

Enrolment Details, Terms and Conditions 2010

COURSE INFORMATION

- **Starting day:** most courses start on a Monday (Tuesday, when Monday is a public holiday) and finish on a Friday. On your first day you may miss one or more lessons because of the time needed to administer the entry test, complete registration and travel to your Frances King school.
- **Passport/ID card:** all students are required to present their passport/ID card on their first day and the school will retain a copy. You are also required to provide and keep up to date your contact details in London and next of kin contact details in your own country.
- **Minimum age:** 16, except Courses 21-25 age 21; Course 34 age 17; Course 35 age 21; Internship Programmes age 18; Course 38 age 9; Course 39 age 21; Course 40 age 45.
- **Location and course:** Frances King School of English cannot guarantee a particular course, timetable or Frances King school until you have taken the entry test at the school. Every attempt will be made however to place you in the school or course of your choice. In the event of insufficient enrolments for a course, the school reserves the right to offer an alternative course of equal value. Frances King School of English reserves the right to change course programmes and locations without prior notice in the event of unforeseen circumstances beyond our control or if in the best interests of the school.
- **Progress meetings:** from time to time you will have a short, 5 minute, meeting with your teacher. About 20-30 minutes per week of class time will be used for progress meetings, while the class carries on with work set by the teacher.
- **Student holidays:** if you are on a long course, except examination preparation courses, you may take a holiday of two weeks every 12 weeks without losing your course fee for this period, providing 1 week's notice is given. If you are staying in Frances King homestay accommodation and wish to take a holiday, you must give 1 week's notice to the school. To leave your luggage at your homestay during your holiday you must pay a £50 retainer/week. In all other accommodation, you will be charged the full weekly rate during your holiday period and may leave your luggage in your room. If you book a course of 12 weeks or more (and need a visa to enter the UK) you should request extra weeks when applying for your visa, if you wish to take a holiday either during or after your course. This does not apply to students on courses 11, 12 and 13.
- **Semester and Academic Year Courses (Course 11, 12 and 13):** 28 week programme: 4 weeks' holiday, 36 week programme: 6 weeks' holiday, 48 week programme: 8 weeks' holiday. There is an extra 2 weeks' holiday from December 20, 2010 – December 31, 2010.
- **One-to-One lessons:** requests for a change to your timetable must be made 48 hours in advance. Payment for One-to-One lessons must be made at time of booking.
- **Photography:** sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Please advise us at the time of booking if you do not wish to appear in any promotional material.

ACCOMMODATION INFORMATION

- **Minimum age for accommodation:** 18, except A1-A14 age 16. Children taking course 38, may stay in A3-A11, A16, A20, A27-A28, A30, A35 (children over 13 years only) and A36-A37, if accompanied by a responsible adult over 21 years. Children over 14 years, taking course 38 (Winter and Easter programmes only), may stay in A18 if accompanied by a responsible adult over 21 years.
- **First and second choice of accommodation:** please always include a second choice of accommodation on the Enrolment Form. Where the first choice of accommodation is not available we will book the second choice.
- **Maximum booking length:** 12 weeks in all accommodation. We are happy to extend your accommodation for you after your arrival in London.
- **Accommodation only:** we are happy to organise accommodation for people who do not study with us (subject to availability). Accommodation only prices apply, inclusive of V.A.T.
- **Special requests:** we will do our very best to deal with your special requests but are not able to guarantee this. Please send your booking as early as possible to avoid disappointment.
- **Location of Frances King accommodation:** accommodation is located in zones 1, 2 and 3 with an approximate travelling time of 10-45 minutes by underground, mainline train or bus. In July and August, for late bookings (and with the agreement of students) we may also use homestays in zone 4.
- **Accommodation arrangements:** in arranging accommodation Frances King School of English may be acting as agent for the supplier, as principal or as a sub-agent. The status of Frances King in relation to specific accommodation will be explained on request.

16 AND 17 YEAR OLD STUDENTS

- Students age 16 and 17, without a guardian in the UK, must stay with a homestay (A1-A14). They are also advised to book an arrival airport transfer unless a guardian (over 21 years) is meeting them at the airport (see page 8, Airport Transfer).
- Students age 16 and 17 should carry a letter of consent to travel alone and present it, if requested, on arrival in the UK. We will send a form letter with the confirmation documents.

COMPLAINTS AND CONDUCT

- **Complaints:** problems and complaints with courses, accommodation and other services should be brought to our attention immediately so that we can help. We do not accept complaints made after your course has finished.
- **Conduct:** Frances King School of English reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. Students will be responsible for all costs arising.

PAYMENT TERMS

1. Before we can confirm your course or accommodation booking or send a letter of confirmation, you or your company need to pay either:
 - **A deposit of:** £200 if you want to book a course (£600 for Foundation Programme) £500 if you want to book a course and accommodation, or
 - **Payment in full:** if you are applying for a General Student Visa (GSV), booking less than 15 days before arrival or if you are booking A32-A33, A36-A37 accommodation.
2. 15 days before arrival you need to pay the balance of your course and accommodation fees. Full fees for course and accommodation must be received before you can arrive in your accommodation.
3. Payment must be received in full – please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.

CANCELLATION POLICY

1. **Cancellation of courses and accommodation BEFORE arrival in the UK:** If you want to cancel your booking before arrival in the UK you must give notice in writing. We will refund all fees minus the £200 Course Deposit and £300 Accommodation Deposit. If the accommodation fees for the notice period exceed £300 you will be charged the difference.
 - Notice Period to cancel accommodation is:
 - 4 weeks' notice: A36-A37
 - 3 weeks' notice: A34-A35
 - 2 weeks' notice: A17-A18, A21, A25-A26, A29-A31
 - 1 week's notice: A1-A14, A23-A24
 - 48 hours' notice: A16
 - 24 hours' notice: A19-A20, A27-A28
 - In A32-A33 accommodation, if you cancel, you will be charged 1 week's rent (bookings of less than 6 weeks) or 4 weeks' rent (bookings of more than 6 weeks)
2. **Cancellation of courses and accommodation BEFORE arrival in the UK when a student is refused a visa:**

If you want to cancel your booking before arrival in the UK you must send us a copy of the visa refusal letter issued by the British Embassy/Consulate.

 - The course deposit of £200 will be refunded less a reduced deposit of £50.
 - The accommodation deposit of £300 will be refunded, less a reduced deposit of £50, provided notice to cancel accommodation is given.
 - If you cancel your course and accommodation before arrival and have paid your fees in full, all fees minus a reduced deposit of £50 for the course and £50 for accommodation will be refunded, provided notice to cancel accommodation is given.
3. **Cancellation of courses AFTER arrival in the UK:**

If you cancel or curtail your course after arrival in the UK there is no refund in any circumstances:

 - If your course is longer than 4 weeks, you must give 4 weeks' notice in writing. Responses will be given in writing and discussions will not be entered into. You may apply for a credit for the unused part of the course. There is no credit for cancelled courses during the first 4 weeks of a course. The course credit may be used within 2 years and cannot be transferred to another student. Course credits may not be used to pay for One-to-One lessons or accommodation.
 - To cancel One-to-One Courses you must give one week's notice in writing. You may apply for a credit for the unused part of the course. This may be used as part-payment towards any Frances King course within 2 years.
 - To cancel individual lessons you must give 48 hours' notice. All late cancellations are charged at the full rate.
 - If you leave because you are ill or because of the death or serious illness of a close relative you may be able to claim reimbursement of fees through your insurance.
4. **Cancellation of accommodation AFTER arrival in the UK:**

If you cancel or curtail your accommodation after arrival in the UK you will be charged a £50 cancellation fee. You must give notice beginning at a weekend to a Frances King Advisor.

 - Notice Period to cancel accommodation:
 - 4 weeks' notice: A36-A37
 - 2 weeks' notice: A17-A18, A21, A25-A26, A29-A31, A34-A35
 - 1 week's notice: A1-A14, A23-A24
 - 48 hours' notice: A16
 - 24 hours' notice: A19-A20, A27-A28
 - A16: you must give 48 hours' notice and you will be charged a cancellation fee which will be approximately 1 night's fee for each week booked.
 - A32-A33: it is not possible to cancel after arrival without losing full fees for the period that you have booked.
 - Where notice is not received, accommodation fees for the above periods will be added to the cancellation fee.
5. In case of non-arrival on booked dates, when the school has not received notice of cancellation in advance, there will be no refund or credit of course or accommodation fees.
6. Course and accommodation refunds may take between 30-60 days to process. Refunds cannot be processed until the school has been paid in full for all services booked. Refunds will only be made to the person or organisation that paid in the first instance.

FORCE MAJEURE

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemic and the like. Refunds will not be made in such circumstances.

Enrolment Details, Terms and Conditions 2010

APPLYING FOR A VISA

- Students from the EU and the EEA do not require a visa for the UK
- 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)

Type of Visa	Age & length of stay	Available for	Level of English	Work allowed	Extra information
General Student Visa (GSV), also known as Adult Student Visa	Suitable for students of age 16 and over who want to take a longer course – this is the only visa suitable for study of more than 6 months	Visa nationals and non-visa nationals (pre-entry clearance only)	CEF level A2 or above (see level guide below)	Yes – you can work 20 hours/week during your course and full-time in holiday time	Can be renewed in the UK, provided that the student attends at least 80% of classes and can demonstrate progress (preferably with examination results available at the time of the renewal application)

To apply for a GSV you will need to obtain 40 points as follows:

Acceptance from Frances King: an approved education provider, **Sponsor Licence Number: TQ853B248 (30 points)**. You will need to complete the Enrolment Form, including passport details, the Student Profile Questionnaire (page 8), register for a course of 18 lessons or more/week, provide proof of your English level (see below) and pay your course fees in full

Evidence of funds (10 points): to study in London you must show you have living costs of £800/month for the period of your course. Proof can be: cash in an account in your name, including joint accounts with your name, held for at least 28 days prior to the date of the visa application; a loan in your name; or official financial or government sponsorship

Proof of your English level: you will need to provide us with a copy of one of the following documents and the British Embassy with the original (if the proof is not in English, you will need to provide an authenticated translation):

- High school or university attendance record or leaving certificate showing that you have studied English
- Attendance certificate from an English language course in your country, in the UK or another English-speaking country
- Internationally recognised certificate in English (KET, PET, FCE, CAE, IELTS, TOEFL, TOEIC, BULATS, BEC)
- Reference from an appropriately qualified person to state that you have studied English (course, dates and referee's contact details)

In addition you are required to take the Frances King Placement Test

Type of Visa	Age & length of stay	Available for	Level of English	Work allowed	Extra information
Student Visitor Visa (SVV)	Suitable for students of age 18 and over coming for a course of up to 6 months	Visa nationals (pre-entry clearance) and non-visa nationals (pre-entry clearance or on arrival in the UK)	Students at any level of English, including beginners	No – you are not able to work	Cannot be renewed. Students successfully completing their course in the UK can later apply for a GSV but in their own country, not in the UK. To apply for a SVV you will need: an acceptance from Frances King, evidence of funds to support and accommodate yourself without working
Child Visitor Visa (CVV)	Suitable for students of age 17 and under coming for a course of up to 6 months				Cannot be renewed
Visitor Visa (VV)	Non-visa nationals can get this visa on arrival in the UK if they are coming for tourism only, but it is not suitable for those who wish to study. Students should ensure they get a SVV when they arrive in the UK.				

The above information is subject to change. For the latest information visit the UKBA website: www.bia.homeoffice.gov.uk/studyingintheuk/

GUIDE TO FRANCES KING AND EXAMINATION LEVELS

Frances King levels	Your present level of English	CEFR	IELTS	Cambridge	TOEIC	BULATS	BEC	TOEFL (Paper)	TOEFL (Computer)	TOEFL (IBT)
G Advanced 2	I speak English fluently and understand almost everything, although I sometimes have difficulty with very colloquial English	C2	7.5+	CPE	905-990	90-100		625-680	263-300	113-120
F Advanced 1	I am fluent and confident in expressing myself although I sometimes have problems with more complex ideas or unfamiliar situations	C1	6.5/7.0	CAE	785-900	75-89	BEC Higher	575	232	90-91
E Upper Intermediate	I speak well but not fluently in a variety of situations. I can express quite complex ideas, but I find it difficult to understand fast speech of native speakers	B2	5.0/5.5/6.0	FCE	605-780	60-74	BEC Vantage	525	196	69-70
D Intermediate	I understand and speak quite well in familiar everyday situations	B1	3.5/4.0/4.5	PET	405-600	40-59	BEC Preliminary	475	152	49-50
C Elementary	I can understand and speak basic English in familiar situations	A2	3.0	KET	255-400	20-39		450	133	39-40
B Beginner	I do not understand or speak any English	A1	Below 3		10-250	0-19		425	113	29-30

ENGLISH LANGUAGE EXAMINATION INFORMATION FOR 2010

Examination	Which level?	Date of examination	Last day to register	Do I have to take a special course?	Results	Fee
BULATS	B, C, D, E, F, G	On demand	One week before examination date	No	Same day as test (after one week for speaking and writing test)	£25
Cambridge FCE	E	4 week courses: July 17; August 28 10 week courses: March 13 12 week courses: June 17; December 7	4 week courses: first day of course; 10 and 12 week courses: first week of course	Yes, Course 16 or 19	2 months after examination	£110
Cambridge CAE	F	4 week courses: July 16; September 25 10 week courses: March 13 12 week courses: June 16; December 8	4 week courses: first day of course; 10 and 12 week courses: first week of course	Yes, Course 17 or 20	2 months after examination	£115
Cambridge CPE	G	12 week courses: June 17; December 9	First week of course	Yes, Course 18	2 months after examination	£120
TOEIC	C, D, E, F, G	January 29; February 26; March 26; April 30; May 28; June 25; July 30; August 27; September 24; October 29; November 26	Two weeks before examination date	No, but we strongly recommend you take Course 15	Within 7 days of examination	£75
TOEFL	D, E, F, G	Monday-Friday of each week, except public holidays and the second Saturday of each month. Frances King cannot guarantee that all dates will be available	Students are advised to register in advance of their course at www.ets.org/toefl or by telephone +31 320 239 540. Payment is by credit card	Yes, Course 36 or 37	2 weeks after the test	\$185
IELTS	C, D, E, F, G	The examination takes place on the Saturday after the end of the course, except for the 4 week course in July, when the examination takes place a week later. These dates are subject to change. We will assist you to make alternative arrangements if necessary	Six weeks before examination date	Yes, Course 31, 32 or 33. Course Preparation can also be included in Semester, Academic Year, Pre-Masters and Foundation Programmes	Within 2 weeks of examination	£115

- Examination fees are not included in the course price and must be paid by the date shown
- It is your responsibility to register for an examination after arrival at the school
- Details and fees are set by examination boards and subject to change without notice
- Cambridge Examination dates are for the reading, writing and listening papers. The speaking test will take place during the final week of the course
- The Cambridge Examinations taking place on the following dates are computer based: FCE July 17, August 28; CAE March 13, July 16, September 25



Enrolment Details 2010

FRANCES KING COURSE NUMBER/NAME		START DATE	LEVEL OF ENGLISH	
GENERAL ENGLISH COURSES				
1	General and Social English	Every Monday	Elementary and above	
2 & 3	General English with Extra Conversation - Morning	Every Monday for elementary and above 'First Steps' Course: beginners and near beginners accepted on these dates only: January 4; February 1; March 1; April 6; May 4; June 7; July 5; August 2; September 6; October 4; November 1		
4	General English - Morning	Every Monday		
5 & 6	General English with Extra Conversation - Afternoon	Every Monday	Elementary and above	
7	General English - Afternoon			
8 & 9	General English - Late Afternoon			
10	Part-time English - Evening			
SEMESTER AND ACADEMIC YEAR COURSES				
11	Intensive Semester/Academic Year	January 4; February 1; March 1; April 6; May 4; June 7; July 5; August 2; September 6; October 4; November 1	Elementary and above	
12	Semester/Academic Year			
13	Value Semester/Academic Year			
ENGLISH FOR WORKING LIFE				
14	General and Business English	Every Monday	Intermediate and above	
15	TOEIC Preparation Option	January 25; February 22; March 22; April 26; May 24; June 21; July 26; August 23; September 20; October 25; November 22		
CAMBRIDGE EXAMINATION COURSES				
16	Intensive FCE Preparation - Morning	4 week course: June 21; August 2. 10 week course: January 4 12 week course: March 29; September 20	Upper Intermediate	
17	Intensive CAE Preparation - Morning	4 week course: June 21; August 31. 10 week course: January 4 12 week course: March 29; September 20	Advanced 1	
18	Intensive CPE Preparation - Morning	12 week course: March 29; September 20	Advanced 2	
19	Value FCE Preparation with Extra Conversation - Afternoon	10 week course: January 4	Upper Intermediate	
20	Value CAE Preparation with Extra Conversation - Afternoon	12 week course: March 29; September 20	Advanced 1	
ENGLISH FOR BUSINESS AND PROFESSIONAL PEOPLE				
21	Club 8 Intensive English	Every Monday	Elementary and above	
22	Club 8 Intensive and Business English		Intermediate and above	
23	Club 8 Combination Course		Elementary and above	
24	Club 8 International Business Communication		July 26 (1-4 weeks); August 2 (1-3 weeks); August 9 (1-2 weeks); August 16 (1 week)	Intermediate and above
25	Club 8 Intensive and Legal English		July 5, 19; August 2, 16	Upper intermediate and above
ONE-TO-ONE COURSES				
26	One-to-One 30	Every Monday	All levels	
27	One-to-One 20			
28	One-to-One Flexitime	By arrangement		
29	One-to-Two Flexitime			
ACADEMIC ENGLISH AND IELTS PREPARATION				
30	General and Academic English (Pre-IELTS)	Every Monday	Intermediate and above	
31	Intensive IELTS Preparation with Extra Academic English	8 week course: January 4; March 1; May 4; July 5; August 31; October 25	Intermediate to achieve IELTS 4.5 - 5	
32	IELTS Preparation - Morning	4 week course (Course 32 only): July 5; August 2	Upper intermediate to achieve IELTS 5.5 and over	
33	Value IELTS Preparation with Extra Academic English		Upper intermediate and above to achieve IELTS 5.5 and over	
UNIVERSITY AND TOEFL PREPARATION COURSES				
34	Foundation Programme - Diploma in Business and Economics	2010: January 4-July 2; 2011: January 4-July 1	IELTS 5.0 or equivalent	
35	Pre-Masters Programme	Every month, by arrangement	12 weeks: IELTS 6 or equivalent; 24 weeks: IELTS 5.5 or equivalent 36 weeks: IELTS 5 or equivalent	
36	Intensive TOEFL Preparation with Academic English	January 4; February 1; March 1, 29; May 4; June 1; July 5; August 2, 31; September 27; October 25; November 22	Upper intermediate and above	
37	TOEFL Preparation - Morning			
HOLIDAY COURSES				
38	Family Programme: Junior Course	Winter programme: January 4 (1-4 weeks); January 11 (1-3 weeks); January 18 (1-2 weeks); January 25 (1 week) Easter programme: March 29 (1-2 weeks); April 6 (1 week) Summer programme: June 21 (1-9 weeks); June 28 (1-8 weeks); July 5 (1-7 weeks); July 12 (1-6 weeks); July 19 (1-5 weeks); July 26 (1-4 weeks); August 2 (1-3 weeks); August 9 (1-2 weeks); August 16 (1 week)	Elementary and above	
39	Family Programme: Adult Course			
40	45+ English and Sightseeing for Seniors			May 10; August 23; September 6
41	Christmas Course	December 20	Elementary and above	

Timetable: 1 lesson = 50 minutes. 30 lessons = 25 hours' tuition, 28 lessons = 23.5 hours' tuition, 25 lessons = 21 hours' tuition, 20 lessons = 16 hours & 40 minutes' tuition, 18 lessons = 15 hours' tuition, 15 lessons = 12.5 hours' tuition, 6 lessons = 5 hours' tuition. When Monday is a public holiday, courses start on the following Tuesday: April 6; May 4; June 1; August 31

CALENDAR 2010

January								February								March								April							
WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S
					1	2	3	5	1	2	3	4	5	6	7	9	1	2	3	4	5	6	7					1	2	3	4
1	4	5	6	7	8	9	10	6	8	9	10	11	12	13	14	10	8	9	10	11	12	13	14	14	5	6	7	8	9	10	11
2	11	12	13	14	15	16	17	7	15	16	17	18	19	20	21	11	15	16	17	18	19	20	21	15	12	13	14	15	16	17	18
3	18	19	20	21	22	23	24	8	22	23	24	25	26	27	28	12	22	23	24	25	26	27	28	16	19	20	21	22	23	24	25
4	25	26	27	28	29	30	31									13	29	30	31					17	26	27	28	29	30		
May								June								July								August							
WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S
						1	2			1	2	3	4	5	6					1	2	3	4								1
18	3	4	5	6	7	8	9	23	7	8	9	10	11	12	13	27	5	6	7	8	9	10	11	31	2	3	4	5	6	7	8
19	10	11	12	13	14	15	16	24	14	15	16	17	18	19	20	28	12	13	14	15	16	17	18	32	9	10	11	12	13	14	15
20	17	18	19	20	21	22	23	25	21	22	23	24	25	26	27	29	19	20	21	22	23	24	25	33	16	17	18	19	20	21	22
21	24	25	26	27	28	29	30	26	28	29	30					30	26	27	28	29	30	31		34	23	24	25	26	27	28	29
22	31																							35	30	31					
September								October								November								December							
WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S
			1	2	3	4	5						1	2	3	44	1	2	3	4	5	6	7				1	2	3	4	5
36	6	7	8	9	10	11	12	40	4	5	6	7	8	9	10	45	8	9	10	11	12	13	14	49	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19	41	11	12	13	14	15	16	17	46	15	16	17	18	19	20	21	50	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26	42	18	19	20	21	22	23	24	47	22	23	24	25	26	27	28	51	20	21	22	23	24	25	26
39	27	28	29	30				43	25	26	27	28	29	30	31	48	29	30						52	27	28	29	30	31		

2010: The school starts on Monday January 4, 2010. Holidays in 2010: January 1; April 2, 5; May 3, 31; August 30. Christmas 2010: The school will be closed from Monday December 20 and will open again on Monday, January 3, 2011. When Monday is a public holiday, all courses start on the following Tuesday. There is no reduction in the fee when a course includes a public holiday. One-to-One Classes will be scheduled on different days by agreement with the school. Business English classes will be held from Tuesday to Friday.