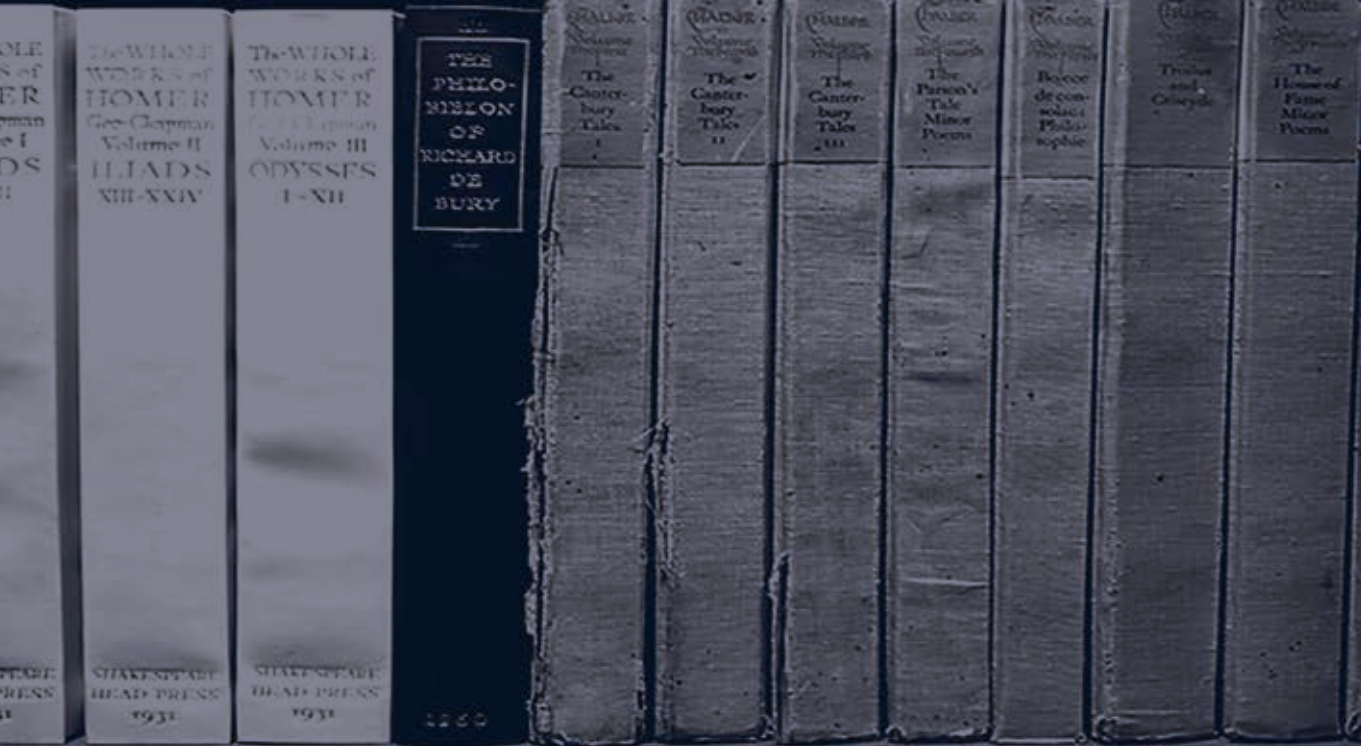




## Language Masterclass

*tuition programmes in England and in America*



# Eloquence in English

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## Oxford

13-15 High Street  
Oxford OX1 4EA  
United Kingdom  
Tel +44 (0)1865 247272  
oxford@oise.com



## Cambridge

81-85 Hills Road  
Cambridge CB2 1PG  
United Kingdom  
Tel +44 (0)1223 321084  
cambridge@oise.com



## Bristol

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Bristol BS1 5EJ  
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Tel +44 (0)117 929 7667  
bristol@oise.com



## London

10 Berners Mews  
London W1T 3AP  
United Kingdom  
Tel +44 (0)20 7631 0511  
london@oise.com



## Boston

Suite 1007  
31 St. James Avenue  
Boston MA 02116 USA  
Tel +1 617 357 6473  
boston@oise.com

*For English in the UK*



*For English in the USA*



# Language and personal development

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## *Educational Engineering*

Precision - fine tuning - performance - calibration - confidence - achievement

OISE courses are designed without compromise. They are structured with innovation and rigour. All aspects of performance in the language are evaluated with the aim of immersing the participants in different types of learning activities. These yield strong results by building the learners' confidence in expressing themselves fluently in English with elegance and accuracy. The overriding objective is to give the learner sufficient confidence never to be at a disadvantage among other English speakers.

## for high achievers

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Constant opportunities to perform in English. Constant encouragement to practise the language within a study community of highly motivated language learners. It is in such a studious environment that participants are challenged and driven to exceed their own expectations and personal goals. Because of their focus on serious, concentrated study programmes, OISE schools are the preferred choice of the most ambitious and committed students.



The expertise, enthusiasm and sympathetic approach of the teaching team all combine to sustain the students' effort and concentration making each lesson a productive and stimulating learning experience. Coming from diverse study and career backgrounds, they are able to offer instruction in a wide range of specialised areas of the language.

Teachers are chosen for their personal qualities and their ability both to engage the participants and to facilitate the language learning process. They are trained to focus on the needs and weaknesses of their learner and to plan the structure and content of the lessons accordingly. The students therefore always receive tuition that is relevant and based on what they actually need to learn.

# Focus on the learner's aims

*Courses are designed for today's professionals*



## Industry related specialist skills

- accountancy
- aviation
- banking
- business
- commerce
- education
- engineering
- finance
- law
- marketing
- media
- medicine
- pharmaceuticals
- healthcare
- tourism
- the oil industry

## *English for professional use*

The goal:

- gain the confidence to communicate fluently in English
- participate on equal terms in meetings, negotiations and presentations
- become familiar with the terminology and language usage of a specific industry
- develop accuracy in grammar, syntax, idioms and vocabulary
- understand and extract information from a written document
- write reports, letters, emails, presentations
- increase speed of reaction (absorb information, process and respond)

## *English for universal communication*

The goal:

- master effective communication in everyday English
- express ideas and opinions, incorporating new vocabulary and idioms as well as manipulating sophisticated and more complex language structures
- achieve comprehension skills through a wide variety of carefully selected written texts including newspaper and journal articles as well as literary texts
- develop the ability to write accurately in a range of styles and registers

*and for those preparing for their future career*



### *English for the right university results*

The goal:

- improve fluency in the language for exam success at college, university or business school
- increase speed of reaction (absorb information, process and respond)
- master accurate use of grammar, syntax, idioms
- handle a wide range of vocabulary
- extract information from a written document (an article, research material)
- be confident in giving presentations and reporting
- produce a written document (essay, dissertation, report)

### *English for exam success*

The goal:

- be confident to handle all aspects of the exam
- overcome the anxiety of facing the exam through intensive exam practice
- be confident to use grammar accurately
- be able to express thoughts, ideas, opinions confidently and fluently
- gain an expanded vocabulary range as well as idioms and expressions including more sophisticated and complex language structures

### **Exam preparation programmes**

– for the preparation of internationally recognised exams including:

IELTS: the leading test of communicative English language ability.

University of Cambridge Examinations (FCE, CAE, CPE): all exams test reading, writing, listening and speaking.

TOEFL: American examination widely used by universities in the USA.

BULATS: a language assessment service specifically for the use of companies and organisations.

TOEIC: Test of English in International Communications.

GMAT: for advanced studies in business and management.

TOLES: the standard of legal English required by employers such as international law firms.

# Tutorial™ Programmes: needs driven

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The Tutorial™ lesson, a teaching tradition of Oxford University, is one of the most effective methods of language learning. The entire course is conducted by means of individual tuition thus allowing the course to be adapted to the precise level and needs of each participant.



## The programme

### The personal language audit

A language audit carried out at the beginning of each course determines the precise level, needs and objectives of the participant. This forms the basis of the student's personal learning programme.

### A balanced timetable

Each participant is assigned a team of tutors rather than just one tutor. Participants therefore experience different teaching approaches as well as different personalities, voices and accents which help to sustain and stimulate concentration.

### Specialisations

Tutorial tuition allows for specialisation in a comprehensive range of specific professional areas. These are taught by experts in their particular field.

### Examination preparation

Students wishing to take an official exam are exposed to exam requirements with active practice on past papers under timed conditions to foster familiarity with the exam.

### The Integrated Tutorial™

The Integrated Tutorial™ combines the intensity of one-to-one sessions with interactive workshops and team project work with the purpose of exposing the student to authentic social and business exchanges in the language.

## A full learning day

30 Tutorial hours, 25 Tutorial hours,  
20 Tutorial hours, 15 Tutorial hours – per week

### School day starts at 08:45

Tutorial 15	Tutorial 20	Tutorial 25	Tutorial 30
Plenary session – News Review			15 mins
Preparation work or use of multi-media			45 mins
Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins
Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins
Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins
Self study for the rest of the day	Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins
	Self study for the rest of the day	Tutorial 60 mins	Tutorial 60 mins
Self study for the rest of the day		Self study for the rest of the day	Tutorial 60 mins
	Tutorial 60 mins		Self study for the rest of the day

### School day finishes at 17:45

The above timetable illustrates a school day but is subject to change.

### Course prices per week

(including host family accommodation)

### The Tutorial™ programme

	30 hours	25 hours	20 hours	15 hours
Oxford, Cambridge, Bristol	£2,646	£2,250	£1,854	£1,458
London	£2,890	£2,470	£2,050	£1,630
Boston	\$4,010	\$3,410	\$2,810	\$2,210

### The Integrated Tutorial™

18.5 hours of Tutorial lessons and  
12.5 hours of projects and workshops

Oxford, Cambridge	£2,062
London	£2,270
Boston	\$3,094

**Minimum age:** 16 years for Boston, Bristol, Oxford and Cambridge. 18 years for London

**Course dates:** All courses begin on any Monday of the year (unless otherwise stated). Students arrive on the Sunday before the start of the course and depart on the Saturday following the last day of the course.

#### Included in all course prices

- homestay accommodation in single room with half-board
- audio, video, CD-rom library
- support of academic counsellor
- initial testing service
- loan of all course materials
- 3 social events per week
- course certificate
- internet/email facilities

All fees are shown per week for a 2 or 3 week course.

Longer courses attract a reduction as follows:

- for 4-7 week courses, subtract £30 or \$35 per week
- for 8-11 week courses, subtract £60 or \$75 per week
- for over 12 week courses, subtract £85 or \$110 per week

A 1 week course attracts a supplement of £90 or \$130.

# Quatorial™ Programmes: target driven

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The Quatorial™ course is designed with precision to give participants the skills and confidence to interact effectively in English. A carefully engineered management training environment enables participants to improve not only their language skills but also their confidence in tackling international situations.



## Maximum 4 students per class

### The programme

#### Aptitude: accurate use of the language

- controlled practice in language structures and lexis development to achieve a good command of grammar structures, idioms, and vocabulary
- activities to sharpen understanding of written text through reading exercises based on a wide range of materials: reports, articles, studies
- coaching and practice in writing letters, reports, emails, presentations, articles
- formal listening exercises.

#### Attitude: confident and inspiring

Interactive sessions designed to develop leadership skills.

- **The Quatorial Project:** working on an engaging task participants use the soft skills of analysis and problem solving, collaboration, research, planning, assertiveness and self-direction. Self-awareness is enhanced through the use of video playback.
- **Plenary Session:** including a News Review to practise formal presentation.
- **Spoken Assertiveness Workshop:** a fluency skills session to help the learner overcome inhibitions and group communication anxieties.
- **Critical Analysis Workshop:** develops the participant's ability to analyse, categorise and process information in their language. Students apply critical thinking skills through the lens of current affairs by evaluating texts and offering cogent and well-structured responses.

#### Examination preparation

Students wishing to take an official exam focus on exam requirements with active practice on past papers under timed conditions to foster familiarity with the exam.

### A full learning day

15 hours of Quatorial lessons and 16 hours of workshops, plenary sessions and preparation

#### School day starts at 08:45

Plenary session - News Review
Pre-lesson preparation
Quatorial lesson accuracy of grammar and lexis
Pre-lesson preparation
Quatorial lesson comprehension and expression
Quatorial Project
Critical Analysis Workshop
Spoken Assertiveness Workshop or Tutorial
Tutorial
Plenary session

#### School day finishes at 17:45

The above timetable illustrates a school day but is subject to change.

#### Course prices per week

(including host family accommodation)

#### The Quatorial™ programme

Add Tutorials

The Quatorial™ programme		5 Tutorials	7.5 Tutorials	10 Tutorials*	15 Tutorials*
Oxford, Cambridge	£1,090	£1,486	£1,684	£1,808	£2,204
London	£1,240	£1,660	£1,850	£2,000	£2,420
Boston	\$1,624	\$2,224	\$2,524	\$2,710	\$3,310

\* Course without Spoken Assertiveness Workshop.

**Minimum age:** 16 years for Boston, Oxford and Cambridge. 18 years for London

**Course dates:** All courses begin on any Monday of the year (unless otherwise stated). Students arrive on the Sunday before the start of the course and depart on the Saturday following the last day of the course.

#### Included in all course prices

- homestay accommodation in single room with half-board
- audio, video, CD-rom library
- support of academic counsellor
- initial testing service
- loan of all course materials
- 3 social events per week
- course certificate
- internet/email facilities

All fees are shown per week for a 2 or 3 week course.

Longer courses attract a reduction as follows:

- for 4-7 week courses, subtract £30 or \$35 per week
- for 8-11 week courses, subtract £60 or \$75 per week
- for over 12 week courses, subtract £85 or \$110 per week

A 1 week course attracts a supplement of £90 or \$130.

# Octorial™ Programmes: progress driven

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The Octorial™ programme develops a fluent use of the language in a learning environment conducive to high achievement. The day is divided into a number of sessions, each one with a clear language improvement focus and each one delivered in the learning environment most likely to achieve the learning goals.



## Maximum 8 students per class

### The Bristol Curriculum

Octorial lessons for

- purpose-designed grammar exercises to develop the ability to write accurately in a range of styles and registers
- interactive and dynamic oral practice sessions to encourage the expression of ideas and opinions, incorporating new vocabulary and idioms as well as manipulating sophisticated and more complex language structures
- comprehension skills are developed using a wide variety of carefully selected written texts including newspaper articles and literary texts
- listening exercises using authentic materials to sharpen comprehension skills, improve pronunciation and increase the ability to think in the language
- writing exercises for a wide range of situations from letters and emails to dissertations

**Project class:** for practical communication skills focused on problem solving, creativity, or socio-political issues gives students vital soft skills such as collaboration skills, information and research skills, and organisation and planning skills.

**Spoken Assertiveness Workshop:** a fluency skills session to help the learner overcome inhibitions and group communication anxieties.

**Individual attention:** one hour session of Individually Monitored Study Strategies in which the participant sets goals with the teacher and puts in place the strategies to achieve them.

#### Examination preparation

Students wishing to take an official exam focus on exam requirements with active practice on past papers under timed conditions to foster familiarity with the exam.

### A full learning day

17.5 hours of Octorial lessons and 12.5 hours of workshops, projects and plenary sessions

School day starts at 08:45

Opening plenary
Flipped Classroom Assignment
Topic Analysis
Composition Strategies
Linguistic Flair
Spoken Assertiveness Workshop
Project class
Individually Monitored Study Strategies
Closing plenary

School day finishes at 17:45

The above timetable illustrates a school day but is subject to change.

#### Course prices per week

(including host family accommodation)

#### The Bristol Curriculum

		Add Tutorials	
		5 Tutorials	7.5 Tutorials
Bristol	£795	£1,140	£1,340

**Minimum age:** 16 years

**Course dates:** All courses begin on any Monday of the year (unless otherwise stated). Students arrive on the Sunday before the start of the course and depart on the Saturday following the last day of the course.

#### Included in all course prices

- homestay accommodation in single room with half-board
- audio, video, CD-rom library
- support of academic counsellor
- initial testing service
- loan of all course materials
- 3 social events per week
- course certificate
- internet/email facilities

All fees are shown per week for a 2 or 3 week course.

Longer courses attract a reduction as follows:

- for 4-7 week courses, subtract £30 per week
- for 8-11 week courses, subtract £60 per week
- for over 12 week courses, subtract £85 per week

A 1 week course attracts a supplement of £90.

# Tuition centres

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## *Oxford*

A centre of academic excellence and architectural brilliance, Oxford is the ideal location to perfect the English language. Browse the world famous bookshops nestling in its narrow streets, have lunch in one of the city's stylish restaurants or soak up the atmosphere in one of the historic pubs.

Located in the cobbled heart of this extraordinary city, OISE Oxford blends traditional features with a smart, modern design; combines original oak beams with state-of-the-art flat screen PCs.

## *Cambridge*

Cambridge's international renown as a centre of outstanding academic achievement is coupled with a global reputation of distinction for hi-tech industry and research. Compact, green and beautiful, the city is dominated by the historic university buildings.

OISE Cambridge is centrally located, a short walk from the city centre. The elegant building, combining three Victorian terraced houses with stylish contemporary design, offers students the most up-to-date learning environment.

# in England

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## *London*

An exhilarating cosmopolitan city, London is the financial hub and business capital of the UK. Offering everything from West End musicals to some of the finest restaurants, museums and art galleries in the world, London is a city of unrivalled cultural opportunity.

OISE London offers state-of-the-art educational facilities and specialist teaching areas including a lecture theatre and debating room.

## *Bristol*

Bristol is one of the most vibrant cities in the UK, located in the south west of England within easy reach of London, Bath and the beautiful 'English Riviera'.

OISE Bristol is conveniently located only a few minutes' walk from the waterfront and the city centre. The school is in a listed building, dating from 1800 and was originally a wine warehouse: a testament to the rich maritime history of the city. Full of character, it incorporates a superb mix of traditional architecture and contemporary interior.

# Tuition centre in America

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## *Boston*

OISE Boston is situated in the Back Bay amidst the boutiques and cafés and is a short walking distance from both the business and theater districts. The school is located in an elegant building with a stylish Art Deco lobby in the heart of Boston. With over 40 colleges and business schools including the internationally renowned Harvard University in the city, it is no surprise that OISE Boston places an extremely high value on academic and professional success.



# The OISE learning spaces

*OISE's own tuition centres, in the heart of their cities, offer stylish and comfortable facilities, conducive to peaceful study.*

## **Study rooms**

Tutorial rooms: spaces that offer a compact environment for the participant to focus on his/her special language and communication needs under the full attention of the private tutor; Quatorial rooms; Octorial rooms; lecture rooms configured for maximum participation in the team learning and communicative practice process.

## **Multi-media centre**

A multi-media centre is available for either coached or individual study.

## **Lecture theatre**

Some schools use a lecture theatre for plenary and performance driven activities.

## **Relaxation**

All schools have a comfortable lounge area for relaxation with daily newspapers, magazines and news channel television.

## **Break-out areas**

Spaces for syndicate group project activities: reference books, computer stations and media resources are available for brainstorming and plenary sessions.

## **Wi-fi**

Throughout the centres wi-fi is available for participants to work on their devices.

# Accommodation, travel and entertainment

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OISE's commitment to excellence goes beyond purely academic matters to include all aspects of the participant's stay. In this respect accommodation is very much an integral part of the course. Each school therefore has a dedicated team whose role is to ensure that students have a comfortable, welcoming place to stay and a varied programme of social events to enjoy after a day's study.

## Accommodation

### Homestay

To maximise the opportunities for speaking the language, OISE has a policy of never allowing two students of the same mother tongue to stay in any one homestay.

All students have a single room. Each host family is selected and monitored according to strict criteria laid down by OISE. Houses must be comfortable, the hosts welcoming and, above all, genuinely interested in receiving students and helping them to develop fluency in the English language.

### College

This option is ideal for those requiring more independence and who wish to experience the unique atmosphere of college life. Some colleges are historic buildings set in beautiful grounds which offer students a peaceful environment conducive to study and relaxation. Some are modern premises offering city centre locations and practical convenience. To stay in college please add the supplements listed below to the course price.

School	Supplement per week in college	
Oxford	£ half board (July and August)	640
Cambridge	£ half board (July and August)	498
Bristol	£ room only (July and August)	120
London	£ room only (all year)	560

### Hotel

OISE recognises that some students would rather not have to adapt to living in a host family and prefer to stay in a hotel. Over the years each OISE school has built up a good relationship with a range of hotels of various categories and can make a reservation on the student's behalf. To stay in a hotel or to stay without OISE accommodation, please deduct £270 (£370 in London) /\$405 per week from the course price and contact OISE for the list of recommended hotels. The hotel reservation is made by OISE but the bill is settled directly by the student to the hotel.

## Travel

OISE is happy to help with travel arrangements from the point of arrival. All airports and rail stations are served by an excellent public transport system. Train and bus prices are shown below, but tickets cannot be reserved; payment is made by the student before boarding the bus or train. Alternatively OISE can arrange a taxi meeting service. The taxi reservation is made by OISE and charged on the course invoice.

School	Airport / Station	Taxi*	Airport bus**
Oxford	£ Heathrow	137	20
	Gatwick	177	30
	St Pancras	220	
Cambridge	£ Heathrow	160	40
	Gatwick	170	45
	Stansted	75	15
	Luton	95	25
	City St Pancras	125 120	15
Bristol	£ Heathrow	200	40
	Bristol	70	15
London	£ Heathrow	100	10
	Gatwick	110	10
	City	75	10
	St Pancras	70	5
	Stansted	110	
Boston	\$ Logan	180	5

\*one way \*\* return

Please note: airport bus and train prices are approximate.

## Entertainment

OISE is committed to making each student's stay as culturally and socially enriching as possible. Each school provides a carefully organised programme of events. Typical activities include theatre and cinema visits, tours of the town, visits to museums and art galleries, visits to cafés, and lectures on history and literature.

# OISE Booking Terms & Conditions

## 1. Definitions

1.1 When the following words with capital letters are used in these Terms, this is what they will mean:

Booking : your booking for one of Our Courses;  
Courses : the language training courses advertised on Our website;  
Deposit : the sum of 300 GBP; 400 EUR or 500 USD (as applicable);  
Event Outside Our Control: is defined in clause 8.2;  
Fees : the fees payable by you in respect of your Booking;  
Terms : the terms and conditions set out below;  
We/Our/Us : Instill Education Limited (trading as "OISE") a company registered in England and Wales under company number 01293463 and having its registered office at 38 Binsey Lane, Oxford OX2 0EY, United Kingdom. VAT registration number GB792403230.

1.2 When We use the words "writing" or "written" in these Terms, this includes e-mail unless We say otherwise.

## 2. Bookings

2.1 Bookings can be made by completing and submitting the form on Our website together with payment of your Deposit or the total Fees (as applicable, see clause 3.1).

2.2 Please ensure that you read these Terms carefully, and check that the details of your Booking are complete and accurate, before you make your Booking. If you think that there is a mistake, please contact Us to discuss. We will confirm any changes in writing to avoid any confusion between you and Us.

2.3 When you make a Booking with Us, this does not mean that We have accepted it. Our acceptance of the Booking will take place as described in clause 2.4. If We are unable to confirm your Booking, We will inform you of this.

2.4 These Terms will become binding on you and Us when we confirm your Booking in writing to you, at which point a contract will come into existence between you and Us. We will assign a unique reference number to your Booking and inform you of it when We provide confirmation. Please quote this number in all subsequent correspondence with Us relating to your Booking.

## 3. Payment of Fees

3.1 Where the Course is due to begin more than six weeks from the date of your Booking, a Deposit is payable at the time of making your Booking. Where the Course is due to begin less than six weeks from the date of your Booking, the Fees must be paid in full at the time of your Booking.

3.2 When We confirm your Booking under clause 2.4, We will provide a statement showing the balance of the Fees due to be paid, which should be settled at least four weeks before the Course starting date. Please note that you will not be allowed to attend any Course unless payment of the Fees has been made in full.

3.3 All Fees must be paid in Sterling (GBP) / Euro (EUR) / US Dollars (USD) (as applicable). All bank charges are payable by you.

3.4 All refunds due under these Terms will be paid to the person from whom payment was originally taken, using the same method of payment as used by them.

## 4. Changes to Bookings

4.1 If you wish to change your Booking by switching to another Course, you must provide at least 10 days' notice of such change to Us in writing, otherwise you will be expected to attend the Course originally booked or cancel your Booking under clause 7.

4.2 Where you have given the appropriate notice under clause 4.1:

(a) We will refund any difference between the cost of the original Booking and your revised Booking on the last date of the Course to which you have switched (whether or not you remain on the Course for its full duration); or

(b) You may be required to pay any difference between the cost of the original Booking and your revised Booking at the time of your request.

4.3 If you wish to take a holiday at any time during the Course, you must give Us at least two weeks' notice in writing. No refunds are payable in these circumstances.

4.4 We reserve the right to cancel a Course, or make changes to course arrangements, as a result of Events Outside Our Control. Clause 8 will apply in such circumstances.

## 5. Our liability to you

5.1 Where We provide any assistance to you in making travel and accommodation requirements, We do so only as an intermediary between you, travel organisations and host families. Unless and to the extent caused by Our negligence, We will not be liable to you for any losses arising from any delays or failures relating to travel and accommodation arrangements. We will, however, use our reasonable endeavours to defend your interests and mediate on your behalf in the event of any breach of contract on the part of a travel organisation or host family.

5.2 If We fail to comply with these Terms, We are responsible for loss or damage you suffer that is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable.

Loss or damage is foreseeable if it is an obvious consequence of Our breach or if it was anticipated by you and Us at the time we entered into this contract.

5.3 We do not exclude or limit in any way Our liability for death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors, or for any liability which cannot be excluded or limited by law.

## 6. Insurance, accommodation, students visas and study permits

6.1 You are responsible for arranging your own travel and medical insurance (including the costs of repatriation in the case of illness or accident) and student visitor visa.

6.2 If you are denied a student visitor visa and provide Us with a copy of the rejection letter on or before the first day of the Course, the We will refund all Fees paid.

6.3 Accommodation will begin on the Sunday before the Course starts and will end on the Saturday after the Course ends. If you have asked Us to arrange host family accommodation, you will receive details of your host family address at least five days before the Course starting date (unless you have made a late Booking) to enable you to inform the host family of your approximate time of arrival.

## 7. Your rights to cancel and applicable refund

7.1 You have the following rights to cancel your Booking:

(a) you have a legal right to cancel your Booking within 14 calendar days of the date of your Booking, in which event We will, subject to clause 7.3, refund all of the Fees including the Deposit; or

(b) you may cancel your Booking at any time after the period of 14 calendar days referred to in clause 7.1(a) but before the Course has begun, in which event We will retain the Deposit and refund the balance of any Fees paid by you.

7.2 To exercise your rights to cancel under clause 7.1, you must inform Us of your

decision by making a clear statement to this effect by completing the cancellation form on Our website or by contacting Us (see contact details below).

7.3 The law requires us to obtain your express consent to Us providing Our services where the starting date of the Course falls during the 14 day cancellation period referred to in clause 7.1(a). By making your Booking, you will be treated as giving this consent. You acknowledge that if you subsequently cancel, We will be entitled to deduct an amount from the Fees paid which is in proportion to the services that We have performed up to the date of your cancellation.

7.4 Once a Course has begun, you may cancel your Booking with immediate effect by giving Us written notice if:

- (a) We break this contract in any material way and We do not correct or fix the situation within 30 days of you asking Us to do so in writing;
- (b) We go into liquidation or a receiver or an administrator is appointed over Our assets; or
- (c) We are affected by an Event Outside Our Control.

## 8. Our rights to cancel and applicable refund

8.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our obligations under these Terms that is caused by an Event Outside Our Control.

8.2 An Event Outside Our Control means any act or event beyond Our reasonable control including but not limited to strikes or other industrial action, civil commotion, terrorist attack or threat of terrorist attack, epidemic, adverse weather conditions or other natural disasters.

8.3 If an Event Outside Our Control takes place that affects the performance of Our obligations under these Terms:

- (a) We will contact you as soon as reasonably possible to notify you; and
- (b) We will, where possible, propose alternative arrangements (which may include alternative dates or venues) for the Course.

8.4 You may cancel your Booking if any alternative arrangements proposed by Us are unsuitable for any reason, in which case We will refund all Fees paid in advance for the Course.

8.5 We reserve the right to refuse your attendance on the course if you are suffering from any illness, medical condition or mental or physical disability which was not disclosed at the time of Booking.

## 9. How we may use your personal information

9.1 We will use the personal information (including sensitive information about your health, religious beliefs and practices or dietary requirements) that you provide to Us:

- (a) to administer and provide Our Courses to you;
- (b) to process payment in relation to any Booking;
- (c) for internal training and monitoring purposes; and
- (d) to inform you about similar Courses and other services that We provide, but you may stop receiving these at any time by contacting Us.

9.2 We will not give your personal data to any third party other than:

- (a) as strictly necessary for Us to perform Our contract with you;
  - (b) to host families; or
  - (c) to the schools and offices within our group companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006) including those outside the European Union.
- 9.3 You have the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 1998. Any access request may be subject to a fee of £10 to meet Our costs in providing you with details of the information We hold about you.

9.4 We may wish to use photographs and audio visual media containing your image or likeness in our marketing and promotional materials and you hereby consent that We may do so in all and any media for such purposes. If you would prefer that We do not, you should notify Us by completing the relevant section of the registration form. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media continuing your image or likeness shall belong to Us and shall not entitle you to receive any royalties or other payments.

## 10. Specific terms for Young Learners (7-17 years)

10.1 We reserve the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' or guardians' expense.

10.2 We further reserve the right to send home without a warning letter any student committing a serious offence, especially offences involving the police, including theft, smoking in any school building and the possession, purchase or consumption of alcohol or illegal drugs.

10.3 For children who will stay with host families, parents may indicate on the registration form whether they authorise their child to stay out in the evenings without supervision. Generally, this means that children aged 13 and under are not allowed out unsupervised after their evening meal; those aged 14 and above must return by 22:00. However, students must also respect the house rules of the host family, where these times may inconvenience the family. Children on residential courses have evening activities and are not allowed to stay out unsupervised. Please note We cannot be held responsible for any incident whilst the student is out unsupervised.

10.4 Students aged 18 and over must register for an adult school. We reserve the right to transfer an 18 year old from a young learners' Course.

## 11. Other important terms

11.1 These Terms set out the entire agreement between you and Us relating to your Booking.

11.2 We may transfer Our rights and obligations under these Terms to another organisation, and We will always notify you in writing if this happens, but this will not affect your rights or Our obligations under these Terms.

11.3 This contract is between you and Us. No other person shall have any rights to enforce any of its terms.

11.4 Each of the clauses in these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

11.5 If We fail to insist that you perform any of your obligations under these Terms, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, We will only do so in writing, and that will not mean that We will automatically waive any later default by you.

11.6 These Terms are governed by English law. You and We both agree to submit to the non-exclusive jurisdiction of the English courts.

# Registration form

## 1. Personal details

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

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

Title:         Mr     Ms     Mrs     Miss

Correspondence to:     student         company

Address: \_\_\_\_\_  
\_\_\_\_\_

Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Tel. with code: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax with code: \_\_\_\_\_

Emergency tel. with code: \_\_\_\_\_  
\_\_\_\_\_

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

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

Mother tongue: \_\_\_\_\_

2nd language (if bilingual): \_\_\_\_\_

Sex:         male         female

Date of birth: \_\_\_\_\_

Smoker:     yes         no

Special diet/allergies: \_\_\_\_\_  
\_\_\_\_\_

Medications not permitted: \_\_\_\_\_  
\_\_\_\_\_

How long have you been studying the language?

Level:        1=beginner    5=very good

oral:         1    2    3    4    5

written:     1    2    3    4    5

Have you attended an OISE course before?  yes  no

If yes, which school(s) and year(s): \_\_\_\_\_  
\_\_\_\_\_

## 2. Accommodation

Accommodation required:

family     college     hotel     none\*

\* If none, please supply the address where you will be staying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3. Course and accommodation dates

Course:

from: \_\_\_\_\_ to: \_\_\_\_\_

Accommodation:

from: \_\_\_\_\_ to: \_\_\_\_\_  
\_\_\_\_\_

## 4. Course

Tutorial™ programmes

30 h    25h    20h    15h

The Integrated Tutorial™

Quatorial™ programmes

Quatorial™ programme

The Quatorial™ programme + 5 Tutorial™

Quatorial™ programme + 7.5 Tutorial™

Quatorial™ programme + 10 Tutorial™

Quatorial™ programme + 15 Tutorial™

The Bristol Curriculum

The Bristol Curriculum

The Bristol Curriculum + 7.5 Tutorial™

The Bristol Curriculum + 5 Tutorial™

Are you preparing for an exam?     yes     no

Which exam?

Please use this space to supply any special requirements related to your exam  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish us to register you for an exam?

yes     no

Please indicate the school you wish to attend:

UK:         Oxford                      America:     Boston  
 Cambridge  
 London  
 Bristol

## 5. Information for professionals

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

Name and address of your company/organisation  
\_\_\_\_\_  
\_\_\_\_\_

Name of the training manager: \_\_\_\_\_

Tel. with code: \_\_\_\_\_

Course objective:

- technical     business  
 general     other:

Specialisations:

- meetings     presentations     correspondence  
 telephone     negotiations     conversation

Please use this space to supply any special requirements related to your profession

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. Information for university/college students

Name and address of your school/college/university:  
\_\_\_\_\_  
\_\_\_\_\_

Name of your language tutor:  
\_\_\_\_\_

## 7. Taxi transfer

- on arrival                       on departure

## 8. Where did you hear about OISE?

- newspaper, which newspaper/magazine? \_\_\_\_\_  
 advertisement, which publication? \_\_\_\_\_  
 language course guide, which guide? \_\_\_\_\_  
 internet, which search engine? \_\_\_\_\_  
 exhibition, which exhibition? \_\_\_\_\_  
 recommendation by friend/colleague \_\_\_\_\_  
 other, please specify: \_\_\_\_\_

## 9. Insurance, payment and signature

Please give details of your insurance cover:

\_\_\_\_\_  
\_\_\_\_\_

I want to pay my deposit of GBP 300 / USD 500

I want to pay my full course fees

I want to pay by:

attached cheque in UK £ Sterling     bank transfer

credit card:                       VISA     Mastercard

Card number:

□□□□ □□□□ □□□□ □□□□

Expiry date: □□—□□    CCV:    □□□  
(on back of card)

Cardholder:

Please give name and address of cardholder if details differ from those listed under Personal details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to the use of my personal information, including my health and religious or dietary requirements, set out in the terms and conditions.

yes     no

I agree that you can send me occasional information about OISE courses and services.    yes     no

I have read the Terms and Conditions and agree to abide by them

Signature: \_\_\_\_\_    Date: \_\_\_\_\_

**Please return this form to the school of your choice.**

OISE House, 38 Binsey Lane, Oxford OX2 0EY, UK  
Tel: +44(0) 1865 258300    info@oise.com



