



Personal English Courses
in England, Scotland and America
2021



GET

Global Education Tumulka

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Oxford

14 Friars Entry,
Oxford, OX1 2BZ
United Kingdom



Cambridge

119 Mill Road,
Cambridge, CB1 2AZ
United Kingdom



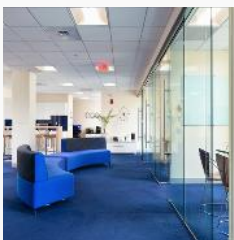
London

12 Buckingham Street,
London, WC2N 6DF
United Kingdom



Edinburgh

66 Queen Street,
Edinburgh, EH2 4NA
United Kingdom



Boston

31 St. James Avenue
Boston MA 02116
USA

Founded in Oxford

A studious learning ambience since 1973

The success of a course is dependent on the community of purpose that stems from the ambitions and drive of every single participant. This strong conviction has always led OISE to appeal to the more motivated students who will feed off each other and establish a serious study environment. All the participants are coached to target a level of eloquence in English that exceeds their own expectations.

OISE's pedagogy gives the students a fresh look at their established language learning beliefs. Rather than persevering with the acquisition of the core knowledge of the language, the elaborate suite of modules on an OISE course provides the students with a strategy to manipulate the language, whatever the live communicative situation (presentation, negotiation or social interaction) be it in a business or an academic context.

For English in the UK



Accredited by the
BRITISH COUNCIL
for the teaching
of English



For English in the USA



Language and personal development



Educational Engineering

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

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

for high achievers

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



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

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

Focus on the learner's outcomes

Courses are designed for today's professionals



Industry related specialist skills

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

English for professional use

The goal:

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

English for universal communication

The goal:

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

Business & professional English

English for universal communication

English for undergraduates and graduates

Intensive examination practice

and for those preparing for their future career



English for the right university results

The goal:

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

English for exam success

The goal:

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

Exam preparation programmes

– for the preparation of internationally recognised exams including:

IELTS: the leading test of communicative English language ability.

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

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

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

TOEIC: Test of English in International Communications.

GMAT: for advanced studies in business and management.

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

Tutorial™ Programmes: needs driven

Oxford - Cambridge - London - Boston



When OISE was founded in Oxford 47 years ago, it delivered all of its courses by Tutorial. The Tutorial™ lesson, a teaching tradition of Oxford University, is one of the most effective methods of education. The entire course is conducted by means of individual tuition thus allowing the lessons to be adapted to the precise level and goals of each participant.

The cognitive perspective of students can vary considerably; this explains why the Tutorial is such a powerful learning environment: in the lessons, the teacher focuses on the one student, and can therefore tailor the pedagogic approach to the pupil's natural learning mindset.

The Tutorial lesson draws its effectiveness from the benefit of the tutor engagement with each individual pupil's learning, and the consistent level of concentration on the part of the student.

The personal language programme

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

A balanced timetable

Each participant is assigned a team of tutors who each specialise in a different aspect of the curriculum. The learner is exposed to a variety of pedagogic approaches as well as different personalities, voices, intonation and accents: a situation that reflects the diversity of expression in the wider world.

Specialisations

Tutorial tuition allows for the course to concentrate on a wide range of areas of expertise. The focus selected by students falls within 3 main categories:

professional: business people often aim to familiarise themselves with specific work related terminology (e.g banking, pharmaceutical, legal, finance) or with management communication skills such as presenting, negotiating, public speaking, leading.

academic: study skills is the most common request from university students. However the course can also prepare students for the language component of a specific examination in their own country, whatever the exam.

achievement of an official certificate: for those wishing to take an exam, the lessons can be geared towards facing the exam with confidence. Typically IELTS, Cambridge exams, TOEFL, TOEIC, etc.

The Integrated Tutorial™

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

The programme of 30 hours of tuition is composed of 15 hours of Tutorials lessons and 15 hours of group lessons with a tutor-student ratio of 1-6.

The Tutorial™ course

	Oxford	Cambridge	London	Boston
30 hours per week	£3,000	£3,000	£3,246	\$4,205
20 hours per week	£2,112	£2,112	£2,306	\$2,985
15 hours per week	£1,668	£1,668	£1,836	\$2,375

The Integrated Tutorial™ course

Oxford	Cambridge
£1,992	£1,992

Minimum age: 16 years

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

Included in all course prices

- Homestay accommodation in single room with half-board is included in all course prices.
- A one week course attracts a supplement of £90 or \$120. For a course of 12 weeks duration or longer, there is a reduction of £85 or \$113 per week.

The Quatorial™ Programmes: target driven

Oxford - Cambridge - London



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



Aptitude: accurate use of the language built through 15 hours of lessons of Quatorial lessons.

Examples of language acquisition sessions:

- controlled practice in language structures and lexis development to achieve a good command of grammar structures, idioms, and vocabulary
- activities to sharpen understanding of written text through reading exercises based on a wide range of materials: reports, articles, case studies
- coaching and practice in writing letters, reports, emails, presentations, articles
- formal listening exercises.
- public debate: societal issues are debated in a formal setting allowing students to fine tune their debating skills in English.
- project: working on an engaging task participants use the soft skills of analysis and problem solving, collaboration, research, planning, assertiveness and self-direction. Self-awareness is enhanced through the use of video playback.

Examination preparation

For students wishing to take an official exam such as IELTS, University of Cambridge examinations, Linguaskill and TOEIC. The focus is on exam requirements with active practice on past papers under timed conditions to foster familiarity with the exam.

Attitude: confident and inspiring interactive workshop sessions designed to develop leadership skills.

Examples of workshop sessions:

- Spoken Assertiveness: a fluency skills session to help the learner overcome inhibitions and group communication anxieties.
- Critical Analysis: develops the participant's ability to analyse, categorise and process information in their language. Students apply critical thinking skills through the lens of current affairs by evaluating texts and offering cogent and well structured responses.
- Task knowledge: through analysis of a realistic scenario students gain the tools to undertake a range of life and business tasks in a second language. They develop the language of meetings and negotiations, and the skills of influencing and persuading, reaching a compromise, assertiveness, critical thinking and problem solving.
- Active scenario: through role-playing the scenario students refine and enhance effectiveness whilst developing through analysis and feedback on their performance.
- Knowledge for the professional community: students gain the language and skills needed to be at ease in the specific environment operated in.

The Quatorial™ programme

Oxford	Cambridge	London
£1,326	£1,326	£1,473

30 hours of tuition per week. Including a productive balance of 15 hours language acquisition lessons and 15 hours of authentic practice workshops.

The Tailored Quatorial™ programme

30 hours of tuition per week:	Oxford	Cambridge	London
Inclusive of 5 hours Tutorial lessons	£1,662	£1,662	£1,829
Inclusive of 10 hours Tutorial lessons	£1,998	£1,998	£2,185
Inclusive of 15 hours Tutorial lessons	£2,334	£2,334	£2,541

Minimum age: 16 years

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

- Homestay accommodation in single room with halfboard is included in all course prices.
- A one week course attracts a supplement of £90. For a course of 12 weeks duration or longer, there is a reduction of £85 per week.

The Octorial™ Programme: progress driven

Edinburgh



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



The programme

Octorial lessons for

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

Examination preparation

For students wishing to take an official exam such as IELTS, University of Cambridge examinations, Linguaskill and TOEIC. The focus is on exam requirements with active practice on past papers under timed conditions to foster familiarity with the exam.

Octorial workshops for

- **Project class:** for practical communication skills focused on problem solving, creativity, or socio-political issues gives students vital soft skills such as collaboration skills, information and research skills, and organisation and planning skills.
- **Spoken Assertiveness Workshop:** a fluency skills session to help the learner overcome inhibitions and group communication anxieties.
- **Individual attention:** one hour session of a Masterclass in which the participant sets goals with the teacher and puts in place the strategies to achieve them.

The Octorial™ programme

Edinburgh
£968

30 hours of Octorial programme with a tutor-student ratio of 1-8, including 15 hours of core skills lessons and 15 hours of interactive workshops.

The Tailored Octorial™ programme

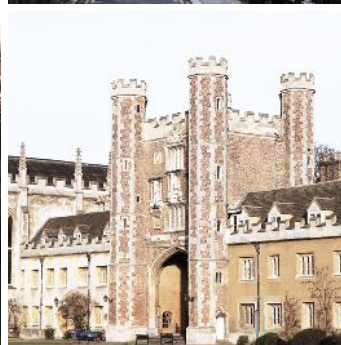
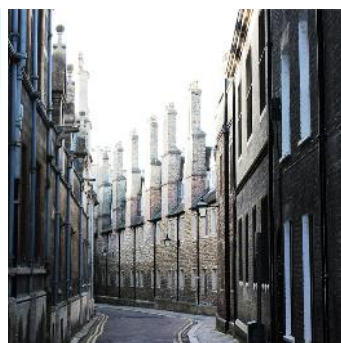
Edinburgh	
Inclusive of 5 hours Tutorial lessons	£1,328

Minimum age: 16 years

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

- Homestay accommodation in single room with half-board is included in all course prices.
- A one week course attracts a supplement of £90. For a course of 12 weeks duration or longer, there is a reduction of £85 per week.

Tuition centres in



Oxford

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

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

Cambridge

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

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

England and Scotland



London

An exhilarating cosmopolitan city, London is the financial hub and business capital of the UK.

OISE London has an enviable location and occupies the whole of a grand, historically important 17th century building in a quiet, classy street in the very heart of London. The school is just minutes from underground stations, Big Ben, Trafalgar Square, the Thames and Covent Garden.

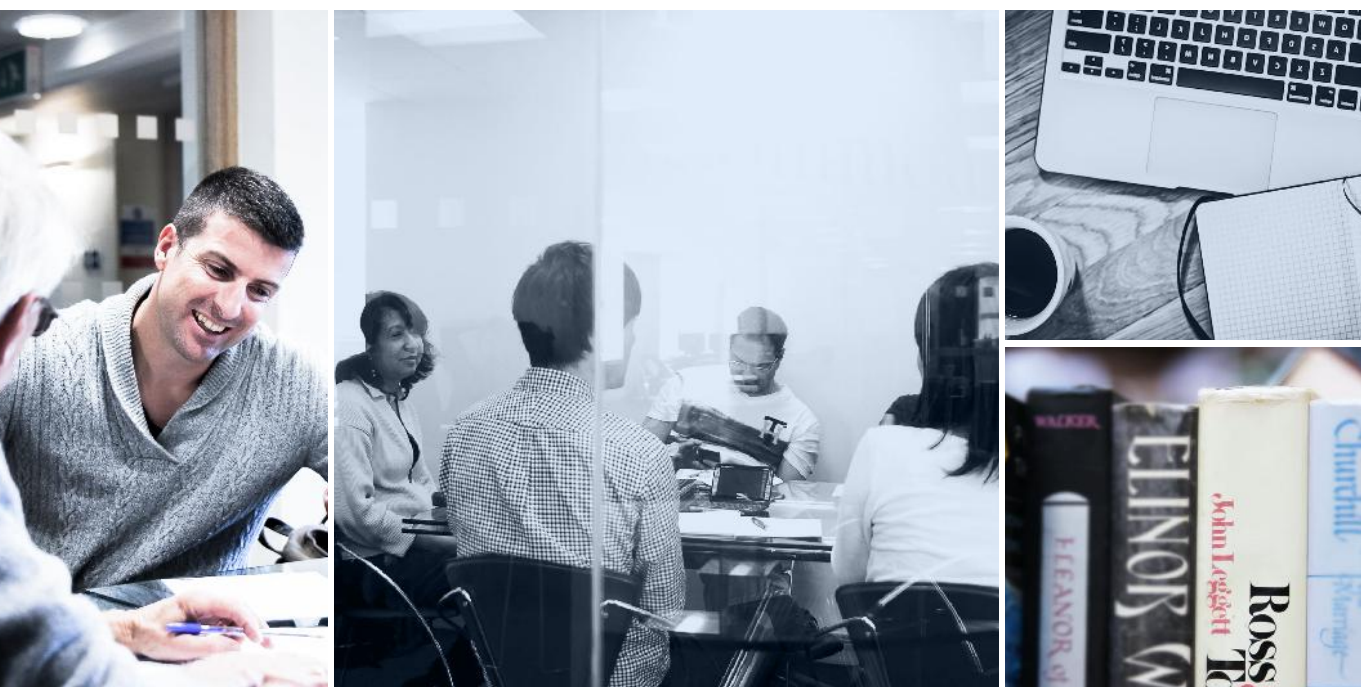
Edinburgh

Edinburgh is the breathtakingly beautiful capital of Scotland and an exciting place to visit at any time of the year. The city offers a vibrant cultural life with historic buildings and sites of historical interest steeped in Scottish culture and tradition, galleries and museums, and a vast selection of shops, restaurants and cafes.

OISE Edinburgh is located in a historical building, set in the heart of the city.

American English modular program

Boston



The American English modular program gives participants the skills and confidence to interact effectively in American English. The intensive and customized syllabus is taught in a serious learning environment by engaging and professional tutors. Participants improve not only their language competencies but also their confidence in tackling international situations with elegance and accuracy.

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

The program

The American English modular program consists of 16 to 26 hours of Quatorial instruction (group of 4 students). To make up a weekly study plan, participants can choose from 4 module options, which take place throughout the day.

Pre-module session:

Group discussion of current events in the morning News Review, followed by a formal presentation.

Self-study project assignment:

Each student works either autonomously or in a group of maximum 4 on engaging tasks using vocabulary, idioms, and other colloquialisms to produce a final end of week performance related to everyday situations.

Module 1: Comprehension and Expression

In this integrated skills course, students practice comprehension of reading and listening passages, build vocabulary, synthesize information, and express opinions. (8h per week)

Module 2: Accuracy

This learning program consists of language structures and lexis development to achieve an accurate use of the grammar, idioms, and vocabulary. It is complemented with work on a wide range of materials (reports, articles, studies) to sharpen the learner’s understanding of written documents. (8h per week)

Module 3: Critical Analysis

Develops the participant’s ability to analyze, categorize and process information in English. Students apply critical thinking skills through the lens of current affairs by researching and evaluating texts, then producing cogent, well-structured responses. (5h per week)

Module 4: Spoken Assertiveness

A fluency skills session to improve pronunciation and to help the learner overcome inhibitions and group communication anxieties. (5h per week)

The American Modular program

	Boston
30 hours of tuition per week. Including 26 hours of modular program and 4 hours of private lessons per week (F1 Visa)	\$2,619
18 hours of tuition per week of modular program (ESTA Visa)	\$1,643
16 hours of tuition per week of modular program (ESTA Visa)	\$1,521
26 hours of tuition per week of modular program (F1 Visa)	\$2,131

Minimum age: 18 years

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

- Homestay accommodation in single room with half-board is included in all course prices.
- A one week course attracts a supplement of \$120. For a course of 12 weeks duration or longer, there is a reduction \$113 per week.

Accommodation, travel and entertainment



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

Accommodation

Homestay

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

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

College

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

School	Supplement per week in college	
Oxford	half board (July and August)	£640
Cambridge	half board (July and August)	£595

Hotel

OISE recognises that some students would rather not have to adapt to living in a host family and prefer to stay in a hotel. Over the years each OISE school has built up a good relationship with a range of hotels of various categories and can make a reservation on the student's behalf. To stay in a hotel or to stay without OISE accommodation, please deduct £336 (£426 in London) /\$545 per week from the course price and contact OISE for the list of recommended hotels. The hotel reservation is made by OISE but the bill is settled directly by the student to the hotel.

Travel

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

School	Airport / Station	Taxi*
Oxford	Heathrow	£137
	Gatwick	£177
	St Pancras	£220
Cambridge	Heathrow	£165
	Gatwick	£175
	Stansted	£80
	Luton	£105
	City	£120
	St Pancras	£125
Edinburgh	Edinburgh	£64
London	Heathrow	£115
	Gatwick	£127
	City	£121
	St Pancras	£80
	Stansted	£138

School	Airport	Limo	Standard pick-up
Boston	Logan	\$180	\$90

All prices are one way

Entertainment

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

Registration form

1. Personal details

Family name: _____

First name: _____

Title: Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr. ☐

Gender: Male ☐ Female ☐

Date of birth: _____

Nationality: _____

First language: _____

Second language: _____

2. Contact information

Student home address: _____

Town: _____

Postcode: _____

Country: _____

Student phone with code - home: _____

Student phone with code - mobile: _____

Student email: _____

Student email work: _____

Student phone work: _____

Company name: _____

Company address: _____

Name of training manager: _____

3. Course information

Oxford

The Integrated Tutorial ☐

The Quatorial Programme ☐

+ Tutorials ☐ +5h ☐ +10h ☐ +15h ☐

Tutorials: 10h ☐ 15h ☐ 20h ☐ 25h ☐ 30h ☐

Cambridge

The Integrated Tutorial ☐

The Quatorial Programme ☐

+ Tutorials ☐ +5h ☐ +10h ☐ +15h ☐

Tutorials only: 10h ☐ 15h ☐ 20h ☐ 25h ☐ 30h ☐

London

The Quatorial Programme ☐

+ Tutorials ☐ +10h ☐ +15h ☐

Tutorials only: 10h ☐ 15h ☐ 20h ☐ 25h ☐ 30h ☐

Edinburgh

The Octorial Programme ☐

+ Tutorials ☐ +5h ☐

Boston

The American English Modular Program ☐

18 hours ☐ 30 hours ☐

Tutorials only: 10h ☐ 15h ☐ 18h ☐ 25h ☐ 30h ☐

Course dates: from _____ to _____

4. Accommodation

Accommodation required:

Homestay ☐ College (July and August) ☐ None ☐

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

Accommodation dates:

from: _____ to: _____

Accommodation special requests: _____

Student authorised to stay out evening without supervision? (22:00 latest) Yes (16-17 years) ☐ No ☐

Please note that staying out times requested by OISE staff or host families will take preference over those detailed above.

5. Language requirements

Language level

1= beginner 5=very good

Oral: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Written: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

How long have you been studying the language?

Have you attended an OISE course before?

Yes ☐ No ☐

If yes, which school(s) and year(s)?

6. Travel information

Arrival date: _____

Arrival time: _____

Arrival airport: _____

Arrival flight number: _____

Arrival terminal number: _____

Arrival flight origination: _____

Arrival transfer needed? Yes ☐ No ☐

Departure date: _____

Departure time: _____

Departure flight number: _____

Departure terminal number: _____

Departure flight destination: _____

Departure transfer needed? Yes ☐ No ☐

Passport name: _____

Passport number: _____

Passport expiry date: _____

Registration form

7. Emergency contact details

Emergency contact name:

Relationship of emergency contact to student:

English spoken by emergency contact?
Yes ☐ No ☐

Emergency contact home phone number:

Emergency contact mobile phone number:

Emergency contact email:

10. Where did you hear about OISE?

8. Welfare information

Special requirements: diet/allergies

Do you have any medical condition we should know about?

Medication not permitted:

If for any reason it is not possible to contact your emergency contact number, the school staff have authorisation to take any necessary decision concerning all medical treatment (including emergency treatment). In all cases the advice of the medical professional will be taken.

Medical treatment to be followed during stay:

Smoker: Yes ☐ No ☐

11. Data protection

I agree to the use of my personal information to book a course with OISE ☐

I give permission for photographs of myself to be used in marketing material by OISE:
Yes ☐ No ☐

I agree that you can send me occasional information about OISE courses and services:
Yes ☐ No ☐

9. Insurance

I have comprehensive travel & personal insurance: ☐

12. Terms and conditions

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

Signature of parent/guardian:

Signature of student:

Date:

Senden Sie dieses Anmeldeformular bitte an: info@get-education.com <<mailto:info@get-education.com>>

Mit meiner Unterschrift willige ich ein, dass GET die Daten an OISE per Email weiterleiten darf

OISE Booking Terms & Conditions

1. Definitions

1.1 When the following words with capital letters are used in these Terms, this is what they will mean:
Booking : your booking for one of Our Courses;
Courses : the language training courses advertised on Our website;
Deposit : the sum of 300 GBP; 400 EUR or 500 USD (as applicable);
Event Outside Our Control: is defined in clause 8.2;
Fees : the fees payable by you in respect of your Booking;
Terms : the terms and conditions set out below;
We/Our/Us : Instill Education Limited (trading as "OISE") a company registered in England and Wales under company number 01293463 and having its registered office at 14 Friars Entry, Oxford, OX1 2BZ, United Kingdom. VAT registration number GB792403230.
1.2 When We use the words " writing " or " written " in these Terms, this includes e-mail unless We say otherwise.

2. Bookings

2.1 Bookings can be made by completing and submitting the form on Our website together with payment of your Deposit or the total Fees (as applicable, see clause 3.1).
2.2 Please ensure that you read these Terms carefully, and check that the details of your Booking are complete and accurate, before you make your Booking. If you think that there is a mistake, please contact Us to discuss. We will confirm any changes in writing to avoid any confusion between you and Us.
2.3 When you make a Booking with Us, this does not mean that We have accepted it. Our acceptance of the Booking will take place as described in clause 2.4. If We are unable to confirm your Booking, We will inform you of this.
2.4 These Terms will become binding on you and Us when we confirm your Booking in writing to you, at which point a contract will come into existence between you and Us. We will assign a unique reference number to your Booking and inform you of it when We provide confirmation. Please quote this number in all subsequent correspondence with Us relating to your Booking.

3. Payment of Fees

3.1 Where the Course is due to begin more than six weeks from the date of your Booking, a Deposit is payable at the time of making your Booking. Where the Course is due to begin less than six weeks from the date of your Booking, the Fees must be paid in full at the time of your Booking.
3.2 When We confirm your Booking under clause 2.4, We will provide a statement showing the balance of the Fees due to be paid, which should be settled at least four weeks before the Course starting date. Please note that you will not be allowed to attend any Course unless payment of the Fees has been made in full.
3.3 All Fees must be paid in Sterling (GBP) / Euro (EUR) / US Dollars (USD) (as applicable). All bank charges are payable by you.
3.4 All refunds due under these Terms will be paid to the person from whom payment was originally taken, using the same method of payment as used by them.

4. Changes to Bookings

4.1 If you wish to change your Booking by switching to another Course, you must provide at least 10 days' notice of such change to Us in writing, otherwise you will be expected to attend the Course originally booked or cancel your Booking under clause 7.
4.2 Where you have given the appropriate notice under clause 4.1:
(a) We will refund any difference between the cost of the original Booking and your revised Booking on the last date of the Course to which you have switched (whether or not you remain on the Course for its full duration); or
(b) You may be required to pay any difference between the cost of the original Booking and your revised Booking at the time of your request.
4.3 If you wish to take a holiday at any time during the Course, you must give Us at least two weeks' notice in writing. No refunds are payable in these circumstances.
4.4 We reserve the right to cancel a Course, or make changes to course arrangements, as a result of Events Outside Our Control. Clause 8 will apply in such circumstances.

5. Our liability to you

5.1 Where We provide any assistance to you in making travel and accommodation requirements, We do so only as an intermediary between you, travel organisations and host families. Unless and to the extent caused by Our negligence, We will not be liable to you for any losses arising from any delays or failures relating to travel and accommodation arrangements. We will, however, use our reasonable endeavours to defend your interests and mediate on your behalf in the event of any breach of contract on the part of a travel organisation or host family.
5.2 If We fail to comply with these Terms, We are responsible for loss or damage you suffer that is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable.
Loss or damage is foreseeable if it is an obvious consequence of Our breach or if it was anticipated by you and Us at the time we entered into this contract.
5.3 We do not exclude or limit in any way Our liability for death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors, or for any liability which cannot be excluded or limited by law.

6. Insurance, accommodation, students visas and study permits

6.1 You are responsible for arranging your own travel and medical insurance (including the costs of repatriation in the case of illness or accident) and student visitor visa.
6.2 If you are denied a student visitor visa and provide Us with a copy of the rejection letter on or before the first day of the Course, the We will refund all Fees paid.
6.3 Accommodation will begin on the Sunday before the Course starts and will end on the Saturday after the Course ends. If you have asked Us to arrange host family accommodation, you will receive details of your host family address at least five days before the Course starting date (unless you have made a late Booking) to enable you to inform the host family of your approximate time of arrival.

7. Your rights to cancel and applicable refund

7.1 You have the following rights to cancel your Booking:
(a) you have a legal right to cancel your Booking within 14 calendar days of the date of your Booking, in which event We will, subject to clause 7.3, refund all of the Fees including the Deposit; or
(b) you may cancel your Booking at any time after the period of 14 calendar days referred to in clause 7.1(a) but before the Course has begun, in which event We will retain the Deposit and refund the balance of any Fees paid by you.
7.2 To exercise your rights to cancel under clause 7.1, you must inform Us of your decision by making a clear statement to this effect by completing the cancellation form on Our website or by contacting Us (see contact details below).

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

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

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

8. Our rights to cancel and applicable refund

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

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

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

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

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

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

9. How we may use your personal information

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

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

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

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

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

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

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

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

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

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

11. Other important terms

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

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

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

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

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

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