

# 2017 DATES & FEES

3 January - 22 December

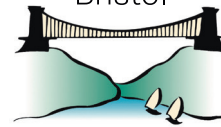
## MAIN STARTING DATES:

3 January, 13 March, 5 June, 3 July, 31 July, 29 August, 18 September

- No beginners.
- Elementary students should start their course on a main starting date. Other students can start any Monday.
- Minimum period of enrolment: 2 weeks.
- Public holidays: 14, 17 April, 1, 29 May, 28 August. The school is closed on these days, however a free excursion/activity is arranged.
- Summer Course dates: 5 June - 15 September 2017

ENGLISH  
LANGUAGE  
CENTRE

Bristol



Established 1969

44 Pembroke Road  
Bristol BS8 3DT

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E. info@elcbristol.co.uk  
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## FEES

**Registration Fee: £50.00**

**Materials Fee: £50.00**

The above fees are applicable for any length of course. The Materials Fee includes study materials, Guided E-Learning and a course book every three months.

### Tuition Fees

2-3 weeks	£275.00 per week
4-9 weeks	£270.00 per week
10-21 weeks	£260.00 per week
22+ weeks	£240.00 per week

+ £15.00 per week summer supplement: 3 July - 18 August

Optional Student Travel Insurance: £5.90 per week

## ACCOMMODATION

### Homestay

**£155.00 per week (Half-Board)**

Includes bed (single room), breakfast and evening meal

### Student Houses & Flats

**£155.00 per week (Self-Catering)**

£150.00 refundable deposit required - payable on arrival

### Goldney Hall University Residence

**£155.00 per week (Self-Catering)**

Available 9 July - 27 August

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

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

## COURSES

All courses are for 5 mornings and 4 afternoons a week and include 21 full teaching hours plus:

- Daily homework
- 4 hours optional supervised self-study
- 2 other optional one-hour language activities from Conversation Club, Job Club, Film Club and guest speakers.

### General English

Includes grammar, listening, speaking, reading, writing, pronunciation and vocabulary building.

If your level is B2 (Upper Intermediate) or above, on two afternoons a week, you can choose an elective including Business English, British Life & Culture, Academic English and Conversation & Pronunciation.

If your level is lower than B2, on those afternoons, you will focus on Communication Skills.

Private lessons can be arranged in advance (£60.00 per hour) or on arrival at the school.

### Examination Preparation

Minimum period of enrolment: 4 weeks.

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

#### Cambridge English

**First (FCE):** 3 January - 10 March (10 weeks)  
13 March - 2 June (12 weeks)  
5 June - 25 August (12 weeks)  
18 September - 8 December (12 weeks)

**Advanced (CAE):** 3 January - 10 March (10 weeks)  
13 March - 2 June (12 weeks)  
5 June - 25 August (12 weeks)  
18 September - 8 December (12 weeks)

**Proficiency (CPE):** 3 January - 10 March (10 weeks)  
13 March - 2 June (12 weeks)  
18 September - 1 December (11 weeks)

#### IELTS

Courses are run throughout the year.

The IELTS exam is held every month in Bristol and Cardiff.

## VISAS

- ▶ If you are from the EU, Switzerland, Iceland, Norway or Liechtenstein, you do not need a visa. If you come from any other country, you will need a visa. The visa section of our website also explains which visas allow you to work in the UK.
- ▶ There are two types of visa: the Short-Term Study Visa and the General Student Visa. The Short-Term Study Visa can be valid for a period of up to 6 months or 11 months, depending on the length of your course. For more information about visas, see [our website](#) or speak to your local representative.

## ENROLMENT PROCEDURE

- ▶ Complete the enrolment form and send it to the school or give it to your local representative together with a deposit of £300.00. We cannot confirm your booking until we have received the deposit.
- ▶ We then send you an acceptance letter, a Certificate of Registration (or Visa Letter if required) and an invoice.
- ▶ The balance of your fees is payable 2 weeks before your course begins, unless you are applying for a General Student Visa.
- ▶ If you are applying for a General Student Visa, you will need to pay the tuition fees **in full**, at least 4 weeks' accommodation fees and a £21.00 visa fee before the school can issue you with the Confirmation of Acceptance for Studies (CAS) which you need when applying for the General Student visa. **See our website for more information.**
- ▶ Scan and send us a copy of your visa if issued in advance.
- ▶ Accommodation details are sent no later than 2 weeks before your course starts.
- ▶ You should arrive in Bristol on the Sunday before your course begins and leave on the Saturday after your course finishes.
- ▶ Please contact your accommodation provider one week before you come to let them know your arrival time. This is very important so that they can be home when you arrive!
- ▶ So we can prepare your student card before you arrive, please send us a 'selfie' photograph as per the instructions on the school website.
- ▶ If you are making a late booking, please check availability with the school **before** sending your deposit and **before** booking your flight.

## PAYMENT

- ▶ By bank transfer to: **The English Language Centre Bristol, HSBC Bank, 149 Whiteladies Road, Bristol BS8 2RR**  
**Account Number: 61212079 Bank Sort Code: 40-14-09**  
You are responsible for paying bank charges, so when transferring money you should add **£12.00** to cover bank charges made by our bank. You should email a copy of the bank transfer document to the school, stating clearly your name and course dates.  
European banks require IBAN numbers and Swift Codes:  
**IBAN: GB75MIDL40140961212079**  
**Swift Code: MIDLGB22** or online alternative **Swift Code: MIDLGB2115H**
- ▶ By credit card (VISA and Mastercard ONLY) or by UK debit card. If you are paying by credit card, 2.5% is added to cover bank charges.
- ▶ Via our website using **Pay to Study**.

## TERMS & CONDITIONS

- ▶ These terms and conditions only apply to students who book directly with the school. If you book through a representative, the representative's terms and conditions may apply.
- ▶ If we accept your enrolment, your £300.00 deposit is non-refundable.
- ▶ Once you have enrolled, changes to bookings are subject to a £15.00 administration fee.
- ▶ If you have to **postpone** your course for any reason, for example, if you **need a visa and you are still waiting** for the visa to be issued, you must let us know **at least 2 weeks** before you are due to arrive, otherwise you will lose your £300.00 deposit and will have to pay another deposit before we can confirm a new starting date.
- ▶ If you need a visa and you have your visa application refused, we will refund your fees less the £300.00 deposit, once we have received a copy of the visa rejection letter.
- ▶ If, **for any reason**, you have to stop your course early, **your tuition fees are non-refundable**.
- ▶ If you wish to change or leave your accommodation, the school will refund your accommodation fees in full provided you give at least 2 full weeks' notice, except during the first 4 weeks of your stay when only 1 week's notice is necessary. Changes should always happen at weekends.
- ▶ If you have a General Student Visa, your accommodation fees will only be refunded if you show us documents proving that you have booked and paid for a return flight home.
- ▶ Refunds are made to the person who paid the fees (and not necessarily to the student).
- ▶ Visa students please note that if you do not have the correct visa to allow you to study or you lose your right to remain in the UK, then any contract you have with the school will be void.
- ▶ We reserve the right to ask you to leave the school without refunding the tuition fees in the event of misconduct or unsatisfactory attendance. See our website for full terms & conditions.

## HOLIDAYS

- ▶ You can only take a holiday if you are enrolled on a course of **20 weeks** or more and if you have been at school for at least **10 weeks**.
- ▶ Only one holiday is permitted every **12 weeks**.
- ▶ If you want to take a holiday, you must give **2 full weeks' written notice**.
- ▶ It is **not** possible to refund your tuition fees, but if it is convenient for the school, the holiday week(s) can be added to the end of your course.
- ▶ Homestay accommodation: If you go away for at least 7 nights (weekend to weekend) and you give two weeks' notice, you will be refunded 50% of the homestay fees. There is no refund for parts of the week. During the Christmas holiday, when the school is closed, if you vacate your room, you will not have to pay anything.
- ▶ Self-catering accommodation: No refunds are given if you go away. However, during the Christmas holiday, when the school is closed, if you want to keep the same room when you come back and you go away for at least 7 nights (weekend to weekend), you must pay 50% of the self-catering fees.

## ARRIVAL

- ▶ **By Bus**  
An easy way to get to Bristol is by bus. Buy a return ticket as it is cheaper.
  - ▶ Bristol Airport → Bristol Centre / Clifton £11.00 return
  - ▶ Heathrow Airport → Bristol £55.00 return
  - ▶ Gatwick Airport → Bristol £65.00 returnTickets from Heathrow and Gatwick can be bought in advance at [www.nationalexpress.com/airport](http://www.nationalexpress.com/airport)  
When you get to Bristol Bus Station, take a taxi to your accommodation. (Approximate cost £13.00).
- ▶ **Meet & Greet Service**
  - ▶ Heathrow and Gatwick £40.00 (on arrival)An airport representative meets you as you come through customs, escorts you to the bus station and will then call your accommodation provider to let them know when you will arrive in Bristol.

- ▶ **Airport Transfer Service**  
Prices are for transfer on arrival only. Reduced rates for students arriving together.
  - ▶ Bristol Airport £40.00
  - ▶ Heathrow £220.00
  - ▶ Gatwick £260.00At Heathrow and Gatwick the school driver meets you as you come through customs. At Bristol Airport, when you come out of customs, you must go to the Arrow Cars office which is just outside the terminal building.

## STUDENT TRAVEL INSURANCE

- ▶ Students who are not from the European Economic Area (EEA) have to pay for non-emergency medical treatment. If you are from the EEA, to avoid these charges, you should bring an EHIC card with you (European Health Insurance Card).
- ▶ **We strongly recommend you take out travel and medical insurance before leaving home.** Insurance should cover the loss of your fees and flights in case of cancellation or curtailment (shortening of your course), medical expenses, personal injury, personal liability, overseas legal expenses and the loss of personal belongings and money.
- ▶ If you do not have your own insurance, we can provide you with insurance under our Studentguard+ Student Travel insurance policy. The cost is £5.90 per week including Insurance Premium Tax. You must ask for the insurance at the time you book your course as cover is not available once you arrive in the UK. Please see our website for the full terms and conditions.

## STUDENTS UNDER 18

- ▶ Average age: 23. Minimum age: 16 No maximum age.
- ▶ Courses are aimed primarily at adult students so students under 18 should feel comfortable in an adult environment. We have a responsibility to provide a safe environment for all our students but especially for students under 18.
- ▶ Before a student under 18 starts a course, we require the parent/guardian and the student to sign and send us the **Parental Agreement for Students under 18** to confirm that they understand the system and the rules that we have in place for the welfare of under 18s and the level of supervision that we provide. See our website for detailed information.

## GENERAL INFORMATION

- ▶ Emergency number outside of office hours: **(+44) 774 702 1261**
- ▶ 6 levels from A2 (Elementary) to C2 (Advanced+).
- ▶ **No beginners.** A2 (Elementary) students should start on a main starting date.
- ▶ The materials fee includes a file, a course book, Guided E-Learning and a certificate.
- ▶ A full social programme is arranged with an excursion on Saturdays, 2 evening activities during the week and sports. If you attend all the events and excursions, the cost is around £35.00 per week. Many events are free.
- ▶ Most of our accommodation is within walking distance of the school. If you decide to buy a local bus pass, the cost is £12.00 per week.
- ▶ Average number of students in the school: 165 (2016)
- ▶ Number of different nationalities: 43 Average number: 24

# ENROLMENT FORM

## Personal Details

Family Name:
Given Name(s):
Male <input type="checkbox"/> Female <input type="checkbox"/> Date of Birth <u>DD / MM / YYYY</u>
Nationality: First Language:
Passport / ID Card Number:
Passport / ID Card Expiry Date:
Occupation:
Address in home country:
Telephone:
Mobile Number:
Email:
Address in Bristol (if the school is not arranging your accommodation):
Telephone:
If you have any special needs, learning difficulties or medical conditions, please give details:
How did you find out about ELC Bristol?
<input type="checkbox"/> Representative <input type="checkbox"/> Former student <input type="checkbox"/> Friends <input type="checkbox"/> Other
Please give details:

## COURSE DETAILS

From: <u>DD / MM / YYYY</u> To: <u>DD / MM / YYYY</u>
Number of weeks: ____
Level of English:
<input type="checkbox"/> A2 Elementary <input type="checkbox"/> A2 Pre-Intermediate <input type="checkbox"/> B1 Intermediate
<input type="checkbox"/> B2 Upper-Intermediate <input type="checkbox"/> C1 Pre-Advanced & Advanced <input type="checkbox"/> C2 Advanced +
Do you want to prepare for a particular examination? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which examination?
If you need a visa, which one will you apply for?
<input type="checkbox"/> Short-Term Study Visa <input type="checkbox"/> General Student Visa

## ARRIVAL INFORMATION

Please give your flight details to us at least <b>two weeks</b> before you arrive. Please also contact your accommodation provider at least <b>1 week</b> before you come to let them know your arrival time. If you do not, they may not be at home when you get here.	
Would you like an airport transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, from which airport?	
<input type="checkbox"/> Bristol <input type="checkbox"/> Heathrow <input type="checkbox"/> Gatwick <input type="checkbox"/> Other	
Would you like the meet and greet service? (Available for arrivals at Heathrow and Gatwick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Students under 18 must be met at the airport.</b>	

OFFICE USE

ETO (Stamp)

Ref No.

## ACCOMMODATION

Please complete if you want us to arrange your accommodation.	
Type of accommodation required:	
<input type="checkbox"/> Homestay	
<input type="checkbox"/> Self-catering in student houses or flats	
<input type="checkbox"/> University Residence (Available 9 July - 27 August)	
Date accommodation required:	
From: <u>DD / MM / YYYY</u>	To: <u>DD / MM / YYYY</u>
Number of weeks: ____ <i>You should aim to arrive on a Sunday and leave on a Saturday</i>	
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please note all accommodation is non-smoking</i>	
If you have any allergies, a special diet or other requirements, please give details:	
If you are vegetarian, please give details of what you can and cannot eat:	
What are your interests?	

## TRAVEL INSURANCE

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

## PAYMENT

If you wish to pay the fees by credit card, please give details:	
Cards accepted: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> UK Debit Card	
Name of card holder:	
Cardholder's address:	
Card number: *	<input type="text"/>
Expiry Date: <u>MM / YYYY</u> Security Code: ____	<small>The last 3 numbers on the back of your card</small>
Can we take £300.00 deposit from your credit card now? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Cardholder's signature:	
If you pay by credit card, 2.5% is added to cover charges.	
If you prefer to pay another way, please refer to the payment section.	
<i>* Card details are destroyed when payment has been completed.</i>	

## DECLARATION

<i>I have read and accept the school's Terms and Conditions</i>	
Signed:	Date:
In an emergency who should we contact?	
Relation to you (e.g. father, wife):	
Telephone:	

# 2017 Calendar

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

JANUARY					FEBRUARY					MARCH			
Monday		2	9	16	23	30	6	13	20	27	6	13	20
Tuesday		3	10	17	24	31	7	14	21	28	7	14	21
Wednesday		4	11	18	25	1	8	15	22	1	8	15	22
Thursday		5	12	19	26	2	9	16	23	2	9	16	23
Friday		6	13	20	27	3	10	17	24	3	10	17	24
Saturday		7	14	21	28	4	11	18	25	4	11	18	25
Sunday	1	8	15	22	29	5	12	19	26	5	12	19	26
Week No.	52	1	2	3	4	5	6	7	8	9	10	11	12
APRIL					MAY					JUNE			
Monday	27	3	10	17	24	1	8	15	22	29	5	12	19
Tuesday	28	4	11	18	25	2	9	16	23	30	6	13	20
Wednesday	29	5	12	19	26	3	10	17	24	31	7	14	21
Thursday	30	6	13	20	27	4	11	18	25	1	8	15	22
Friday	31	7	14	21	28	5	12	19	26	2	9	16	23
Saturday	1	8	15	22	29	6	13	20	27	3	10	17	24
Sunday	2	9	16	23	30	7	14	21	28	4	11	18	25
Week No.	13	14	15	16	17	18	19	20	21	22	23	24	25
JULY					AUGUST					SEPTEMBER			
Monday	26	3	10	17	24	31	7	14	21	28	4	11	18
Tuesday	27	4	11	18	25	1	8	15	22	29	5	12	19
Wednesday	28	5	12	19	26	2	9	16	23	30	6	13	20
Thursday	29	6	13	20	27	3	10	17	24	31	7	14	21
Friday	30	7	14	21	28	4	11	18	25	1	8	15	22
Saturday	1	8	15	22	29	5	12	19	26	2	9	16	23
Sunday	2	9	16	23	30	6	13	20	27	3	10	17	24
Week No.	26	27	28	29	30	31	32	33	34	35	36	37	38
OCTOBER					NOVEMBER					DECEMBER			
Monday	25	2	9	16	23	30	6	13	20	27	4	11	18
Tuesday	26	3	10	17	24	31	7	14	21	28	5	12	19
Wednesday	27	4	11	18	25	1	8	15	22	29	6	13	20
Thursday	28	5	12	19	26	2	9	16	23	30	7	14	21
Friday	29	6	13	20	27	3	10	17	24	1	8	15	22
Saturday	30	7	14	21	28	4	11	18	25	2	9	16	23
Sunday	1	8	15	22	29	5	12	19	26	3	10	17	24
Week No.	39	40	41	42	43	44	45	46	47	48	49	50	51

## Examinations

As part of your course, you can prepare for the following:

Examination	Dates 2017	Exam Fees
IELTS **	Every month (in Bristol or Bath)	£160.00
Cambridge English: First (FCE)	10 March, 6 June, 24 August*, 28 November, 9 December	£145.00
Cambridge English: Advanced (CAE)	11 March, 7 June, 25 August*, 29 November, 9 December	£145.00
Cambridge English: Proficiency (CPE)	11 March, 8 June, 30 November	£145.00
Cambridge English: BULATS	Flexible - by arrangement with the school	£65.00

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

\* £ 15.00 supplement on 24/25 August

\*\* IELTS for UKVI - monthly in Cardiff £200.00

In 2018, the Spring Term will begin on 2 January.



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