

# **COURSE FEES, START DATES AND ENROLMENT INFORMATION 2020**

Longer stay courses have discounted prices as shown below, but only if the entire course is paid in advance

		LESSONS		LESSO	N PRICE PER	R WEEK		START DA	TES
ODE		PER WEEK	1-9 weeks	10-19 weeks	20-29 weeks	30-39 weeks	40-50 weeks	Minimum Ag	
		Discount	0%	10%	15%	20%	25%	Courses start eve	ery week
20 M	1ain 20	20 (15 hours)	£230	£207	£196	£184	£173	Accommodation or	n Sundays
in 🕄	ntensive 26	26 (20 hours)	£285	£257	£242	£228	£214	Lessons on Mo 1 to 50 weel	
2 In	ntensive 32	32 (25 hours)	£330	£297	£281	£264	£248	For beginners see	
ESSON	IS & HOURS PER WE	EK						esson = 60 minutes lessons = 25 hours per week	[
ambrid	ge Examination Cour	rses	All cou	irses are 32	lessons per	week		Special Brochure Availab	ole
E32 Ca	ambridge First Certificate	;		£297	05/01-14/03	3 (10 wks)	29/03-13/0	6 (11 wks) 27/09-12/12 (11 v	wks)
E32 Ca	ambridge Advanced Exar	n		£297	05/01-14/03	3 (10 wks)	29/03-13/0	6 (11 wks) 27/09-12/12 (11 v	wks)
E32 Ca	ambridge Proficiency Exa	am		£297	23/02-13/06	6 (16 wks)	01/09-05/1	2 (14 wks)	
tensive	e Course Electives							Special Brochure Availat	ole
tensive very ma ELTS Ex ET/PET OEIC E ELTS Ex r all exa	26 is 20 lessons (15 hrs) 32 is 20 lessons (15 hrs) ain month start date offers xam Course * F Exam Course ixam Course <b>xam Courses: are guar</b> arms there is a fee to book For more information plea	) Main Course (5 mc s a selection of Elec BEC Exam C English for To English for Bu anteed to run ever and sit the exam. F	ornings) + 1 tive Course ourse ourse ourism usiness <b>y week and</b> fees range	2 lessons ( es at differer d are only a from approx	10 hrs) Elect <i>nt levels (su</i> Skills Deve Speaking - Pronunciati <b>trailable to</b> s <i>simately £120</i>	ive Course bject to avail lopment Listening on - Vocable students ta D - £150 dej	(4 afternoo ailability), ulary Iking 132 ( bending or	ns) including: English for Academic Purp (pre University preparation First Certificate Preparation 25 hours per week) the exam and the centre cho	) n
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#### All Inclusive Prices - Examples

Prices shown include Lessons, Enrolment Fee, Homestay Finding Fee and Family Homestay with shared room and half board and the exam fee for Cambridge Courses (where applicable). For single room add £10 a week; for full board add £30 a week.

Course	2	3	4	6	8	12	16	24	36	46
Main 20	£792	£1,138	£1,484	£2,176	£2,868	£3,976	£5,268	£7,588	£10,900	£13,394
Intensive 26	£902	£1,303	£1,704	£2,506	£3,308	£4,576	£6,068	£8,692	£12,484	£15,280
Intensive 32	£992	£1,438	£1,884	£2,776	£3,668	£5,056	£6,708	£9,628	£13,780	£16,844

Cambridge	Examination	Courses								
First Certificate				Advanced				Proficiency	,	
Start Date	Weeks	32 Lessons		Start Date	Weeks	32 Lessons		Start Date	Weeks	32 Lessons
05/01	10	£4,380	]	05/01	10	£4,380		23/02	16	£6,868
29/03	11	£4,793	]	29/03	11	£4,793		01/09	14	£6,042
27/09	11	£4,793		27/09	11	£4,793				
Extra Engl	ish Courses				Course Lengt	h		20 hours	25 hours	30 hours
15 hou	urs class lessor	is plus	Minimum co	urse length 1 w	veek; prices sl	nown are for 1	week	£626 £806 £98		

5,10 or 15 hours 1-to-1 Extra weeks

Summer Courses for 12 to 17 year olds from June 14 to August 22

Courses are Sunday to Saturday

+£706

+£886

+£526

	With Activity Programme PLUS				With Activity Programme			
Start Dates	2 weeks	3 weeks	4 weeks	Extra Weeks	2 weeks	3 weeks	4 weeks	Extra Weeks
14/06, 21/06, 28/06, 05/07, 12/07, 19/07	£1,160	£1,690	£2,220	£530	£1,030	£1,495	£1,960	£465
26/07, 02/08, 09/08, 16/08	£1,080	£1,575	£2,070	£495	£950	£1,380	£1,810	£430

2 to 10 weeks

**PRICES INCLUDE:** 15 hours lessons per week in multinational classes, half board homestay accommodation, activities, trips, Enrolment Fee, Accommodation Finding Fee. Supplements may be charged for families who cater for special dietary requirements. **SUPPLEMENTS:** Full Board £30 per week. Single Room £25. Extra Nights £25 per night by arrangement only. If the extra night is the last Sunday of the course, the price is £45 including an extra full day excursion on the last Saturday

Activity Programme Plus is 4 daytime activities, 5 evening activities, 1 half day trip & 1 full day trip per week (weekends).

Activity Programme is 4 daytime activities & 5 evening activities per week.

Intensive Course Activity Programme: 5 evening activities & 1 full day trip (weekends) a week. Same price as Activity Programme

Students aged 12 to 15 must book an Activity Programme Plus and Full Board.

**Students aged 16 & 17** arriving during the summer can choose 15 hours lessons per week or an **Intensive Course** with 20 or 25 hours lessons per week. 15 hours students must book an Activity Programme or an Activity Programme Plus (prices above). Intensive Course students must book an Intensive Course Activity Programme (same price as the Activity Programme). For 20 hours lessons per week there is a supplement of £55 per week; for 25 hours the supplement is £100 per week.

**RAMSGATE JUNIORS (aged 15 & under):** the wellbeing of our Juniors is particularly important. They are always under the supervision of our staff whether in class or in activities and are placed in specially selected families. Our Liaison Officer is responsible for overall care and supervision. On trips, Juniors stay with our staff escort or group leader at all times. After coach trips students leave the coach close to their families and after evening activities we ensure students get home safely.

#### For more information please see our website and Summer brochure

Other Courses	Include Work Experience (EU students & students with Tier 5 YMS Visas only), Special Group Courses, Junior
Other Courses	Summer Residential & Homestay - please ask for separate brochures.

#### Churchill House Module System - 1 week modules with start dates every Monday

At Churchill House, we use the Council of Europe's Framework Reference (CEFR) levels from A1 (elementary level) to C2 (very advanced) plus a beginner's class. After a test and an interview students are placed in a class within one of these levels and thereafter follow weekly modules of work suitable for their level.

The progress of each student and class is monitored very closely each week and the Module of Work for the following week is decided by the teacher and the Director of Studies.

The Weekly Modules of Work are based on a variety of sources; units of published course books, specially designed syllabuses from our own computer Syllabus Builder including areas where the teachers and Director of Studies think the students need more work, one-off syllabuses for intensive work in areas where a class seems to be particularly struggling, i.e. oral production.

Students have weekly tests, Individual Progress Tutorials (with their written Self-Assessment records) and written Progress Reports every 4 weeks (or when they leave, if here for less than 4 weeks).

Under this system we are able to select relevant and useful material and work for each student in every week of their course.

What students do in successive weeks is based on how well they have learnt and how well they can actively use the work done previously. The passage upward through the Work Modules and the broad CEFR levels is, therefore, linked very closely to what students can actively do with the language at each stage of assessment by the teachers and the Director of Studies.

At the end of their course all students receive a final written progress report and a Certificate of Achievement stating the duration of the course and the highest CEFR level they attained.

# How do I enrol?

- 1. Complete the enrolment form and send it by post, fax or email attachment to us as soon as possible. Address: Churchill House School of English Language, Spencer Square, Ramsgate, Kent CT11 9EQ, UK. Fax number: +44 1843 584827. E-mail: welcome@churchillhouse.co.uk
- 2. You must pay a deposit of £250 at the same time (see 'How do I pay?' below).
- 3. Alternatively you can book online on our website. Just click 'Apply Online' on the home page **www.churchillhouse.com**

# How do I pay?

- 1. By credit card: please complete the details on the enrolment form. All payments must be made in UK Sterling. Payment may be made by Visa, Mastercard, American Express or an internationally accepted Debit Card such as Visa Electron.
- By bank transfer (Airmail, Telex, Swift). Bank details: A/C name: Churchill House School of English Language A/C no: 41133659. Bank: HSBC, 1 High Street, Ramsgate, Kent CT11 9AD, UK. Sort code: 40-38-02 IBAN: GB19HBUK40380241133659 BIC/SWIFT: HBUKGB4B Please send a copy of the transfer document to us by fax, post or e-mail attachment with your enrolment form.

## When will I receive my documents?

- 1. When we have received your enrolment form and £250 deposit we will reserve your course and accommodation and send you a Certificate of Enrolment confirming your course dates and the total price.
- 2. You will also be asked to complete an online test to assess your level of English. We will send you a link to our website via e-mail. Please complete this before your arrival it will help us place you in the correct class.
- 3. We must receive full payment for your course at least 28 days before you arrive.

# What about accommodation?

- 1. Most of our students choose our Homestay option and live with an English family. You can choose a shared room (with a student of a different nationality) or a single room; half board or full board. Full board includes lunch in our restaurant. Your Homestay is booked from Sunday to Saturday but if you need to arrive or leave on different days this can usually be arranged. The Homestay Finding Fee ensures that we will find you a family and although we will do our very best to find a family that meets all your requirements, we cannot guarantee it.
- 2. Other options include a bedsit or a flatshare with other students, self-contained flats, a hotel or a bed and breakfast. We can help you with some addresses and contact details but it is up to you to book and pay for these yourself.
- 3. If you prefer not to book a Homestay for the whole period of your course it is possible to book only 4 weeks, then decide if you wish to move to other accommodation after your arrival or continue living with your host family. If you continue with your host family accommodation fees for the whole of the remaining period must be paid in full.
- 4. Details of your Homestay will usually be sent to you 3 weeks before your arrival.
- 5. Many English people have one or more pets in their home, so when you are completing the enrolment form, please say 'no' to cats and dogs only if you have an allergy or a very strong objection.

## How do I get to Ramsgate?

- 1. When you book your course we will send you a Student Handbook where you will find details of the different ways you can travel to Ramsgate by yourself.
- 2. If you prefer to be picked up you can book one of our private taxis. With this service you will be met at the airport arrivals and taken to your accommodation. We can arrange an individual taxi for you whatever your date or time of arrival.
- 3. Shared transfers may be available for some arrivals and departures please contact our transfer department by email for details <a href="mailto:transfer.coordinator@churchillhouse.co.uk">transfer.coordinator@churchillhouse.co.uk</a>
- 4. Individual taxis can also be arranged from Ashford International Rail Station and Ebbsfleet International Station if you are travelling by Eurostar or from Dover Harbour if you are travelling by ferry.

# Churchill House School of English Language Enrolment Form

Personal Details	<u>&gt;</u>	Please wr	ite in CAPITAL LETTERS a	and tick ( 🗸 ) as a	appropriate	
Family Name:						
First Name(s):						
Address:			Sex:	Male 🗆 🛛 Female 🗆		
			Date of Birth:	day	month	year
			Nationality:			
Telephone	Home		First Language:			
	Work		Other Languages:			
Fax:						
E-mail:			Occupation:			
Name/address/tel	ephone number/er	mail of person to contact	in case of emergency:			
Do you suffer fron	n any illness or dis	ability?		Yes 🗆	No E	ו
If yes, please give	e details in a separ	ate letter and enclose wit	th this application			
Who will pay your	Course fees?					

How did you find out about Churchill House?

Course	Please list the course(s) you would like to book								
Course Nam	ne	Number of weeks	Start Date	Finish Date					

Accommodation	We have families that are couples with children at home, couples without children at home, single parent families, elderly couples, single men, single ladies.								
Would you like to book Family Hom	estay accommodation	?	Yes 🗆	No 🗆					
Number of weeks:	Arrival Date:		Departure Date:						
Shared Room	Single Room □	Half Board 🗆 Full	Board 🗆 (lunch in	our restaurant)					
Do you have a medical condition, disability, learning difficulty, allergy or special dietary requirement that your homestay host or the School should be aware of?									
Any other information we may need	Any other information we may need to know.								
Are you a Vegetarian? Yes □	No 🗆	Are you a Vegan?	Yes	s 🗆 No 🗆					
Do you have a Cat Allergy? Yes □	No 🗆	Do you have a Dog aller	gy? Ye	s 🗆 No 🗆					
Do you smoke? Yes □	No 🗆	Do you require a non-sm	oking family? Ye	s 🗆 No 🗆					
If you want us to help you find alterr	native accommodation	please tick (✓) here:							
Hotel  Bed & Breakfast	Flat □ Bedsit □								

Transfer to Ramsgate	If you want us to arrange a transfer to Ramsgate for you please tick (  < ) below								
Individual Taxi (available on any day	/ from any arrival point)								
Individual taxis are available on any arrival day at any time from any arrival point – airport, railway station, ferry port etc.									
Shared transfers are cheaper and are available for some arrivals & departures. Please contact our transfer department for details at transfer.coordinator@churchillhouse.co.uk Students who have chosen to travel independently will be sent precise train and coach information when booking a course.									
	· · · ·								
Insurance	Insurance for your course is strongly recommended, eithe own country	er the school's polic	y or another in your						
Do you want us to arrange insurance	e for you?	Yes 🗆	No 🗆						

English Ability Questionnaire		Please answer all the questions					
Family Name:							
First Name(s):							
Have you studied at Churchill Hous	e before?	Yes 🗆		No 🗆			
If not, have you ever studied Englis	n before?	Yes 🗆	No 🗆				
If yes, please say where:	A	t school □	At university  With a private tead			acher 🗆	
At another language school in the UK  In another English speaking country							
Please give details (when you stud	ed English, for ho	ow long, avera	ige number of ho	ours per week	etc.)		
School:							
University:							
Other:							
Have you taken any of these exami	nations? Cambrid	dge KET □	Cambridge P	ET 🗆 🛛 🤇	Cambridge FCE	E	
Cambridge Advanced  Cambrid	geProficiency 🗆	IELTS 🗆	TOE	FL 🗆	TOEIC		
When did you take the exam and w	hat was your resi	ult?					
What do you think your level of Eng	lish is? E	Beginner 🗆	Pre-Intermedia	ate 🗆 🛛 Upp	er Intermediate	e 🗆	
	Ele	mentary 🗆	Intermedia	ate 🗆	Advanced		
				Cood	Very Good	Advanced	
Please assess your English ability (	✓) Nil	Basic	Fair	Good	very Good	Auvanceu	
Please assess your English ability ( Speaking	✓) Nil	Basic	Fair	Guu		Auvanceu	
	✓) Nil	Basic	Fair	Good		Advanced	
Speaking	✓) Nil	Basic	Fair	Good		Advanced	
Speaking Writing Understanding Please write a few sentences in En							
Speaking Writing Understanding							
Speaking Writing Understanding Please write a few sentences in En							
Speaking Writing Understanding Please write a few sentences in En							
Speaking Writing Understanding Please write a few sentences in En							
Speaking Writing Understanding Please write a few sentences in En							
Speaking Writing Understanding Please write a few sentences in En							
Speaking Writing Understanding Please write a few sentences in En							
Speaking Writing Understanding Please write a few sentences <b>in En</b> English:	glish (without the	e help of a dici	<i>tionary</i> ) explainin	ng why you wa	ant to learn		

			ontiono								
ror	payr	nent	options,	please	see	page	J –	now	ao	I pa	1V ?

For payment options,	piease see page 3 – H	ow do i pay?								
I authorise Churchill Ho	ouse School to charge m	y credit card □	I	will pay by Bank Transfer						
I have paid all my fees	to my Churchill House a	I	will pay by Bank Draft							
I will pay full lesson and accommodation fees now										
I will pay the deposit now and the balance at least 28 days before arrival										
(if paying by Bank Transfer please send a copy of the transfer document by fax, post or email attachment)										
Card details:	Mastercard	Visa 🗆	Card number							
Security code:										
Expiry date:		Name o	of card holder							
Signature of card holde	er									
				prefer to give us your credit one you are welcome to do						

## Your signature

I have read and agree to Ch	hurchill House's terms and	l conditions and wish to	enrol for the above course(s).

Signature

Date

NB If you are under 18 your parent or guardian should sign for you. Their signature also permits the school to authorise medical treatment, including general anaesthetic, in case of emergency and agrees to you having unsupervised periods of free time.

CHURCHILL HOUSE SCHOOL OF ENGLISH LANGUAGE, SPENCER SQUARE, RAMSGATE, KENT CT11 9EQ, UK TEL: +44 (0) 1843 586833 FAX: +44 (0) 1843 584827 E-mail: welcome@churchillhouse.co.uk Web: http://www.churchillhouse.com

# General Information, Terms and Conditions

## Your First Day

• This is always a Sunday so you can start lessons on Monday (or Tuesday, if Monday is a public holiday). When you enrol you will be given a specific time when you should come to the school to register, have your interview with a Course Director, collect your timetable, course books, Social Club Membership card and book any trips you want from our *Social Club Excursion Programme*.

• You should go to your family before coming to school so you can meet them and leave your luggage.

## **Public Holidays**

• The school will be closed on the following weekdays which are public holidays in Britain

	01/01/20	10/04/20	13/04/20	04/05/20	25/05/20	31/08/20	25/12/20	28/12/20		
The school is closed for lessons from 19/12/20 – 04/01/21										

### Terms and conditions

All enrolments are subject to the following conditions which become legally binding on acceptance of enrolment by Churchill House School of English Language (Churchill House).

#### 1. PAYMENT OF FEES

All fees must be paid in full no later than 28 days before arrival. When we have received your enrolment form and £250 deposit we will reserve your course and accommodation and send you a Certificate of Enrolment confirming your course dates and the total price. The deposit of £250 must be paid when you enrol for a course. All payments must be made in UK Sterling. No students will be allowed to participate in the programme unless payment is received in full prior to course commencement.

#### 2. VISAS

Some students require a Student Visa or Tourist Visa. Students should contact their local Embassy, Consulate or High Commission to ensure they are allowed to enter and study in the UK. Arranging the correct Visa is the sole responsibility of the student or agent but Churchill House will provide what help is necessary. Visa support documentation will be provided on receipt of £250 deposit.

#### 3. ACCIDENT & MEDICAL INSURANCE

We strongly recommend that all students take out an insurance policy to cover them against travel and medical problems, cancellation or the termination of their course. If you opt out of the school's Studentguard policy designed specifically for students (£5.00 per week) Churchill House will not be held responsible for any cost for not having an adequate travel insurance policy. For more information please contact the school's sales department.

#### 4. GENERAL REFUND POLICY

All refunds will be sent to the account of the person who has paid it. If a student's visa application is rejected after payment has been received all fees will be refunded providing we receive the visa refusal letter.

#### 5. CANCELLATION POLICY

- If you cancel your course because your visa application was refused we will refund 100% of fees paid on receipt of the original written visa refusal.
- If you cancel your course or accommodation up to 21 days before the start date, we will refund the total fees paid (minus the enrolment fee & homestay finding fee for non-summer customers). If you cancel your course less than 21 days before the start date, the full value of all fees paid, (minus the enrolment fee & homestay finding fee for non-summer customers), will be transferred to another course of your choice at a later date.

### 6. WITHDRAWAL POLICY

Churchill House defines withdrawal as termination of a course once the course has started. If you wish to cancel all or part of your course or accommodation after your arrival, 4 weeks' notice must be given. The balance of the accommodation fees will be refunded in full and the balance of the tuition fees will be transferred to another course at a later date. If less than the required notice period is given, 4 weeks' tuition and accommodation fees will still be deducted from the remaining balance.

#### 7. OUR STUDENT DISCIPLINE PROCEDURE

Churchill House reserves the right to terminate the programme of any person whose behaviour is likely in our opinion to cause distress, damage or danger to other participants, Churchill House employees or anyone else. Churchill House reserves the right to terminate the programme of any person whose behaviour is contrary to applicable local laws. This behaviour includes but is not limited to: underage purchase or consumption of alcohol, possession of illegal substances, damage to property, threatening or violent behaviour.

If students are found to be involved in bullying and harassment, in breach of school rules then action will be taken in accordance with our anti-bullying policy and our Student Discipline Policy. Minor offences may result in a verbal warning and/or suitable sanctions, continued unacceptable behaviour may result in removal from class for longer periods and further sanctions. More serious offences may result in formal disciplinary procedures and a written warning. At this stage parents or the agent will be informed that another reoccurrence will lead to expulsion at their expense. The final course of action will be expulsion from the school.

#### 8. EXPULSION

Students who disregard the rules laid down by our staff may be sent home or to another centre (summer only). Churchill House will not be liable for any costs incurred in repatriating a person to their country of origin. No refunds will be made for any program me missed as a result of such termination.

### 9. RESOLUTION OF DISPUTES

#### Sales

If you have a problem with the sales process or the product you have been sold, please discuss it with your Sales Consultant in the first instance. If you are not happy with the result you can request that your complaint is passed on to the Director (Sales & Marketing).

#### Main School

If you have any concerns about your class or level, please speak to your teacher first. However, if you are still unhappy you should talk to a Course Director. If the matter is very serious you should arrange to see the Academic Principal.

If you have a complaint about another part of your course, you should see the Head of Department concerned, e.g. the Accommodation Manager, the Social Club Manager, the Financial Controller or the Director (Sales & Marketing). If you are not sure who to see, please ask in Reception.

In case you are still unhappy, we have a serious complaint form available from the Social Club. Your complaint will then be reviewed by another Head of Department.

If you are still not happy, you may arrange to take your complaint to the owner and Principal of the School. Please see Reception to arrange an appointment.

Finally, Churchill House is accredited by the British Council and is also a member of English UK. Both these organisations have procedures, available on their websites, whereby they can raise any serious complaint with the School on your behalf if our own procedures have still left you dissatisfied.

#### **10. SERVICES**

Churchill House reserves the right to change the particulars of the services, including changes to courses, locations, facilities, accommodation and dates of the programmes where circumstances beyond Churchill House's control necessitate such changes or where the number of bookings received does not reach the minimum numbers required to operate a course viably.

#### 11. LIABILITY

Churchill House and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law. Churchill House will not be liable in the event that any service contracted to be supplied by Churchill House becomes impossible to supply for any reason or any cause outside the control of Churchill House.

#### 12. FORCE MAJEURE

Churchill House is not liable in the event where it is unable to fulfil any service to which it is contractually bound because of fire, natural disaster, acts of government, failure of suppliers or subcontractors, labour disputes or other reasons which are outside it's control.

#### **13. PROMOTIONAL ACTIVITY**

Students and their parents or guardians, where applicable, agree that the student's photo, quotes and details of achievements may be used for promotional purposes without written consent or notification. If you do not want this to happen, please let us know.

### 14. DATA PROTECTION

Any information provided to Churchill House may be held on computer and shall be used in accordance with its data protection registration and the national data protection laws applicable.

#### 15. AGENTS

All the above terms are applicable to direct students and agents unless variations are expressly agreed between the agent and Churchill House in writing.



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