

Application Form, Dates & Fees 2010



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 (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 2460
Fax: +44 (0)20 7117 4183

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 2460
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.

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.

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



Executive English Course Dates and Fees 2010

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 19th July - 2nd 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 - see below)

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				

Open Courses

Course	Minimum Level	No of weeks	Course Price	AM or PM <small>indicate preference where required</small>
Executive Business English (intensive)	from Lower Intermediate	2	£1,530	<input type="checkbox"/>
Executive Business English (semi intensive)	from Lower Intermediate	2	£910	<input type="checkbox"/> <input type="checkbox"/>
Executive General English (intensive)	from Lower Intermediate	2	£1,530	<input type="checkbox"/>
Executive General English (semi-intensive)	from Lower Intermediate	2	£910	<input type="checkbox"/> <input type="checkbox"/>
Executive Combination	from Lower Intermediate	2	£1,530	<input type="checkbox"/>
Executive Individual Combination 2	from Lower Intermediate	2	£2,005	<input type="checkbox"/>
Executive Individual Combination 3	from Lower Intermediate	2	£2,620	<input type="checkbox"/>
Cambridge ILEC Preparation Course <small>Start Dates 26 April, 25th October</small>	from Upper Intermediate	3	£2,780	<input type="checkbox"/>

One-to-One and Corporate tuition

Course	Hours	Price per week	(indicate preference)
Executive Plus course	40	£2,755 (includes lunch with teacher)	<input type="checkbox"/>
Intensive course	30	£1,800	<input type="checkbox"/>
Semi-intensive course	15	£900	<input type="checkbox"/> <input type="checkbox"/> AM or PM
Flexible One-to-One programmes			
		1-9 Lessons	10 or more Lessons
		£67 per lesson	£60 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



Executive English Course Dates and Fees 2010

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

Course	Hours	Total Hours	Minimum Level	No of weeks	Course Price
Specialist Tuition	09.00 - 12.00 or 13.15 - 16.15	3	from Intermediate	2	£1,800

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

Course	Price
International Manager	£3,000
Do Business	£1,500
One Team	£1,500
Communicate	£1,500
LIVE	£1,500

Please contact barry.tomalin@ihlondon.com for more information and to arrange bookings.

Corporate Training

After a detailed language audit of your company's language requirements, we will be happy to provide details of prices and training options. Please contact the Sales and Marketing Department directly at sales@ihlondon.com

Public Holidays

Public and school holidays in 2010 are: 1st January, 2nd April, 5th April, 3rd May, 31st May, 30th August, 27th December, 28th December

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 (SVV)

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 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

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

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 Sunday / /
to Sunday / /
Homestay Accommodation Day Month Year

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, self-catered £185
Single room with breakfast £210
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

LONDON LODGE GUEST HOUSE WITH PRIVATE BATHROOM
Single room with breakfast and 7 evening meals £255
Single room with breakfast and 4 evening meals £235

HALL OF RESIDENCE Day Month Year
from £300 Date of arrival / /
per week Departure / /

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.

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.

Do you want us to arrange an airport transfer? Yes No

Flight Arrival Information: Day Month Year

Date of arrival / /

Flight No. (eg RG756)

Arriving from

From Gatwick £85 one way
 Stansted £85 one way
 Luton £85 one way
 Heathrow £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 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.

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.