



# Centre of **English Studies**

## **CES Course Fees 2017**

**Dublin • London • Oxford • Edinburgh • Leeds • Worthing • Harrogate**

**CES Dublin is an official IELTS, Cambridge and Pearson PTE Exam Centre**

**CES Edinburgh is an official CELTA Training Centre**

**CES Leeds and CES Harrogate are official IELTS and Cambridge Exam Centres**

**[www.ces-schools.com](http://www.ces-schools.com) | [www.ieltsdublin.com](http://www.ieltsdublin.com) | [www.ieltsleeds.com](http://www.ieltsleeds.com)**

# CES Ireland Course Fees

## Dublin

3rd January – 22nd December 2017

English Courses		16+ years					
Course Number	Course Description	2 weeks	3 weeks	4 weeks	5 - 12 weeks	13 - 23 weeks	24+ weeks
1. All Year	<b>Standard General English</b> 20 lessons per week 09:00 - 13:00 Mon to Fri	€539	€777	€1,014	€230 p/w	€215 p/w	€195 p/w
2. All Year	<b>Intensive General English</b> 26 lessons per week 09:00 - 13:00 Mon to Fri 14:00 - 16:00 Tues to Thurs	€644	€934	€1,224	€294 p/w	€284 p/w	€273 p/w
3. All Year	<b>Combination Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:00 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	€1,064	€1,491	€1,955	extra week €480		
4. All Year 2/3 exams every month	<b>Full-Time IELTS Preparation Course</b> 20 lessons per week 09:00 - 13:00 Mon to Fri - IELTS	€539	€777	€1,014	€230 p/w	€215 p/w	€195 p/w
5. All Year 2/3 exams every month	<b>Part-Time IELTS Preparation Course</b> 26 lessons per week 09:00 - 13:00 Mon to Fri - General English 14:00 - 16:00 Tues to Thurs - IELTS	€644	€934	€1,224	€294 p/w	€284 p/w	€273 p/w
6. <b>FCE</b> 3 Jan - 3 March 6 March - 2 June 19 June - 18 Aug 28 Aug - 24 Nov	<b>CAE</b> 3 Jan - 10 March 6 March - 2 June 19 June - 18 Aug 28 Aug - 24 Nov	<b>Cambridge Examination Preparation Courses (FCE + CAE)</b> 20 lessons per week 09:00 - 13:00 Mon to Fri		9 weeks €2,070	10 weeks €2,147	12 weeks €2,300	13 weeks €2,691
7. All Year Please add approx. €200 for return flight between the UK and Ireland	<b>Multi Destination Ireland and UK</b>	25 weeks					
	20 Lessons p/w	€4,680€					
	26 Lessons p/w	€6,552€					
8. Feb - Oct	<b>General English with Business English</b> 26 lessons per week 09:00 - 13:00 Mon to Fri - General English 14:00 - 16:00 Tues to Thurs - Business English	€644	€934	€1,224	€294 p/w	€284 p/w	€273 p/w
9. <b>One week courses</b> 3 - 7 July 17 - 21 July 31 July - 4 Aug 14 - 18 Aug 28 Aug - 1 Sept	<b>Two week courses</b> 3 - 14 July 17 - 28 July 31 July - 11 Aug 14 - 25 Aug 28 Aug - 8 Sept	<b>Teacher Training Courses</b> 20 lessons per week 09:00 - 13:00 Mon to Fri Afternoon programme of lectures and visits			1 week course €350	2 week course €700	
Professional and Management Courses		18+ years					
10. All Year	<b>English Language (minimum 4 week course) + Work Experience (unpaid)</b>	work placement fee €450 (nett)					
11. All Year	<b>One-to-One Lesson</b>	€75 per hour					
12. All Year	<b>Combination English and Teacher Training Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:00 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	€1,224	€1,731	€2,275	extra week €560		

**REGISTRATION FEE OF €50 FOR ALL STUDENTS**

*All teaching/tuition hours are 55 minutes. Maximum class size in Dublin is 14.*

# CES UK Course Fees

## London, Oxford, Edinburgh and Harrogate

3rd January – 22nd December 2017

English Courses		16+ years					
Course Number	Course Description	2 weeks	3 weeks	4 weeks	5 - 12 weeks	13 - 23 weeks	24+ weeks
1. All Year	<b>Standard General English</b> 20 lessons per week 09:30 - 13:00 Mon to Fri	£390	£578	£758	£184 p/w	£178 p/w	£173 p/w
2. All Year	<b>Intensive General English</b> 30 lessons per week 09:30 - 13:00 Mon to Fri 14:00 - 16:30 Tues to Thurs	£544	£813	£1,070	£262 p/w	£256 p/w	£249 p/w
3. All Year	<b>Combination Course</b> 20 group lessons per week 5 hours one-to-one Lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	£715	£1055	£1,385	<b>extra week</b> £341		
4. All Year Exam every month	<b>IELTS Preparation Course</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - IELTS	£544	£813	£1,070	£262 p/w	£256 p/w	£249 p/w
5. <b>FCE</b> 3 Jan - 3 March 13 March - 2 June 19 June - 18 Aug 4 Sept - 24 Nov	<b>Cambridge Examination Preparation Courses (FCE)</b> <b>CES London, Oxford and Harrogate only</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - FCE	<b>9 weeks</b> £2,143			<b>12 weeks</b> £2,857		
6. All Year Please add approx. £150 for return flight between the UK and Ireland	<b>Multi Destination Ireland and UK</b>	<b>24 weeks</b>			<b>36 weeks</b>		
	<b>20 Lessons p/w</b>	£3,870			£5,680		
	<b>30 Lessons p/w</b>	£5,534			£8,123		
7. July & Aug	<b>General English with Business English</b> (30 lessons per week) 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - Business English	£544	£813	£1,070	£262 p/w	£256 p/w	£249 p/w
8. <b>One week courses</b> 26 - 30 June 10 - 14 July <b>Two week courses</b> 26 June - 7 July 10 - 21 July	<b>Teacher Training Courses</b> <b>CES London and Edinburgh only</b> 20 lessons per week 09:30 - 13:00 Mon to Fri Afternoon programme of lectures and visits	<b>1 week course</b> £284			<b>2 week course</b> £568		
Professional and Management Courses		18+ years					
9. All Year	<b>English Language (minimum 4 week course) + Work Experience (unpaid)</b> CES London only	<b>work placement fee</b> £665 (nett)					
10. All Year	<b>One-to-One Lesson</b>	£55 per hour					
11. All Year	<b>Combination English and Teacher Training Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	£875	£1,295	£1,705	<b>extra week</b> £421		

**REGISTRATION FEE OF £40 FOR ALL STUDENTS**

*All teaching/tuition hours are 45 minutes.*

*Maximum class size in London and Edinburgh is 14. Maximum class size in Oxford and Harrogate is 9.*

# CES UK Course Fees

## Leeds and Worthing

3rd January – 22nd December 2017

English Courses		16+ years					
Course Number	Course Description	2 weeks	3 weeks	4 weeks	5 - 12 weeks	13 - 23 weeks	24+ weeks
1. All Year	<b>Standard General English</b> 20 lessons per week 09:30 - 13:00 Mon to Fri	£347	£513	£672	£163 p/w	£157 p/w	£152 p/w
2. All Year	<b>Intensive General English</b> 30 lessons per week 09:30 - 13:00 Mon to Fri 14:00 - 16:30 Tues to Thurs	£499	£737	£974	£239 p/w	£233 p/w	£227 p/w
3. All Year	<b>Combination Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30 two afternoons - One-to-One Lessons	£682	£1,007	£1,322	extra week £325		
4. All Year Exam every month	<b>IELTS Preparation Course</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - IELTS	£499	£737	£974	£239 p/w	£233 p/w	£227 p/w
5. <b>FCE</b> 3 Jan - 3 March 13 March - 2 June 19 June - 18 Aug 4 Sept - 24 Nov	<b>Cambridge Examination Preparation Courses (FCE) CES Worthing only</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - FCE	9 weeks £2,036			12 weeks £2,715		
6. All Year Please add approx. £150 for return flight between the UK and Ireland	<b>Multi Destination Ireland and UK</b>	24 weeks			36 weeks		
	<b>20 Lessons p/w</b>	£3,268			£4,795		
	<b>30 Lessons p/w</b>	£4,904			£7,193		
7. July & Aug	<b>General English with Business English</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - Business English	£499	£737	£974	£239 p/w	£233 p/w	£227 p/w
8. <b>One week courses</b> 26 - 30 June 10 - 14 July <b>Two week courses</b> 26 June - 7 July 10 - 21 July	<b>Teacher Training Courses CES Worthing only</b> 20 lessons per week 09:30 - 13:00 Mon to Fri Afternoon programme of lectures and visits	1 week course £284			2 week course £568		
Professional and Management Courses		18+ years					
9. All Year	<b>English Language (minimum 4 week course) + Work Experience (unpaid) CES Worthing only</b>	work placement fee £665 (nett)					
10. All Year	<b>One-to-One Lesson</b>	£55 per hour					
11. All Year	<b>Combination English and Teacher Training Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	£842	£1,247	£1,642	extra week £405		

**REGISTRATION FEE OF £40 FOR ALL STUDENTS**

*All teaching/tuition hours are 45 minutes. Maximum class size in Leeds and Worthing is 14.*

# Accommodation and Transfer Fees - Ireland

## 1. Homestay Accommodation (minimum of 2 weeks):

Accommodation placement fee = €70

Single/Shared room = €180 p/w

Single room supplement (4th June – 24th September 2017) = €30 p/w. Please note that single rooms are not available to students aged 16 - 18 years (inclusive), during July and August.

Special diet supplement (coeliac, gluten free, lactose free, vegan) = €30 p/w

Christmas holidays homestay accommodation fee (22nd December 2017 – 2nd January 2018) = €240 p/w

Accommodation is arranged in a carefully selected homestay on request. Accommodation is half board (bed, breakfast and dinner) from Monday to Friday and full board (bed, breakfast, lunch and dinner) on Saturday and Sunday. Homestays are located in the suburbs of Dublin.

No allowance will be made for absence from the homestay during the time arranged, or for late arrival/early departure. Students who wish to vacate their room for five days or longer, will be charged a retainer fee of €50 per week.

## 2. Residential Accommodation

### a) Year-Round (18+ years, minimum of 2 weeks)

#### i) Crestfield and Auburn House:

Accommodation placement fee = €70

Single room = €200 p/w

Shared room = €160 per person p/w

Airport Transfer = €70 one-way, arrivals only. Please note that an airport transfer **must** be booked for check in to these residences.

Crestfield and Auburn House are both private, self-catering residences for CES students only. The residences are located approximately 4 - 5 kms from the school and city centre. Single and shared rooms are available, most with a private bathroom. **Availability is limited.**

#### ii) Binary Hub:

Accommodation placement fee = €70

Single en-suite room = €265 p/w

Binary Hub is a self-catering, city centre residence, located 20 minutes' walking distance from the school. All rooms are single en-suite. **Availability is limited.**

### b) Summer (18+ years, July and August)

#### i) Shanowen Square:

Accommodation placement fee = €70

Single en-suite room = €185 p/w

Shanowen Square is a self-catering, summer residence located approximately 4 - 5 kms from the school and city centre.

#### ii) Trinity College:

Accommodation placement fee = €70

Single room = from €50 per night

Trinity College is a self-catering, summer residence located right in the city centre and just 5 minutes' walk from the school.

## 3. Airport Transfers:

A one-way airport transfer to pick up students on arrival only, can be booked. The cost is €70. Alternatively, taxis are located outside the airport building. Students staying in the Crestfield and Auburn House Residences **must** book a CES airport transfer.

## 4. Medical Insurance:

Medical Insurance can be arranged by CES at a cost of €110 per annum. Citizens of European Union countries should bring a EHIC card with them.

## 5. Tuition Hours:

All teaching/tuition hours are 55 minutes. Standard Course is 18.33 contact hours per week, excluding breaks. Intensive Course is 23.83 contact hours per week, excluding breaks.

## 6. Text Book:

Text books can be purchased for €35 approximately.

## 7. Social Activities:

CES offers a variety of social activities for students to join. Students pay only for the excursions and activities in which they wish to participate. Approximate costs for excursions – Full day = €35. Half day = €5 - €15. CES also organizes a range of free afternoon and evening activities in all schools, for students to join. Please contact the school for more information.

## 8. Beginners' Course Dates:

Please contact the school.

## 9. School Holidays:

2nd January, 17th March, 14th April, 17th April, 1st May, 5th June, 7th August, 30th October. Classes will finish for Christmas from the 22nd December 2017 – 2nd January 2018.

# Accommodation and Transfer Fees - UK

## 1. Homestay Accommodation (minimum of 2 weeks):

Accommodation placement fee = £55

Rate per week London:	single £170	shared £148	Premium: single £221	shared £200
Rate per week Oxford:	single £170	shared £148	Premium: single £221	shared £200
Rate per week Edinburgh:	single £170	shared £148		
Rate per week Leeds:	single £138	shared £130		
Rate per week Worthing:	single £138	shared £130		
Rate per week Harrogate:	single £138	shared £130		

Special diet supplement (coeliac, gluten free, lactose free, vegan) = £15 p/w

Christmas holidays homestay accommodation fee (22nd December 2017 – 2nd January 2018) = £240 p/w

Accommodation is arranged in a carefully selected homestay on request. London, Oxford and Edinburgh: Half board (bed, breakfast and dinner). Leeds and Worthing: Full board (bed, breakfast, packed lunch and dinner). Harrogate: Half board Monday-Friday and Full board Saturday-Sunday. No allowance will be made for absence from the homestay during the time arranged, or for late arrival/early departure. As per British Council regulations, we can place up to four students in a homestay.

## 2. Residential Accommodation

### a) Year-Round (18+ years, minimum of 4 weeks)

#### i) Beaumont Court, Kings Cross, London:

Accommodation placement fee = £55

Single en-suite room = £295 p/w

Beaumont Court is a self-catering residence located in Zone 1, central London. It is approximately 40 minutes' by train from the school in Wimbledon. All rooms are single en-suite. **Availability is limited.**

#### ii) Canal Point Residences, 22 West Tollcross, Edinburgh:

Accommodation placement fee = £55

Single en-suite room = £215 p/w

Canal Point Residences is a self-catering residence, located in central Edinburgh. It is just 10 minutes' walk from Princes Street and less than 20 minutes' walk from the school. All rooms are single en-suite. **Availability is limited.**

### b) Summer (18+ years, July and August)

#### i) Liberty Park Living, Leeds:

Accommodation placement fee = £55

Single en-suite room = £137 p/w

Liberty Park Plaza is a self-catering residence located in central Leeds, just 7 minutes' walking distance from the school.

## 3. Airport Transfers:

**London transfers:** From Heathrow or Gatwick: £110 (1 in car), £115 (2 in car) or £120 (3 in car).

**Oxford transfers:** From Heathrow: £130 (1 in car), £135 (2 in car) or £140 (3 in car). From Gatwick: £160 (1 in car), £165 (2 in car) or £170 (3 in car). From Stansted: £180 (1 in car), £185 (2 in car) or £190 (3 in car).

**Leeds transfers:** From Leeds Bradford: £70. From Manchester: £120.

**Worthing transfers:** From Gatwick: £110 (1 in car), £115 (2 in car) or £120 (3 in car). From Heathrow: £135 (1 in car), £140 (2 in car) or £145 (3 in car). From Stansted: £170 (1 in car), £175 (2 in car) or £180 (3 in car).

**Edinburgh transfers:** From Edinburgh: £50 (1 in car), £55 (2 in car) or £60 (3 in car). From Glasgow: £100 (1 in car), £105 (2 in car) or £110 (3 in car). From Glasgow Prestwick: £145 (1 in car), £150 (2 in car) or £155 (3 in car). From Newcastle: £205 (1 in car), £210 (2 in car) or £215 (3 in car). From Manchester: £305 (1 in car), £310 (2 in car) or £315 (3 in car).

**Harrogate transfers:** From Leeds Bradford: £70. From Manchester: £120. From Liverpool: £140. From Heathrow: £280.

**Please note – an additional cost of £55 will apply where students need assistance with check-in on departure**

## 4. Medical Insurance:

You are strongly advised to take out travel and medical insurance before leaving home. Insurance should cover the loss of personal possessions and loss of tuition fees if you have to cancel your course, or return home early. Citizens of EU countries should not have to pay for medical treatment, but are advised to bring their EHIC card with them. If you travel as part of a group to a CES school in the UK, we can help you arrange insurance as part of your package price.

## 5. Tuition Hours:

All teaching/tuition hours are 45 minutes. Standard Course is 15 contact hours per week, excluding breaks. Intensive Course is 22 contact hours per week, excluding breaks.

## 6. Text Book:

Text books can be purchased for £35 approximately.

## 7. Social Activities:

CES offers a variety of social activities for students to join. Students pay only for the excursions and activities in which they wish to participate. Approximate costs for excursions – Full day = £25 - £45. Half day = £5 - £20. CES also organizes a range of free afternoon and evening activities in all schools, for students to join. Please contact the school for more information.

## 8. Policy of Care:

CES has a strict policy of care and welfare for all 16 and 17 year old students studying in our adult schools. Please contact us directly or visit [www.ces-schools.com](http://www.ces-schools.com) for more information.

## 9. Beginners' Course Dates:

Please contact the relevant school

## 10. School Holidays:

2nd January, 14th April, 17th April, 1st May (CES England only), 29th May (CES England only), 28th August (CES England only). Classes will finish for Christmas from the 22nd December 2017 – 2nd January 2018.

# Terms and Conditions - Ireland & UK

## Enrolling on a course

On receipt of your registration form, you will receive an email:

1. Confirming your enrolment and chosen course.
2. Uni-Pay link which will enable you to make payment in full or pay a deposit of €250 (Ireland) / GBP£200 (UK). Deposits paid are non-refundable.
3. There is a course registration fee of €50 for Ireland or £40 for UK, for all students.

## PAYMENT PROCEDURE

### Full payment of fees is due 2 weeks prior to the starting date

#### IRELAND:

1. **By bank transfer or credit card through Uni-Pay**, our preferred payment provider. To register and make a payment, click on the Uni-Pay symbol attached to the confirmation email from us. [Uni-Pay handling fees will be advised at time of payment]
2. **By bank transfer in EURO directly into CES bank account:**  
Bank Name: AIB  
Address: 7-12 Dame Street, Dublin 2, Ireland  
Account Name: Centre of English Language Studies Ltd.  
IBAN: IE97AIBK93208688887063  
BIC: AIBKIE2D  
Account Number: 88887063  
Sort Code: 93 20 86  
[please add €30 to cover bank charges]

#### UK:

1. **By bank transfer or credit card through Uni-Pay**, our preferred payment provider. To register and make a payment, click on the Uni-Pay symbol attached to the confirmation email from us. [Uni-Pay handling fees will be advised at time of payment]
2. **By bank transfer in GBP directly into CES bank account:**  
Bank Name: National Westminster Bank  
Address: 27 South Street, Worthing West Sussex, BN11 3AR  
Account Name: Centre of English Studies Ltd.  
IBAN: GB 33 NWBK 602431 74638459  
BIC: NWBKGB2LXXX.  
Account Number: 74638459  
Sort Code: 60 24 31  
[please add £15 to cover bank charges]

*\*Please note any invoices paid directly to CES by credit card will be subject to a total credit card surcharge of 2%.\**

**\*\*Please ensure when making a payment to include the invoice number and student name or number\*\***

## Cancellation, cancellation fees and refunds

All cancellations must be notified in writing.

1. Accommodation Fees: Notice provided of 2 weeks - full refund given.
2. Tuition and other fees:
  - 2.1 Notice provided of up to 14 days prior to the arrival date – cancellation fee of €250 (Ireland) / £200 (UK).
  - 2.2 Notice provided of less than 14 days prior to arrival - no refund given.

There is no refund if a student fails to complete the programme.

There will be no refund for students who change from Intensive to Standard Course.

Where a visa has been refused, CES will refund the fees, less the deposit of €250 (Ireland) / £200 (UK) and bank charges, on receipt of proof of visa refusal and refusal number.

If the intended commencement date of an English Language Programme is delayed because of visa problems, CES will not adjust your tuition or accommodation end date and no refund will be made.

## General Conditions

- Fees include: Tuition, assessment test at the beginning of the course, individual report, use of multimedia centre and CES Online e-Learning package.
- We do not accept responsibility for costs incurred due to flight delays, e.g. accommodation.
- If a student does not acquire a visa on time, the above cancellation policy applies.
- It is the responsibility of the agent or student to ensure that the correct visa has been applied for.
- We do not take responsibility for loss or theft of belongings.
- Students are expected to have appropriate medical and travel insurance.
- Non EU students must take out private medical insurance.
- There is no refund of fees for days missed during the course / late arrival / early departure / public holidays.
- During peak times, classes can be held at additional premises.
- If a student wishes to transfer between any CES centres in Ireland and the UK, there is a fee of £100.
- If a student wishes to return to their home country, or take holidays elsewhere during the term of their English language programme, they are free to do so, but no credit will be given for missed study time. Parental consent is required for any classes or activities missed.

### Return completed registration forms to:

**IRELAND:** Centre of English Studies, 31 Dame Street, Dublin 2, Ireland  
Phone: 00353 1 671 4233 Fax: 00353 1 671 4425 Email: info@ces-schools.com

**UK:** Centre of English Studies, 12 Stoke Abbott Road, West Sussex, BN11 1HE, England  
Phone: 0044 1903 231330 Fax: 0044 1903 200953 Email: worthing@ces-schools.com



# CES Registration Form - 2017

## Personal Details

Family name: \_\_\_\_\_  
First name(s): \_\_\_\_\_ Male  Female   
Address: \_\_\_\_\_  
Country: \_\_\_\_\_ Post Code: \_\_\_\_\_ Passport number: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Nationality: \_\_\_\_\_ First Language: \_\_\_\_\_ Date of birth: \_\_\_\_\_ (dd/mm/yyyy)  
Current level of English (please ✓) Very good  Good  Fair  Low   
Do you have any allergies? YES  NO  If yes please specify \_\_\_\_\_  
If you have any special needs, learning difficulties or medical conditions, please give details \_\_\_\_\_  
Where do you want to study? Dublin  London  Oxford  Edinburgh  Leeds  Worthing  Harrogate

## Course Details

I wish to reserve a place on course: \_\_\_\_\_ Number of weeks: \_\_\_\_\_  
Starting date: \_\_\_\_\_ Finishing date: \_\_\_\_\_ Course fee: \_\_\_\_\_

## Accommodation Details (please ✓)

I want  Homestay /  Residential

Shared Room  Shared Room  
 Single Room  Single Room

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_

Number of nights: \_\_\_\_\_

**Self-Catering Residence (subject to availability) at:**

1. Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Airport Transfer (optional - must be booked in advance)

Date of arrival: \_\_\_\_\_ Time of arrival: \_\_\_\_\_ Flight number: \_\_\_\_\_ From: \_\_\_\_\_ Airport

Name of arrival airport: \_\_\_\_\_ Airport transfer on arrival: Required  Not Required  Transfer Fee: See pages 5+6

It is important that CES is advised of your arrival details even if you do not require a transfer.

An airport transfer must be booked for Crestfield and Auburn House in Dublin.

## Fees

Course	Course Fees	_____
	Registration Fee (€50 for Ireland / £40 for UK)	_____
Accommodation	Accommodation Fees	_____
	Accommodation Placement Fee	_____
	(€70 for Ireland / £55 for UK)	_____
	Supplements (if applicable)	_____
Airport Transfer	Transfer Fee	_____
Bank	Bank Charges	_____
	Textbook	_____
	Visa Application Fee £20 (UK only)	_____
	TOTAL	_____

I will pay the fees at the booking stage as follows (Please tick ✓):

Full fees  Deposit  By bank transfer/credit card via Uni-Pay  By bank transfer directly to CES bank account

**Promotional Photography** - Sometimes CES or our representatives take photographs and videos during our courses or social activities which may be used for promotional purposes. Please advise at the time of booking if you do not wish to appear in any promotional material.





# Centre of **English Studies**

## **CES Course Fees 2018**

**Dublin • London • Oxford • Edinburgh • Leeds • Worthing • Harrogate**

### **NEW COURSES 2018**

- **IELTS EXPRESS, Super Intensive 2 week course**
- **English and Culture, 50's + Programme**
- **CES/NCUK University Pre Sessional English Programme**

**CES Dublin is an official IELTS, Cambridge, Pearson PTE and Trinity Exam Centre**

**CES Edinburgh and CES Leeds are official CELTA Training Centres**

**CES Leeds and CES Harrogate are official IELTS and Cambridge Exam Centres**

# CES Ireland Course Fees Dublin

2nd January – 21st December 2018

English Courses			16+ years				
Course Number	Course Description	2 weeks	3 weeks	4 weeks	5 - 12 weeks	13 - 23 weeks	24+ weeks
<b>1.</b> All Year	<b>Standard General English</b> 20 lessons per week 09:00 - 13:00 Mon to Fri	€552	€796	€1,039	€230 p/w	€215 p/w	€195 p/w
<b>2.</b> All Year	<b>Intensive General English</b> 26 lessons per week 09:00 - 13:00 Mon to Fri 14:00 - 16:00 Tues to Thurs	€660	€957	€1,255	€294 p/w	€284 p/w	€273 p/w
<b>3.</b> All Year	<b>Combination Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:00 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:00, two afternoons - One-to-One Lessons	€1,064	€1,491	€1,955	extra week €480		
<b>4.</b> All Year 4 exams every month	<b>Full-Time IELTS Preparation Course</b> 20 lessons per week 09:00 - 13:00 Mon to Fri - IELTS	€552	€796	€1,039	€230 p/w	€215 p/w	€195 p/w
<b>5.</b> All Year 4 exams every month	<b>Part-Time IELTS Preparation Course</b> 26 lessons per week 09:00 - 13:00 Mon to Fri - General English 14:00 - 16:00 Tues to Thurs - IELTS	€660	€957	€1,255	€294 p/w	€284 p/w	€273 p/w
<b>5A. New for 2018</b> 08 -19 January 12 - 23 February 08 - 19 October 05 - 16 November	<b>IELTS EXPRESS</b> 26 lessons per week 9:00 - 13:00 Mon to Fri - IELTS 14:00 - 16:00 Tues to Thurs - IELTS	2 weeks €660+ €200 IELTS Exam Fee					
<b>6.</b> <b>FCE</b> 08 Jan - 09 March 12 March - 08 June 18 June - 24 Aug 03 Sep - 30 Nov	<b>CAE</b> 08 Jan - 23 March 12 March - 08 June 18 June - 24 Aug 03 Sep - 30 Nov	<b>Cambridge Examination Preparation Courses</b> 20 lessons per week 09:00 - 13:00 Mon to Fri		<b>9 weeks</b> €2,070	<b>10 weeks</b> €2,300	<b>12 weeks</b> €2,580	<b>13 weeks</b> €2,756
<b>6A. FCE FAST TRACK</b> 2 July - 27 July	<b>FCE FAST TRACK Cambridge Examination Preparation Course</b> 20 lessons per week 9:00 - 13:00 Mon to Fri	4 weeks €1,400 (includes course materials + exam fee)					
<b>7.</b> All Year Please add approx. €200 for return flight between UK & Ireland	<b>Multi Destination / Long Term Ireland and UK</b>	25 weeks + 10 weeks Holidays					
	<b>20 Lessons p/w</b>	€4,797					
	<b>26 Lessons p/w</b>	€6,716					
<b>8. New for 2018</b> 02 Jan - 15 June 26 March - 15 June 08 Oct - 07 June	<b>CES/NCUK University Pre sessional English Programme</b> 26 lessons per week 09:00 - 13:00 Mon to Fri 14:00 - 16:00 Tues to Thurs	<b>3 months</b> €3,528			<b>6 months</b> €6,552		<b>8 months</b> €8,547
<b>9.</b> Feb - Oct	<b>General English with Business</b> 26 lessons per week 09:00 - 13:00 Mon to Fri - General English 14:00 - 16:00 Tues to Thurs - Business English	€660	€957	€1,255	€294 p/w	€284 p/w	€273 p/w
<b>10.</b> <b>One week courses</b> 02 July - 06 July 16 July - 20 July 30 July - 03 Aug 13 Aug - 17 Aug 27 Aug - 31 Aug	<b>Two week courses</b> 02 July - 13 July 16 July - 27 July 30 July - 10 Aug 13 Aug - 24 Aug	<b>Teacher Training Courses</b> 20 lessons per week 09:00 - 13:00 Mon to Fri Afternoon programme of lectures and visits			<b>1 week course</b> €350		<b>2 week course</b> €700
Professional and Management Courses			18+ years				
<b>11.</b> All Year	<b>English Language (minimum 4 week course) + Work Experience (unpaid)</b>	work placement fee €450 (nett)					
<b>12.</b> All Year	<b>One-to-One Lesson</b>	€65 per hour					
<b>13.</b> All Year	<b>Combination English and Teacher Training Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:00 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:00, two afternoons - One-to-One Lessons	€1,224	€1,731	€2,275	extra week €560		

**REGISTRATION FEE OF €50 FOR ALL STUDENTS**

All teaching/tuition hours are 55 minutes. Maximum class size in Dublin is 14.

# CES UK Course Fees

## London, Oxford, Edinburgh and Harrogate

2nd January – 21st December 2018

English Courses		16+ years					
Course Number	Course Description	2 weeks	3 weeks	4 weeks	5 - 12 weeks	13 - 23 weeks	24+ weeks
<b>1.</b> All Year	<b>Standard General English</b> 20 lessons per week 09:30 - 13:00 Mon to Fri	£394	£584	£766	£184 p/w	£178 p/w	£173 p/w
<b>2.</b> All Year	<b>Intensive General English</b> 30 lessons per week 09:30 - 13:00 Mon to Fri 14:00 - 16:30 Tues to Thurs	£549	£821	£1,081	£262 p/w	£256 p/w	£249 p/w
<b>3.</b> All Year	<b>Combination Course</b> 20 group lessons per week 5 hours one-to-one Lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	£715	£1,055	£1,385	<b>extra week</b> £341		
<b>4.</b> All Year Exam every month	<b>IELTS Preparation Course</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - IELTS	£549	£821	£1,081	£262 p/w	£256 p/w	£249 p/w
<b>5A. New for 2018</b> 08 -19 January 12 - 23 February 08 - 19 October 05 - 16 November	<b>IELTS EXPRESS</b> 36 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Mon to Fri - IELTS	<b>2 weeks</b> £670+ IELTS Exam Fee					
<b>6. FCE</b> 08 Jan - 09 March 19 March - 08 June 25 June - 24 Aug 10 Sept - 30 Nov	<b>Cambridge Examination Preparation Courses (FCE) (London, Oxford and Harrogate Only)</b> 30 lessons per week 9:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - FCE	<b>9 weeks</b> £2,164			<b>12 weeks</b> £2,886		
<b>7.</b> All Year Please add approx. £150 for return flight between the UK and Ireland	<b>Multi Destination Ireland and UK</b>	<b>24 weeks</b>			<b>36 weeks</b>		
	<b>20 Lessons p/w</b>	£3,909			£5,737		
	<b>30 Lessons p/w</b>	£5,589			£8,204		
<b>8. New for 2018</b> 02 January - 15 June 26 March - 15 June 08 October - 22 June	<b>CES/NCUK University Pre sessional English Programme</b> 30 lessons per week 09:30 - 13:00 Mon to Fri 14:00 - 16:30 Tues to Thurs	<b>3 months</b> £3,144			<b>6 months</b> £5,976	<b>9 months</b> £8,496	
<b>9.</b> July & Aug	<b>General English with Business English</b> (30 lessons per week) 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - Business English	£549	£821	£1,081	£262 p/w	£256 p/w	£249 p/w
<b>10. New for 2018</b> 28 May - 8 June 11 June - 22 June 24 Sept - 5 Oct 15 Oct - 26 Oct	<b>English and Culture, 50+ program Harrogate and Oxford Only</b> 20 lessons per week 9:30 - 13:00 Mon to Fri Afternoon cultural visits and 1 full day tour included	<b>2 weeks</b> £695 with included social programme					
<b>11. One week courses</b> 02 July - 06 July 16 July - 20 July	<b>Two week courses</b> 02 July - 13 July 16 July - 27 July	<b>Teacher Training Courses CES London and Edinburgh only</b> 20 lessons per week 9:30 - 13:00 Mon to Fri Afternoon programme of lectures and visits			<b>1 week course</b> £290	<b>2 week course</b> £580	
Professional and Management Courses		18+ years					
<b>12.</b> All Year	<b>English Language (minimum 4 week course) + Work Experience (unpaid) CES London only</b>	<b>work placement fee</b> £678 (nett)					
<b>13.</b> All Year	<b>One-to-One Lesson</b>	£55 per hour					
<b>14.</b> All Year	<b>Combination English and Teacher Training Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	£875	£1,295	£1,705	<b>extra week</b> £421		

**REGISTRATION FEE OF £40 FOR ALL STUDENTS**

*All teaching/tuition hours are 45 minutes. Maximum class size in London and Edinburgh is 14. Maximum class size in Oxford and Harrogate is 9.*

# CES UK Course Fees Leeds and Worthing

2nd January – 21st December 2018

English Courses		16+ years					
Course Number	Course Description	2 weeks	3 weeks	4 weeks	5 - 12 weeks	13 - 23 weeks	24+ weeks
<b>1.</b> All Year	<b>Standard General English</b> 20 lessons per week 09:30 - 13:00 Mon to Fri	£354	£523	£685	£163 p/w	£157 p/w	£152 p/w
<b>2.</b> All Year	<b>Intensive General English</b> 30 lessons per week 09:30 - 13:00 Mon to Fri 14:00 - 16:30 Tues to Thurs	£509	£752	£993	£239 p/w	£233 p/w	£227 p/w
<b>3.</b> All Year	<b>Combination Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30 two afternoons - One-to-One Lessons	£682	£1,007	£1,322	<b>extra week</b> £325		
<b>4.</b> All Year Exam every month	<b>IELTS Preparation Course</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - IELTS	£509	£752	£993	£239 p/w	£233 p/w	£227 p/w
<b>5. New for 2018</b> 8 - 19 January 12 - 23 February 8 - 19 October 5 - 16 November	<b>IELTS EXPRESS</b> 36 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Mon to Fri - IELTS	<b>2 weeks</b> £670+ IELTS Exam Fee					
<b>6.</b> <b>FCE</b> 08 Jan - 09 March 19 March - 08 June 25 June - 24 Aug 10 Sep - 30 Nov	<b>Cambridge Examination Preparation Courses (FCE)</b> <b>CES Worthing only</b> 30 lessons per week 9:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - FCE	<b>9 weeks</b> £2,077			<b>12 weeks</b> £2,769		
<b>7.</b> All Year Please add approx. £150 for return flight between the UK and Ireland	<b>Multi Destination Ireland and UK</b>	<b>24 weeks</b>			<b>36 weeks</b>		
	<b>20 Lessons p/w</b>	£3,333			£4,891		
	<b>30 Lessons p/w</b>	£5,002			£7,337		
<b>8. New for 2018</b> 2nd January - 15th June 26th March - 15th June 8th October - 22nd June	<b>CES/NCUK University Pre sessional English Programme</b> 30 lessons per week 09:30 - 13:00 Mon to Fri 14:00 - 16:30 Tues to Thurs	<b>3 months</b> £3,144			<b>6 months</b> £5,976	<b>9 months</b> £8,496	
<b>9.</b> July & Aug	<b>General English with Business English</b> 30 lessons per week 09:30 - 13:00 Mon to Fri - General English 14:00 - 16:30 Tues to Thurs - Business English	£509	£752	£993	£239 p/w	£233 p/w	£227 p/w
<b>10.</b> <b>One week courses</b> 02 July - 06 July 16 July - 20 July	<b>Two week courses</b> 02 July - 13 July 16 July - 27 July	<b>Teacher Training Courses</b> <b>CES Worthing only</b> 20 lessons per week 09:30 - 13:00 Mon to Fri Afternoon programme of lectures and visits			<b>1 week course</b> £290		<b>2 week course</b> £580
Professional and Management Courses		18+ years					
<b>11.</b> All Year	<b>English Language (minimum 4 week course)</b> <b>+ Work Experience (unpaid)</b> <b>CES Worthing only</b>	<b>work placement fee</b> £678 (nett)					
<b>12.</b> All Year	<b>One-to-One Lesson</b>	£55 per hour					
<b>13.</b> All Year	<b>Combination English and Teacher Training Course</b> 20 group lessons per week 5 hours one-to-one lessons per week 09:30 - 13:00 Mon to Fri - Group Lessons 14:00 - 16:30, two afternoons - One-to-One Lessons	£842	£1,247	£1,642	<b>extra week</b> £405		

**REGISTRATION FEE OF £40 FOR ALL STUDENTS**

*All teaching/tuition hours are 45 minutes. Maximum class size in Leeds and Worthing is 14.*

# Accommodation and Transfer Fees - Ireland

## 1. Homestay Accommodation (minimum of 2 weeks):

Accommodation placement fee = €70

Single/Shared room = €183 p/w

Single room supplement (3rd June – 23rd September 2018) = €30 p/w. Please note that single rooms are not available to students aged 16 - 18 years (inclusive), during July and August.

Special diet supplement (coeliac, gluten free, lactose free, vegan) = €30 p/w

Christmas holidays homestay accommodation fee (21st December 2018 – 2nd January 2019) = €250 p/w

Accommodation is arranged in a carefully selected homestay on request. Accommodation is half board (bed, breakfast and dinner) from Monday to Friday and full board (bed, breakfast, lunch and dinner) on Saturday and Sunday. Homestays are located in the suburbs of Dublin.

No allowance will be made for absence from the homestay during the time arranged, or for late arrival/early departure. Students who wish to vacate their room for five days or longer, will be charged a retainer fee of €50 per week.

## 2. Residential Accommodation

### a) Year-Round (18+ years, minimum of 2 weeks)

#### i) Crestfield and Auburn House:

Accommodation placement fee = €70

Single room = €200 p/w

Shared room = €160 per person p/w

Airport Transfer = €70 one-way, arrivals only. Please note that an airport transfer **must** be booked for check in to these residences.

Crestfield and Auburn House are both private, self-catering residences for CES students only. The residences are located approximately 4 - 5 kms from the school and city centre. Single and shared rooms are available, most with a private bathroom. **Availability is limited.**

#### ii) Binary Hub/Dorset Point:

Accommodation placement fee = €70

Single en-suite room = €280 p/w

These are a self-catering, city centre residences, located 20 minutes' walking distance from the school. All rooms are single en-suite. **Availability is limited.**

### b) Summer (18+ years, July and August)

#### i) Shanowen Square:

Accommodation placement fee = €70

Single en-suite room = €185 p/w

Shanowen Square is a self-catering, summer residence located approximately 4 - 5 kms from the school and city centre.

#### ii) Trinity College:

Accommodation placement fee = €70

Single room = from €60 per night

Trinity College is a self-catering, summer residence located right in the city centre and just 5 minutes' walk from the school.

## 3. Airport Transfers:

A one-way airport transfer to pick up students on arrival only, can be booked. The cost is €70. Alternatively, taxis are located outside the airport building. Students staying in the Crestfield and Auburn House Residences **must** book a CES airport transfer.

## 4. Medical Insurance:

Medical Insurance can be arranged by CES at a cost of €110 per annum. Citizens of European Union countries should bring a EHIC card with them. Medical insurance will become effective upon completion of a) a Medical Insurance request form and b) provision by CES of a policy number to the student.

## 5. Tuition Hours:

All teaching/tuition hours are 55 minutes. Standard Course is 18.33 contact hours per week, excluding breaks. Intensive Course is 23.83 contact hours per week, excluding breaks.

## 6. Text Book:

Text books can be purchased for €35 approximately.

## 7. Social Activities:

CES offers a variety of social activities for students to join. Students pay only for the excursions and activities in which they wish to participate. Approximate costs for excursions – Full day = €35. Half day = €5 - €15. CES also organizes a range of free afternoon and evening activities in all schools, for students to join. Please contact the school for more information.

## 8. Beginners' Course Dates:

Please contact the school.

## 9. School Holidays:

1st January, 19th March, 30th March, 2nd April, 7th May, 4th June, 6th August, 29th October, 21st December 2018 – 2nd January 2019

# Accommodation and Transfer Fees - UK

## 1. Homestay Accommodation (minimum of 2 weeks):

Accommodation placement fee = £55

Rate per week London:	single £175	shared £153	Premium: single £226	shared £205
Rate per week Oxford:	single £175	shared £153	Premium: single £226	shared £205
Rate per week Edinburgh:	single £175	shared £153		
Rate per week Leeds:	single £145	shared £135		
Rate per week Worthing:	single £145	shared £135		
Rate per week Harrogate:	single £148	shared £140		

Special diet supplement (coeliac, gluten free, lactose free, vegan) = £20 p/w

Christmas holidays homestay accommodation fee (21st December 2018 – 2nd January 2019) = £250 p/w

Accommodation is arranged in a carefully selected homestay on request. London, Oxford and Edinburgh: Half board (bed, breakfast and dinner). Leeds and Worthing: Full board (bed, breakfast, packed lunch and dinner). Harrogate: Half board Monday-Friday and Full board Saturday-Sunday. No allowance will be made for absence from the homestay during the time arranged, or for late arrival/early departure. As per British Council regulations, we can place up to four students in a homestay.

## 2. Residential Accommodation

### a) Year-Round (18+ years, minimum of 4 weeks)

#### i) Beaumont Court, Kings Cross, London:

Accommodation placement fee = £55

Single en-suite room = £295 p/w

Beaumont Court is a self-catering residence located in Zone 1, central London. It is approximately 40 minutes' by train from the school in Wimbledon. All rooms are single en-suite. **Availability is limited.**

#### ii) Canal Point Residences, 22 West Tollcross, Edinburgh:

Accommodation placement fee = £55

Single en-suite room = £255 p/w

Summer Supplement = £20 p/w between June and August  
Canal Point Residences is a self-catering residence, located in central Edinburgh. It is just 10 minutes' walk from Princes Street and less than 20 minutes' walk from the school. All rooms are single en-suite. **Availability is limited.**

### b) Summer (18+ years, July and August)

#### i) Liberty Park Living, Leeds:

Accommodation placement fee = £55

Single en-suite room = £140 p/w

Liberty Park Plaza is a self-catering residence located in central Leeds, just 7 minutes' walking distance from the school.

## 3. Airport Transfers:

**London transfers:** London transfers: From Heathrow or Gatwick:

£115 (1 in car), £120 (2 in car) or £125 (3 in car).

**Oxford transfers:** From Heathrow: £135 (1 in car), £140 (2 in car) or £145 (3 in car). From Gatwick: £165 (1 in car), £170 (2 in car) or £175 (3 in car). From Stansted: £185 (1 in car), £190 (2 in car) or £195 (3 in car).

**Leeds transfers:** From Leeds Bradford: £75. From Manchester: £125.

**Worthing transfers:** Worthing transfers: From Gatwick: £115 (1 in car), £120 (2 in car) or £125 (3 in car). From Heathrow: £140 (1 in car), £145 (2 in car) or £150 (3 in car). From Stansted: £175 (1 in car),

£180 (2 in car) or £185 (3 in car).

**Edinburgh transfers:** From Edinburgh: £55 (1 in car), £60 (2 in car) or £65 (3 in car). From Glasgow: £105 (1 in car), £110 (2 in car) or £115 (3 in car). From Glasgow Prestwick: £150 (1 in car), £155 (2 in car) or £160 (3 in car). From Newcastle: £210 (1 in car), £215 (2 in car) or £220 (3 in car). From Manchester: £310 (1 in car), £315 (2 in car) or £320 (3 in car).

**Harrogate transfers:** From Leeds Bradford: £75. From Manchester: £125. From Liverpool: £145. From Heathrow: £285.

**Please note – an additional cost of £55 will apply where students need assistance with check-in on departure**

## 4. Medical Insurance:

You are strongly advised to take out travel and medical insurance before leaving home. Insurance should cover the loss of personal possessions and loss of tuition fees if you have to cancel your course, or return home early. Citizens of EU countries should not have to pay for medical treatment, but are advised to bring their EHIC card with them. If you travel as part of a group to a CES school in the UK, we can help you arrange insurance as part of your package price.

## 5. Tuition Hours:

All teaching/tuition hours are 45 minutes. Standard Course is 15 contact hours per week, excluding breaks. Intensive Course is 22 contact hours per week, excluding breaks.

## 6. Text Book:

Text books can be purchased for £35 approximately.

## 7. Social Activities:

CES offers a variety of social activities for students to join. Students pay only for the excursions and activities in which they wish to participate. Approximate costs for excursions – Full day = £25 - £45. Half day = £5 - £20. CES also organizes a range of free afternoon and evening activities in all schools, for students to join. Please contact the school for more information.

## 8. Policy of Care:

CES has a strict policy of care and welfare for all 16 and 17 year old students studying in our adult schools. Please contact us directly or visit [www.ces-schools.com](http://www.ces-schools.com) for more information.

## 9. Beginners' Course Dates:

Please contact the relevant school

## 10. School Holidays:

1st January, 30th March, 2nd April, 7th May (CES England only), 28th May (CES England only), 27th August (CES England only), 21st December 2018 – 2nd January 2019



# Terms and Conditions – Ireland & UK

## Enrolling on a course

On receipt of your registration form, you will receive an email:

1. Confirming your enrolment and chosen course.
2. FlyWire link which will enable you to make payment in full or pay a deposit of €250 (Ireland) / £200 (UK). Deposits paid are non-refundable

## PAYMENT PROCEDURE

### Full payment of fees is due 2 weeks prior to the starting date

#### IRELAND:

1. **By bank transfer or credit card through Fly-wire**, our preferred payment provider. To register and make a payment, go to [www.ces-dublin.flywire.com](http://www.ces-dublin.flywire.com) to begin the payment process [Flywire handling fees will be advised at time of payment].
2. **By bank transfer in EURO directly into CES bank account:**  
Bank Name: AIB  
Address: 7-12 Dame Street, Dublin 2, Ireland  
Account Name: Centre of English Language Studies Ltd.  
IBAN: IE97AIBK93208688887063  
BIC: AIBKIE2D  
Account Number: 88887063  
Sort Code: 93 20 86  
[please add €30 to cover bank charges]

#### UK:

1. **By bank transfer or credit card through Fly-wire**, our preferred payment provider. To register and make a payment go to [www.ces-uk.flywire.com](http://www.ces-uk.flywire.com) to begin the payment process. [Flywire handling fees will be advised at time of payment].
2. **By bank transfer in GBP directly into CES bank account:**  
Bank Name: National Westminster Bank  
Address: 27 South Street, Worthing West Sussex, BN11 3AR  
Account Name: Centre of English Studies Ltd.  
IBAN: GB33NWBK 602431 74638459  
BIC: NWBKGB2LXXX  
Account Number: 74638459  
Sort Code: 60 24 31  
[please add £15 to cover bank charges]

*\*Please note any invoices paid directly to CES by credit card will be subject to a total credit card surcharge of 2%.\**

**\*\*Please ensure when making a payment to include the invoice number and student name or number\*\***

## Cancellation, cancellation fees and refunds

**All cancellations must be notified in writing.**

**Accommodation Fees:** Notice provided of 2 weeks - full refund given.

**Tuition and other fees:** Notice provided of up to 14 days prior of the arrival date - cancellation fee of €250 (Ireland)/GBP£200 (UK).

Notice provided of less than 14 days prior to arrival - no refund given. There is no refund if a student fails to complete the programme. There will be no refund for students who change from Intensive to Standard Course.

Where a visa has been refused, CES will refund the fees less the deposit of €250 (Ireland) / GBP£200 (UK) and bank charges on receipt of evidence of the visa refusal plus the refusal number.

If the intended commencement date of an English Language Programme is delayed because of visa problems, CES will not adjust your tuition or accommodation end date and no refund will be made.

## General Conditions

- Fees include tuition, assessment test at the beginning of the course, individual report, use of listening centre/multimedia centre for private study, self-access, listening and interactive technology centre, email facilities and guided e-learning.
- We do not accept responsibility for costs incurred due to flight delays, e.g. accommodation.
- If a student does not acquire a visa on time, the above cancellation policy applies.
- We do not take responsibility for loss or theft of belongings.
- Students are expected to have appropriate medical and baggage insurance.

- Non EU students must take out private medical insurance.
- There is no refund of fees for days missed during the course/late arrival/early departure/public holidays.
- During peak times classes can be held at additional premises.

**Note:** *If a student wishes to return to their home country or take holidays elsewhere during the term of their English Language Programme they are free to do so, but no credit will be given for missed study time. Parental consent is required for any classes or activities missed. Note: If a student wishes to return to their home country, or take holidays elsewhere, during the term of their English Language Programme, they are free to do so but no credit will be given for missed study time. Parental consent is required for any classes or activities missed.*

**Return completed registration forms to:**

**IRELAND:** Centre of English Studies, 31 Dame Street, Dublin 2, Ireland  
Phone: 00353 1 671 4233 Fax: 00353 1 671 4425 Email: [info@ces-schools.com](mailto:info@ces-schools.com)

**UK:** Centre of English Studies, 12 Stoke Abbott Road, West Sussex, BN11 1HE, England  
Phone: 0044 1903 231330 Fax: 0044 1903 200953 Email: [worthing@ces-schools.com](mailto:worthing@ces-schools.com)



# CES Registration Form - 2018

## Personal Details

Family name: \_\_\_\_\_  
First name(s): \_\_\_\_\_ Male  Female   
Address: \_\_\_\_\_  
Country: \_\_\_\_\_ Post Code: \_\_\_\_\_ Passport number: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Nationality: \_\_\_\_\_ First Language: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
(dd/mm/yyyy)  
Next of kin mobile number in case of emergency : \_\_\_\_\_  
Current level of English (please ✓) Very good  Good  Fair  Low   
Do you have any allergies? YES  NO  If yes please specify \_\_\_\_\_  
If you have any special needs, learning difficulties or medical conditions, please give details \_\_\_\_\_  
Where do you want to study? Dublin  London  Oxford  Edinburgh  Leeds  Worthing  Harrogate

## Course Details

I wish to reserve a place on course: \_\_\_\_\_ Number of weeks: \_\_\_\_\_  
Starting date: \_\_\_\_\_ Finishing date: \_\_\_\_\_ Course fee: \_\_\_\_\_

## Accommodation Details (please ✓)

I want  Homestay  
 Shared Room  
 Single Room

I want  Self-Catering Residence  
Name: \_\_\_\_\_  
 Shared Room  
 Single Room  
\*Subject to availability

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_ Number of nights: \_\_\_\_\_

## Airport Transfer (optional - must be booked in advance)

Date of arrival: \_\_\_\_\_ Time of arrival: \_\_\_\_\_ Flight number: \_\_\_\_\_ From: \_\_\_\_\_ Airport  
Name of arrival airport: \_\_\_\_\_ Airport transfer on arrival: Required  Not Required  Transfer Fee: See pages 5+6  
It is important that CES is advised of your arrival details even if you do not require a transfer.  
An airport transfer must be booked for Crestfield and Auburn House in Dublin.

## Fees

Course	Course Fees	_____
	Registration Fee (€50 for Ireland / £40 for UK)	_____
Accommodation	Accommodation Fees	_____
	Accommodation Placement Fee	_____
	(€70 for Ireland / £55 for UK)	_____
	Supplements (if applicable)	_____
Airport Transfer	Transfer Fee	_____
Bank	Bank Charges	_____
	Textbook	_____
	Visa Application Fee £20 (UK only)	_____
	TOTAL	_____

I will pay the fees at the booking stage as follows (Please tick ✓):

Full fees  Deposit  By bank transfer/credit card via FlyWire  By bank transfer directly to CES bank account

**Promotional Photography** - Sometimes CES or our representatives take photographs and videos during our courses or social activities which may be used for promotional purposes. Please advise at the time of booking if you do not wish to appear in any promotional material.