

Application Form, Dates & Fees 2011



Study Executive 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 3 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 start date for the course and enter how long you want to study
4. Enter the type of accommodation you wish International House to arrange
5. Enter whether you want International House to arrange to welcome you at the airport on arrival and transfer you to your accommodation
6. 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
7. Choose your preferred method of payment
8. Complete and return the application form by email, post or fax to:

execs@ihlondon.com

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

Tel: +44 (0)20 7611 2462
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



International House London
THE INTERNATIONAL HOUSE WORLD ORGANISATION

ENGLISHUK
member

Accredited by
EFMD EQUIS
EXCELLENCE IN LANGUAGE EDUCATION

INVESTOR IN PEOPLE

Accredited by the
BRITISH COUNCIL
for the teaching of English

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 2462

or by e-mail to: execs@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.

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:

- A confirmation letter confirming the type of course chosen and the start date
- An invoice for your course, accommodation and any other service fees (if applicable)
- A pre-course questionnaire and language test

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 we must receive the airport transfer form with your flight details in our accommodation department at least 5 days before arrival.

Email: execs@ihlondon.com Fax: +44 (0)20 7117 4183

On the first day of your course please arrive at 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.

www.ihlondon.com



Executive English Course Dates and Fees 2011

Notes for Executive Programmes

- Fees for group programmes are based on a two-week course
- Clients can join a group programme for one week only (EXCLUDING COURSES IN AUGUST) providing they begin on a scheduled start date
- One week will be charged at 60% of the 2-week course price
- Three-week programmes are also possible (excluding courses starting 18 July - 1 August) and will be charged at 150% of the 2-week course price
- Minimum age 21 years

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

Start Dates

All group courses (except ILEC and Specialist Profession Open Courses - see below)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4	14	14	11	9	6	4	1	12	10	7	5
17	28	28	26	23	20	18	15	26	24	21	
31							30				

Open Courses

Course	Minimum Level	No of weeks	Course Price	AM or PM indicate preference where required
Executive Business English (intensive)	from Lower Intermediate	2	£1,595	<input type="checkbox"/>
Executive Business English (semi intensive)	from Lower Intermediate	2	£950	<input type="checkbox"/> <input type="checkbox"/>
Executive General English (intensive)	from Lower Intermediate	2	£1,595	<input type="checkbox"/>
Executive General English (semi-intensive)	from Lower Intermediate	2	£950	<input type="checkbox"/> <input type="checkbox"/>
Executive Combination	from Lower Intermediate	2	£1,595	<input type="checkbox"/>
Executive Individual Combination 2	from Lower Intermediate	2	£2,085	<input type="checkbox"/>
Executive Individual Combination 3	from Lower Intermediate	2	£2,725	<input type="checkbox"/>
English for International Lawyers <small>Start Dates 17 Jan, 14 Feb, 14 Mar, 23 May, 20 Jun, 18 Jul, 12 Sep, 10 Oct, 7 Nov</small>	from Upper Intermediate	1	£950	<input type="checkbox"/>
English for HR Managers <small>Start Dates 31 Jan, 28 Feb, 28 Mar, 9 May, 6 Jun, 4 Jul, 26 Sep, 24 Oct, 21 Nov</small>	from Upper Intermediate	1	£950	<input type="checkbox"/>
English for Banking & Finance <small>Start Dates 31 Jan, 14 Feb, 14 Mar, 23 May, 20 Jun, 18 Jul, 12 Sep, 10 Oct, 7 Nov</small>	from Upper Intermediate	1	£950	<input type="checkbox"/>
Cambridge ILEC Preparation Course <small>Start Dates 26 Apr, 31 Oct</small>	from Upper Intermediate	3	£2,890	<input type="checkbox"/>

One-to-One and Corporate tuition

Course	Hours	Price per week	(indicate preference)	
Executive Plus course	40	£3,100 (includes lunch with teacher)	<input type="checkbox"/>	Flexible One-to-One programmes
Intensive course	30	£2,100	<input type="checkbox"/>	1-9 Lessons 10 or more Lessons
Semi-intensive course	15	£1,050	<input type="checkbox"/> <input type="checkbox"/> AM or PM	£75 per lesson £70 per lesson

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

Preferred start date for One-To-One/Corporate tuition

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



Executive English Course Dates and Fees 2011

Specialist Training *(tailored courses for individuals or corporate groups)*

Course	Lessons	Total Lessons	Minimum Level	No of weeks	Course Price
Specialist Tuition	09.00 - 12.00 or 13.15 - 16.15	30	from Intermediate	2	£2,100

Specialist Options:	AM or PM		AM or PM		AM or PM
Finance	<input type="checkbox"/> <input type="checkbox"/>	Politics and Diplomacy	<input type="checkbox"/> <input type="checkbox"/>	Medicine	<input type="checkbox"/> <input type="checkbox"/>
Human Resource Management	<input type="checkbox"/> <input type="checkbox"/>	Journalism	<input type="checkbox"/> <input type="checkbox"/>	Business & Writing Skills	<input type="checkbox"/> <input type="checkbox"/>
Marketing	<input type="checkbox"/> <input type="checkbox"/>	Information Technology	<input type="checkbox"/> <input type="checkbox"/>	Oil & Gas Professionals	<input type="checkbox"/> <input type="checkbox"/>
Law	<input type="checkbox"/> <input type="checkbox"/>	Engineering	<input type="checkbox"/> <input type="checkbox"/>		
	(indicate preference)		(indicate preference)		(indicate preference)

Please note: Specialised programmes must be booked 4 weeks in advance

Cross-Cultural Training

Do Business, LIVE, Communicate and One Team: £1,500
Effective International Communication* and International Manager: £3,000

*This course is available in two formats:
CORPORATE (£3,000 per group plus expenses) and INDIVIDUAL: £1,000 per delegate.

Please contact barry.tomalin@ihlondon.com to arrange closed group courses.

Business Cultural Trainer's Certificate Start Dates 21 Apr, 23 Jun, 28 Jul, 22 Sep, 24 Nov (NB - all dates Thursday to Saturday)	from Upper Intermediate	3 days	£525	<input type="checkbox"/>
---	-------------------------	-----------	------	--------------------------

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 a confirmation letter and a CAS number. Should you arrive without a Student Visa, you may not be allowed to attend classes. For advice on visa regulations as they apply to you 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 Yes No

Please complete the following if you DO need a Visa:

Passport number: _____ Passport expiry date:

Day	Month	Year

Passport country of issue: _____

Type of Visa:

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 amended, extended or renewed in the UK

General Student Visa (GSV)

A visa for any period of up to 4 years. 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. You can renew or extend your visa without leaving the UK.

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

2011

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: _____ Date of birth: _____ / _____ / _____
 City: _____ Tel: _____ Profession: _____
 Country: _____ e-mail: _____ Mobile: _____

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 3 of main brochure for CEF levels

Course Name:

Course Start Date

I wish to start my course on:

Day / Month / Year
 _____ / _____ / _____

Course Length

I wish to study for:

_____ Weeks

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 on headed paper.

The Cost of your Programme

Course Fees	£	<input type="text"/>
Registration Fee	£	<input type="text" value="80.00"/>
Accommodation	£	<input type="text"/>
Insurance	£	<input type="text"/>
Airport Transfer (1 way) £70 or £85	£	<input type="text"/>
Bank Transfer £15.00	£	<input type="text"/>
TOTAL COST	£	<input type="text"/>

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

2011Personal 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 YearI would like accommodation from Sunday _____ to Sunday _____
Day Month Year**Accommodation price per week (Sunday - Sunday)**

SUPERIOR - HOMESTAY

Single room with breakfast £180

Single room with breakfast and 7 evening meals £230

Single room with breakfast and 4 evening meals £210

EXECUTIVE - HOMESTAY WITH PRIVATE BATHROOM

Single room with breakfast £215

Single room with breakfast and 7 evening meals £265

Single room with breakfast and 4 evening meals £245

STANDARD - HOMESTAY

Single room with breakfast £135

Single room with breakfast and 7 evening meals £185

Single room with breakfast and 4 evening meals £165

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

HALL OF RESIDENCE (Nido Kings Cross)

• 4-11 weeks: £320 per week

• 12-23 weeks: £310 per week

• 24 or more weeks: £300 per week

Minimum booking period: FOUR WEEKS

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 requirements? e.g diet. Please give details.

Your transfer cannot be processed unless we have your flight information in full

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. Return transfers can be arranged once you are at the school.

Do 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
	<input type="checkbox"/> City	£70 one way

Local arrival time in London _____ : _____ hrs

Which Airport? (eg Heathrow) _____

Please note that we need your flight number. Meeting point for all airports is the Airport Information Desk. Full details with contact numbers will be sent with your confirmation.Please arrange insurance for me (see Terms and Conditions for rates) Yes No for the period of _____**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

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

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. **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 www.ihlondon.com. They offer insurance cover tailor-made to the needs and requirements of language students and teacher trainees.

Premiums

Period	Single premium	Period	Single premium
Up to 2 weeks	£10.00	16 weeks	£50.00
3 weeks	£12.00	20 weeks	£62.00
4 weeks	£14.00	24 weeks	£74.00
6 weeks	£20.00	28 weeks	£86.00
8 weeks	£26.00	36 weeks	£110.00
12 weeks	£38.00	52 weeks	£158.00

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.

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. Please note that all non-EEA students must study for a minimum of three hours per day (15 hours per week) to comply with British immigration regulations.

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.

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.

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 2011 are: 3 January, 22 April, 25 April, 2 May, 30 May, 29 August, 26 December and 27 December

Special Offers

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