



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
- One-to-One lessons can be added to any 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 4175**

Email: **info@ihlondon.com**

Tel: **+44 (0)20 7611 2400**

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

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 you have chosen and the start date
- An invoice for your course, accommodation and any other service fees that apply

Details of the accommodation you have 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 you arrive.

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. If requested please bring a print out of your online test result.

You can also book all courses on our website **www.ihlondon.com**

Accredited by the



INFORMATION ABOUT COURSES

- You can book any combination of courses
- Any number of weeks can be booked, with a minimum of two weeks, except during the period 4 July-12 August when only an even number of weeks can be booked, for example four weeks or six weeks
- Our English courses 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)
- For start dates in July and August, only new students have classes on day one of the course. Continuing students will go on day trips.

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

GENERAL ENGLISH GROUP COURSES

Long stay courses

Courses	Lessons per week	2 weeks	4 weeks	6 weeks	8 weeks	10 weeks	12 weeks	24 weeks	36 weeks	48 weeks
STANDARD	15	£470	£910	£1,330	£1,730	£2,110	£2,480	£4,550	£6,530	£8,515
STANDARD PLUS*	20	£590	£1,145	£1,670	£2,170	£2,650	£3,115	£5,710	£8,195	£10,690
INTENSIVE*	25	£720	£1,400	£2,045	£2,665	£3,265	£3,840	£7,100	£10,230	£13,375

*For 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
3	13	12	10	8	6	2	13	10	8	5	3
16	27	26	23	21	18	16	28	24	22	19	10
30						30					

EXAM PREPARATION COURSES

■ CAMBRIDGE EXAMINATION COURSES

Courses	Lessons per week	10 weeks	12 weeks
CAMBRIDGE STANDARD	15	£2,250	£2,700
CAMBRIDGE PLUS	20	£2,815	£3,230

Course start dates and duration in weeks

Courses	3 Jan	12 Mar	10 Sep
CAMBRIDGE ENGLISH: FIRST	10	12	12
CAMBRIDGE ENGLISH: ADVANCED	10	12	12
CAMBRIDGE ENGLISH: PROFICIENCY	10	12	12

Examination dates

Course	Dates
CAMBRIDGE ENGLISH: FIRST	10 March, 12 June, 4 December
CAMBRIDGE ENGLISH: ADVANCED	17 March, 13 June, 5 December
CAMBRIDGE ENGLISH: PROFICIENCY	10 March, 14 June, 6 December

Notes for Cambridge Examinations:

- An entrance test is required for Cambridge courses and will be sent to you about six weeks before the course starts
- The Cambridge exam fee is included in the course cost.

■ IELTS PREPARATION COURSES

Courses	Lessons per week	All courses are 4 weeks
IELTS PREPARATION	15	£1,050 + test fee
IELTS PLUS	20	£1,400 + test fee
IELTS COMBINATION	30	£1,860 + test fee

Notes for IELTS courses:

- IELTS test applications must be received a minimum of four weeks before the course start date
- Check our website for IELTS test dates
- An entrance test is required for IELTS preparation courses and will be sent to you when you enrol.

Course start dates - all courses are 4 weeks

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
3	27		10	8	6	2	28	24	22	19
30						30				

ENGLISH LANGUAGE COURSE DATES AND FEES

ONE-TO-ONE TUITION

Courses	Number of lessons	Price per week	Select your course (indicate preference)
EXECUTIVE PLUS	40	£3,100	<input type="checkbox"/>
INTENSIVE	30	£2,100	<input type="checkbox"/>
SEMI-INTENSIVE	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.

UNIVERSITY FOUNDATION PROGRAMME

Ask us for a University Foundation Programme brochure with course dates, fees and details on how to apply.

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/

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 ESWV 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.

ENGLISH LANGUAGE 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: _____ Profession: _____ Tel: _____

Country: _____

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]

Payment

I will pay for my course by:

• Credit/bank card

Card number: _____

Expiry date: ____ / ____ / ____ Security code: _____

Name of cardholder: _____

Signature: _____

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

• My company will pay for my course

Company name: _____

Company address: _____

Name of contact: _____

Email: _____

Tel: _____

If your company is sponsoring your course we require a letter of confirmation. I have attached a letter of confirmation from my company on headed paper

Total Cost of Your Programme

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

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: ____ / ____ / ____

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.

■ HOUSE SHARE

Single Room £145

*Twin Room £125

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

■ SHARED ROOM (The Clarke's House)

3-5 students sharing £115

■ *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**

Your choice of accommodation

I would like accommodation from Sunday ____ / ____ / ____
to Sunday ____ / ____ / ____

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

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 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

An £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. There are no refunds or discounts for General English classes missed when a course includes a Public Holiday. 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.

