



## Application Form, Dates & Fees 2012

### How to book your English language programme at International House London

- Check the course you wish to take is available at your level and on the date you wish to start
- Use the level chart on **page 3** of our brochure to help you decide your level of English
- One-to-One lessons can be booked in addition to any small group course

#### How to complete the application form

1. Enter your personal details
2. Enter the details of the course you wish to take
3. Enter the start date for the course and how long you want to study
4. Enter your choice of accommodation to arrange this through IH London
5. Enter whether you want an airport transfer to your accommodation
6. Enter whether you want to take out Medical, Travel and Course insurance. IH London has negotiated favourable insurance premiums for its students – see terms and conditions for details
7. Choose your method of payment
8. Complete and return the application form by **post, fax** or **email** to:

Post: **International House London**  
**16 Stukeley Street**  
**Covent Garden**  
**London WC2B 5LQ**  
**United Kingdom**

Fax: **+44 (0)20 7117 4183**

Email: **execs@ihlondon.com**

Tel: **+44 (0)20 7611 2462**

**If at any time you need assistance or advice on finding the best course for you, please contact us.**

You can also book all courses on our website **[www.ihlondon.com/executive-centre](http://www.ihlondon.com/executive-centre)**

#### Visit us

If you are already in London, we invite you to come and visit our school at any time between 09.00 and 17.00 from Monday to Friday.

#### What happens next

The school aims to process your booking in 3 working days, although this may be a little longer during the busy summer period.

When we receive your application form IH London will send you:

- A letter confirming the type of course chosen and the start date
- An invoice for your course, accommodation and any other service fees that apply
- A pre-course questionnaire and language test

Details of the accommodation booked will be sent to you separately and after payment is received. Please confirm with your host family your approximate time of arrival.

If you wish IH London to organise an airport transfer we must receive the airport transfer form with your flight details at least 5 days before arrival.

#### What to do on your first day

On the first day of your course please come to the school at the time shown on your confirmation letter. Please bring this letter, as well as your passport (no copies) or national ID card (EEA and Swiss citizens only), and one passport-size photograph of you.

Accredited by the



## INFORMATION ABOUT COURSES

- Fees for group courses are based on a two-week course
- Clients can join a group course for one week only (excluding courses in August) providing they begin on a scheduled start date. Please see our website for one week course prices
- It is also possible to study on a group course for three weeks (excluding courses starting 18 July-1 August). Please see our website for three week course prices
- Minimum age for Executive Centre students is 21 years

A Registration Fee of £90 is charged for all new enrolments.

### SMALL GROUP COURSES

#### Start dates

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3	13	12	10	8	6	2	13	10	8	5	3
16	27	26	23	21	18	16	28	24	22	19	
30						30					

Course	Minimum level	Number of weeks	Course price	Select your course and time
<b>EXECUTIVE BUSINESS ENGLISH (INTENSIVE)</b>	From Lower Intermediate	2	£1,675	<input type="checkbox"/>
<b>EXECUTIVE BUSINESS ENGLISH (SEMI-INTENSIVE)</b>	From Lower Intermediate	2	£995	<input type="checkbox"/> AM <input type="checkbox"/> PM
<b>EXECUTIVE GENERAL ENGLISH (INTENSIVE)</b>	From Lower Intermediate	2	£1,675	<input type="checkbox"/>
<b>EXECUTIVE GENERAL ENGLISH (SEMI-INTENSIVE)</b>	From Lower Intermediate	2	£995	<input type="checkbox"/> AM <input type="checkbox"/> PM
<b>EXECUTIVE COMBINATION</b>	From Lower Intermediate	2	£1,675	<input type="checkbox"/>
<b>EXECUTIVE INDIVIDUAL COMBINATION 2</b>	From Lower Intermediate	2	£2,125	<input type="checkbox"/> Business Executive <input type="checkbox"/> General Executive
<b>EXECUTIVE INDIVIDUAL COMBINATION 3</b>	From Lower Intermediate	2	£2,765	<input type="checkbox"/> Business Executive <input type="checkbox"/> General Executive

<b>ENGLISH FOR INTERNATIONAL LAWYERS</b> Start dates: 16 Jan; 13 Feb; 12 Mar; 21 May; 18 June; 23 July; 10 Sept; 8 Oct; 5 Nov	From Upper Intermediate	1	£995	<input type="checkbox"/>
<b>ENGLISH FOR HR MANAGERS</b> Start dates: 30 Jan; 27 Feb; 26 Mar; 14 May; 11 Jun; 2 Jul; 24 Sept; 22 Oct; 19 Nov	From Upper Intermediate	1	£995	<input type="checkbox"/>
<b>ENGLISH FOR BANKING &amp; FINANCE</b> Start dates: 30 Jan; 13 Feb; 12 Mar; 28 May; 25 Jun; 16 Jul; 10 Sept; 15 Oct; 12 Nov	From Upper Intermediate	1	£995	<input type="checkbox"/>

In the event that a specialised group course does not run we will offer 15 lessons of specialised one-to-one tuition in your chosen area.

<b>CAMBRIDGE ILEC PREPARATION COURSE</b> 23 Apr, 29 Oct	From Upper Intermediate	3	£2,975	<input type="checkbox"/>
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### ONE-TO-ONE ENGLISH LANGUAGE TRAINING

Courses	Number of lessons	Price per week	Select your course and time
<b>EXECUTIVE PLUS</b>	40	£3,100	<input type="checkbox"/>
<b>INTENSIVE</b>	30	£2,100	<input type="checkbox"/>
<b>SEMI-INTENSIVE</b>	15	£1,050	<input type="checkbox"/> AM <input type="checkbox"/> PM

#### Notes for One-to-One Tuition:

- One-to-One tuition lessons last 55 minutes
- Weekend tuition can also be provided, please contact us for fees
- We can also arrange for students to spend lunchtimes or evenings with a trainer.

#### ■ ADD FLEXIBLE ONE-TO-ONE TUITION TO ANY COURSE

1-9 Lessons	£75 per lesson
From 10 Lessons	£70 per lesson

I wish to add  lessons per day of One-to-One tuition to my course.  
Preferred start date for One-to-One training: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# EXECUTIVE CENTRE COURSE DATES AND FEES

## GROUP ENGLISH COURSES FOR YOUR COMPANY

Tailor-made programmes designed specially to meet your company's needs.

### Choose from these sample group English courses

ENGLISH FOR MARKETING	ENGLISH FOR BUSINESS AND WRITING SKILLS
ENGLISH FOR INFORMATION TECHNOLOGY	ENGLISH FOR LAW
ENGLISH FOR POLITICS AND DIPLOMACY	ENGLISH FOR MEDICINE
ENGLISH FOR HUMAN RESOURCES MANAGEMENT	ENGLISH FOR FINANCE
ENGLISH FOR ENGINEERING	ENGLISH FOR OIL AND GAS PROFESSIONALS
ENGLISH FOR JOURNALISM	

Choose from the sample courses above or tell us what you want to study. Courses can be delivered wherever suits you at flexible times. Contact us with your requirements and we will put together a bespoke quotation.

Specialist programmes must be booked 4 weeks in advance.

## CROSS-CULTURAL MANAGEMENT TRAINING

### ■ ONE AND TWO DAY COURSES

To arrange our cross-cultural training courses please contact Barry Tomalin ([barry.tomalin@ihlondon.com](mailto:barry.tomalin@ihlondon.com)) and let us design a course just for your company.

### ■ BUSINESS CULTURAL TRAINER'S CERTIFICATE

Start dates	Minimum level	Course length	Course price
Start Dates: 24 May; 26 Jul; 27 Sept; 15 Nov All dates from Thursday to Saturday	From Upper Intermediate	3 days	£550

# STUDENT VISAS FOR STUDYING IN THE UK

## British Immigration Regulations

If you are a non-EU applicant, you must have a student visa in order to study at the school. It is your responsibility to obtain this visa and IH London is not responsible if students obtain the wrong visa. We will provide you with the necessary supporting documents to apply for a visa. Should you arrive without a student visa, you will not be allowed to attend classes. For advice on visa regulations please contact the British Embassy in your country.

You can also find advice about visas for studying in the UK on the UK Border Agency website:  
[www.ukba.homeoffice.gov.uk/studyingintheuk/](http://www.ukba.homeoffice.gov.uk/studyingintheuk/)

I require a student visa to study in the UK: No  Yes

Please complete the details below if you **DO** need a visa:

Passport number: \_\_\_\_\_ Passport expiry date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Passport country of issue: \_\_\_\_\_

### Type of visa *(please tick)*:

**Student Visitor Visa (SVV)**   
A visa for those studying for a maximum of 6 months. Your nationality will dictate whether you need to apply for this visa before entering the country, or at immigration on entry to the UK. The SVV cannot be extended or renewed in the UK

**Extended Student Visitor Visa (ESVV)**   
A visa for those studying for a period of between 6 to 11 months. You must apply for this visa before entering the UK. The ESW cannot be extended or renewed in the UK.

**General Student Visa (GSV)**   
A visa for students who need to extend their stay from within the UK. There is a minimum English language level to study on a General Student Visa - please check the UKBA website for guidance. You also need to study a minimum of 15 hours per week, which means you need to book a course of 20 lessons a week or more.

**Please note:** GSV applicants must provide International House London with a scan or fax showing documentary evidence of their English language level. Please consult the UKBA website for a list of the accepted secure English language tests. The original certificate/transcript has to be included in the Tier 4 application.

# EXECUTIVE CENTRE COURSE APPLICATION FORM

Please complete the form in BLOCK CAPITALS

## Personal Details

Family Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

First name(s): \_\_\_\_\_ First language(s): \_\_\_\_\_

Sex: Male  Female  Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Profession: \_\_\_\_\_ Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile number or email address to contact you in the time between your arrival in London and the start of your course if different from above: \_\_\_\_\_

## How did you hear about International House London?

Internet  Poster or flyer  Friend  Other  (If agent, please give their name). \_\_\_\_\_

## Your Course Details

Course name: \_\_\_\_\_ Number of lessons per week: \_\_\_\_\_

Course start date. I wish to start on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Course length. I want to study for: \_\_\_\_\_ (number of weeks)

My level of English is \_\_\_\_\_. See page 3 of the **main brochure** for CEF levels.

## Payment

I will pay for my course by:

• Credit/bank card

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security code: \_\_\_\_\_

Name of cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

• My company will pay for my course

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Payment will be taken at time of booking.

• Bank transfer

Charge for bank transfer is £15.

A copy of your bank transfer documents must be included with this form. Please quote your name on the documents.

I have attached a copy of the bank transfer documents

IH London bank details:

Allied Irish Bank, 10 Berkeley Square, London W1J 6AA

Sort code: 23-83-97

A/c number: 01572087

A/c Name: International House Trust Ltd.

Swift code: AIBKGB2L

Iban Number: GB78AIBK23839701572087

### Total Cost of Your Programme

Course Fees	£
Registration Fee	£90
Accommodation	£
Insurance	£
Airport Transfer (1 way)	£
Bank Transfer (£15)	£
<b>TOTAL COST</b>	<b>£</b>

## I agree to the IH London Terms and Conditions

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Occasionally we will send information about IH London courses and promotions that are relevant to you. If you do not wish to receive this information please tick here

Occasionally we photograph or film activity at IH London for promotional purposes. If you do not wish to be photographed or filmed please tick here

# ACCOMMODATION APPLICATION FORM

Please complete the form in **BLOCK CAPITALS**

## Personal Details

Family Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

First name(s): \_\_\_\_\_ First language(s): \_\_\_\_\_

Sex: Male  Female  Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Your choice of accommodation

I would like accommodation from Sunday \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
to Sunday \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Accommodation options

All prices are per week from Sunday to Sunday

### ■ SUPERIOR – HOMESTAY

Single room with breakfast £185

Single room with breakfast and 7 evening meals £235

Single room with breakfast and 4 evening meals £215

### ■ EXECUTIVE – HOMESTAY WITH PRIVATE BATHROOM

Single room with breakfast £220

Single room with breakfast and 7 evening meals £270

Single room with breakfast and 4 evening meals £250

### ■ LONDON LODGE GUEST HOUSE WITH PRIVATE BATHROOM

Single room with breakfast and 7 evening meals £270

Single room with breakfast and 4 evening meals £250

### ■ \*STANDARD – HOMESTAY

Single room with breakfast £140

Single room with breakfast and 7 evening meals £190

Single room with breakfast and 4 evening meals £170

\*If two students come together a twin room can be booked.

### ■ \*HALL OF RESIDENCE (Nido Kings Cross)

4-11 weeks £325 per week

12-23 weeks £315 per week

24 or more weeks £305 per week

\*Minimum booking period: **four weeks**

## More information about you

Do you smoke? Yes  No

Are you happy to smoke only outside the home?

Yes  No

Are you allergic to dogs or cats? Yes  No

Do you have any special requirements? For example, diet.

Please give details \_\_\_\_\_

## Airport transfers

We can arrange for you to be met at the airport and taken by car to your accommodation. We require at least 5 days' notice to arrange airport transfers. Return transfers can be arranged once you are at the school. Your transfer cannot be processed unless we have your flight information in full.

Please arrange an airport transfer Yes  No

Your flight arrival information: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of arrival: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Flight No. (eg RG756): \_\_\_\_\_

Arrival from: \_\_\_\_\_ Arrival time in London: \_\_\_\_\_

## Choose your arrival airport

Gatwick £85 one way

Stansted £85 one way

Luton £85 one way

Heathrow £75 one way

City £70 one way

## Insurance

Please arrange cover for me: Yes  No  for the period of \_\_\_\_\_ weeks [See page 6 for notes].

## Accommodation booking date:

- Accommodation is booked and charged for from Sunday to Sunday for the duration of your course. Bookings are for two weeks' minimum
- If you wish to extend your accommodation after arrival please contact the Accommodation Office
- If two students come together a shared room can be booked, otherwise shared room accommodation will be booked in the shared room option

**Smoking in Homestays:** Many British hosts object to smoking in their house particularly if they have children. It is therefore becoming increasingly difficult to place students who smoke in Homestays. If you are happy to smoke outside your host's home please indicate this on your accommodation application form.

**Pets in Homestays:** Many British Homestays have pets such as a cat or a dog. It may be difficult for our Accommodation Officers to find a Homestay

without pets so please complete this section of the accommodation application form **ONLY** if you have a strong dislike or allergy to animals (either cats or dogs).

**Special requirements:** We will do our very best to deal with your special requests but are not able to guarantee this. It takes more time to deal with special requests so please send your booking as early as possible to avoid disappointment.

**Arriving at your Homestay:** You must telephone, fax or write to your host with your arrival time. If you do not do this then your host may not be at home to welcome you.

**Changes and cancellations:** Find details on page 6 of this form.

**IH London is only able to arrange accommodation for students studying at our school.**

# TERMS AND CONDITIONS

The most up-to-date terms and conditions are available on our website: [www.ihlondon.com/terms-and-conditions.html](http://www.ihlondon.com/terms-and-conditions.html)

## INTERNATIONAL HOUSE LONDON

The conditions below set out the terms and conditions between you, the student, and International House London.

### Medical, Travel and Course Insurance

Comprehensive travel, repatriation, medical and course insurance are an essential part of international study. **SCHOOL FEES ARE NOT REFUNDABLE OR TRANSFERABLE. We therefore strongly recommend that you take out comprehensive insurance which covers reimbursement of fees.**

If you wish to organise medical, travel and course insurance, International House London has negotiated favourable premiums for its students with the insurance company Guard.me, the details of which can be found on the International House London website. They offer insurance cover tailor-made to the needs and requirements of language students and teacher trainees.

### Insurance Premiums

Length of cover	Cost of single premium
Up to 3 weeks	£12
4 weeks	£14
6 weeks	£20
8 weeks	£26
12 weeks	£38
16 weeks	£50
20 weeks	£62
24 weeks	£72
28 weeks	£86
36 weeks	£110
52 weeks	£158

### Cancellation Terms and Conditions

- The registration fee is non-refundable
- The insurance premium is non-refundable

All fees are payable in advance. If you wish to cancel, change or postpone your booking, we require one week's notice in writing. Where less than one week's notice is given, full fees are due and no refund is available (with the exception of accommodation fees).

**General Accommodation:** One week's notice is required in order to cancel accommodation. Where less than one week's notice is given there will be a charge equivalent to one week of the accommodation. The remainder will be refunded.

**Residential Accommodation:** The cancellation policy for this type of accommodation differs depending on the residence selected. You will be informed of the applicable cancellation policy when your residential option is confirmed.

### Cancellations and refunds once you have started your course

No refund is available after the start of the course (with the exception of accommodation where one week's notice is required with the remainder refundable - exceptions apply).

Please note that where there is a change of course registration details or extension of accommodation an administrative charge of £50 will be made.

### Cancellations and refunds where the School terminates the contract

The School reserves the right to terminate the booking without refund, where the students' acts or omissions are such that it would be unreasonable for them to continue their studies in the School. Please note that a course may be terminated at any point during its duration if a student is found not to have leave to remain in the UK or breaches the conditions of his/her leave.

**Minimum age for students** on Executive English Programmes is 21 years old.

**Minimum age for students** on General English programmes is 16 years old.

### Attendance and students' holidays

Students are expected to attend lessons regularly and on time. Students lose tuition if they are late, absent, or leave before the course ends. Students attending courses of 36 or more weeks duration may take a holiday of four weeks without losing their course fee for the period providing at least four weeks' notice is given.

### Other

Every attempt will be made to place you on the course of your choice. However, International House London cannot guarantee a particular course and timetable until you have taken an entry test and had an interview. In the event of insufficient applications for a course, the school reserves the right to offer an alternative course of equal value.

### British Immigration Regulations

International House London will provide the documentation required for students to apply for study visas where applicable. Documentation in support of study visa applications will only be provided upon receipt of full fees.

The School has a legal obligation to collate and maintain application information, as well as passport and visa data, and inform the Immigration Authorities of those students whose attendance falls below the standard required by their visa.

If a visa application is unsuccessful, IH London needs to be informed and a copy of the visa refusal letter should be sent to the admissions team. A refund will be issued when we receive this document but please note that the £90 registration fee is non-refundable.

### Definition of one lesson

Each lesson or study hour consists of 55 minutes of study time.

### Payment

Payment must be received in full six weeks before the first day of your course. If your course starts in less than six weeks payment must be received in full at the time of booking. International House London is not responsible for any bank charges incurred by international bank transfer. Please remember to quote your student number when making your payment.

No part of your booking is confirmed until payment is received in full.

### Registration Fee

A £90 registration fee is payable as part of your booking. If you re-enrol for a course within 12 months of paying the registration fee, you will not have to pay this fee. If you re-enrol after 12 months a new registration fee will be charged.

### Public Holidays

Public and school holidays in 2012 are: 2 January, 6 April, 9 April, 7 May, 4 June, 5 June, 27 August, 25 December and 26 December. No fees are charged for these days on Executive Centre courses. There will be no lessons between 17 December 2012 and 7 January 2013 but no fees are charged for this period.

### Special Offers

Course discounts are valid from the date of advertisement. Discounts cannot be applied retrospectively to existing bookings.

