

Adult Courses 2013 Dates & Fees



Southbourne
School of English
Established 1966

Registration fee £80.00 (payable once only on enrolment)

All year round courses (16 years +) at Southbourne School of English and Annexe

General English – 15 hours

Code	Hrs/Wk	Wks 1-12	Wks 13-24	Wks 25-36	Wks 37+
GC	15	£198	£185	£175	£160

- From 10/6 – 30/8 VGC prices apply**
- From 10th June to 30th August there is a high season supplement of £50.00 per week including **one full day excursion per week every Saturday** (this does not apply to students enrolled for 12 weeks or more)
 - Book supplement of £20 for students attending one week only

Intensive English – 21 hours

Code	Hrs/Wk	Wks 1-12	Wks 13-24	Wks 25-36	Wks 37+
IC	21	£235	£220	£205	£180

- From 10/6 – 30/8 VIC prices apply**
- From 10th June to 30th August there is a high season supplement of £50.00 per week including **one full day excursion per week every Saturday** (this does not apply to students enrolled for 12 weeks or more)
 - Book supplement of £20 for students attending one week only

General/Intensive Plus

Code	Hrs/Wk	Price per week
GCP	15 + 6 one-to-one	£528
ICP	21 + 6 one-to-one	£565

One-to-One

Code	Course Dates	Duration	Price per hour
OTO	By arrangement	As required	£55

Summer Vacation Courses (courses start every Monday)

Code	Hrs/Wk	Course Dates	Price per week
VGC	15	Monday 10th June	£248
VIC	21	Friday 30th August	£285

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

All courses start every Monday (Tuesday when Monday is a public holiday)

Book supplement of £20 for students attending one week only

NEW

50 Plus Courses: Fixed dates – 2 weeks

Code	Hrs/Wk	Dates	Price
101	15	Sunday 12th May – Sunday 26th May	£696
102		Sunday 1st Sept – Sunday 15th Sept	

Home stay accommodation fees in single room £202 for the two weeks

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

Lunch may be purchased at the School Mon-Fri

Hotel and Guest House prices starting from £50 per night for bed and breakfast

Group courses (maximum 12) + full social programme. (See leaflet 50 Plus)

Cambridge Examination Courses

Code	Course	Course dates	Duration	Examination dates	Fee
KET	Key English Test (KET) Pre-intermediate	4 Feb – 15 Mar 8 Apr – 17 May 7 Oct – 15 Nov	6 weeks 15 hours general course + 6 hours specialised lessons per week	Sat 16 Mar Sat 18 May Sat 16 Nov	£1410
PET	Preliminary English Test (PET) Intermediate				
FCE	First Certificate in English Upper-intermediate	7 Jan – 8 Mar	9 weeks 21 hours per week	Sat 9 Mar	£2115
FCE		18 Mar – 7 Jun 16 Sept – 6 Dec	12 weeks 21 hours per week	Sat 8 Jun Sat 7 Dec	£2820
CAE	Certificate in Advanced English Advanced	7 Jan – 15 Mar	10 weeks 21 hours per week	Sat 16 Mar	£2350
CAE		25 Mar – 14 Jun 16 Sept – 6 Dec	12 weeks 21 hours per week	Wed 12 Jun Wed 4 Dec	£2820
CPE	Certificate of Proficiency in English Advanced	25 Mar – 14 Jun 16 Sept – 6 Dec	12 weeks 21 hours per week	Thur 13 Jun Thur 5 Dec	£3180

- Closing dates for entry to Cambridge Examinations are approx. 4 - 6 weeks before the examination dates
- Examination fees are not included – approximately £110/130
- Class size – maximum 14 (Average 6)

All Cambridge Examination Courses are **GUARANTEED** to run

Special Summer FCE Course and Examination

Code	Course	Course dates	Duration	Examination dates	Fee
FCES	First Certificate in English	Monday 5 August Friday 23 August	3 Weeks 30 hours per week	Fri 23 Aug	£1080

- 15 hrs vocabulary input 09.30-12.30 (bus pass included)
- 15 hrs classroom based tuition 14.00-17.30 (Mon-Fri)
- Class size – maximum 10 (Average 6)
- **Examination fee included**

International English Language Testing System (IELTS) Courses

Code	Course dates	Duration	Examination dates	Fee
IELTS	7 Jan – 1 Feb 25 Jan – 22 Mar 1 Apr – 26 Apr 29 Apr – 24 May 27 May – 21 June 16 Sep – 11 Oct 28 Oct – 22 Nov	4 Weeks 15 hours General Course + 9 hours IELTS preparation per week	Sat 2 Feb Sat 23 Mar Sat 27 Apr Sat 25 May Sat 22 June Sat 12 Oct Sat 23 Nov	£1345

- Classes take place Monday to Thursday from 13.45 to 16.30 (9 hours per week)
- Minimum level required for IELTS course is Intermediate
- **Closing dates for the IELTS test is approx. 8 weeks before the test date**
- Examination fees are not included – approximately £110/130
- Please state General or Academic IELTS when booking

Business English Certificate (BEC) Courses

Code	Course	Course dates	Duration	Examination dates	Fee
BECP	Preliminary	21 Jan – 13 Mar 25 Mar – 17 May 30 Sep – 22 Nov	8 Weeks 15 hours General Course + 6 hours BEC preparation per week	Thur 14 Mar Sat 18 May Sat 23 Nov	£1880
BECV	Vantage	21 Jan – 14 Mar 8 Apr – 31 May 7 Oct – 30 Nov		Fri 15 Mar Sat 1 June Sat 30 Nov	
BECH	Higher	21 Jan – 16 Mar 2 Apr – 25 May 23 Sep – 16 Nov		Wed 13 Mar Sat 25 May Sat 16 Nov	

- Classes take place Monday to Thursday from 13.45 to 15.30 (6 hours per week)
- Closing dates for BEC Examinations are approx. 4 - 6 weeks before the examination dates
- Examination fees are not included – approximately £110/130

Course Information

- General/Intensive English courses start every Monday (Tuesday when Monday is a public holiday)
- Minimum age 16 years
- Class size max 14 (average 10)
- Class size in summer maximum 16
- Course levels from Elementary to Advanced
- Beginners only accepted on the first Monday of each month
- Students who have not booked a beginners course but prove to be beginner level on arrival will need to pay a supplement until a beginner start date
- From 10th June to 30th August there is a high season supplement of £50.00 per week including **one full day excursion per week every Saturday** (this does not apply to students enrolled for 12 weeks or more, although excursion fees will apply)
- We are closed on the following public holidays: 29th March, 1st April, 6th May, 27th May and 26th August
- The school will close on Friday 20th December and will open on Monday 6th January 2014

All Tuition fees include:-

- Tuition as specified
- First day entrance test
- Course books and teaching materials (£20 supplement for students attending one week only)
- Study folder
- Regular tutorials with class teacher
- Regular homework
- Progress tests on long term course 8 weeks or more
- End of course reports and certificate of attendance (min 85%)
- Free Wi-Fi and internet access
- Holiday for courses of 13 weeks or more by agreement with the principal

Accommodation Information

- All host families are carefully selected and many of them have been registered with the school for many years
- Single room half board all year with full board at weekends £101.00 per week. (supplement of £10.00 per week 9th June to 1st September)
- Shared room (half board) with full board at weekends £111.00 per week (9th June – 1st September) for **students under 18 years of similar age but different nationality**
- Light laundry included once per week
- All accommodation money is paid to the family
- All host families are within easy walking distance of the school
- In the Winter students are accommodated in single rooms at no extra charge
- We only provide part board accommodation and students are treated as part of the family
- Students under 18 years of age must return home by 11pm
- Students under 18 years of age must provide written permission from their parents should they wish to stay out overnight or to go on an overnight trip
- If a student under 18 years of age does not come to class, the Teacher will inform the accommodation officer and the school will try to contact the student immediately
- A weekly retention fee of £50.00 is payable if you wish to keep the room whilst away

Accommodation (Homestay)

Homestay	Low Season	High Season*
	January 1st - June 10th September 5 - December 18	June 10th - September 2nd
Single Room (All year*)	£101 per week	£111 per week
Christmas & New Year Holiday (Supplement)	£60 per week	
A weekly retention fee of £50.00 is payable if you wish to keep the room whilst away		

Transfers by Public Bus

From London Heathrow Airport to Bournemouth

Arrivals at Terminal 1/2/3/4

On leaving the Customs Area, follow the signs to 'Central Bus Station' via the subway or moving walkway. On arrival at the bus station, buy your ticket for **National Express Bus, Number 205** to Bournemouth. There are frequent departures throughout the day

Arrivals at Terminal 5

The bus station is situated on ground level, just opposite the main terminal building. National Express coaches are accessible from here. **National Express Bus, Number 205**

From London Gatwick Airport to Bournemouth

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

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

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

From London Victoria Bus Station take Bus Number 035 to Bournemouth

On arrival in Bournemouth, take a taxi to your accommodation: approx. cost £12 - £15

National Express Coach Details – Please purchase tickets on arrival at Airport

Heathrow - Bournemouth - Heathrow (return ticket)	£40 (approx)	2 hours travel time (approx)
Gatwick - Bournemouth - Gatwick (return ticket)	£48 (approx)	3½ hours travel time (approx)
Stansted - Bournemouth - Stansted (return ticket)	£50 (approx)	4 hours travel time (approx)
London Victoria Bus Station - Bournemouth (return ticket)	£25 (approx)	2 hours travel time (approx)

For the latest information on public bus services, you can visit: www.nationalexpress.com

Transfers by Private Car / Minibus

One way	1 Person	2 Person	3 Person	4/6 Person	7/9 Person	10/12 Person
Heathrow - Bournemouth	£135	£78	£55	£45	£40	£35
Gatwick - Bournemouth	£150	£82	£60	£45	£40	£35
Bristol - Bournemouth	£150	£82	£60	£45	£40	£35
Luton - Bournemouth	£150	£82	£60	£45	£40	£35
Stansted - Bournemouth	£195	£107	£75	£50	£45	£40
Central London - Bournemouth	£185	£99	£72	£47	£42	£37
Southampton - Bournemouth	£78	£45	£32	£26	£21	£16
Bournemouth - School	£30	£18	£13	£12	£10	£ 8

Please note:

- Pick up point will be the airport arrival hall. An excess waiting fee of £25 per hour will be charged if the taxi has to wait longer than 2 hours after landing
- For any other point of entry into the UK, prices are available from the school
- Return transfers can be arranged at the school reception
- **UK Border Agency may refuse to allow students under the age of 18 in to the UK unless they are accompanied by an adult, or have proof of their onward travel arrangements**

2013 Enrolment form

OFFICE USE ONLY
Enrolment No. _____
Invoice No. _____

Personal information (please use BLOCK CAPITALS)

First name: _____

Family name: _____

Title: Mr Mrs Ms Miss

Home address: _____

Home Telephone: _____ Mobile: _____ Fax: _____

Email: _____

Passport number: _____ Expiry date: _____

Occupation: _____ Nationality: _____

First language: _____

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

16/17 years olds-parent contact numbers: Home: _____ **Mobile:** _____

I confirm that I have **NO** special educational or physical needs

I have the following special educational or physical needs eg. Dyslexia/ADHD etc. _____

Course details

Course name: _____

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

What is your level of English now? _____

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

Advanced (C1)

How did you hear about Southbourne School of English? _____

Holidays (12 Weeks or more plus courses only)

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

Accommodation

Do you require homestay accommodation? Yes No

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

Do you have a special diet? Yes No

Do you have any medical conditions? Yes No

Do you have any allergies? Yes No

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

Airport transfer

Arrival details

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

Flight number:

Arrival date: / /

Arrival time: :

Arrival airport including terminal: _____

Departure details

Do you want to be taken back to the airport? Yes No

Flight number:

Departure date: / /

Departure time: :

Departure airport including terminal: _____

Please note:

- Pick up point will be the airport arrival hall. An excess waiting fee of £30 per hour will be charged if the taxi has to wait longer than 2 hours after landing
- For any other point of entry into the UK, prices are available from the school
- Return transfers can be arranged at the school reception
- **UK Border Agency may refuse to allow students under the age of 18 in to the UK unless they are accompanied by an adult, or have proof of their onward travel arrangements**
- **For students under 18, considered minors in UK law, I understand that enrolling my son/daughter on an adult course means they are not supervised at break, outside school hours and at weekends. They will abide by school rules and curfew times.**
- **For students under 18, considered minors in UK law, I agree to photographs or videos being taken of my child for educational and advertising purposes.**

Conditions of enrolment

Enrolment – Complete the form on this page or send it to the agent. If there is an agent's stamp send the form to that address. If there is no agent's stamp, send the form to the school.

Registration – Your place at school is confirmed when we have received a payment of £280 (£80 enrolment fee plus £200 deposit). The deposit (£200) will be taken from the amount you finally have to pay.

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

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

Please make sure you tell your host family what time you will arrive at least 48 hours before, so that someone will be there to welcome you.

Holidays – The school is closed on national holidays (public/bank), 1st January, 29th March, 1st April, 6th & 27th May, 26th August, 25th & 26th December. You can only take other holidays during the course if you tell us about them when you enrol or give 4 weeks notice. We will not give refunds or extend your stay if you take other holidays.

Cancellations – If you want to cancel a course, you must send us this information by registered letter. We cannot refund the registration fee of £80. You will have to pay for one week's course and accommodation if you cancel less than 15 days before the course start.

For all courses, if you need to cancel because you cannot get a visa, we will refund your fees, but not the registration fee of £80. If your visa has been refused, you need to send us a copy of the letter from the British Embassy.

Finishing early – If you finish before the end of your course, you will not get a refund. We do not give refunds or extend courses to cover missed lessons.

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

- If your attendance is 70% or less
- If you bully students or staff
- If your behaviour is not acceptable
- If you steal or damage the school on purpose

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

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

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

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

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

Please Note: Due to the nature of the building, we are unable to welcome disabled students.

Payment

The registration will not be confirmed until we have received a payment of £280 (£80 enrolment fee plus £200 deposit which will be deducted from the final invoice) by 1. Transfer 2. Cheque 3. Credit Card.

1. I enclose/will send evidence of transfer to: HSBC PLC, 17 Southbourne Grove, Southbourne, Bournemouth, Dorset, BH6 3RG, England

Account Name – Southbourne School of English **Account Number** - 60769665 **Sort Code** - 40-46-19

IBAN GB02MIDL40461960769665 **BIC** MIDLGB2121D

(Please note that you should instruct your bank to add all UK bank charges to the amount you transfer - this is usually £12 but may vary.)

2. Cheques should be made payable to **Southbourne School of English Ltd., drawn on an English Bank.**

3. I wish to pay by Credit Card (2% surcharge) - VISA _____ MASTERCARD _____

Name of card holder _____ Card number _____

CVC: Last three digits on signature strip _____

Date of expiry _____ Amount to be debited £ _____

Address of card holder _____

Signature of card holder _____

Agreement

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

Signature _____ Date _____

Agents Stamp