



Wimbledon School of English

Information 2011

- 2 **Standard classes**
24 lessons (20 hours per week)
 - Beginners
 - General English
 - Summer Vacation
 - Academic Year Programme
 - Cambridge Examination
 - Pre-sessional Academic English and IELTS preparation
 - Young Business Professionals
- 3 **Intensive classes**
28 lessons (23 hours and 20 minutes)
 - Cambridge First Certificate Express
 - Cambridge Advanced ExpressStandard classes + Options (24 lessons + 4 lessons)
from one of the programmes below:
 - Business
 - BEC Higher
 - Communication Skills
 - Grammar & Writing
 - IELTS Preparation
 - One to One or Two to One
- 4 Academic Year Programmes
- 6 Business & Professional Courses
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 - International Legal English with Cambridge ILEC preparation
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Standard Classes 24 lessons (20 hours) per week

Courses	Lessons (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
Beginners	24	14	Beginners	A1	1-10	03 Jan 07 Mar 09 May 05 Sep	
General English (3)	24	14	Pre-Intermediate	A2	1-50	Any Monday (1)	
Summer Vacation	24	16	Pre-Intermediate	A2	1-8	Any Monday (1) July and August only	
Academic Year Programme	24	14	Beginners	A1	24 or 36	Any Monday (1) between January and May September and December	
Cambridge First Certificate (4,5)	24	14	Higher Intermediate	B2	10	03 Jan	11 Mar
					13	21 Mar	17 Jun
					7	02 May	17 Jun
					13	12 Sep	09 Dec
Cambridge Advanced (4,5)	24	14	Advanced	C1	10	03 Jan	11 Mar
					13	21 Mar	17 Jun
					13	12 Sep	09 Dec
Cambridge Proficiency (4,5)	24	14	Advanced Plus	C1	10	03 Jan	11 Mar
					13	21 Mar	17 Jun
					13	12 Sep	09 Dec
Young Business Professionals (3)	24	14	Higher Intermediate	B2	2-12	Any Monday (1)	
Pre sessional English & IELTS Preparation (4)	24	14	Higher Intermediate	B2	10	10 Jan	18 Mar
					10	21 Mar	27 May
					10	18 Apr	24 Jun
					10	03 Oct	09 Dec
Pre sessional English & IELTS Preparation Express (4,6)	24	14	Higher Intermediate Plus	B2	6	20 Jun	29 Jul
					6	31 Oct	09 Dec
IELTS Express (4)	24	14	Higher Intermediate Plus	B2	4	01 Aug	26 Aug

"During my one month stay at WSE I've learned more than in one whole year in my high school in Slovenia. I highly recommend it!"

*Julija Dornik
Slovenia*

"I made great progress in the exam preparation class. We had great teaching."

*Felix Kieber
Leichtenstein*

See page 10 for full course information and page 12 for level description

General Notes

- (1) When Monday is a public holiday, courses will start on the following Tuesday: January 4, April 26, May 3, May 31, August 30
- (2) 1 lesson = 50 minutes (24 lessons = 20 hours)
- (3) These classes have a maximum of 16 in July and August
- (4) All students will be required to pass the School exam entrance test before starting their exam course. Students cannot finish an examination course before the end date
- (5) Students can take an FCE or CAE examination course only if they are staying until the end of the course and taking the examination
 - Students may join Cambridge exam courses after the course start date provided they have the right level of English
 - CPE examination classes will include some students who are not taking the examination
- (6) Students may take the IELTS exam at the end of the course. We strongly advise you to enrol for this exam when booking the course. Students must enrol for the full length of the IELTS course

Please note: It is not possible to enrol for 2 Pre sessional English & IELTS Preparation courses

Wimbledon School of English is a Test Centre for the IELTS and Cambridge Examinations

Timetable Standard classes	All Levels		Beginners to Higher Intermediate			Higher Intermediate Plus to Proficiency				
	Day	1st Session	2nd Session	3rd Session		3rd Session				
Monday	09:15 - 10:55	Break	11:15 - 12:55	Lunch	13:55 - 14:45	Break	14:55 - 15:45	Free	Free	
Tuesday	09:15 - 10:55		11:15 - 12:55		Free		Free	13:55 - 14:45	Free	14:55 - 15:45
Wednesday	09:15 - 10:55		11:15 - 12:55		13:55 - 14:45		14:55 - 15:45	Free	Free	Free
Thursday	09:15 - 10:55		11:15 - 12:55		Free		Free	13:55 - 14:45	Free	14:55 - 15:45
Friday	09:15 - 10:55		11:15 - 12:55		Free		Free	Free	Free	Free

Intensive Classes 28 lessons (23 hours and 20 minutes) per week

Options	Lessons (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
Cambridge First Certificate Express (4)	28	14	Higher Intermediate	B1	4	01 Aug	26 Aug
Cambridge Advanced Express (4)	28	14	Advanced	B2	4	01 Aug	26 Aug

Our intensive full-time English courses give you the opportunity to improve your General, Academic, Business or Examination English and at the same time study other specialist types of English. Choose from one of the Standard Courses to work intensively on all areas of English including grammar, vocabulary, speaking, listening, pronunciation, reading and writing. Combine this with a Specialist Course to expand your knowledge of English to meet your special, individual needs and interests.

Standard Classes 24 lessons

plus

4 lessons of option

Options	Lessons (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
Intensive Academic Year Programme	24+4	14	Pre-Intermediate	A2	24 or 36	Any Monday (1) between January and May September and December	
Communication Skills	24+4	14	Pre Intermediate Higher Intermediate	A2 B2	2 - 12	Any Monday (1)	
Grammar and Writing Workshop	24+4	14	Pre Intermediate Higher Intermediate	A2 B2	2 - 12	Any Monday (1)	
IELTS Preparation	24+4	14	Higher Intermediate	B2	2 - 12	Any Monday (1)	
One to One or Two to One	24+4 24+5 24+6	1 or 2	All levels		2 - 12	Any Monday (1)	
Business	24+4	14	Higher Intermediate Plus	B2	2 - 12	Any Monday (1)	
BEC Higher (3)	24+4	14	Advanced	C1	up to 11	03 Jan 28 Mar 05 Sep	18 Mar 10 Jun 18 Nov

See pages 10 - 11 for full course information and page 12 for level description

"The communication skills lessons have been very useful to improve not only my pronunciation but also my fluency and technique of speaking."

*Maria Castro
Fernandez
Spain*

"The BEC Higher lessons were really useful and exciting. My BEC teachers were very good at teaching. I improved my English and enjoyed the lessons."

*Victoria
Von Reiche
Germany*

General Notes

- (1) When Monday is a public holiday, courses will start on the following Tuesday: January 4, April 26, May 3, May 31, August 30
- (2) 1 lesson = 50 minutes (24 lessons = 20 hours)
- (3) Students may enrol after the start date
- (4) All students will be required to pass the School exam entrance test before starting their exam course and they must take the exam at the end of the course. They cannot finish the course before the end date

Timetable Intensive classes	All Levels			Beginners to Higher Intermediate			Higher Intermediate Plus to Proficiency		
	Day	1st Session	2nd Session	3rd Session		3rd Session			
	Monday	09:15 - 10:55	11:15 - 12:55	13:55 - 14:45	14:55 - 15:45	13:55 - 14:45 Option	14:55 - 15:45 Option		
	Tuesday	09:15 - 10:55	11:15 - 12:55	13:55 - 14:45 Option	14:55 - 15:45 Option	13:55 - 14:45	14:55 - 15:45		
	Wednesday	09:15 - 10:55	11:15 - 12:55	13:55 - 14:45	14:55 - 15:45	13:55 - 14:45 Option	14:55 - 15:45 Option		
Thursday	09:15 - 10:55	11:15 - 12:55	13:55 - 14:45 Option	14:55 - 15:45 Option	13:55 - 14:45	14:55 - 15:45			
Friday	09:15 - 10:55	11:15 - 12:55	Free	Free	Free	Free			

Academic Year Programmes AYP 24 week or 36 week option

The Academic Year Programme courses are designed for long-term English language training and are ideal for you if you plan to study English for 6 or 9 months. These discounted courses are our most economical course options and are extremely flexible. They offer a large choice of courses including preparation for all the exams you need if you wish to study at university in the UK or use English to improve your business career.

Benefits:

- A flexible, long-term programme for 24 lessons (20 hours) or 28 lessons (23 hours and 20 minutes) per week.
- Flexible start dates throughout the year
- Flexible holiday break of up to 4 weeks
- Flexible course length: 24 or 36 weeks
- All levels accepted, including Beginners
(NB Beginners must start the AYP on one of the Beginners course start dates)
- Specially reduced tuition rates
- Preparation for examinations such as IELTS, FCE, CAE, CPE on the AYP programme, IELTS, FCE, CAE, CPE, ILEC (Law), ICFE (Finance) and BEC Higher on the IAYP.
- Get advice on the best university or college course for you and get help with your application from our Academic Counsellor
- Have regular tutorials with the Academic Director to plan your programme, monitor your progress and decide which exams to take
- Monthly tutorials with your teacher
- Total immersion in English language, life and culture for 6 months or more.
- Receive a detailed academic report of your progress at the end of your course

AYP Standard Academic Year Programme - Beginners and above

- Choose from:
 - General English
 - Young Business Professionals
 - Cambridge Examination (FCE, CAE & CPE)
 - Pre-sessional Academic English and IELTS preparation

*See the course planner below for a guide to possible course progression.
For more information on these courses see pages 6 to 10*
- Progress to a good level in all areas of English including grammar, vocabulary, speaking, listening, pronunciation, reading and writing
- Prepare for the exams you need if you plan to go to an English speaking college or university
- Join any full-time standard course as part of your Academic Year Programme at no extra cost
- Expect up to 2 hours homework per day

NB We advise you to take the Pre-sessional Academic English and IELTS course at the end of your programme NOT at the beginning or in the middle. This will enable you to get the highest possible score in your IELTS exam

AYP Course

This is a sample programme only. You will make your final choice when you arrive, in discussion with our Academic Director. You may choose at least 2 courses for the 24 week programme and at least 3 courses for the 36 week programme.

First 3 months	Middle 3 months	Final 3 months
General English Pre-intermediate and above Beginner start dates: 03 January 07 March 09 May 05 September	Cambridge Examination Course FCE, CAE or CPE or General English or Young Business Professionals	Pre-sessional Academic English with IELTS preparation or Cambridge Examination Course CAE or CPE or Young Business Professionals

Timetable as per Standard Classes - See page 2

Intensive Academic Year Programmes IAYP 24 week or 36 week option

IAYP Intensive Academic Year Programme - Pre-Intermediate level and above

- Choose 24 lessons per week:
 - General English
 - Young Business Professionals
 - Cambridge Examination (FCE, CAE & CPE)
 - Pre-sessional Academic English with IELTS preparation

- Plus 4 optional lessons per week:**
- Business
 - BEC Higher
 - Communication Skills
 - Grammar and Writing
 - IELTS Preparation

*See the course planner below for a guide to possible course progression.
For more information on these courses see pages 10-11*

or

- Choose 28 lessons per week
 - International Legal English with Cambridge ILEC preparation
 - International Financial English with Cambridge ICFE preparation

- Progress to a good level in all areas of English including grammar, vocabulary, speaking, listening, pronunciation, reading and writing
- Prepare for the exams you need if you plan to go to an English speaking college or university
- Join any full-time standard course plus any of our options or a full-time intensive course as part of your Academic Year Programme at no extra cost
- Expect up to 2 hours homework per day

NB We advise you to take the Pre-sessional Academic English with IELTS preparation course at the end of your programme NOT at the beginning or in the middle. This will enable you to get the highest possible score in your IELTS exam

IAYP Course

This is a sample programme only. You will make your final choice when you arrive, in discussion with our Academic Director. You may choose at least 2 courses plus 2 options for the 24 week programme and at least 3 courses plus 3 options for the 36 week programme.

First 3 months	Middle 3 months	Final 3 months
24 lessons per week		
General English Pre-intermediate and above	Cambridge Examination Course FCE, CAE or CPE	Pre-sessional Academic English with IELTS preparation
	or	or
	General English	Cambridge Examination Course CAE or CPE
	or	or
	Young Business Professionals	Young Business Professionals
plus 4 additional lessons (options)		
Communication Skills	IELTS Preparation or Business English	Communication Skills
or		or
Grammar & Writing Workshop		BEC Higher examination preparation
or		
combination of the two		
or 28 lessons per week		
	International Legal English with Cambridge ILEC preparation	International Financial English with Cambridge ICFE preparation

Timetable as per Intensive Classes - See page 3

Whichever AYP programme you choose the course is flexible to your needs. You will have regular tutorials with your teacher and the Director of Studies to plan the best course for your language needs and interests.

Business & Professional Courses

Young Business Professionals

Minimum Age	Lessons per week (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date
20	24	14 (3)	Higher Intermediate	B2	2 - 12	Any Monday (1)

Timetable as per standard classes

- Take this course if you are preparing for a career in business or are already working and would like to move into an international business setting
- Study in dynamic and hard-working classes with highly experienced Business English teachers
- Learn new and useful language based around a business English course book in the first lesson of every day
- Use other relevant materials in the second lesson to develop your language skills
- Practise the language you learnt in the morning in your third lesson through case studies, presentations and simulations
- Study a wide range of skills and topics including participating in meetings and discussions, negotiating, giving presentations, sales and marketing, finance and banking, report and e-mail writing and intercultural studies
- Negotiate part of your course with your colleagues and teacher to suit your needs and interests
- Improve your ability to communicate in modern business situations and learn important business vocabulary and how to use it
- Improve your study skills through up to 2 hours focused self-study each evening set by your teacher to meet your needs

International Legal English with Cambridge ILEC preparation & International Financial English with Cambridge ICFE preparation

Minimum Age	Lessons per week (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
19	28	14	Higher Intermediate Plus	B2	4	18 Apr 22 Aug ★ 24 Oct	13 May 16 Sep 18 Nov

★ No International Financial English course on this date

Timetable as per intensive classes

Students on the International Legal English course should have a basic law background in their own language

- A 4 week intensive course focusing on different areas of law and developing the four skills in a legal context
- Learn legal terminology and use them with ease and accuracy
- Participate in discussions about different aspects of law and differences between the British and other legal systems
- Improve your ability to participate in situations typical of legal practice, through role-play and simulation
- Improve your ability to read and understand legal texts
- Improve your ability to write common legal text types
- Focus on exam techniques and study strategies so you know exactly what to expect when you take the exam
- Improve your study skills through up to 2 hours focused self-study each evening set by your teacher to meet your needs
- Visit a court of law and see a real trial

Students on the International Financial English course should have a basic finance background in their own language

- A 4 week intensive course for students of finance and accountancy and practising accountants and finance professionals
- Prepare for the Cambridge International Certificate in Financial English
- The course includes such topics as: financial reporting, company financial strategy, risk assessment and analysis, banking, insurance and acquisitions and mergers
- Improve your skills in English in a financial English context
- Learn specific financial terminology and how to use it appropriately
- Focus on exam techniques and study strategies so you know exactly what to expect when you take the exam
- Improve your study skills through up to 2 hours focused self-study each evening set by your teacher to meet your needs
- We can also run either of the above courses for a closed group. Please contact the School if you are interested

General Notes (1) When Monday is a public holiday, courses will start on the following Tuesday: January 4, April 26, May 3, May 31, August 30
(2) 1 lesson = 50 minutes (24 lessons = 20 hours)

Other Courses

English & Culture

Minimum Age	Lessons per week (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
40	20 Plus 3 half-day excursions with your teacher each week and 1 full-day excursion	10	Pre Intermediate Intermediate	A2 - B1	2★ 2★ 1★★	13 Jun 15 Aug 12 Dec	24 Jun 26 Aug 17 Dec

★ This is an 11 day course ★★ This is a 6 day course

- This course is designed especially for students aged 40+
- Combine work on English language with the study of British culture and customs
- Go on 1 full-day excursion and 6 half-day excursions except for the December course which has only 3 half-day excursions. Excursions are chosen by the group and give you a chance to practise what you learn in the morning classes
- Study every morning, learning real and useful language which you can use immediately
- Learn a combination of social English, communication skills and vocabulary related to the excursions
- Learn about different aspects of British culture. These include some of the following: culture and customs, etiquette and behaviour, the British class system, art, architecture, gardens and garden history, music, food and drink
- Visits may include English stately homes and castles, gardens, museums, galleries and other places of cultural interest. Your teacher provides you with the vocabulary and background information needed to enjoy the excursions more fully

Students at Higher intermediate level and above may take a combination of General English in the morning and English & Culture in the afternoon. The price for this is the same as for the full-time English & Culture course

Timetable	Day	1st Session	Break	2nd Session	Lunch	3rd Session
	Monday	09:15 - 10:55		11:15 - 12:55		Free
	Tuesday	09:15 - 10:55		11:15 - 12:55		Excursion
	Wednesday	09:15 - 10:55		11:15 - 12:55		Excursion
	Thursday	09:15 - 10:55		11:15 - 12:55		Excursion
	Friday	09:15 - 10:55	11:15 - 12:55	Free		
	Saturday	(week one)	Full-day excursion			

"The idea of this course, 'English & Culture' is excellent! We found out a lot of new things, not only about England but also about other countries. Both students and teachers thoroughly enjoyed the course and were totally inspired by it."

Edzus Vejnis

Latvia

"My one-one lessons were very practical and effective. . All the topics were in accordance with my expectations and the teaching was professional and very friendly."

*Bartolomiej Wyrostkiewicz
Poland*

One to One

Minimum Age	Lessons per week (2)	Course level	Course length (weeks)	Starting date
16	20 24 28 30	All levels	1 - 50	Any Monday (1)

Timetable as agreed at the time of booking

- Ideal for people who need to make quick progress but have little time to spare
- Study with your own personal tutors, especially suitable if you have specialist English needs such as Business English
- Practise a combination of skills depending on your needs: speaking, listening, reading, writing, grammar and pronunciation. Plan your actual programme with your tutors
- Use a variety of materials and teaching methods in dynamic, hard working lessons
- Expect up to 2 hours self-study work per day
- Go out for lunch with your tutor every day (Monday – Friday) as an optional extra

General Notes (1) When Monday is a public holiday, courses will start on the following Tuesday: January 4, April 26, May 3, May 31, August 30
 (2) 1 lesson = 50 minutes (24 lessons = 20 hours)

Online Courses

Online Learning with WSE

Start learning before you arrive

With our WSE Pre-arrival Online Learning Course you can start improving your English before you arrive at WSE, so you will feel relaxed and confident by the time you have your first lesson in school.

With this course you get:

- A virtual tour of the school & important pre-arrival information
- A placement test
- 25 hours of online learning (NB you must complete your online learning course within 3 months of starting)

You will be able to:

- do tests to check your level
- improve your grammar and vocabulary
- familiarise yourself with the types of activities you may experience during your course.

If you would like this opportunity to start studying before your course here, enrol on the WSE Pre-arrival Online Learning Course and start studying straight away.

Continue learning after you have left

If you use the Self Access Centre while you are studying at Wimbledon School of English, you will have access to an online learning environment called Macmillan English Campus. This has lots of fun practice activities for improving your:

- grammar and vocabulary
- pronunciation
- reading, listening, speaking and writing skills

Plus...

- a fantastic online dictionary
- newspaper articles for all levels
- progress tests.

Even better, if you want to carry on studying outside school hours or after you have left WSE and are back in your own country, then you can purchase a year's subscription to MacMillan English Campus and access it wherever you are.

Teachers' Courses

Teachers' Refresher course for overseas teachers

This course is intended for overseas teachers who want to brush up their English, study new and cutting edge language teaching methodologies and learn about British culture.

The school has a perfect location, staff and teachers

Ksenia Khitrikova
Russia

Minimum Age	Lessons per week	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
20	24	14	Qualified English Language Teachers CAE Equivalent or above	B2 to C2	1	10 Jan 20 Jun 15 Aug	14 Jan 24 Jun 19 Aug
This course is aimed at non-native speakers who have experience of teaching English and hold a teaching qualification from their own country Total number of hours for this course - 20 hours							
For Comenius funding this course reference number is: UK-2011-1238-004							

During your one week course you will do the following:

- Learn about new and cutting edge teaching methods and ideas whilst refreshing the old favourites
- Focus on British culture, systems and media
- Study real English expressions and colloquialisms. Analyse complex grammatical structures
- Work on a project which will provide you with a bank of classroom ideas to take back to your school
- Visit a British school or observe other teachers at work in Wimbledon School of English

This course will help you develop professionally as a teacher by exploring your own teaching experience and developing new ideas. You will take home a wide variety of practical teaching activities which can be adapted to your own class and style. You will also have the opportunity to get an insight into British culture and changes in the language whilst practising your own language skills.

Teachers' courses

The Cambridge Teaching Knowledge Test (TKT)

Minimum Age	Lessons per week	Maximum class size	Course Level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
20	24	14	Intermediate	B1	2	15 Aug	26 Aug
Total number of hours for this course - 40 hours							
For Comenius funding this course reference number is: UK-2011-1199-001							

This is a very good school with excellent teachers.

*Rita Schoop
Switzerland*

This course prepares you for the Cambridge Teaching Knowledge Test modules 1 to 3 only - the test from the University of Cambridge designed especially for teachers of English to speakers of other languages.

- The course concentrates on the study of 'teaching knowledge' - it is not a practical course and so there is no actual teaching involved, although course participants will have the opportunity to observe Wimbledon School of English teachers. It is ideal for those who have recently started teaching or are considering it as a career, but it is also useful for experienced teachers.
- The course covers a variety of concepts related to language, language use and the background to and practice of language learning and teaching. It is divided into 3 modules:

Module one: Language and background to teaching and learning

- Describing language and language skills
- Background to language learning
- Background to language teaching

Module two: Lesson planning and resources for the language teacher

- Planning and preparing a lesson or sequence of lessons
- Selection and use of resources and materials

Module three: Managing the teaching and learning process

- Teachers' and learners' language in the classroom
- Classroom management

If you choose to take any of the Cambridge TKT modules you must book these at the same time as you book your course, at least 6 weeks before the course start date. You will also be asked to keep a portfolio during your course but this does not form part of your assessment. You need to have at least a good intermediate level of English to take this course and you should be familiar with basic concepts and language related to language teaching.

Worldwide Teacher Training with WSE Travelling Trainers

We can run teacher-training courses for you in your country at your school or institution. You can choose one of our advertised courses, or if you prefer we can design a tailor-made course just for you. We can run short courses (including weekend courses) and longer courses.

Our teacher trainers are CELTA and DELTA qualified with considerable experience in teacher training and development. Many of them have delivered courses and seminars at international and national conferences. They also have extensive experience of teaching on all WSE courses and play an important role in the design of courses.

To discuss your training needs please contact our Academic Director, Fiona Dunlop: fiona@wimbledon-school.ac.uk

Teachers' Courses Funding

Funding for these courses may be available for European Union teachers under the **EU Socrates-Comenius Programme**.

You can apply for a grant if you are currently living within Europe, come from a country eligible for funding and are a professional in one of the following fields:

- Teaching English as a Foreign Language
- Training teachers within the field of English Language Teaching (ELT)
- Re-training as a teacher of English or re-entering the profession after a period away from teaching
- Teaching within the Primary sector but responsible for delivering the English Language section of the curriculum
- Teaching other subjects within an international environment, through the medium of English
- Working as an inspector or educational consultant within the field of ELT

Which nationalities are eligible for funding?

EU Countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

EFTA / EEA: Iceland, Liechtenstein and Norway Other: Turkey

For further information contact your national agency. <http://ec.europa.eu/education/lifelong-learning-programme/doc1208eu.html>

You can also get more information from The British Council website: www.britishcouncil.org/comenius.htm

Standard Classes

General English and Summer Vacation

- Develop your communication skills
- Study in imaginative, dynamic, hard-working classes
- Learn and practise new language every day
- Improve your grammar, vocabulary, colloquial English and idioms
- Explore new techniques for reading and writing
- See fast and clear progress through correction, tests and up to 2 hours homework or self-study per day
- Check and discuss your progress in regular tutorials with your teacher
- Learn 'real' English using the latest course books and materials

Cambridge Examinations

- Dedicated classes to prepare you for:
 - FCE in March, June, August and December
 - CAE in March, June, August and December
 - CPE in March, June and December
- Study in serious, hard-working classes taught by dynamic, experienced examination teachers
- Learn new techniques for improving your reading and writing under exam conditions
- Make fast, clear progress in building vocabulary, use of English, listening, speaking, pronunciation, reading and writing
- Practise for the exam using timed practice tests
- Take an internationally-recognised exam at the end of the course here at our exam centre

Pre-sessional Academic English with IELTS preparation

- Wimbledon School of English is an IELTS test centre and half of our teachers are IELTS examiners. This means that your teachers really know how to prepare you for the test.
- Learn and improve your academic skills to go to an English-speaking university or college
- Study in serious, hard-working classes taught by dynamic teachers experienced in Academic English
- Focus on all the skills necessary to reach a good score in the IELTS examination
- Meet our experienced Academic Counsellor who will give you advice and help with choosing and applying for courses at college or university in the UK
- Visit a local university campus and attend a real lecture
- Make fast and clear progress through correction, tests and up to 2 hours homework or guided study per day

IELTS Express

- Join this fast, dynamic class to prepare for the IELTS examination if you are planning to go to an English-speaking university or college
- Expect to make fast, clear progress focusing on the academic skills and exam techniques necessary to attain a good score in the IELTS exam
- Meet our experienced Academic Counsellor who will give you guidance and help with applying for and choosing a course at a university or college in the UK

Intensive Classes

Intensive English with Business

- 4 lessons per week focusing on specific business topics and skills
- Learn and practise the skills and language necessary to communicate in a business environment
- Study a different module each week including: meetings, negotiations, giving presentations, finance, sales and marketing and business correspondence
- Suitable for pre-service and in-service students
- The content of the lessons is chosen to suit the needs of the group

Intensive English with Communication Skills

- 4 lessons per week to develop all your practical communication skills
- Focus on pronunciation, intonation, stress and individual sounds
- Learn and practise new language in each lesson in a wide variety of social situations
- Take part in discussions, role-play, group work and pair work
- Generally improve your fluency and accuracy in spoken English

Intensive English with Grammar and Writing Focus

- 4 lessons per week focusing only on grammar and writing skills
- The content of the lessons will reflect the needs of the group
- Learn how to identify your grammar and writing weaknesses and acquire new techniques to correct them
- Join the class for plenty of written practice in school and exercises to take home
- Focus on a different area of grammar and writing each week

Course details & Guided self-study for specialised courses

Intensive English with IELTS Preparation

- 4 lessons per week for students planning to take an IELTS course in the future
- Join this class to achieve a good foundation in basic academic study skills while improving your English level at the same time
- Learn techniques to help you achieve a good score in a future IELTS exam
NB This course is not suitable for students at Advanced level or higher.

Intensive English with One to One or Two to One

- 4, 5 or 6 lessons per week with your own personal tutor
- Classes are carefully designed and reviewed to meet the needs and interests of each student
- Work with your personal tutor to design a detailed study programme
- Practise a balance of skills: speaking, listening, reading and writing, structures and activities
- Make rapid progress
- Choose to study alone or with a colleague
NB students must book together for the Two to One classes

Intensive English with BEC Higher Preparation

- 4 lessons per week focusing on exam preparation and practice for students planning to take Cambridge BEC Higher examination, which is recognised by many multi-national companies
- Learn special techniques to help you pass the examination
- Study a different module each week with an experienced business examination teacher
- Improve your reading, writing, listening and speaking skills in a business context

Guided self-study for specialised courses

Our Self-Access Centre Manager can provide you with a detailed weekly self-study plan for each of the courses below and will monitor your progress throughout your self-study period. Each weekly plan contains 6 hours of study to help you prepare for TOEIC, TOEFL, BULATS or GMAT. Minimum 1 week. Maximum 12 weeks

Guided-study TOEIC

- A study programme for students preparing for the TOEIC examination
- The main focus of the guided programme is on listening, reading and writing in a variety of contexts from real-world settings, including such topics as: Corporate Development, Dining Out, Entertainment, Finance and Budgeting, General Business. In addition you will get advice on how to do well in the speaking test.
- Improve your reading, writing and listening skills in English in general
- Focus on exam techniques and study strategies so you know exactly what to expect when you take the exam
- Improve your self study skills and develop independence through learning autonomously

Guided-study TOEFL

- A study programme for students preparing for the TOEFL examination
- The main focus of the guided programme is on reading, listening, speaking and writing in English and being able to use these skills together in the university classroom. For example, you might read a passage or listen to a lecture, and then write or speak about what you learned
- Focus on exam techniques and study strategies so you know exactly what to expect when you take the exam
- Improve your self study skills and develop independence through learning autonomously

Guided-study GMAT

- A study programme for students preparing for the GMAT examination
- The main focus of the guided programme is on the three main parts of the GMAT examination: the Analytical Writing Assessment, the Quantitative section and the Verbal section, including: writing, data sufficiency and problem solving, reading comprehension, critical reasoning and sentence correction.
- Focus on exam techniques and study strategies so you know exactly what to expect when you take the exam
- Improve your self study skills and develop independence through learning autonomously

Guided-study BULATS

- A study programme for students preparing for the BULATS examination
- The main focus of the guided programme is on developing language skills needed for the workplace.
- Topics include personal information, the office and work routine, client hospitality and socialising with colleagues, travel, health, buying and selling, products and services, and results and achievements
- Focus on exam techniques and study strategies so you know exactly what to expect when you take the exam

Levels

Wimbledon School of English Levels	Beginners	Pre Intermediate	Intermediate	Higher Intermediate	Higher Intermediate Plus	Advanced	Advanced Plus	Proficiency			
Common European Framework	A1	A2	B1	B2		C1		C2			
Cambridge equivalent exam score	KET		PET		FCE		CAE	CPE			
IELTS equivalent exam score	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8
BEC equivalent exam score	BEC Preliminary			BEC Vantage			BEC Higher				
TOEIC equivalent exam score	300			600			750			875	
TOEFL IBT equivalent exam score	28			62			81			100	
TOEFL CBT equivalent exam score	87			175			215			250	

Common European Framework

Levels - CEF	Listening / Speaking	Reading	Writing
A1 Beginners	Can understand basic instructions or take part in a basic factual conversation on a predictable topic.	Can understand basic notices, instructions or information.	Can complete basic forms, and write notes including times, dates and places
A2 Pre-Intermediate	Can express simple opinions or requirements in a familiar context.	Can understand straightforward information within a known area, such as simple textbooks or reports on familiar matters.	Can complete forms and write short simple letters or postcards related to personal information.
B1 Intermediate	Can express opinions on abstract/cultural matters in a limited way or offer advice within a known area and understand instructions or public announcements.	Can understand routine information and articles and the general meaning of non-routine information within a familiar area.	Can write letters or make notes on familiar or predictable matters.
B2 Higher Intermediate to Higher Inter. Plus	Can follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics.	Can scan texts for relevant information and understand detailed instructions or advice.	Can make notes while someone is talking or write a letter including non-standard requests.
C1 Advanced to Advanced Plus	Can contribute effectively to meetings and seminars within own area of work or keep up a casual conversation with a good degree of fluency, coping with abstract expressions.	Can read quickly enough to cope with an academic course, to read the media for information or to understand non-standard correspondence.	Can prepare/draft professional correspondence, take reasonably accurate notes in meetings or write an essay which shows an ability to communicate
C2 Proficiency	Can advise on or talk about complex or sensitive issues, understand colloquial references and deal confidently with hostile questions.	Can understand documents, correspondence and reports, including the finer points of complex texts.	Can write letters on any subject and full notes of meetings or seminars with good expression and accuracy.

Examinations

The London Examination Centre is a Test Centre for the IELTS and University of Cambridge exams and is part of Wimbledon School of English. This means that all our students take their exams here in Wimbledon. For further information on our exams visit www.wimbledonopen.co.uk Our Examination Officers can also help you with registration for the TOEIC and TOEFL examinations. We recommend that you book these exams at least 6 weeks in advance.

Cambridge ESOL Examinations Paper-based			
Examination	Date of: Reading, Writing and Listening components	Dates of: Speaking component window	Last day to register
Key English Test	19/03/2011	11/03/11 - 19/03/11	09/02/2011
	03/06/2011	27/05/11 - 03/06/11	27/04/2011
	02/12/2011	25/11/11 - 02/12/11	26/10/2011
Preliminary English Test	19/03/2011	11/03/11 - 19/03/11	09/02/2011
	03/06/2011	27/05/11 - 03/06/11	27/04/2011
	02/12/2011	25/11/11 - 02/12/11	26/10/2011
First Certificate in English	12/03/2011	25/02/11 - 12/03/11	28/01/2011
	14/06/2011	27/05/11 - 17/06/11	08/04/2011
	25/08/2011	20/08/11 - 26/08/11	03/08/2011
	06/12/2011	18/11/11 - 09/12/11	02/11/2011
Certificate in Advanced English	11/03/2011	25/02/11 - 11/03/11	28/01/2011
	15/06/2011	27/05/11 - 17/06/11	08/04/2011
	25/08/2011	20/08/11 - 26/08/11	03/08/2011
	07/12/2011	18/11/11 - 09/12/11	02/11/2011
Certificate of Proficiency in English	12/03/2011	25/02/11 - 12/03/11	28/01/2011
	16/06/2011	27/05/11 - 17/06/11	08/04/2011
	08/12/2011	18/11/11 - 09/12/11	02/11/2011
Business English Certificate Higher	16/03/2011	04/03/11 - 16/03/11	09/02/2011
	07/06/2010	27/05/11 - 10/06/11	04/05/2011
	19/11/2011	04/11/11 - 19/11/11	12/10/2011
International Legal English Certificate	14/05/2011	06/05/11 - 14/05/11	06/04/2011
	17/09/2011	09/09/11 - 17/10/11	10/08/2011
	19/11/2011	11/11/11 - 19/11/11	05/10/2011
International Certificate in Financial English	14/05/2011	06/05/11 - 14/05/11	06/04/2011
	19/11/2011	11/11/11 - 19/11/11	05/10/2011

IELTS			
Date of: Reading, Writing & Listening Test	Dates of: Speaking Test window	Academic	General Training
22/01/11	20/01/11 to 22/01/11	●	●
12/02/11	10/02/11 to 12/02/11	●	●
19/03/11	17/03/11 to 19/03/11	●	●
16/04/11	14/04/11 to 16/04/11	●	●
07/05/11	05/05/11 to 07/05/11	●	●
28/05/11	26/05/11 to 28/05/11	●	●
11/06/11	09/06/11 to 11/06/11	●	●
25/06/11	23/06/11 to 25/06/11	●	●
09/07/11	07/07/11 to 09/07/11	●	●
30/07/11	28/07/11 to 30/07/11	●	●
13/08/11	11/08/11 to 13/08/11	●	●
27/08/11	25/08/11 to 27/08/11	●	●
03/09/11	01/09/11 to 03/09/11	●	●
24/09/11	22/09/11 to 24/09/11	●	●
22/10/11	20/10/11 to 22/10/11	●	●
26/11/11	24/11/11 to 26/11/11	●	●
10/12/11	08/12/11 to 10/12/11	●	●

"I improved my English more than I expected during my 10 weeks here in WSE. The IELTS preparation really helped me to improve my reading, writing and other skills."

*Hamed Taha
Afghanistan*

Accommodation Options

Room type, Services & Facilities	Homestay				Student House Share			Residence
	Standard	Standard plus	Superior	Independent	Kings Lodge Luxury 9 Rooms	Queens Lodge Luxury 6 Rooms	Haynt Walk Standard 5 Rooms	Catholic Hostel
Minimum Age	16	16	16	18	18	20	20	18 - 28
Minimum stay (weeks)	1	1	1	1	2	2	2	2
Single room	✓	✓	✓	✓	✓	✓	✓	✓
Twin room	✓	✓	✓		✓		✓	✓
Double room					✓			
Meal plan	HB, BB	HB, BB	HB, BB	SC	SC	SC	SC	BB
Private bathroom		✓	✓		✓	✓		Some
Walking distance			✓		✓	✓		
TV in room			✓		✓	✓		
Internet access	Free Wi-Fi				Free Wi-Fi	Free Wi-Fi	Free Wi-Fi	Free Wi-Fi
Bed linen provided	✓	✓	✓	✓	✓	✓	✓	
Towels provided	✓	✓	✓	✓				
Cleaning	✓	✓	✓	✓	✓	✓	✓	Communal areas only
Use of kitchen				✓	✓	✓	✓	✓
Smoking	Some	Some	Some	Some	No	No	No	No

HB = Half board (Breakfast & Dinner) BB = Bed & Breakfast SC = Self catering

- Twin/Double rooms are available only for 2 students travelling together
- Booking for Student Houses is from **Saturday to Saturday only**

Homestay

Most homestay accommodation is in single rooms but we can provide twin rooms for 2 people booking together. Meal options are:

- Breakfast and dinner (HB)
- Breakfast only (BB - NB no use of kitchen)
- Independent (SC you can use the kitchen to prepare your own meals).

Homestay providers can be very different but they have two things in common:

- A genuine desire to welcome people into their homes and lives
- A clean and comfortable home

Students should not expect a replica of their own home. Homestays offer a taste of Britain and students may have to adapt to different homestay environments while they are in the UK.

Students should also remember that the UK has a rich history and is proud of its cultural diversity. Our homestay providers are a reflection of our society and come from different backgrounds, every age-group and different socio-economic groups. We do not discriminate and welcome all homestays that fit our basic criteria. London is a multi ethnic society. Some homestay providers are not of English origin but all speak English to native speaker standard. We try to match students with homestays and to find the right homestay for everyone. It is important to book early and to tell us about your requirements e.g. diet, smoking, children and pets.

Please note:

- most British people (about 80%) are non-smokers
- most British people have pets – usually a cat or a dog
- if you are in bed and breakfast or independent homestay you will not have so much opportunity to practise your English as you will not be sitting down for a meal with your host(s).

Kings Lodge & Queens Lodge Luxury House Share

The rooms are bright and well decorated and equipped with TVs.

- Communal Facilities**
- A large, well equipped kitchen/dining/seating area with all facilities including cooker, microwave, dishwasher, fridge/freezer, TV & DVD player
 - Laundry room with iron, washing machine & clothes dryer
 - Outside garden
 - WiFi access throughout the building

Meals

- The kitchens are large and well equipped.

- Services**
- Please bring your own towels
 - Bedding is provided
 - Communal areas are **cleaned daily** and study-bedrooms and bath/shower rooms are cleaned weekly.

Haynt Walk Standard House Share

The house has 5 bedrooms (2 ensuite). Each bedroom is bright and well decorated.

- Communal Facilities**
- Modern kitchen equipped with cooker, washing machine & clothes dryer
 - Sitting/dining room
 - Large garden
 - 2 shower rooms
 - WiFi access throughout the building
- Meals**
- The kitchen is well equipped.
- Services**
- The house is cleaned once a week
 - Please bring your own towels
 - Bedding is provided

- Please note that in all House Share accommodation**
- We do not allow smokers to stay in any of our student house-share accommodation
 - There is no member of staff in the house-share
 - There is a charge for late or Sunday check in
 - Please note that we cannot check students in after 8pm

Struan House Catholic Hostel - All female residence (18 - 28 years)

(Religious of Mary Immaculate) Situated very near the famous Wimbledon Lawn Tennis Club & only 2 minutes from Southfields station (only 2 stops on the underground from Wimbledon) this is a very safe budget priced residence for girls only. Everything is, light modern and clean. The hostel can accommodate up to 60 girls in single or twin study bedrooms, some en-suite. The shared rooms are on 2 separate floors connected by a staircase, one girl sleeps on the top floor and one on the bottom floor. Breakfast is provided, other meals are self-catering.

- Facilities**
- Large, well equipped kitchens
 - TV room
 - Coin operated laundry room
 - Library
 - Visitors room
 - Internet access
- Please note:**
- The Hostel is for unmarried women only.
 - All girls must be home by:
 - 11 pm Sunday to Thursday
 - 12 pm Friday & Saturday
 - Towels and bed linen are not provided

Self-catering Houses, Flats and Apartments

If you would like to rent a house or flat in Wimbledon then we suggest you contact Foxtons, a local estate agents or The County Homeseach Company. The minimum period you would be able to rent a house or flat is normally 6 months but shorter periods can also be arranged.

Corporate Services, Foxtons
T: +44 (0)20 7893 6015
F: +44 (0)20 3249 5215
Marela.Jovanovic@foxtons.co.uk
www.foxtons.co.uk

Alternatively, these sites also feature flats in Wimbledon:

www.prestigeapartments.co.uk
www.roomspace.com
www.holidaylettings.co.uk/wimbledon
www.hotelsandservicedapartments.com
www.silverdoor.co.uk/wimbledon

www.selectapartments.co.uk
www.totaltravel.co.uk
www.beaumont-london-apartments.co.uk
www.clikpic.com/southfieldsstudios
www.refreshaccommodation.com

Hotels and Guest Houses

There are a number of very nice hotels and guest houses in Wimbledon. The following are a selection:

The Justin James Hotel
(next door to the school)
www.justinjameshotel.com
or call +44 (0)20 8947 4271

The Worcester House Hotel
(8 minute's walk)
www.worcesterhousehotel.co.uk
or call +44 (0)20 8946 1300

The Rose & Crown Hotel
Wimbledon Village
(10 minutes walk)
www.roseandcrownwimbledon.co.uk
or call +44 (0)20 8947 4713

Cannizaro House
Wimbledon Common
(luxury - 20 minutes walk)
www.cannizarohouse.com
or call +44 (0)20 88791464

Antoinette Hotel Wimbledon
The Broadway
Wimbledon (15 minutes walk)
www.antoinettehotel.com/
wimbledon.html
or call +44 (0)844 567 8950

The Wimbledon Hotel
(5 minutes walk)
www.wimbledonhotel.com
or call +44 (0)20 8946 9265

Please ask if you would like a list of all hotels and guest houses in Wimbledon.

Please note: The school is not responsible for the flats, hostels, apartments, hotels and guest houses listed.

If you wish to stay in a self-catering flat, house, hotel or guest house please book direct. The school is not able to reserve this accommodation for you.

University and College Partners

If you would like to continue your studies at a university in the UK at Foundation, Undergraduate or Postgraduate level, our Academic Counsellor/ University Placement Officer will help you to find the best course and university for you. We send students to universities and colleges all over the UK but work closely with South Thames College, Kingston University, Queen Mary University of London and Roehampton University.

Queen Mary, University of London

www.qmul.ac.uk

Queen Mary, with over 12,000 students from 125 countries, is part of the internationally famous University of London. It was ranked 11th nationally in the 2008 research assessment exercise, and receives over £61m research income per year.

Queen Mary has a wide range of undergraduate and postgraduate programmes, and is particularly highly ranked for Law, Politics, Engineering, and Physics. It offers two foundation programmes: the International Foundation Programme in Social Sciences and Humanities, and the International Science and Engineering Foundation Programme. Students at Queen Mary also benefit from a high level of support from the university's Language and Learning Unit and from excellent campus facilities, including a new fitness centre.

For further information please contact

Philippa Kennedy
Academic Director, International Foundation Programme
p.m.kennedy@qmul.ac.uk

South Thames College London (STCL)

www.south-thames.ac.uk/international

South Thames College is located in 3 modern campuses in south-west London (Wandsworth, Tooting and Merton) all near to Wimbledon School of English.

STCL has more than 30,000 students, including over 1,000 international students from all around the world. In addition to the University Foundation Programme, South Thames offers a wide range of courses at undergraduate and postgraduate level in subjects such as media, business and management or healthcare.

For further information please contact

Andrew Waite, International Business Manager
international.office@south-thames.ac.uk

Kingston University

www.kingston.ac.uk

Kingston University is acknowledged as a centre of teaching excellence in the UK, with all faculties achieving excellent ratings in the government's teaching assessments. The university has invested in cutting edge e-learning systems and offers 24-hour opening at its learning resource centres. More than 20,000 students study on the university's wide range of pre-degree, degree and postgraduate courses.

Kingston University is launching a new International Foundation Programme which leads into undergraduate courses at the university and is available for entry from September 2010.

For further information please contact

Katie Barnes, International Liaison Officer
international@kingston.ac.uk

Roehampton University

www.roehampton.ac.uk

Roehampton University is located on a beautiful campus overlooking Richmond Park only a few minutes from Central London by train. The university was rated first in the UK in the latest research assessment exercise for anthropology. Roehampton was also ranked fifth among London universities in the Times Higher Education Supplement's 2009 Student Experience Survey.

Roehampton has over 8,000 students from 110 countries. The International Foundation Certificate offers "English-major" and "English-minor" options, plus subject pathways including Business and IT. A number of scholarships are available to international students who hold an offer of a place at Roehampton University.

For further information please contact

Agnes Furman, International Admissions Officer
international@roehampton.ac.uk

Insurance

Before you arrive in the UK, we **strongly recommend that you take out insurance** for your own financial and personal security.

You can take out your own insurance or take out the **International Student Policy** offered by Endsleigh Insurance Services Limited which has been **specifically designed** for overseas students studying in the UK.

The International Student Policy covers:

- emergency medical expenses
- repatriation
- cancellation or curtailment charges
- personal money, passport and documents
- baggage
- course fees
- personal liability
- legal expenses

NB It is advisable to take out your student insurance at the time of booking your trip as cover will commence for pre-departure cancellation from the policy issue date. This will, therefore, provide cover should you have to cancel your course for an insured reason such as illness or serious accident preventing you from travelling.

Visas

Wimbledon School of English is licensed by the UK Border Agency as a Highly Trusted Sponsor to enrol international students under Tier 4 of the Points Based System. Our licence number is P3AMVA8N4

Do you need a visa?

EU/EEA/Switzerland – no visa needed.	
Under six months	Visa nationals – you are required to get a visa before leaving your country (pre-entry clearance).
	Non-visa nationals – you are required to get a visa, but you can get a Child or Student Visitor Visa on arrival in the UK. If you want a General Student Visa you must get it before leaving home (pre-entry clearance)
Over six months	Visa nationals & Non-visa nationals must get a General Student Visa before leaving home

If you are not sure of your visa status please visit: <http://www.ukvisas.gov.uk/en/>

Which Visa?

Student Visitor Visa	or	General Student Visa (adult)
Valid for courses of up to 6 months No work allowed No visa extensions allowed All levels are allowed Only one visa allowed per 12 months (so when you go home you cannot return to the UK within 6 months)		Valid for courses of up to 3 years You can work for up to 10 hours per week You can extend your visa You must have an English language level of CEFR B1 or above (see below) The course you are booking must be at CEFR B2 or above

For a General Student Visa please include the following with the school application

- A copy or a scan of your passport
- Proof that you are at CEFR level B1 or above
- The WSE GSV Sponsorship Application Form

For further information on applying for a General Student Visa (adult) & an application form please go to:

<http://www.ukvisas.gov.uk/en/howtoapply/infs/inf29pbsstudent>

For an application form for a Student Visitor Visa please go to <http://www.ukvisas.gov.uk/resources/en/docs/1903073/VAF1D>

If you are confused please contact your agent or the school.

Fitness Centre

The School has a special arrangement for a reduced membership fee with a local luxury gym which is very near.

Facilities include: Indoor heated swimming pool, fully equipped gym, sauna and cafe. The membership fee includes free classes such as: Aerobics, Dance, Yoga, Pilates. If you are interested in this service, please ask in reception when you arrive

Airport transfer

The School is able to arrange for our students to be met at any of the London International Airports or St. Pancras International Station. The company we use to provide this service employs high quality personnel, drivers and vehicles and has years of experience in greeting students coming to this country. If you require an airport transfer, please tick the box on the application form and we will send you a form with your confirmation documents. Please complete this form carefully and return it to the school. It must arrive at the school at least 4 days before arrival. Flight details must be sent in writing by fax or email. **Our representative will wait for a maximum of 2 hours after the arrival time given.**

British Council Publishable Statement

"This private language school offers courses in general, academic and professional English for adults.

Points of excellence were noted in general management, academic resources, academic management, self-access facilities, pastoral care, accommodation and the leisure programme. The inspection report stated that the organisation met the standards of the scheme."

If you would like to see the publishable statements for all accredited organisations please go to:

www.britishcouncil.org/accreditation-more-about-your-accredited-centre.htm

Terms & Conditions

Age

The minimum age is 16 years. There is no maximum age.

Payment

There is a supplement of 3% on ALL payments by credit card except for tuition fees

Non Visa Nationals coming on courses of 6 months or less, & EEA students

Please note that letters of acceptance and accommodation details are normally sent via e-mail and cannot be issued until we have received:

- registration fee
- course materials fee
- tuition deposit of £290.00 (This will be deducted from your subsequent payment of tuition fees)
- accommodation deposit of £205.00 for host family accommodation or 4 weeks' accommodation fees for Student house-share & residential accommodation if applicable (This will be deducted from your subsequent payment of accommodation expenses)

All fees must be paid in full by the end of the first day of study at the school.

Non Visa Nationals coming on courses of over 6 months, and Visa Nationals

Please note that for students applying for a Student Visitor Visa, original letters of acceptance are sent by post and other details including accommodation are normally sent via e-mail. For students applying for a General Student Visa letters of acceptance and accommodation details are normally sent via e-mail.

No documents can be issued until we have received:

- registration fee
- course materials fee
- full tuition fees
- accommodation deposit of £205.00 for host family accommodation or 4 weeks' accommodation fees for house-share & residential accommodation if applicable (This will be deducted from your subsequent payment of accommodation expenses)
- The necessary documents plus CAS fee of £10 if applying for a General Student Visa. This CAS fee is non-refundable under any circumstances. (see page 17)

All Students

1. All fees are payable in pounds sterling or euros and payment can be made as follows:

- 1.1 By bank transfer directly to our account. Please note that all bank charges must be paid at source, otherwise the student will be charged on arrival. Please email or fax us a copy of the remittance advice. Please indicate the student's name on the remittance.
- 1.2 By cheque made out to Wimbledon School of English Limited.
- 1.3 By Visa or Mastercard, either in person at the school or by telephone prior to arrival. NB There is a supplementary charge of 3% for all payments by credit card except tuition fees. All credit card payments can only be in pounds sterling.

2. We can send letters by special delivery service (DHL) at extra cost.

3. The cost of course books is covered by the course materials fee. If you are taking a short exam course (under 9 weeks) you will need to buy or borrow an exam practice book

Accommodation

1. Accommodation is arranged for students only while they are studying at the school.
If you leave school early for any reason, you will be asked to leave your accommodation.
2. All accommodation is subject to availability and early booking is advisable.
3. Accommodation is only provided for students following full-time courses.
4. You must always indicate your first and second choice of accommodation on the enrolment form.
If the first choice of accommodation is not available, the school will book your second choice.
5. If you decide to leave your accommodation early, you must give 7 days notice in writing for homestay and 28 days notice in writing for all house-share & residential accommodation.
Refunds will only be made for full calendar weeks. This applies to all accommodation options.
6. NB If you only book accommodation for part of your stay (eg you book 4 weeks accommodation but have enrolled on a 24 week course) if you decide to extend your stay in school accommodation we cannot guarantee that there will be accommodation available, especially during busy periods. You will not normally be able to stay in the same accommodation
7. Any student who behaves in an unacceptable manner will be asked to leave their accommodation. We cannot guarantee that we will be able to find alternative accommodation.

Homestay

1. The school's accommodation service acts as an agent in introducing course participants to hosts. The contract is between guest and host.
2. If your homestay accommodation involves extra days, you will be charged a daily rate for up to 4 days. More than 4 days will be charged at the full weekly rate.
3. If you take any holiday during your stay and you are away from your homestay you will be charged half of the weekly rate for accommodation for each calendar week of absence. This includes holiday taken over the Christmas period when the school is closed. Please give 2 weeks' notice in writing to reception if you wish to take holiday from your homestay.
4. Accommodation payments can be made through the school. You should send the money to us at least 10 days before your arrival. NB: If you wish to pay your accommodation by Visa or Mastercard there will be a surcharge of 3%.
5. If you are unhappy with your homestay accommodation the school will relocate you with a new family as soon as possible.
6. If you require internet access in the homestay you must request this at the time of booking.
7. The school can only book homestay accommodation for students studying here. If you wish to have a friend to stay with you for a few days you must arrange this with your host yourself. Your host may ask your guest to pay for their accommodation.
8. Please note: because of death, illness or other unforeseen circumstances it may be necessary to change your accommodation either before you arrive or once you are here and the School reserves the right to do this. We guarantee to provide accommodation for the period you have booked but not necessarily with the same family for the whole period.

Student House-share Accommodation & Catholic Hostel

1. Students will be asked to sign an accommodation contract and abide by the terms and conditions of the contract.
Failure to do so means they will be asked to leave the premises and no refund will be given.
2. Students will be asked for credit card details with their booking. This is to cover the cost of any breakages or other damage to the property up to a maximum of £200.00
3. This accommodation is available only for complete calendar weeks (Saturday to Saturday).
4. If you take a holiday during your stay and are away you will still be charged the full rate for the period of absence.
5. Payments must be made to the school. For periods of 4 weeks or less, full payment must be made at the time of booking. For periods of 5 weeks or more, payment for the first 4 weeks must be made at the time of booking & all subsequent payments must be made in advance for a minimum period of 4 weeks per payment. No Student House-share accommodation will be reserved until payment has been received.
6. NB. If you wish to pay your accommodation by Visa or Mastercard, there will be a surcharge of 3%.
7. Payments for house-share & residential accommodation must be made 4 weeks in advance throughout your stay. If you fall behind with your accommodation payments you will be asked to leave your accommodation
8. Check-in is on Saturdays only between 12:00 and 17:00. There is a charge for check-in outside these times. Please note we cannot check students in after 20:00
9. We cannot postpone bookings for house-share or residential accommodation if you ask less than 28 days before your arrival date. If you do you will still be liable for the fee for your original accommodation dates.

10. The wireless connection (WiFi) is 801.11g standard protected with WEP 64bit encryption. This is the most widely used standard, and it is supported by most operating systems. We have full reception throughout the buildings. In order to connect, your computer must be capable of connecting to this standard. We cannot guarantee a connection since it is dependent on your system. We can arrange technical support from our IT consultant for a fee (POA)

Extensions

1. If you wish to extend your course you may do so, provided there is a place available. Extensions must be paid in full before a place can be reserved. Please note it may not be possible to stay with the same host family or Student House.
2. If you wish to extend your stay in WSE accommodation, for periods of 4 weeks or less, full payment must be made at the time of booking. For periods of 5 weeks or more, payment for the first 4 weeks must be made at the time of booking & all subsequent payments must be made in advance for a minimum period of 4 weeks per payment.
3. Students who extend their course may be liable for an additional materials fee, depending on the length of their original course & the length of the extension.
4. If you have booked and paid through an agent, your course extension fee must be paid to the agent.

Returning students

If you return to school for another course you are not charged the registration fee.

Refunds, Cancellations and Booking Changes

1. We strongly recommend that students take out insurance to cover fees and costs in case of cancellation or leaving early. (Please refer to our Insurance section in this leaflet)
2. The registration fee is non-refundable under any circumstances.
3. The CAS fee for General Student Visas is not refundable under any circumstances.
4. Cancellation:
 - 4.1 Cancellation before arrival: If you cancel 30 days or less before your course start date, your course materials & tuition fees, minus deposit and registration fee, will be refunded less any bank charges. If applicable, your homestay fees, minus deposit, will be refunded less any bank charges. The first 4 weeks of House Share accommodation is non refundable.
 - 4.2 If you cancel 31 days or more before your course start date, your fees and deposit(s) will be refunded less any bank charges. Your registration fee will not be refunded. The first 4 weeks of Residential and House Share accommodation is refundable at 50%.
5. Students who have enrolled and have to cancel their course because they have had their Application for a Student Visitor Visa refused will need to provide documentary evidence from the relevant embassy before any refund can be considered, and must return their letter of enrolment. Once we have received a copy of all pages of the visa refusal letter including the last page with the signature of the ECO and date of refusal, plus our original letter of enrolment, we will refund all monies received except the registration fee, minus bank charges.

Students who have enrolled and have to cancel their course because they have had their application for a General Student Visa refused will need to provide documentary evidence from the relevant embassy before any refund can be considered. Once we have received a copy of all pages of the visa refusal letter including the last page with the signature of the ECO and date of refusal we will refund all monies received except the registration fee & CAS fee, minus bank charges.
6. If you have booked and paid through an agent the refund will be made to the agent.
7. Booking changes:
 - 7.1 If you decide to change your course dates, your accommodation dates, or make any other changes to your booking there is a charge of £40 for each time you make a change. This is to cover the administration cost of making the changes. We cannot issue your new documents until we have received the £40.00 change of booking fee. If you require a Visa for the UK please allow enough time for the visa application process before your course start date.
 - 7.2 You may only postpone your course if there is space available on the new course dates you wish to attend. This charge will not be due for any date changes made because of visa problems. You can postpone your course to start up to 6 months after the original start date. For a postponement of longer than 6 months we will not refund your tuition or accommodation deposits if you then have to cancel the course.
 - 7.3 If you have applied for a General Student Visa and need to postpone your course you may need a new CAS. If you need a new CAS the school will cancel your previous CAS. There are no refunds for cancelled CASes. You will need to pay for each CAS you request.
 - 7.4 You cannot postpone bookings for House-share or Residential accommodation less than 28 days before your arrival date. If you do you will still be liable for the fee for your original accommodation dates.
8. Cancellation/change of course after arrival:

8.1 EEA Nationals

We are unable to offer refunds, transfers or credits to students on the following courses who leave early:

- Academic Year Programme and Intensive Academic Year Programme
- All courses with set dates
- All Examination courses

On other courses (include intensive options) any tuition fees outstanding will be refunded if you give 28 days' notice in writing to Reception.

8.2 Visa Nationals & Non-Visa Nationals

We are unable to offer a refund or transfers on any course to any student leaving early who requires a visa to study in the UK. This is because the visas are granted on the understanding that the student will be taking a course at the Wimbledon School of English for the dates given in our offer letter. In addition, if you are here on a General Student Visa and finish your course early we have to inform the UK Border Agency.

Please note: A good student insurance policy will refund the remaining fees if a student has to go home early for a medical or other serious reason. We strongly advise all students to take out insurance.

9. Cancellation of additional 1-1 lessons. We require 7 days notice in writing to reception for cancellation of additional 1-1 lessons. If you cancel less than 7 days before your lesson you will be charged full fees.
10. Cancellation of Tennis or Riding lessons. We require 7 days notice in writing to reception for cancellation of tennis or horse-riding lessons. If you cancel 7 days or less before your lesson, you will be charged full fees.
11. Periods of absence due to accident or sickness are not refundable. You are strongly advised to take out insurance before your departure.
12. Fees are non-transferable. This means you cannot transfer your fees to another person. You cannot convert full-time study to 1-1 or 2-1 study.

Holidays

1. If you wish to take a holiday, you must give 28 days' notice in writing to reception. Please note that we do not give refunds for holiday periods but you can extend your course. Extension for holidays can only be made on certain courses and if you are studying for 16 weeks or more. The maximum holiday extension is 2 weeks for every 16 weeks of study. Extensions can only be made for full calendar weeks. No extensions will be given for students on courses with set dates or on examination courses. Students should not take holiday during examination courses.
2. Holidays on the Academic Year Programme. You may take up to 4 weeks' holiday but you MUST give us the dates at the time of booking. Your holiday must be taken on the dates you have booked.

Attendance

1. We are a serious school and expect every student to be on time, attend every lesson and do all their homework.
2. Any student who is sick must:
 - For absences of up to 3 days, complete a self-certification sickness form on their return
 - For absences of 4 days or more, provide a certificate from their doctor
3. If a student is absent for 10 consecutive days or more, or is repeatedly absent (eg 1 or 2 days per week), without authorization, they will be reported to the UK Border Agency if they are a visa national, and to their sponsor if they are a sponsored student, and they may be asked to leave the school.

4. If a student is asked to leave the school for poor attendance or conduct their fees will not be refunded.
5. Students will only receive a leaving certificate if their attendance has been 80% or more.

Conduct

1. Wimbledon School of English reserves the right to refuse admission to any student or to dismiss any student from school or accommodation without refund of tuition fees in the event of misconduct or unsatisfactory attendance or work. The school expects students to adhere to the standards we set.
2. Students have to pay for any damage they cause on the school premises or at their accommodation.

Bank Account

If the student is enrolled in school for 6 months or more the school can arrange for them to open a bank account at a local bank. There is a charge of £10.00 for this service.

Resolution of disputes

All complaints will be fully investigated as per our "Complaints Procedure" providing:

1. The complaint is made while the student is attending our school
2. The complaint is registered in writing with the Academic Director, Operations Director or Accommodation Manager
3. All invoices relating to the student making the complaint have been settled in full

We do not accept complaints received after the student has returned to their own country

Other

1. The school reserves the right to cancel or alter a course. If we do so, we will offer either an alternative course or a refund.
2. If your English level is not suitable for the course you have booked, we reserve the right to move you onto a different course or to refuse you admission to the school
3. Classes missed as a result of a bank or public holiday will not be refunded or made up
4. The school reserves the right to change teachers at any time during the course.
5. The school reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
6. Classes cannot be filmed or otherwise recorded in any way without the permission (in writing) of the Principal, Academic Director or Operations Director.
7. Classes take place in both the main school building and additional premises located near the school. The School reserves the right to move classes between rooms and premises as appropriate .
8. Students who cannot read or write Roman script: please note that we are unable to teach literacy in our group classes. Any student who requires lessons in literacy must book private lessons with the school for this purpose.
9. In order to fulfill our obligations to you and, in some cases, to the British authorities, it is necessary for us to see and copy your passport (and visa if applicable), 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 country. You therefore agree to provide these and keep them up to date if they change.
10. Students and/or parents are reminded of the need to disclose medical information about the student to the school when the application is made and to enquire prior to enrolling, whether the school and accommodation facilities are suitable for the individual's needs.
11. The Managers of the School reserve the right at their absolute discretion to refuse any application for enrolment of a student at any stage of the application or booking process. The School shall be under no obligation whatsoever to give reasons for the decision of the Managers. If an enrollment is refused, all paid fees will be refunded.

Liability

Wimbledon School of English does not accept any liability in the case of illness, accident, loss or damage to personal effects or property. We recommend all students to take out insurance before leaving their home country.

Force Majeure

Wimbledon School of English is not liable for failure to perform its obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane, infectious diseases or pandemics or other natural disaster that are beyond the reasonable control of the parties), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity, internet or telephone service. Refunds will not be made in such circumstances.

In the event of an outbreak of infectious disease, all students and or parents/guardians are required to comply with rules regarding quarantine as set by government agencies or by the school.

If the school asserts Force Majeure as an excuse for failure to perform its obligations, then the school must prove that it took reasonable steps to minimise delay or damages caused by foreseeable events, that the school substantially fulfilled all non-excused obligations, and that the other party (student, agent etc.) was, where possible, notified of the likelihood or actual occurrence of the event.

Calendar 2011

January	Tuesday	4	School re-opens
April	Friday	22	School closed - Good Friday
April	Monday	25	School closed - Easter Monday
May	Monday	2	School closed - May Day Holiday
May	Monday	30	School closed - Spring Holiday
August	Monday	29	School closed - Late Summer Holiday
December	Friday	16	School closes - Christmas and New Year Holiday
January	Tuesday	3	School re-opens

Please note that there is no reduction in the course fees where a course includes a public holiday.



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