Language Courses** (16 years +)  
at Southbourne School of English and Annexe

### General English – 15 hours

**Tue 3/1 - Fri 16/6 & Mon 4/9 - Fri 15/12**

Code	Hrs/Wk	Wks 1-12	Wks 13-24	Wks 25-36	Wks 37+
GC	15	£205.00	£195.00	£185.00	£170.00

### Intensive English – 21 hours

**Tue 3/1 - Fri 16/6 & Mon 4/9 - Fri 15/12**

Code	Hrs/Wk	Wks 1-12	Wks 13-24	Wks 25-36	Wks 37+
IC	21	£240.00	£225.00	£210.00	£195.00

**From 19/6 – 1/9 VGC and VIC prices apply**

- From Monday 19th June to Friday 1st September there is a high season supplement on both General & Intensive courses. See Summer prices below (This does not apply to students enrolled for 12 weeks or more)
- See next page for items included in tuition fees
- Enrolment any Monday (Tuesday when Monday is a Public Holiday)
- Book supplement of £25.00 for students attending one week only

### One-to-One

**Tue 3/1 - Fri 15/12**

Code	Course Dates	Duration	Price per hour
OTO	By arrangement	As required	£55.00

Please check availability before booking during the summer months

### General/Intensive/Plus One-to-One

Code	Hrs/Wk	Price per week
GCP	15 + 6 one-to-one	£535.00
ICP	21 + 6 one-to-one	£570.00

Please check availability before booking during the summer months

### Summer Vacation Courses (courses start every Monday)

Code	Hrs/Wk	Course Dates	Price per week
VGC	15	Monday 19th June to Friday 1st September	£270.00
VIC	21	Monday 19th June to Friday 1st September	£310.00

Fees include: **High season supplement, tour of the town by coach** after entrance test (Mondays only), weekly activity programme and a **full day excursion every Saturday**

Students aged 16+ studying 6+ weeks or more on an adult summer vacation course can use the GC or IC price plus £25.00 per week. Course includes 15/21 hours tuition and educational material. Activities and excursions incur an extra cost. We must be notified of this on the enrolment form

Enrolment any Monday

Book supplement of £25.00 for students attending one week only. See next page for items included in tuition fees

### 50-Plus Courses: Fixed dates – 2 weeks

Code	Hrs/Wk	Dates	Price
101	15	Sunday 7th May – Sunday 21st May	£820.00
102		Sunday 3rd Sept – Sunday 17th Sept	

**Levels: Elementary to Pre-Intermediate (A1-A2) Intermediate to Upper-Intermediate (B1-B2)**

**Homestay accommodation fees in single room £214.00 for the two weeks**

**Breakfast and evening meal Monday to Friday with full board at weekends**

**Lunch may be purchased at the School cafeteria Mon-Fri**

**Hotel and Guest House prices starting from £50.00 per night for bed and breakfast**

**Group courses (maximum 12) + full social programme.**

Accredited by the



## Cambridge Examination Courses

Code	Course	Course dates	Duration	Examination dates	Fee
KET	Key English Test (KET) Pre-intermediate (A2)	6 Feb - 17 Mar 3 Apr - 12 May 2 Oct - 10 Nov	6 weeks 15 hours general course + 6 hours specialised lessons per week	Sat 18 Mar Sat 13 May Sat 11 Nov	£1500.00
PET	Preliminary English Test (PET) Intermediate (B1)				
FCE	First Certificate in English Upper-intermediate (B2)	6 Feb - 3 Mar 8 May - 2 Jun 13 Nov - 8 Dec	4 weeks 21 hours per week	Sat 4 Mar Sat 3 Jun Sat 9 Dec	£1120.00
CAE	Certificate in Advanced English Advanced (C1)	13 Feb - 10 Mar	4 weeks 21 hours per week	Sat 11 Mar	£1120.00
		8 May - 6 Jun 30 Oct - 28 Nov	4 weeks + 2 days 21 hours per week	Wed 7 Jun Wed 29 Nov	£1240.00
CPE	Certificate of Proficiency in English Advanced (C2)	8 May - 7 Jun 30 Oct - 29 Nov	4 weeks + 3 days 21 hours per week	Thur 8 Jun Thur 30 Nov	£1620.00

- Closing dates for entry to Cambridge Examinations are approx. 4 - 6 weeks before the examination dates
- Class size – maximum 10 (Average 6)
- Examination fees cost approximately £125.00-£145.00. This needs to be paid 6 weeks prior to the examination date.

Only  
available in  
the UK

### Special Summer FCE Course and Examination

Code	Course	Course dates	Duration	Examination dates	Fee
FCES	First Certificate in English Upper-intermediate (B2)	7 Aug - 25 Aug	3 weeks 30 hours per week	Thur 24 Aug	£1190.00

- 15 hrs vocabulary input 09.30-12.30 (course transport included)
- 15 hrs classroom based tuition 14.00-17.30 (Mon-Fri)
- Class size – maximum 10 (Average 6)
- **Examination fee included**
- **Course guaranteed to run**
- **Saturday excursion not included**

## International English Language Testing System (IELTS) Courses

Code	Course dates	Duration	Examination dates	Fee
IELTS	6 Feb - 3 Mar 13 Mar - 7 Apr 18 Apr - 12 May 8 May - 2 Jun 18 Sep - 13 Oct 16 Oct - 10 Nov 6 Nov - 1 Dec	4 weeks 21 hours per week	Sat 4 Mar Sat 8 Apr Sat 13 May Sat 3 Jun Sat 14 Oct Sat 11 Nov Sat 2 Dec	£1120.00

- Minimum level required for IELTS course is Intermediate (B1)
- **Closing dates for the IELTS test is approx. 8 weeks before the test date**
- **Examination fees cost approximately £100.00-£130.00**

## Business English Certificate (BEC) Courses

Code	Course	Course dates	Duration	Examination dates	Fee
BECP	Preliminary	16 Jan - 10 Mar 20 Mar - 12 May 2 Oct - 24 Nov	8 weeks	Thu 9 Mar Sat 13 May Sat 25 Nov	£2000.00
BECV	Vantage	16 Jan - 10 Mar 9 Apr - 2 Jun 16 Oct - 8 Dec	15 hours General Course + 6 hours BEC preparation per week	Fri 10 Mar Sat 3 Jun Sat 2 Dec	
BECH	Higher	27 Mar - 19 May 25 Sep - 17 Nov		Sat 20 May Sat 18 Nov	

- BEC Classes take place Monday to Thursday from 13.45 to 15.30 (6 hours per week)
- **Closing dates for BEC Examinations are approximately 4 - 6 weeks before the examination dates**
- **Examination fees are not included – approximately £110.00-130.00**

## Course Information

- General/Intensive English courses start every Monday (Tuesday when Monday is a public holiday)
  - Minimum age 16 years
  - Class size low season maximum 14 (average 10)
  - Class size in summer maximum 16
  - Course levels from Elementary to Advanced
  - Beginners only accepted on the first Monday of each month
  - Students who have not booked a beginners course but prove to be beginner level on arrival will need to pay a supplement until a beginner start date
  - From 18th June to 3rd September there is a high season supplement which will include **one full day excursion per week and a daily activity programme** (The supplement does not apply to students enrolled for 12 weeks or more, although excursion fees will apply)
  - We are closed on the following Public Holidays: 14th April, 17th April, 1st May, 29th May and 28th August
  - The school will close on Friday 15th December 2017 and will reopen on Tuesday 2nd January 2018
- The following activities are included in social programme.
    - Field games, sports competitions
    - Volleyball and activities on the beach
    - Mini golf
    - Swimming
    - Town tours and visits: Bournemouth, Poole, Christchurch, Boscombe
    - Hengistbury Head Nature Reserve

### Extra activities, not included - contact office for prices:

- Bowling
- Laserquest
- Oceanarium
- Surfing lesson
- Horse Riding

### Half day excursions:

Southampton, Portsmouth, Winchester, Salisbury and Stonehenge. These can be booked and paid for in advance.

### Optional evening activities including transport (at extra cost):

Splashdown water slide park, Under 18 disco, Laserquest

January 2017	February 2017	March 2017	April 2017	May 2017	June 2017
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

The highlighted dates above indicate when the school is closed.

## Students with special educational needs

At the time of booking, we **MUST** be told about any special educational needs. As much information as possible should be given so we can assess if we are able to accept the student. If a student arrives with special educational needs that we have not been told about and we are not able to teach and integrate them successfully, we will have to cancel their course and repatriate them at their expense. An administration charge of £400.00 will be made to cover the additional work this will incur.

## All Tuition fees include:

- Tuition as specified
- First day entrance test
- Course books and teaching materials (£25.00 supplement for students attending one week only)
- Study folder
- Regular tutorials with class teacher for courses of 4 weeks or more
- Regular homework
- Progress tests on long-term courses of 8 weeks or more
- End of course reports and certificate of attendance (min 85%)
- Free Wi-Fi and internet access at school
- Holiday for courses of 13 weeks or more by agreement with the school registrar

## Accommodation Information

- All families are carefully selected - many of them have been registered with the school for many years
- Single room (half board) all year with full board at weekends £107.00 per week. (supplement of £15.00 per week 18th June to 3rd September)
- Summer period (18th June - 3rd September) students under 18 years will generally share a room with 1 other student of a similar age and different nationality.
- Light laundry included once per week
- **All accommodation money is paid to the family**
- All host families are within easy walking distance of the school
- **In the winter students are accommodated in single rooms at no extra charge**
- Students are treated as part of the family
- Senior students under 18 years of age must return home by 11pm
- Students under 18 years of age must provide written permission from their parents should they wish to stay out overnight or to go on an overnight trip
- If a student under 18 years of age does not come to class, the teacher will inform the accommodation officer and the school will try to contact the student immediately
- A weekly retention fee of £50.00 is payable if you wish to keep the room whilst away
- Preferred arrival and departure dates are Sunday

## Pocket Money

Pocket money can be sent to our school bank account, details overleaf. However there will be a charge of £1.00 per £100.00 to cover our bank charges

## Insurance

Our course fees do not include insurance. This can be booked and paid for with the school registrar prior to your arrival. Students are advised to take out insurance prior to arriving in the UK

# 2017 Enrolment form

Personal information (please use BLOCK CAPITALS)

First name: \_\_\_\_\_

Family name: \_\_\_\_\_

Title: Mr  Mrs  Ms  Miss

Home address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Passport number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Occupation: \_\_\_\_\_ Nationality: \_\_\_\_\_

First language: \_\_\_\_\_

Date of birth (Day/Month/Year): / /

16/17 years olds-parent contact numbers: Home : \_\_\_\_\_ Mobile: \_\_\_\_\_

<p><b>I confirm that I have NO special educational or physical needs</b> <input type="checkbox"/></p> <p><b>I have the following special educational or physical needs</b> <input type="checkbox"/> eg. Dyslexia/ADHD etc. _____</p> <p>(see paragraph under course information)</p>
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## Course details

Course name: \_\_\_\_\_

Course code: / / / / /  Start date: / / / / /  Number of weeks:

What is your level of English now?

- Beginner  Elementary (A1)  Pre-intermediate (A2)  Intermediate (B1)  Upper-intermediate (B2)
- Advanced (C1)

How did you hear about Southbourne School of English? \_\_\_\_\_

## Holidays (for courses of 13 weeks or more)

These must be booked at the time of enrolment. From: / / / / /  To: / / / / /

## Accommodation

Do you require homestay accommodation?  Yes  No

Date of arrival: / / / / /  Date of departure: / / / / /  Do you smoke?  Yes  No

Do you have a special diet?  Yes  No

Do you have any medical conditions?  Yes  No

Do you have any allergies?  Yes  No

Please provide details if your answer to any of the above 3 questions is "Yes" or if you have any other special requests:

Do you need insurance?  Yes  No If Yes, this will cost approx £5.50 per week. Insurance will not be arranged until payment is received

## Arrival Airport transfer

Do you wish to be met at the airport?  Yes  No

Taxi:  Collective Transfer (see price list for dates):

Arrival details

Flight number:

Arrival date: / / / / /

Arrival time: :

Arrival airport including terminal: \_\_\_\_\_

## Departure Airport transfer

Do you wish to be taken to the airport?  Yes  No

Taxi:  Collective Transfer (see price list for dates):

Departure details

Flight number:

Departure date: / / / / /

Departure time: :

Departure airport including terminal: \_\_\_\_\_

Please note:

- Pick up point will be notified when we have your flight details. An excess waiting fee of £30.00 per hour will be charged if the taxi has to wait longer than 2 hours after landing
- For any other point of entry into the UK, prices are available from the school
- Return transfers can be arranged at the school reception
- **UK Border Agency may refuse to allow students under the age of 18 in to the UK unless they are accompanied by an adult, or have proof of their onward travel arrangements**

## Conditions of enrolment

**Enrolment** – Complete the form on this page or send it to the agent. If there is an agent's stamp send the form to that address. If there is no agent's stamp, send the form to the school. Your place at school is confirmed when we have received the registration fee of £90.00. This is non-refundable.

**Payment** – You must pay all fees at least 4 weeks before you start your course. If there are 30 days or fewer before your course starts, you must pay the full amount when you enrol. You must also pay any bank charges. 2% will be charged if paying by credit card.

**Accommodation** – Southbourne School is an agent for accommodation. Everything you pay for your accommodation will be given to the family you are staying with. We do not allow a reduction for parts of a week, but you will have to pay for any extra days. In the winter, students are accommodated in single rooms, unless they ask to share. In the summer, students under 18 years old are accommodated in a twin-bedded room.

**Holidays** – The school is closed on national holidays (public/bank), 14th April, 17th April, 1st May, 28th May, 18th December- 2nd January 2018. You can only take other holidays during the course if you tell us about them when you enrol or give 4 weeks notice. We will not give refunds or extend your stay if you take other holidays.

**Cancellations** – If you want to cancel a course, you must send us this information by registered letter. We cannot refund the registration fee of £90.00. You will have to pay for one week's course and accommodation if you cancel fewer than 15 days before the course start.

For all courses, if you need to cancel because you cannot get a visa, we will refund your fees, less bank charges and the registration fee of £90.00. If your visa has been refused, you need to send us a copy of the letter from the British Embassy.

**Finishing early** – If you finish before the end of your course, you will not get a refund. We do not give refunds or extend courses to cover missed lessons. Courses cannot be transferred to any family members or friends.

**Expulsion** – You will be expelled (told to leave the school) for these reasons:

- If your attendance is 70% or less
- If you bully students or staff
- If your behaviour is not acceptable
- If you steal or damage the school on purpose
- No refunds will be offered if you are expelled

**Damage** – If you damage school or homestay property, even if it is an accident, you will have to pay the full cost of the repair or replacement.

**Liability** – The school is not responsible if your course does not run or you lose lessons because of public disturbance, industrial action, natural disasters or epidemics.

The school is not responsible if you lose anything. You should take out insurance to cover health problems, losing things, damage and having to go back to your country unexpectedly. We will always pay compensation if we are proved to have been negligent.

**Complaints** – If you have any problems with your course or accommodation, you should tell the Principal or school Welfare Officer immediately. We will always do our best to solve any problems as quickly as possible.

We reserve the right to refuse to enrol any student, to change the price or course programmes in this brochure without notice and to refuse lessons and accommodation if you have not paid all money you owe.

**Please Note: Disabled students will be considered on a case-by-case basis. Please contact us before enrolling if you have a disability.**

## Payment by Flywire

**Recommended Method-Guaranteed lowest exchange rate by Flywire**

**International Bank Transfer and Debit/Credit Card Payments-Pay via Flywire**

- 1 Choose your country and the amounts you are paying in GBP
- 2 Choose your payment method. Make your payment to Flywire
- 3 Enter your details and those of the student/s you are paying for Track and confirm your payment by email, SMS or by logging into southbourneschool.flywire.com

We have partnered with Flywire to streamline the international payment process. Flywire allows you to pay securely from any country and any bank, typically in your home currency. By making your payment with Flywire you can: Track your payments from start to finish, save on bank fees and exchange rates, contact their multilingual customer support team with any questions, day or night.

To get started, click or go to [www.peertransfer.com/select-institution](http://www.peertransfer.com/select-institution) to begin the payment process. If you have any questions about making an international payment, visit <https://www.flywire.com/help>

## Payment by other methods

### BANK TRANSFERS

**UK Bank charges must be added if payment is made by this method**

Account name: SOUTHBOURNE SCHOOL OF ENGLISH  
Bank name: HSBC  
Branch: CHRISTCHURCH  
Address: 15 High Street, Christchurch, BH23 1AF

Account Number: 60769665  
Sort Code: 40-46-19 GB02MIDL40461960769665  
IBAN number: MIDLGB2121D  
BIC number/Swift code:

### CREDIT CARD

**A surcharge of 2.5% will be charged for payment by this method**

Please call us on 01202 422300 in order to pay over the telephone, or contact [sally.kanan@southbourneschool.co.uk](mailto:sally.kanan@southbourneschool.co.uk) to request a document for completion

## Agreement

- For students under 18, considered minors in UK law: I understand that enrolling my son/daughter on an adult course means they are not supervised at break, outside school hours and at weekends. They will abide by school rules and curfew times.
- For students under 18, considered minors in UK law: I agree to photographs or videos being taken of my child for educational and advertising purposes. Yes  No

I wish to attend the Southbourne School of English for the period shown, and I accept the conditions set out above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Accommodation (Homestay)

Homestay	Low Season Sunday 1st Jan - Sunday 18th June Sunday 3rd Sept - Sunday 17th Dec	High Season Sunday 18th June - Sunday 3rd September
Single Room (All year)	£107.00 per week	£122.00 per week
Christmas & New Year Holiday (Supplement)	£60.00 per week	
<ul style="list-style-type: none"> <li>• Half board accommodation includes breakfast and dinner Monday to Friday with full board at the weekends</li> <li>• A weekly retention fee of £50.00 is payable if you wish to keep the room whilst away</li> <li>• Special dietary supplement (wheat and gluten free, halal, etc): £25.00 extra per week</li> <li>• For parents wishing to stay with their children but not attend classes, there is a £35.00 per week accommodation supplement</li> </ul>		

## Transfers by Public Bus

### From London Heathrow Airport to Bournemouth

#### Arrivals at Terminal 1/2/3/4

When you leave the Customs Area, follow the signs to 'Central Bus Station' via the subway or moving walkway. On arrival at the bus station, buy your ticket for **National Express Bus, Number 205** to Bournemouth. These buses leave throughout the day

#### Arrivals at Terminal 5

The bus station is on the ground level, just opposite the main terminal building. You can get a National Express bus **Number 205** from here

### From London Gatwick Airport to Bournemouth

Leave the Customs Area, go to the National Express Office in the Arrivals Hall and buy a ticket for **National Express Bus, Number 206** to Bournemouth

### From other London Airports: Luton, Stansted and London City Airport

There are frequent buses from these airports to Heathrow Airport, where you can join scheduled **National Express Bus, Number 205** to Bournemouth

### From London Victoria Bus Station take Bus Number 035 to Bournemouth

When you arrive in Bournemouth, take a taxi to your accommodation: approx. cost £12.00 - £15.00

### National Express Coach Details – Please purchase tickets when you arrive at the Airport

Heathrow - Bournemouth - Heathrow (return ticket)	£47.00 (approx)	2 hours travel time (approx)
Gatwick - Bournemouth - Gatwick (return ticket)	£50.00 (approx)	3½ hours travel time (approx)
Stansted - Bournemouth - Stansted (return ticket)	£52.00 (approx)	4 hours travel time (approx)
London Victoria Bus Station - Bournemouth (return ticket)	£32.00 (approx)	2 hours travel time (approx)

For the latest information on public bus services, you can visit: [www.nationalexpress.com](http://www.nationalexpress.com)

## Transfers by Private Car

One way	1 Person	2 People (each)	3 People (each)	4 People (each)
Heathrow - Bournemouth	£155.00	£80.00	£55.00	£45.00
Gatwick - Bournemouth	£170.00	£85.00	£60.00	£45.00
Bristol - Bournemouth	£170.00	£85.00	£60.00	£45.00
Luton - Bournemouth	£170.00	£85.00	£60.00	£45.00
Stansted - Bournemouth	£215.00	£110.00	£75.00	£50.00
Central London - Bournemouth	£185.00	£99.00	£72.00	£47.00
Southampton - Bournemouth	£80.00	£45.00	£32.00	£26.00
Bournemouth - School	£30.00	£18.00	£13.00	£12.00

## Collective Vacation Transfer

Sunday arrival, Heathrow Airport only, all terminals £65.00 per person each way

Heathrow - Bournemouth (arrivals between 10.00-17.00) 19/3, 26/3, 2/4, 9/4, 18/6, 25/6, 2/7, 9/7, 16/7, 23/7, 30/7, 6/8, 13/8, 20/8

Bournemouth - Heathrow (departures between 10.00-19.00) 2/4, 9/4, 16/4, 23/4, 25/6, 2/7, 9/7, 16/7, 23/7, 30/7, 6/8, 13/8, 20/8, 27/8, 3/9

This transfer type may involve a wait SUPERVISED BY OUR STAFF of approximately 2/3 hours depending on flight times.

**Collective transfer not available for students travelling as unaccompanied minors with any airline**

**THESE DETAILS MUST BE SUBMITTED AND PAID FOR TWO WEEKS BEFORE ARRIVAL**

Please note:

- Pick up point will be notified when we have your flight details. An excess waiting fee of £30.00 per hour will be charged if the taxi has to wait longer than 2 hours after landing on full priced taxis
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CAE		8 May - 6 Jun 30 Oct - 28 Nov	4 weeks + 2 days 21 hours per week	Wed 7 Jun Wed 29 Nov	£1240.00
CPE	Certificate of Proficiency in English Advanced (C2)	8 May - 7 Jun 30 Oct - 29 Nov	4 weeks + 3 days 21 hours per week	Thur 8 Jun Thur 30 Nov	£1620.00

- Closing dates for entry to Cambridge Examinations are approx. 4 - 6 weeks before the examination dates
- **Examination fees cost approximately £125.00-£145.00. This needs to be paid 6 weeks prior to the examination date**
- Class size – maximum 10 (Average 6)

Only  
available in  
the UK

### Special Summer FCE Course and Examination

Code	Course	Course dates	Duration	Examination dates	Fee
FCES	First Certificate in English Upper-intermediate (B2)	7 Aug - 25 Aug	3 weeks 30 hours per week	Thur 24 Aug	£1190.00

- 15 hrs vocabulary input 09.30-12.30 (course transport included)
- 15 hrs classroom based tuition 14.00-17.30 (Mon-Fri)
- Class size – maximum 10 (Average 6)
- **Examination fee included**
- **Course guaranteed to run**
- **Saturday excursion not included**

## International English Language Testing System (IELTS) Courses

Code	Course dates	Duration	Examination dates	Fee
IELTS	6 Feb - 3 Mar 13 Mar - 7 Apr 18 Apr - 12 May 8 May - 2 Jun 18 Sep - 13 Oct 16 Oct - 10 Nov 6 Nov - 1 Dec	4 weeks 21 hours per week	Sat 4 Mar Sat 8 Apr Sat 13 May Sat 3 Jun Sat 14 Oct Sat 11 Nov Sat 2 Dec	£1120.00

- Minimum level required for IELTS course is Intermediate
- **Closing dates for the IELTS test is approx. 8 weeks before the test date**
- **Examination fees cost approximately £100.00-£130.00**

## Business English Certificate (BEC) Courses

Code	Course	Course dates	Duration	Examination dates	Fee
BECP	Preliminary	16 Jan - 10 Mar 20 Mar - 12 May 2 Oct - 24 Nov	8 weeks	Thu 9 Mar Sat 13 May Sat 25 Nov	£2000.00
BECV	Vantage	16 Jan - 10 Mar 9 Apr - 2 Jun 16 Oct - 8 Dec	15 hours General Course + 6 hours BEC preparation per week	Fri 10 Mar Sat 3 Jun Sat 2 Dec	
BECH	Higher	27 Mar - 19 May 25 Sep - 17 Nov		Sat 20 May Sat 18 Nov	

- BEC Classes take place Monday to Thursday from 13.45 to 15.30 (6 hours per week)
- **Closing dates for BEC Examinations are approximately 4 - 6 weeks before the examination dates**
- **Examination fees are not included – approximately £110.00-130.00**



## Course Information

- General/Intensive English courses start every Monday (Tuesday when Monday is a public holiday)
  - Minimum age 16 years
  - Class size low season maximum 14 (average 10)
  - Class size in summer maximum 16
  - Course levels from Elementary to Advanced
  - Beginners only accepted on the first Monday of each month
  - Students who have not booked a beginners course but prove to be beginner level on arrival will need to pay a supplement until a beginner start date
  - From 18th June to 3rd September there is a high season supplement which will include **one full day excursion per week and a daily activity programme** (The supplement does not apply to students enrolled for 12 weeks or more, although excursion fees will apply)
  - We are closed on the following Public Holidays: 14th April, 17th April, 1st May, 29th May and 28th August
  - The school will close on Friday 15th December 2017 and will reopen on Tuesday 2nd January 2018
- The following activities are included in social programme.
    - Field games, sports competitions
    - Volleyball and activities on the beach
    - Mini golf
    - Swimming
    - Town tours and visits: Bournemouth, Poole, Christchurch, Boscombe
    - Hengistbury Head Nature Reserve

### Extra activities, not included - contact office for prices:

- Bowling
- Laserquest
- Oceanarium
- Surfing lesson
- Horse Riding

### Half day excursions:

Southampton, Portsmouth, Winchester, Salisbury and Stonehenge. These can be booked and paid for in advance.

### Optional evening activities including transport (at extra cost):

Splashdown water slide park, Under 18 disco, Laserquest

January 2017	February 2017	March 2017	April 2017	May 2017	June 2017
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

The highlighted dates above indicate when the school is closed.

## Students with special educational needs

At the time of booking, we **MUST** be told about any special educational needs. As much information as possible should be given so we can assess if we are able to accept the student. If a student arrives with special educational needs that we have not been told about and we are not able to teach and integrate them successfully, we will have to cancel their course and repatriate them at their expense. An administration charge of £400.00 will be made to cover the additional work this will incur.

## All Tuition fees include:

- Tuition as specified
- First day entrance test
- Course books and teaching materials (£25.00 supplement for students attending one week only)
- Study folder
- Regular tutorials with class teacher for courses of 4 weeks or more
- Regular homework
- Progress tests on long-term courses of 8 weeks or more
- End of course reports and certificate of attendance (min 85%)
- Free Wi-Fi and internet access at school
- Holiday for courses of 13 weeks or more by agreement with the school registrar

## Accommodation Information

- All families are carefully selected - many of them have been registered with the school for many years
- Single room (half board) all year with full board at weekends £107.00 per week. (supplement of £15.00 per week 18th June to 3rd September)
- Summer period (18th June - 3rd September) students under 18 years will generally share a room with 1 other student of a similar age and different nationality.
- Light laundry included once per week
- **All accommodation money is paid to the family**
- All host families are within easy walking distance of the school
- **In the winter students are accommodated in single rooms at no extra charge**
- Students are treated as part of the family
- Senior students under 18 years of age must return home by 11pm
- Students under 18 years of age must provide written permission from their parents should they wish to stay out overnight or to go on an overnight trip
- If a student under 18 years of age does not come to class, the teacher will inform the accommodation officer and the school will try to contact the student immediately
- A weekly retention fee of £50.00 is payable if you wish to keep the room whilst away
- Preferred arrival and departure dates are Sunday

## Insurance

Our course fees do not include insurance. This can be booked and paid for with the school registrar prior to your arrival. Students are advised to take out insurance prior to arriving in the UK

## Pocket Money

Pocket money can be sent to our school bank account, details overleaf. However there will be a charge of £1.00 per £100.00 to cover our bank charges

# 2017 Enrolment form

Personal information (please use BLOCK CAPITALS)

First name: \_\_\_\_\_

Family name: \_\_\_\_\_

Title: Mr  Mrs  Ms  Miss

Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Passport number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Occupation: \_\_\_\_\_ Nationality: \_\_\_\_\_

First language: \_\_\_\_\_

Date of birth (Day/Month/Year): / /

16/17 years olds-parent contact numbers: Home : \_\_\_\_\_ Mobile: \_\_\_\_\_

<p>I confirm that I have NO special educational or physical needs <input type="checkbox"/></p> <p>I have the following special educational or physical needs <input type="checkbox"/> eg. Dyslexia/ADHD etc. _____</p> <p>(see paragraph under course information)</p>
--

## Course details

Course name: \_\_\_\_\_

Course code:       Start date: / /     Number of weeks:

What is your level of English now?

- Beginner  Elementary (A1)  Pre-intermediate (A2)  Intermediate (B1)  Upper-intermediate (B2)  
 Advanced (C1)

How did you hear about Southbourne School of English? \_\_\_\_\_

## Holidays (for courses of 13 weeks or more)

These must be booked at the time of enrolment. From: / /     To: / /

## Accommodation

Do you require homestay accommodation?  Yes  No

Date of arrival: / /     Date of departure: / /     Do you smoke?  Yes  No

Do you have a special diet?  Yes  No

Do you have any medical conditions?  Yes  No

Do you have any allergies?  Yes  No

Please provide details if your answer to any of the above 3 questions is "Yes" or if you have any other special requests:  
\_\_\_\_\_

Do you need insurance?  Yes  No If Yes, this will cost approx £5.50 per week. Insurance will not be arranged until payment is received

## Arrival Airport transfer

Do you wish to be met at the airport?  Yes  No

Taxi:  Collective Transfer (see price list for dates):

Arrival details

Flight number:

Arrival date: / /

Arrival time: :

Arrival airport including terminal: \_\_\_\_\_

## Departure Airport transfer

Do you wish to be taken to the airport?  Yes  No

Taxi:  Collective Transfer (see price list for dates):

Departure details

Flight number:

Departure date: / /

Departure time: :

Departure airport including terminal: \_\_\_\_\_

Please note:

- Pick up point will be notified when we have your flight details. An excess waiting fee of £30.00 per hour will be charged if the taxi has to wait longer than 2 hours after landing
- For any other point of entry into the UK, prices are available from the school
- Return transfers can be arranged at the school reception
- **UK Border Agency may refuse to allow students under the age of 18 in to the UK unless they are accompanied by an adult, or have proof of their onward travel arrangements**

## Conditions of enrolment

**Enrolment** – Complete the form on this page or send it to the agent. If there is an agent's stamp send the form to that address. If there is no agent's stamp, send the form to the school. Your place at school is confirmed when we have received a payment of £300.00 (£90.00 enrolment fee plus £210.00 deposit). The deposit (£210.00) will be taken from the amount you finally have to pay.

**Payment** – You must pay all fees at least 4 weeks before you start your course. If there are 30 days or fewer before your course starts, you must pay the full amount when you enrol. You must also pay any bank charges. 2% will be charged if paying by credit card.

**Accommodation** – Southbourne School is an agent for accommodation. Everything you pay for your accommodation will be given to the family you are staying with. We do not allow a reduction for parts of a week, but you will have to pay for any extra days. In the winter, students are accommodated in single rooms, unless they ask to share. In the summer, students under 18 years old are accommodated in a twin-bedded room.

**Holidays** – The school is closed on national holidays (public/bank), 14th April, 17th April, 1st May, 28th May, 18th December- 2nd January 2018 . You can only take other holidays during the course if you tell us about them when you enrol or give 4 weeks notice. We will not give refunds or extend your stay if you take other holidays.

**Cancellations** – If you want to cancel a course, you must send us this information by registered letter. We cannot refund the registration fee of £90.00. You will have to pay for one week's course and accommodation if you cancel fewer than 15 days before the course start.

For all courses, if you need to cancel because you cannot get a visa, we will refund your fees, less bank charges and the registration fee of £90.00. If your visa has been refused, you need to send us a copy of the letter from the British Embassy.

**Finishing early** – If you finish before the end of your course, you will not get a refund. We do not give refunds or extend courses to cover missed lessons. Courses cannot be transferred to any family members or friends.

**Expulsion** – You will be expelled (told to leave the school) for these reasons:

- If your attendance is 70% or less
- If you bully students or staff
- If your behaviour is not acceptable
- If you steal or damage the school on purpose
- No refunds will be offered if you are expelled

**Damage** – If you damage school or homestay property, even if it is an accident, you will have to pay the full cost of the repair or replacement.

**Liability** – The school is not responsible if your course does not run or you lose lessons because of public disturbance, industrial action, natural disasters or epidemics.

The school is not responsible if you lose anything. You should take out insurance to cover health problems, losing things, damage and having to go back to your country unexpectedly. We will always pay compensation if we are proved to have been negligent.

**Complaints** – If you have any problems with your course or accommodation, you should tell the Principal or school Welfare Officer immediately. We will always do our best to solve any problems as quickly as possible.

We reserve the right to refuse to enrol any student, to change the price or course programmes in this brochure without notice and to refuse lessons and accommodation if you have not paid all money you owe.

**Please Note: Disabled students will be considered on a case-by-case basis. Please contact us before enrolling if you have a disability.**

## Payment by Flywire

**Recommended Method-Guaranteed lowest exchange rate by Flywire**

**International Bank Transfer and Debit/Credit Card Payments-Pay via Flywire**

- 1 Choose your country and the amounts you are paying in GBP
- 2 Choose your payment method. Make your payment to Flywire
- 3 Enter your details and those of the student/s you are paying for Track and confirm your payment by email, SMS or by logging into southbourneschool.flywire.com

We have partnered with Flywire to streamline the international payment process. Flywire allows you to pay securely from any country and any bank, typically in your home currency. By making your payment with Flywire you can: Track your payments from start to finish, save on bank fees and exchange rates, contact their multilingual customer support team with any questions, day or night.

To get started, click or go to [www.peertransfer.com/select-institution](http://www.peertransfer.com/select-institution) to begin the payment process. If you have any questions about making an international payment, visit <https://www.flywire.com/help>

## Payment by other methods

### BANK TRANSFERS

**UK Bank charges must be added if payment is made by this method**

Account name:	SOUTHBOURNE SCHOOL OF ENGLISH
Bank name:	HSBC
Branch:	WEST SOUTHBOURNE
Address:	17 Southbourne Grove, West Southbourne, Bournemouth BH6 3RG
Account Number:	60769665
Sort Code:	40-46-19
IBAN number:	GB02MIDL40461960769665
BIC number/Swift code:	MIDLGB2121D

### CREDIT CARD

**A surcharge of 2.5% will be charged for payment by this method**

Please call us on 01202 422300 in order to pay over the telephone, or contact [sally.kanan@southbourneschool.co.uk](mailto:sally.kanan@southbourneschool.co.uk) to request a document for completion

## Agreement

- For students under 18, considered minors in UK law: I understand that enrolling my son/daughter on an adult course means they are not supervised at break, outside school hours and at weekends. They will abide by school rules and curfew times.
- For students under 18, considered minors in UK law: I agree to photographs or videos being taken of my child for educational and advertising purposes. Yes  No

I wish to attend the Southbourne School of English for the period shown, and I accept the conditions set out above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Accommodation (Homestay)

Homestay	Low Season Sunday 1st Jan - Sunday 18th June Sunday 3rd Sept - Sunday 17th Dec	High Season Sunday 18th June - Sunday 3rd September
Single Room (All year)	£107.00 per week	£122.00 per week
Christmas & New Year Holiday (Supplement)	£60.00 per week	

- Half board accommodation includes breakfast and dinner Monday to Friday with full board at the weekends
- A weekly retention fee of £50.00 is payable if you wish to keep the room whilst away
- Special dietary supplement (wheat and gluten free, halal, etc): £25.00 extra per week
- For parents wishing to stay with their children but not attend classes, there is a £35.00 per week accommodation supplement

## Transfers by Public Bus

### From London Heathrow Airport to Bournemouth

#### Arrivals at Terminal 1/2/3/4

When you leave the Customs Area, follow the signs to 'Central Bus Station' via the subway or moving walkway. On arrival at the bus station, buy your ticket for **National Express Bus, Number 205** to Bournemouth. These buses leave throughout the day

#### Arrivals at Terminal 5

The bus station is on the ground level, just opposite the main terminal building. You can get a National Express bus **Number 205** from here

### From London Gatwick Airport to Bournemouth

Leave the Customs Area, go to the National Express Office in the Arrivals Hall and buy a ticket for **National Express Bus, Number 206** to Bournemouth

### From other London Airports: Luton, Stansted and London City Airport

There are frequent buses from these airports to Heathrow Airport, where you can join scheduled **National Express Bus, Number 205** to Bournemouth

### From London Victoria Bus Station take Bus Number 035 to Bournemouth

When you arrive in Bournemouth, take a taxi to your accommodation: approx. cost £12.00 - £15.00

### National Express Coach Details – Please purchase tickets when you arrive at the Airport

Heathrow - Bournemouth - Heathrow (return ticket)	£47.00 (approx)	2 hours travel time (approx)
Gatwick - Bournemouth - Gatwick (return ticket)	£50.00 (approx)	3½ hours travel time (approx)
Stansted - Bournemouth - Stansted (return ticket)	£52.00 (approx)	4 hours travel time (approx)
London Victoria Bus Station - Bournemouth (return ticket)	£32.00 (approx)	2 hours travel time (approx)

For the latest information on public bus services, you can visit: [www.nationalexpress.com](http://www.nationalexpress.com)

## Transfers by Private Car

One way	1 Person	2 People (each)	3 People (each)	4 People (each)
Heathrow - Bournemouth	£155.00	£80.00	£55.00	£45.00
Gatwick - Bournemouth	£170.00	£85.00	£60.00	£45.00
Bristol - Bournemouth	£170.00	£85.00	£60.00	£45.00
Luton - Bournemouth	£170.00	£85.00	£60.00	£45.00
Stansted - Bournemouth	£215.00	£110.00	£75.00	£50.00
Central London - Bournemouth	£185.00	£99.00	£72.00	£47.00
Southampton - Bournemouth	£80.00	£45.00	£32.00	£26.00
Bournemouth - School	£30.00	£18.00	£13.00	£12.00

## Collective Vacation Transfer

Sunday arrival, Heathrow Airport only, all terminals £65.00 per person each way

Heathrow - Bournemouth (arrivals between 10.00-17.00) 18/6, 25/6, 2/7, 9/7, 16/7, 23/7, 30/7, 6/8, 13/8, 20/8

Bournemouth - Heathrow (departures between 10.00-19.00) 2/7, 9/7, 16/7, 23/7, 30/7, 6/8, 13/8 and 20/8

This transfer type may involve a wait SUPERVISED BY OUR STAFF of approximately 2/3 hours depending on flight times.

#### Please note:

- Pick up point will be notified when we have your flight details. An excess waiting fee of £30.00 per hour will be charged if the taxi has to wait longer than 2 hours after landing on full priced taxis
- For any other point of entry into the UK, prices are available from the school
- **UK Border Agency may refuse to allow students under the age of 18 into the UK unless they have written parental consent to travel or have proof of their onward travel arrangements**