



Hampstead
School of
English

Courses
and
Fees
2010

Table of contents

Pages

General English.....	2, 4, 5, 6, 7, 8, 10, 11, 12
Specialisations: Speaking, Writing, Grammar.....	3
IELTS.....	4
TOEFL.....	5
English for Business.....	6
TOEIC.....	7
Professional English.....	8, 9
Teacher Refresher.....	8
Cambridge Exams.....	10
Multi - Centre Course.....	11
Semester and Academic Year Programmes.....	12
GMAT.....	8
MBA Preparation.....	8
Language in London.....	12
Live London.....	12
University Preparation.....	12
Additional Fees, Optional Extras.....	13
Airport Transfers.....	13
Ages, Holidays etc.....	1
Examinations and Test Fees.....	14
Accommodation.....	15, 16
Terms and Conditions.....	17, 18



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Fees include all tuition, reports, certificates, student cards, welcome pack, use of the library, internet access and many social events.

Not included are: textbooks, e-learning, examination fees, full-day excursions and some social events.

A Registration Fee of £35.00 is payable, which covers full placement testing.

A summer supplement of £14.00 per week is payable on all courses (except Language in London and Live London) during the period 21 June to 10 September

A summer supplement of £14.00 per week is payable on all homestay and rented room accommodation during the period 21 June to 10 September

An Accommodation Placement Fee of £60.00 per person is payable for all accommodation arranged by the school.

It is possible to start on any Monday (Tuesday when Monday is a public holiday) on all courses except those that have special start dates.

Students who require a General Student Visa must study for a minimum of 20 hours per week.

Minimum age: Adult Courses - 18

Special teenager (16 - 17) classes, are offered on most courses in the summer (21 June - 10 September).

In exceptional circumstances there may be students under 18 in adult classes

Maximum number of students per class: Standard: 15, Premium: 8

All "teaching hours" are 55 minutes. The number after each course name refers to the hours taught per week, except "60", which is 30 hours per week.

Holidays 2010

The school will be closed on the following public holidays and there are no refunds or discounts for classes missed on these days:

Friday 1 January

Friday 2 April

Monday 5 April

Monday 3 May

Monday 31 May

Monday 30 August

Monday 27 December

Tuesday 28 December



GENERAL ENGLISH

All year, start any Monday.

Class Times					
	9.15 - 12.25	12.40 - 13.35	14.20 - 15.15	15.25 - 16.20	16.35 - 17.20
English 15 Morning	General English				
English 15 Midday		General English			
English 15 Afternoon			General English		
English 20 Morning	General English				
English 20 Afternoon			General English		
English 25	General English				
English 30	General English				
English 35	General English				

Standard General English Courses. Maximum 15 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
S1A	English 15 Morning	225	380	555	700	845	984	1113	1240	1350	1480	1617	1716	143
S5A	English 15 Midday	225	380	555	700	845	984	1113	1240	1350	1480	1617	1716	143
S2A	English 20 Morning	299	508	744	980	1170	1326	1519	1680	1845	2020	2189	2328	194
S6A	English 15 Afternoon	129	254	375	488	590	690	791	888	945	1030	1111	1200	100
S7A	English 20 Afternoon	171	340	504	652	785	918	1057	1189	1317	1510	1628	1764	147
S3A	English 25	369	628	924	1200	1485	1722	1925	2096	2322	2520	2695	2880	240
S4A	English 30	433	736	1086	1400	1695	1962	2205	2432	2691	2920	3157	3360	280
S8A	English 35	505	854	1263	1632	1870	2280	2562	2840	3132	3340	3674	3924	327

Premium General English Courses. Maximum 8 students per class. All fees in £ sterling

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
P1A	English 15 Morning	399	580	843	1100	1345	1584	1806	1960	2160	2300	2519	2676	223
P2A	English 20 Morning	539	818	1200	1588	1960	2316	2611	2896	3150	3380	3619	3768	314
P3A	English 25	730	1198	1779	2336	2795	3222	3591	3920	4311	4680	5071	5460	455
P4A	English 30	814	1376	2031	2624	3235	3648	4172	4472	4977	5470	5973	6456	538
P8A	English 35	949	1604	2367	3060	3770	4248	4872	5200	5814	6390	6963	7536	628

SPECIALISATIONS

All year, start any Monday.

Class Times			
	12.40 – 13.35	14.20 – 15.15	15.25 – 16.20
Speaking English 5	Speaking English		
Writing English 5		Writing English	
English Grammar 5			English Grammar

Specialisations. Maximum 15 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
S7SS	Speaking English 5	93	174	246	300	365	432	497	560	621	679	737	792	66
S7SW	Writing English 5	93	174	246	300	365	432	497	560	621	679	737	792	66
S7SG	English Grammar 5	93	174	246	300	365	432	497	560	621	679	737	792	66

IELTS

All year, start any Monday.

Class Times				
	9.15 – 12.25	12.40 13.35	14.20 - 15.15	15.25-16.20
IELTS 15		IELTS		
IELTS 20	General English	IELTS		
IELTS 25	General English	IELTS		
IELTS 30	General English	IELTS		
IELTS 60	IELTS	IELTS		

Standard IELTS Courses. Maximum 15 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
S5G	IELTS 15	225	380	555	700	845	984	1113	1240	1350	1480	1617	1716	143
S2G	IELTS 20	299	508	744	980	1170	1326	1519	1680	1845	2020	2189	2328	194
S3G	IELTS 25	369	628	924	1200	1485	1722	1925	2096	2322	2520	2695	2880	240
S4G	IELTS 30	433	736	1086	1400	1695	1962	2205	2432	2691	2920	3157	3360	280

Premium IELTS Courses. Maximum 8 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
P5G	IELTS 15	399	580	843	1100	1345	1584	1806	1960	2160	2300	2519	2676	223
P2G	IELTS 20	539	818	1200	1588	1960	2316	2611	2896	3150	3380	3619	3768	314
P3G	IELTS 25	730	1198	1779	2336	2795	3222	3591	3920	4311	4680	5071	5460	455
P4G	IELTS 30	814	1376	2031	2624	3235	3648	4172	4472	4977	5470	5973	6456	538
PSG	IELTS 60	1024	1814	2709	3608	4495	5388	6279	7168	8046	8920	9790	10656	888

TOEFL
All year, start any Monday.

Class Times				
	9.15 – 12.25	12.40 13.35	14.20 - 15.15	15.25-16.20
TOEFL 15		TOEFL		
TOEFL 20	General English	TOEFL		
TOEFL 25	General English	TOEFL		
TOEFL 30	General English	TOEFL		
TOEFL 60	TOEFL	TOEFL		

Standard TOEFL Courses. Maximum 15 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
S5E	TOEFL 15	225	380	555	700	845	984	1113	1240	1350	1480	1617	1716	143
S2E	TOEFL 20	299	508	744	980	1170	1326	1519	1680	1845	2020	2189	2328	194
S3E	TOEFL 25	369	628	924	1200	1485	1722	1925	2096	2322	2520	2695	2880	240
S4E	TOEFL 30	433	736	1086	1400	1695	1962	2205	2432	2691	2920	3157	3360	280

Premium TOEFL Courses. Maximum 8 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
P5E	TOEFL 15	399	580	843	1100	1345	1584	1806	1960	2160	2300	2519	2676	223
P2E	TOEFL 20	539	818	1200	1588	1960	2316	2611	2896	3150	3380	3619	3768	314
P3E	TOEFL 25	730	1198	1779	2336	2795	3222	3591	3920	4311	4680	5071	5460	455
P4E	TOEFL 30	814	1376	2031	2624	3235	3648	4172	4472	4977	5470	5973	6456	5382
PSE	TOEFL 60	1024	1814	2709	3608	4495	5388	6279	7168	8046	8920	9790	10656	888

BUSINESS

All year, start any Monday.

Class Times				
	9.15 – 12.25	12.40 13.35	14.20 - 15.15	15.25-16.20
Business 15		Business		
Business 20	General English	Business		
Business 25	General English	Business		
Business 30	General English	Business		
Business 60	Business	Business		

Standard Business Courses. Maximum 15 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
S5B	Business 15	225	380	555	700	845	984	1113	1240	1350	1480	1617	1716	143
S2B	Business 20	299	508	744	980	1170	1326	1519	1680	1845	2020	2189	2328	194
S3B	Business 25	369	628	924	1200	1485	1722	1925	2096	2322	2520	2695	2880	240
S4B	Business 30	433	736	1086	1400	1695	1962	2205	2432	2691	2920	3157	3360	280

Premium Business Courses. Maximum 8 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
P5B	Business 15	399	580	843	1100	1345	1584	1806	1960	2160	2300	2519	2676	223
P2B	Business 20	539	818	1200	1588	1960	2316	2611	2896	3150	3380	3619	3768	314
P3B	Business 25	730	1198	1779	2336	2795	3222	3591	3920	4311	4680	5071	5460	455
P4B	Business 30	814	1376	2031	2624	3235	3648	4172	4472	4977	5470	5973	6456	538
PSB	Business 60	1024	1814	2709	3608	4495	5388	6279	7168	8046	8920	9790	10656	888

TOEIC

All year, start any Monday.

Class Times				
	9.15 – 12.25	12.40 13.35	14.20 - 15.15	15.25-16.20
TOEIC 15		TOEIC		
TOEIC 20	General English	TOEIC		
TOEIC 25	General English	TOEIC		
TOEIC 30	General English	TOEIC		
TOEIC 60	TOEIC	TOEIC		

Premium TOEFL Courses. Maximum 8 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
P5C	TOEIC 15	399	580	843	1100	1345	1584	1806	1960	2160	2300	2519	2676	223
P2C	TOEIC 20	539	818	1200	1588	1960	2316	2611	2896	3150	3380	3619	3768	314
P3C	TOEIC 25	730	1198	1779	2336	2795	3222	3591	3920	4311	4680	5071	5460	455
P4C	TOEIC 30	814	1376	2031	2624	3235	3648	4172	4472	4977	5470	5973	6456	538
PSC	TOEIC 60	1024	1814	2709	3608	4495	5388	6279	7168	8046	8920	9790	10656	888

COURSES FOR PROFESSIONALS

All year, start any Monday.

Class Times				
	9.15 – 12.25	12.40 13.35	14.20 - 15.15	15.25-16.20
Professional English 20	General English		1:1 training	
Teacher Refresher 20	General English		1:1 Training	
Professional English 25	General English		1:1 Training	
Professional English 30	General English	1:1 Training		

Class Times				
	09.15 - 12.25	12.40 - 13.35	15.25 - 16.20	Evening only
GMAT 4				Tue & Thur
GMAT 10		GMAT	GMAT	
MBA Preparation 29	General English	ELECTIVE*	ELECTIVE*	GMAT

*ELECTIVE=TOEFL, IELTS or Business

Standard Courses for Professionals. Maximum 15 students per class and 1:1. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
S2P	Professional 20	538	998	1494	1960	2395	2844	3297	3736	4158	4580	5005	5388	449
S3P	Professional 25	846	1628	2424	3180	3945	4716	5474	6208	6966	7670	8459	9180	765
S4P	Professional 30	1224	2376	3552	4684	5815	6960	8078	9216	10332	11440	12584	13656	1138
S2T	Teacher Refresher	538	998	1494	1960	2395	2844	3297	3736	4158	4580	5005	5388	449

Premium Courses for Professionals. Maximum 8 students per class and 1:1. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
P2P	Professional 20	698	1178	1740	2288	2830	3378	3927	4448	4842	5430	5918	6288	524
P3P	Professional 25	1073	1936	2865	3784	4700	5640	6545	7432	8199	9170	10032	10824	902
P4P	Professional 30	1447	2676	3981	5284	6571	7878	9177	10424	11583	12830	14146	15300	1275
P2T	Teacher Refresher	698	1178	1740	2288	2830	3378	3927	4448	4842	5430	5918	6288	524
GEV	GMAT 4	299	512	636	836	1035	1224							
GIN	GMAT 10	838	1380											
MBA	MBA Prep 29	941	1560	2172	2776	3385	3972	4564	5152	5733	6290	6864	7212	601

COURSES FOR PROFESSIONALS (CONTINUED)

All year, start any Thursday, Friday or Saturday

Class Times				
	Thursday	Friday	Saturday	Sunday
	14.20 - 18.20	14.20 - 18.20	10.00 - 14.00	10.00 - 14.00
Weekend Express 8			1:1 Training	1:1 Training
Weekend Express 12		1:1 Training	1:1 Training	1:1 Training
Weekend Express 16	1:1 Training	1:1 Training	1:1 Training	1:1 Training

Number of hours and schedule can be altered to suit individual requirements, please contact us for further information.

Class Times				
	Thursday	Friday	Saturday	Sunday
	10.20 - 18.20	10.20 - 18.20	10.00 - 18.00	10.00 - 18.00
Weekend Intensive 16			1:1 Training	1:1 Training
Weekend Intensive 24		1:1 Training	1:1 Training	1:1 Training
Weekend Intensive 32	1:1 Training	1:1 Training	1:1 Training	1:1 Training

Number of hours and schedule can be altered to suit individual requirements, please contact us for further information.

Weekend Express and Weekend Intensive

Course Code		See schedules above
WE8	Weekend Express 8	740
WE12	Weekend Express 12	1112
WE16	Weekend Express 16	1483
WT16	Weekend Intensive 16	1483
WT24	Weekend Intensive 24	2224
WT32	Weekend Intensive 32	2966

CAMBRIDGE EXAM COURSES

Set start dates.

Class Times				
	9.15 - 12.25	12.40 - 13.35	14.20 - 15.15	15.25 - 16.20
Cambridge 15	Exam Preparation			
Cambridge 20	Exam Preparation	General English		
Cambridge 25	Exam Preparation	General English		
Cambridge 30	Exam Preparation	Exam Preparation		
BEC 15		Input	Practice	Exam Prep
BEC30	General English	Input	Practice	Exam Prep

Cambridge Exam Courses. Maximum 15 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
S1X	Cambridge 15						984		1240		1480		1716	
S2X	Cambridge 20						1326		1680		2020		2328	
S3X	Cambridge 25						1722		2096		2520		2880	
S4X	Cambridge 30				1400									
S5F	BEC 15	225	380	555	700	845	984	1113	1240	1350	1480	1617	1716	143
S4F	BEC 30	433	736	1086	1400	1695	1962	2205	2432	2691	2920	3157	3360	280

Cambridge Exam Courses. Start Dates

	FCE	CAE	CPE
12 week courses	22 03 10	22 03 10	22 03 10
	07 06 10		
	20 09 10	13 09 10	13 09 10
10 week courses	04 01 10	29 12 09	29 12 09
	06 04 10	06 04 10	06 04 10
	21 06 10		
8 week courses	04 10 10	27 09 10	27 09 10
	18 01 10	11 01 10	11 01 10
	19 04 10	19 04 10	19 04 10
6 week courses	05 07 10		
	18 10 10	18 10 10	18 10 10
	01 02 10	25 01 10	25 01 10
4 week courses	04 05 10	04 05 10	04 05 10
	19 07 10		
	01 11 10	25 10 10	25 10 10
4 week courses	15 02 10	08 02 10	08 02 10
	17 05 10	18 05 10	17 05 10
	02 08 10		
	15 11 10	08 11 10	08 11 10

Cambridge Exam Dates

FCE	CAE	CPE
13 03 10	06 03 10	06 03 10
12 06 10	16 06 10	17 06 10
26 08 10	08 12 10	09 12 10
11 12 10		

Please note some courses end the Friday before your exam. You are advised to book accommodation accordingly.

Multi - Centre Course

Choose minimum of two weeks at Hampstead School of English and minimum of two weeks at
English in Chester
and/or
English Language Centre Bristol

Class Times*		
	09.15-12.25	12.40-13.35
Multi - Centre Course	General English	General English

*Timetables at other centres may vary

Two-Centre Course, All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12
TC 20	Two-Centre Course				975	1200	1425	1650	1875	2100	2175	2310	2520

Two-Centre Course, All fees in £ sterling.

Course Code	weeks	13	14	15	16	17	18	19	20	21	22	23	24
TC 20	Two-Centre Course	2730	2940	3150	3360	3570	3780	3990	4200	4410	4620	4830	5040

Two-Centre Course, All fees in £ sterling.

Course Code	weeks	25	26	27	28	29	30	31	32	33	34	35	36
TC 20	Two-Centre Course	5250	5460	5670	5880	6090	6300	6510	6720	6930	7140	7350	7560

SEMESTER AND ACADEMIC YEAR PROGRAMMES

All year Start any Monday.

Semester and Academic Year Programmes. Maximum 15 students per class. All fees in £ sterling.

Course Code	weeks	23	24	25	26	27	28	29	30	31	32	33	34	35
YS1A	English 15 Morning	3013	3144	3275	3406	3537	3668	3799	3930	4061	4192	4323	4452	4585
YS2A	English 20 Morning	4094	4272	4450	4628	4806	4984	5162	5340	5518	5696	5874	6052	6230
YS6A	English 15 Afternoon	2277	2376	2475	2574	2673	2772	2871	2970	3069	3168	3267	3366	3465
YS7A	English 20 Afternoon	2783	2904	3025	3146	3267	3388	3509	3630	3751	3872	3993	4114	4235
YS3A	English 25	5083	5304	5525	5746	5967	6188	6409	6630	6851	7072	7293	7514	7735
YS4A	English 30	5934	6192	6450	6708	6966	7224	7482	7740	7998	8256	8514	8772	9030

Semester and Academic Year Programmes. Maximum 15 students per class. All fees in £ sterling.

Course Code	weeks	36	37	38	39	40	41	42	43	44	45	46	47	48
YS1A	English 15 Morning	4644	4773	4902	5031	5160	5289	5418	5547	5676	5805	5934	6063	6192
YS2A	English 20 Morning	6336	6512	6688	6864	7040	7216	7392	7568	7744	7920	8096	8272	8448
YS6A	English 15 Afternoon	3168	3256	3344	3432	3520	3608	3696	3784	3872	3960	4048	4136	4224
YS7A	English 20 Afternoon	4320	4440	4560	4680	4800	4920	5040	5160	5280	5400	5520	5640	5760
YS3A	English 25	7920	8140	8360	8580	8800	9020	9240	9460	9680	9900	10120	10340	10560
YS4A	English 30	9144	9398	9652	9906	10160	10414	10668	10922	11176	11430	11684	11938	12192

UNIVERSITY PREPARATION PROGRAMME

All year Start any Monday.

Class Times				
	09.15-12.25	12.40-13.35	14.20-15.15	15.25-16.20
University Preparation 27	General English	IELTS	IELTS	2 hours 1:1 per week

University Preparation Courses. Maximum 15 students per class. All fees in £ sterling.

Course Code	weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
UP	University Preparation 27	506	898	1326	1724	2090	2478	2814	3136	3492	3850	4147	4488	374

CULTURAL PROGRAMMES

Start any Monday between 21 June - 10 September

Class Times		
	9.15 – 12.25	13.15 – 17.30
Language in London	General English	Excursions
Live London		Excursions

Maximum 15 students per class and 12 students in excursion groups. All fees in £ sterling. No Summer supplement

Course Code	Weeks	1	2	3	4	5	6	7	8	9	10	11	12	Add
LILA	Language in London	447	772	1128	1456									
LLEA	Live London	239	408	597	760									

ADDITIONAL FEES AND CHARGES

All fees in £ sterling

Registration	35.00	Payable once only
Accommodation Placement Fee	60.00	Per person for all accommodation arranged by the school
Summer course supplement per week	14.00	For all weeks from 21.06.10 - 10.09.10
Summer homestay supplement per week	14.00	For all weeks from 20.06.10 - 11.09.10
Books and materials loan, e-learning access	20.00	30.00 deposit payable on arrival

OPTIONAL EXTRAS

All fees in £ sterling

Pre-paid lunch per week (Mon - Fri)	25.00	Lunch Vouchers for use in School cafeteria
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Individual tuition	90.00	per hour
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Airport/Station transfers All Fees in £ sterling			
	Arrival	Departure	Both ways
Heathrow	85	58	113
Gatwick	99	64	137
Luton	99	64	137
Stansted	99	64	137
City	99	64	137
St Pancras	57	32	77
Additional passenger	26	23	40

Our representative will wait a maximum of 2 hours after the arrival time given.
 The transfer fee is not refundable in case of longer delay or any other circumstances.
 To advise us of changes in arrival time please call +44 7855 330145.

CAMBRIDGE EXAMINATION FEES 2010

EXAM

FCE		£98	
CAE		£104	
CPE		£116	
TOEIC	Minimum of 6 weeks prior notice required	Available every week	£80
TOEFL	Minimum of 6 weeks prior notice required	Available every week	P.O.A
IELTS**	Minimum of 6 weeks prior notice required	Available every week	£120
BEC Vantage		£101	
BEC Higher		£116	
BEC		£56	

ACCOMMODATION RATES - 2010

PER PERSON PER WEEK
All fees in £ sterling

	Single	Twin
Hampstead Studios (Self-catering)		
Own Kitchen, en-suite bathroom	266	203
Shared Kitchen, en-suite bathroom	224	182
Homestay A (with private bathroom)		
Within 40 minutes travel time to the school.		
Bed & Breakfast	280	252
Midweek dinners	294	259
Half board	301	266
Homestay B		
Within 25 minutes travel time to the school.		
Bed & Breakfast	175	161
Midweek dinners	189	168
Half board	196	175
Homestay C		
Within 40 minutes travel time to the school.		
Bed & Breakfast	147	133
Midweek dinners	161	140
Half board	168	154
Homestay D		
Within 60 minutes travel time to the school.		
Bed & Breakfast	119	112
Midweek dinners	133	119
Half board	140	126
Rented Rooms		
Within 40 minutes travel time to the school.		
Self-catering	168	154
Bed & Breakfast	147	133
Midweek dinners	161	140
Half board	168	154
Kings College Residence (summer only)		
Bed & Breakfast	231	231
Half Board	287	287
Bartrams Residence (females only, not available in August, arrivals on Saturdays or Mondays)		
Half Board (Monday - Friday)	182	182
Hyelm Hostel (summer only)		
Half Board	301	154

Accommodation Notes

1. Accommodation will be arranged only for the time you are a student at the Hampstead School of English.
2. Your accommodation period starts on the Sunday before your first day and ends on the Saturday after your last day. There will be a surcharge if you add extra days to this schedule.
3. You may arrive any time between 08.00 and 21.00. If you arrive outside of these times you may be offered overnight hotel/residence accommodation at your expense.
4. There is no access to kitchen facilities in any accommodation that is not classified "self-catering".
5. Accommodation for smokers is limited and smokers generally need to smoke outside.
6. Hampstead Studios - £200.00 security deposit is payable on arrival when staying in the Hampstead Studios. £40.00 is charged on departure to cover cleaning and laundry.
7. Bookings in Hampstead Studios require 3 weeks non-refundable deposit in advance, or full payment for periods less than 3 weeks.
8. The School is not responsible for any changes in published rates. Hampstead School of English is acting as a supplier and rates may change at short notice.
9. £14.00 supplement per week is payable on all homestay accommodation between 21.06.10 and 10.09.10.
10. £60.00 accommodation placement fee is payable in all cases.

Terms & Conditions

1. **Fees.** All fees are payable on registration. Confirmation documents will be provided upon receipt of full payment.
2. **Payments.** All payments must be made in pounds sterling.

Bank transfers should be made to the following account:

Barclays Bank, 32 Clarendon Rd, Watford WD1 1LD, UK
Account name: Hampstead School of English
Account number: 50426776
Sort Code: 20 91 79
Swift: BARC GB22
IBAN: GB17BARC20917950426776

You are liable for all bank charges and will be billed for such charges on your first day if necessary.

All credit card transactions are surcharged at 3%.

Cheques, drawn on a UK bank, should be made payable to "Hampstead School of English"

3. **Cancellation and changes before arrival.** If you cancel with more than 3 weeks' notice, the School will refund your fees less registration and placement charges. **If you cancel with less than 3 weeks' notice, the school will deduct 3 weeks' accommodation (if arranged by the School) and 3 weeks' tuition fees, in addition to registration and placement charges.**
Any balances will be returned to you. All cancellation notices must be received in writing.

We recommend that you take out travel insurance to cover any eventuality including cancellation.

If your visa application is denied, you must provide a copy of the visa refusal letter in order for your refund request to be considered.

4. **Cancellation as a result of Visa refusal.** If you cancel your booking because of a visa refusal we will refund fees paid less a Service fee of £40.00 on condition that you send us the original (or PDF) of the visa refusal letter issued by the British Embassy or Consulate at least 5 working days before the course start date. If you notify us later than 5 working days before your arrival date and if accommodation has been arranged, we will refund the fees less a deduction of one week's accommodation charges and the accommodation placement fee. Bank charges will be deducted from all refunds
5. **Postponing a booking.** You must inform the office more than 3 weeks before the course and accommodation start date, in writing, otherwise cancellation or change fees will be incurred.
6. **Cancellation of a course after arrival.** There are no refunds of tuition fees after arrival. You are required to give 21 days notice and will receive a course voucher for the time remaining. The course voucher is non-transferable and valid for up to one year. Course credits cannot be used to pay for One to One tuition.
7. **Cancellation of Accommodation on or after arrival.** If you cancel your accommodation, you are required to give 3 weeks notice and will receive a refund of outstanding fees less the £40.00 Administration Charge after the notice period. You will receive refunds (if appropriate) only after your return to your home country. We will refund only to the person from whom the funds originated. Refunds are always made back to the bank account from where they were received.
8. **Accommodation.** If suitable accommodation is not available, you may be offered a refund of the balance of your accommodation fees (not Placement Fee).

9. **Holidays.** You are allowed a holiday of 2 weeks for every 12 weeks that you study as in the table below. You must give 3 weeks' notice in writing.

<u>Course Length</u>	<u>Maximum no. of Weeks Holiday</u>
12	2
13 to 24	4
25 to 36	6
37 to 52	8

10. **Administration Charge.** All changes outside the notice period in course dates or accommodation, including holidays, have a charge of £40.00, which must be paid before the change is processed.
11. **Certificates.** Students are issued with a certificate on the last day of the course on request. The certificate confirms the level of study at the end of course.
12. **Attendance.** You are required to attend at least 90% of your course. Absence from lessons is not compensated. If you are absent from school for 3 or more days we will contact you by telephone or email to see if we can be of any help or assistance. If we receive no response we will try to contact you again.

Information for students visiting the UK with a General Student Visa

Please note that the UK Border Agency treats unauthorised absence of 10 consecutive days from school as a failure to comply with the requirements of your Student Visa. Failure to comply will result in a withdrawal of your right to remain in the UK. If you are absent from school, you must inform us in writing of the reason for your absence as soon as possible. Please make a note of the school's contact email address:
info@hampstead-english.ac.uk

It is your responsibility to provide accurate and full contact details (address, telephone number and email address) to the school and to inform us immediately if there are any changes in these details. In addition, in order to fulfil our obligations to you and the UK Border Agency, it is necessary for us to see and copy your passport and visa.

13. **Conduct and behaviour.** The school reserves the right to cancel a student's enrolment, with no refunds, in the event of misconduct or unsatisfactory behaviour. The management's decision is final.
14. **Insurance.** You are strongly recommended to take out appropriate insurance for your stay in the UK.
15. **Public Holidays.** There are no reductions or discounts in tuition fees for courses that include a public holiday. Please refer to page 1.
16. **Queries and Complaints.** You should bring any problems to our attention immediately in order for us to help you. We do not accept retrospective complaints or queries.
17. **Liability.** The School does not accept liability in case of illness, accident, loss or damage to personal effects or property.
18. In order to fulfil our obligations to you and to the British authorities, it is necessary for us to see and copy your passport (and visa if appropriate), to have contact details for you in London (including a mobile phone number if you have one), and to have details of your next of kin in your own country. It is your responsibility to provide this information and update the school should anything change.
19. Hampstead School of English collects and uses information (data) about employees, clients, suppliers and trustees as necessary. We are obliged to ensure that this information is treated in a lawful and correct manner in whichever way it is collected, stored and used. We take appropriate safeguards to ensure compliance with data protection legislation.
20. If you take a semester or academic year programme you are not allowed to change or cancel the course at any time.



Agency stamp

Personal Details

First Name(s) _____ Surname(s) _____

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

Male Female

Nationality _____ Mother Tongue _____

Home address _____

Home Telephone _____ Mobile telephone _____

Email _____ @ _____

London address (if known) _____

Passport Number _____

Next of kin _____

Course Dates

First Day / /
(Day/Month/Year)

Last Day / /
(Day/Month/Year)

No of Weeks _____

Arrival details

Date / / Time _____ Flight number _____
(Day/Month/Year)

From _____ To LHR / LGW / STD / LUT / St Pancras (Please delete as appropriate)

Course

Course required _____

Course Code _____

If your first choice is not available, the closest alternative will be allocated.

Optional Extras

Airport Transfer on Arrival

Airport Transfer on Departure

Airport Transfer Both ways

Lunch Vouchers

I have read the terms and conditions and agree to abide by them. Signed _____

Registration is not complete until full payment has been received.





ACCOMMODATION

First Name(s) _____ Surname(s) _____

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

Male Female

Nationality _____ Mother tongue _____

Home address _____

Home telephone _____ Mobile telephone _____

Email address _____ @ _____

Accommodation dates:

Arrival Date: ___/___/___
(Day / Month / Year)

Departure Date: ___/___/___
(Day / Month / Year)

First Night in accommodation: ___/___/___
(Day / Month / Year)

Last Night in accommodation: ___/___/___
(Day / Month / Year)

<p>Studio, own kitchen en-suite bathroom <input checked="" type="checkbox"/></p> <p>Studio, shared kitchen, en-suite bathroom <input type="checkbox"/></p> <p>Kings College Residence <input type="checkbox"/></p> <p>Bartrams Residence <input type="checkbox"/></p> <p>Hylem Hostel <input type="checkbox"/></p> <p>Homestay Self-catering <input type="checkbox"/></p>	<p>Homestay A with Private Bathroom <input checked="" type="checkbox"/></p> <p>Homestay B <input type="checkbox"/></p> <p>Homestay C <input type="checkbox"/></p> <p>Homestay D <input type="checkbox"/></p> <p>Rented Rooms <input type="checkbox"/></p> <p>Meal plan:</p> <p>Bed & Breakfast <input type="checkbox"/></p> <p>Midweek dinners <input type="checkbox"/></p> <p>Half Board <input type="checkbox"/></p>
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- If you are sharing your room/studio*, please give the name of the student you will share with _____
(If no name is given, single accommodation will be allocated).
- If your first choice is not available you will be allocated the closest alternative.

I have read the terms and conditions and agree to abide by them. Signed _____

Accommodation is not secured until full payment has been received.

553 Finchley Road, London NW3 7BJ

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Fax +44 (0)20 7431 2987

email: info@hampstead-english.ac.uk

website: www.hampstead-english.ac.uk

