

Application Form, Dates & Fees 2010



Study English with **International House** London

How to book your English Language Programme at International House London

Please fill in this application form as carefully and accurately as possible as this will speed up the booking process and provide us with useful information to prepare your course.

- **Check** the course you wish to take is available at your level and on the date you wish to start
- **You** can use our level chart on page 4 of our brochure to help you decide your level of English
- **One-to-One** lessons can be booked in addition to any course

How to complete the application form

1. Enter all personal details
2. Enter the details of the course you wish to follow
3. Enter the type of accommodation you wish International House to arrange
4. Enter whether you want an airport transfer or insurance
5. Enter whether you want to take out Medical, Travel and Course insurance. International House has negotiated favourable premiums for its students – see terms and conditions for details
6. Complete and return (by post or by fax) the application form to:

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

Tel: +44 (0)20 7611 2400
Fax: +44 (0)20 7117 4175

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

Tel: +44 (0)20 7611 2400 or by e-mail to: info@ihlondon.com

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

After a test you will be able to reserve a place on the next available course.

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

On receipt of your application form International House London will send you:

- An invitation letter confirming the type of course chosen and the start date
- An invoice for your course, accommodation and any other service fees (if applicable)

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

If you wish International House to organise an airport transfer, the Accommodation Department must receive the airport transfer form with your flight details at least 5 days before arrival.

Fax: +44 (0)20 7117 4175

On the first day of your course please arrive at the school at the time shown on your confirmation letter and if requested, bring a print out of your online test result.

www.ihlondon.com



International House London
THE INTERNATIONAL HOUSE WORLD ORGANISATION

ENGLISHUK
member

Accredited by
EAQUALS
EUROPEAN LANGUAGE ACCREDITATION

INVESTOR IN PEOPLE

Accredited by the
BRITISH COUNCIL
for the teaching
of English

ih General English Course Dates and Fees 2010

Notes

- You can book any combination of courses
- Any number of weeks can be booked except during the period 5th July - 13th August when only an even number of weeks can be booked
- Minimum enrolment 2 weeks
- International House English programmes begin on fixed start dates to ensure you study with students of a similar level
- Courses start on a Monday (Tuesday when Monday is a public holiday)

• A £80 Registration Fee is charged for all new enrolments.

General English

Courses	Lessons per week	2 weeks	4 weeks	6 weeks	8 weeks	10 weeks	12 weeks	Long stay courses		
								24 weeks	36 weeks	48 weeks
Standard	15	£435	£845	£1,235	£1,605	£1,960	£2,285	£3,955	£5,565	£7,170
Standard Plus*	20	£535	£1,050	£1,545	£2,020	£2,470	£2,905	£5,190	£7,415	£9,640
Intensive*	25	£660	£1,255	£1,855	£2,430	£2,990	£3,525	£6,425	£9,270	£12,115

*If you are choosing the Standard Plus or Intensive course, your afternoon option will be confirmed on your first day.

Start Dates	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	4	1	1	12	10	7	5	2	13	11	8	6
	18	15	15	26	24	21	19	16	27	25	22	
			29					31				

English for Examinations Cambridge

Courses	Lessons per week	9 weeks	10 weeks	11 weeks
Cambridge Preparation	15	£1,850	£2,055	£2,260
Cambridge Plus	20	£2,320	£2,575	£2,705

Course start dates and duration in weeks

	4th January	29th March	27th September
FCE	10	11	10
CAE	9	11	10
CPE	9	11	10

Notes for Cambridge examinations

- An entrance test is required for Cambridge courses and is sent to you when you enrol (or about 6 weeks before the course starts if you book far in advance)

Examination Dates

FCE: 13th March, 15th June, 7th December
 CAE: 6th March, 16th June, 8th December
 CPE: 6th March, 17th June, 9th December

IELTS

Courses	Lessons per week	4 weeks
IELTS preparation course	15	£940 + test fee
IELTS Combination	30	£1,685 + test fee
IELTS Plus	20	£1,145 + test fee

IELTS preparation courses (4-Week Courses)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
4	1	1	12	10	7	5	2	27	25	22
							31			

Notes for IELTS Preparation Course

- IELTS test applications must be received a minimum of four weeks before the course starting dates (please consult our website for IELTS test dates)
- An entrance test is required for IELTS preparation courses and is sent to you when you enrol



General English Course Dates and Fees 2010

One-to-One Tuition

Course	Hours	Price per week	(indicate preference)	
Executive Plus course	40	£2,755 (includes lunch with teacher)	<input type="checkbox"/>	Flexible One-to-One programmes
Intensive course	30	£1,800	<input type="checkbox"/>	1-10 Lessons
Semi-intensive course	15	£900	<input type="checkbox"/>	From 11 Lessons
				£67 per lesson
				£63 per lesson

I wish to add hours of per day of Individual Tuition to my group/ specialised course.

Notes for Individual Tuition

- Weekend tuition can also be provided; fees on request
- We can also arrange for clients to spend lunchtimes or evenings with a trainer

Student Visas for studying in the UK

British Immigration Regulations

I require a Student Visa to study in the UK Yes No

Please complete the following if you DO need a Visa:

Passport number:

Passport expiry date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Passport country of issue:

Type of Visa: Student Visitor Visa (SVM)

General Student Visa (GSV)

Please note: GSV applicants must provide International House London with a scan or fax showing documentary evidence of their English language level, for example, a High School Leaving Certificate, IELTS test score, Cambridge Certificate, or reference from a qualified language teacher. An Entry Clearance Officer at the British Embassy will need to see the original copy and check it is consistent with the level of the course booked.



Course Application Form

2010

Personal Details

Please complete this form in **BLOCK CAPITALS**

Family Name: _____ Nationality: _____
 First name(s): _____ First language(s): _____
 Sex: Male Female Date of birth: Day / Month / Year
 Home Address: _____
 City: _____ Tel: _____ Profession: _____
 Country: _____ e-mail: _____ Fax: _____

How did you hear about International House? Web Poster or flyer Friend Other

Name of Agent _____

My level of English is

Elementary Mid Intermediate
 Pre-Intermediate Upper Intermediate
 Lower Intermediate Pre-Advanced
 Advanced
 See page 6 of main brochure for CEF levels

Course Name and Number of Lessons per week

Course Start Date Day / Month / Year
 I wish to start my course on: _____

Course Length _____ Weeks
 I wish to study for: _____

Payment

I will pay for my course by: Sterling Cheque Credit Card Bank Transfer
Please note charge for Bank Transfer £15

My company will pay: Company Name: _____

Company Address: _____ Name of contact: _____
 Tel: _____

Note: Please note that if your company is sponsoring your course we require a letter of confirmation from your company

The Cost of your Programme

Course Fees £ _____
 Registration Fee £ **80.00**
 Accommodation £ _____
 Insurance £ _____
 Airport Transfer (1 way) £70 or £85 £ _____
 Bank Transfer £15.00 £ _____
TOTAL COST £ _____

I agree to the International House Terms and Conditions

Signature: _____

Date: _____

International House Bank details

Allied Irish Bank
 10 Berkeley Square
 London W1J 6AA
 Sort code: 23-83-97
 A/c no.: 01572087
 A/c Name: International House Trust Ltd.
 Swift code: AIBKGB2L
 Iban Number: GB78AIBK23839701572087

Payment to: International House

If paying by Credit Card please complete the details below:

Card No: _____
 Expiry date: _____ Security code: _____

Name of Cardholder: _____

Signature: _____

I would like to receive promotions from IH London
 I would like to receive email promotions from IH London
 No information will be passed to third parties.



Accommodation Application Form

2010

Personal Details

Please complete this form in BLOCK CAPITALS

Family Name: _____

Nationality: _____

First name(s): _____

First language(s): _____

Sex: Male Female

Date of Birth:

Day	Month	Year

I would like accommodation from
Homestay Accommodation

Day	Month	Year

Sunday

to

Day	Month	Year

Sunday

SUPERIOR - HOMESTAY

Single room with breakfast £175

Single room with breakfast and 7 evening meals £225

Single room with breakfast and 4 evening meals £205

EXECUTIVE - HOMESTAY WITH PRIVATE BATHROOM

Single room with breakfast £210

Single room with breakfast and 7 evening meals £260

Single room with breakfast and 4 evening meals £240

Single room, self-catering £185

LONDON LODGE GUEST HOUSE WITH PRIVATE BATHROOM

Single room with breakfast and 7 evening meals £260

Single room with breakfast and 4 evening meals £240

***STANDARD - HOMESTAY**

Single room with breakfast £130

Single room with breakfast and 7 evening meals £180

Single room with breakfast and 4 evening meals £160

HOUSE SHARE

Single Room £135

*Twin Room £115

Shared Room Option

3-5 students sharing £105

(The Clarke's House)

HALL OF RESIDENCE

from £300 per week

Date of arrival

Day	Month	Year

Departure

Day	Month	Year

If two students come together a twin room can be booked.*Personal other information**

Do you smoke? Yes No

Are you happy to smoke only outside the home? Yes No

Are you allergic to dogs/cats? Yes No

Do you have any special dietary requirements? Give details.

Do you suffer from any allergies? Give details.

We can arrange for you to be met at the airport and taken by car to your accommodation. Please note we require at least 5 days' notice to arrange airport transfers.

Your transfer cannot be processed unless we have your flight information in fullDo you want us to arrange an airport transfer? Yes No **Flight Arrival Information:**Date of arrival

Day	Month	Year

Flight No. (eg RG756)

--	--	--	--	--	--	--	--	--	--

Arriving from

--

From	<input type="checkbox"/> Gatwick	£85 one way
	<input type="checkbox"/> Stansted	£85 one way
	<input type="checkbox"/> Luton	£85 one way
	<input type="checkbox"/> Heathrow	£70 one way

Local arrival time in London

	:		hrs
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Which Airport? (eg Heathrow)

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Please arrange insurance for me (see Terms and Conditions) Yes No for the period of

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Notes**Accommodation booking date****• Accommodation is booked and charged for from Sunday to Sunday for the duration of your course**

- 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 Enrolment Form.

Pets

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 Enrolment Form ONLY if you have a strong dislike or allergy to animals (either cats or dogs).

Special requests

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.

Arrival Information

- Homestay accommodation: 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 - Please see page 6 of Course Dates and Fees.**Other**

- International House is only able to arrange accommodation for students studying at our school



Terms and Conditions

2010

The most up-to-date terms and conditions can be viewed on our website: <https://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 travel. **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 C3 – Allianz Insurance plc, the details of which can be found on the International House London website www.ihlondon.com. They offer insurance cover tailor-made to the needs and requirements of English language students.

Premiums

Period	Single premium	Period	Single premium
8 days	£18.00	4 months	£ 63.00
16 days	£21.00	5 months	£ 76.00
22 days	£26.00	6 months	£ 86.00
31 days	£28.00	7 months	£ 98.00
6 weeks	£33.00	8 months	£111.00
2 months	£38.00	9 months to	
3 months	£53.00	12 months	£ 126.00

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. Please see below):

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 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.

Minimum age:

General English Programmes: 16 years old
Executive English Programmes: 21 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 4 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. 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.

Definition of one lesson:

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

Payment:

Payment must be received in full and in advance of the first day of your course. 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.

Registration Fee:

An £80 registration fee is payable as part of 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 2010 are: 1st January, 2nd April, 5th April, 3rd May, 31st May, 30th August, 27th and 28th December. There is no reduction in fees when a course includes a Public Holiday.