

ALL PRICES IN GB£

#### GENERAL ENGLISH

Tuition per week	Code	Bournemouth	London	Oxford
<b>Compact Course CC</b>				
2-11 weeks		184	194	-
12-23 weeks		158	166	-
24+ weeks		143	158	166 (code:OCY)
<b>Intensive Course GI</b>				
2-11 weeks		223	241	255
12-23 weeks		205	217	230
24+ weeks		183	205	217

#### INTERNATIONAL DIPLOMA OF ENGLISH

Full course price	Code	Bournemouth	London	Oxford*
Academic Semester	IAS	3120	3120	3340
Intensive Academic Semester	IIS	3500	3500	3900
Academic Year	IAY	4448	4448	4816
Intensive Academic Year	IYY	4992	4992	5600 *Sept 28 only

#### EXAM COURSES

Full course price	Code	Bournemouth	London	Oxford
<b>Cambridge FCE (codes FCC/FCI)</b>				
<b>Cambridge CAE (codes ACC/ACI)</b>				
10 week Compact	FCC/ACC	1840	1940	-
10 week Intensive	FCI/ACI	2230	2410	-
12 week Compact	FCC/ACC	1872	1992	-
12 week Intensive	FCI/ACI	2484	2592	-
<b>IELTS preparation PI</b>				
(4 weeks)		892	964	-
(6 weeks)		-	-	1530 (code OII)
Extra week		223	241	255
<b>Super Intensive IELTS OIE (price per week)</b>				
		-	-	308
<b>Exam fees (Subject to change)</b>				
FCE		90	90	-
CAE		93	93	-
IELTS		105	105	105

#### SPECIALIST COURSES

Full course price	Code	Bournemouth	London	Oxford
<b>English with Art and Design</b>				
12 weeks	OAT	-	-	3168
Extra week		-	-	264
24 weeks	OAY	-	-	5976
Extra week		-	-	249

#### VACATION COURSES

Tuition per week	Code	Bournemouth	London	Oxford
Vacation Course	SV	198	208	215
Vacation Extra	VE	254	264	-

#### ACCOMMODATION

Per person, per week	Bournemouth	London	Oxford
<b>Homestay</b>			
Low season*			
— Single, half-board	90	110	110
— Twin, half-board^	85	95	-
High season*			
— Single, half-board	125	130	130
— Twin, half-board^	100	105	110
<b>Homestay Extra</b>			
Single, en suite, half-board (low season*)	160	160	-
Single, en suite, half-board (high season*)	180	180	-
<b>Year round residence (All half-board)</b>			
Twin, en suite (low season)	115	-	-
Twin, en suite (high season)	135	-	-
<b>Summer residence</b>			
Single room	135° (en suite, room only)	-	185° (half board)
<b>Student houses</b>			
Self-catering	Please contact us for details.		
* Low season: 3 January – 27 June; 9 August – 19 December High season: 28 June – 8 August ^ Twin room only available 13 June – 29 August ° 18 July – 15 August ~ 21 June – 23 August. Minimum age is 16.			

#### SUPPLEMENTS AND OTHER FEES

	Bournemouth	London	Oxford
Registration fee	55	55	55
One-to-one lessons (per 45 minute lesson)	35	45	45
Certificate of Acceptance to Study*	10	10	10
Laundry (one wash per week)	5	5	5
<b>Airport transfer (one way)</b>			
Heathrow	127	116	120
Heathrow economy transfer~	30	-	-
Gatwick	149	116	160
Stansted	179	147	123
Luton	179	147	103
Bournemouth airport	35	-	-

\* Needed to obtain a visa if required.

~ Available every Saturday between 13 June – 22 August for flights arriving at Terminals 1, 2 and 3 between 09.00 – 14.30.

# Kings English Courses Terms & Conditions 2009

Kings reserves the right to change prices / course timetables, etc. at any time prior to registration and to make additions or amendments to these terms and conditions by giving one month's written notice to all affected parties.

## 1. Enrolment Fee

There is a £55 registration fee payable on all courses.

## 2. Visa fee

If you are visa national, there is a charge of £10 for a Certificate of Acceptance for Studies (CAS).

## 3. Acceptance of registration

We will acknowledge your application within 24 hours (Monday to Friday). Written acceptance of registration by the School will be given on receipt of £175 (£120 deposit and £55 registration fee) and constitutes a firm agreement for the period specified on the registration form.

## 4. Payment

Full fees must be received 4 weeks before the start of the course. If registration is received fewer than 4 weeks before the start of the course, full payment must be made at the time of registration. Fees can be paid by cheque, credit card, Sterling bank draft or telegraphic transfer. Bank charges for both sending and receiving banks are payable by the sender. Payment by credit card is subject to a surcharge of 2%, AMEX 3.5%.

## 5. Visa documentation

Once we have received your deposit and enrolment fee, we will hold a place on the course and in accommodation and send all relevant visa documentation including a CERTIFICATE OF ACCEPTANCE TO STUDY (CAS). Please advise us as soon as your visa is granted. If your visa is refused, send us your visa refusal letter and all fees except £55 enrolment fee and £10 CAS fee will be refunded to the fee-payer minus any bank charges.

## 6. Cancellation

To cancel tuition and/or accommodation a minimum of four weeks notice must be given in writing to the Principal of the School.

For cancellations received more than four weeks prior to the start of term, tuition, accommodation fees and deposit are refunded minus £55 enrolment fee, £10 CAS and any bank charges.

For cancellations received fewer than 4 weeks in advance due to reasons other than visa refusal, no tuition refund is given if the course is a long-term reduced price course i.e. Compact and Intensive courses of more than 12 weeks and the International Diploma of

English. A refund will be given for other courses and for accommodation minus fees for the four week notice period and any bank charges.

## 7. Withdrawal

Four weeks' notice in writing must be given for withdrawals from a course. Tuition and accommodation refunds will be given minus the four week notice period except for long-term reduced price courses i.e.

Compact and Intensive courses of more than 12 weeks and the International Diploma of English.

We are obliged to notify the relevant UK Government bodies if a student holding a current UK visa withdraws from our school.

## 8. Refunds

- Bank charges – all refunds are paid minus any bank charges
- Visa refusal - a refund of any advance fees and deposit is made to the fee-payer minus £55 enrolment fee, £10 CAS on receipt of a valid visa refusal letter
- Tuition fees - any fees paid in excess of four weeks will be refunded to the fee-payer if the correct notice has been given to cancel/withdraw (except for any long-term reduced price course i.e. Compact and Intensive courses of more than 12 weeks and the International Diploma.)
- Accommodation fees - any fees paid in excess of the notice period will be refunded to the fee-payer once notice has been given to cancel or withdraw
- Deposits – will be refunded to the fee-payer after deductions for any disbursements or damages
- Late arrivals - no refunds are given for late arrivals
- Exclusion - no refunds are given for students excluded from school for disciplinary reasons
- Insurance - no refunds given.

## 9. Teaching

All courses include a level assessment on or prior to arrival, induction and orientation, regular progress tests and a Kings Certificate of Achievement for students who successfully complete the course. Courses start on Monday (or Tuesday if Monday is a public holiday). Testing and orientation replace lessons on the first day at school. Lessons on adult courses usually run from Monday to Friday. In Bournemouth summer courses may include lessons on a Saturday and an intake test on a Sunday. During high season classes may run in the morning and/or afternoon. Teaching materials are provided by the school. Public examination fees are not included in course prices.

## 10. Public holidays

Tuition is not given on public holidays (April 10, 13, May 4, 25, August 31). No refund or

compensation is given for lessons missed due to public holidays.

## 11. Beginners

We welcome beginners on our Intensive courses in Bournemouth and London starting the first Monday of every month. Beginners arriving at other times will have individual lessons and be charged accordingly. Beginners are also accepted on the Vacation Course / Vacation Extra at Kings Bournemouth and London. Beginners arriving at Oxford may be transferred to Bournemouth or London at their own expense.

## 12. Discipline

If your work, attendance or conduct is unsatisfactory, you will be subject to the School's disciplinary procedures. These procedures may lead ultimately to expulsion. In the event of expulsion fees are not refunded. Travel and other costs incurred as a result of expulsion must be met by the student or by the student's guardian. Attendance is compulsory for all students and is a condition of a UK visa. Non attendance of visa nationals is reported to the relevant UK government bodies.

## 13. Accommodation

Kings acts solely as agents (and not as principals) in the arranging and providing of homestay accommodation for students. Prices are per week (7 nights). No refund is given for early departure but a charge will be made for any extra nights. We reserve the right to apply a high season late booking supplement of £20 per week to students who book fewer than 10 days before arrival. A re-booking fee of £20 will be charged when accommodation was previously booked for less than the whole course and may also be charged if a student requests too many changes of accommodation. Notice to change accommodation or withdraw from either homestay or residence is one month. Students who move out without the proper notice period will be charged one month's fees in lieu of notice. Students under 18 wishing to move into private accommodation must seek approval from the Principal and provide written authorisation from parents. Vacation accommodation is subject to availability, at an extra charge, usually only in homestay. Homestay students may have a change of family for the vacation.

## 14. Liability

Kings shall not be liable under any circumstance for its failure to provide any services whatsoever if that failure is caused directly or indirectly by industrial action. Any damage caused by a student to school property, to the homestay property or to a

residence, whether intentional or not, will be charged to the student/s responsible. Students in residential accommodation are jointly and severally liable for shared facilities and the School reserves the right to recover costs for damage and exceptional cleaning.

## 15. Damage deposit

For residential accommodation, a deposit of £100 will be taken, refunded after departure provided no damage has been caused or exceptional cleaning is required.

## 16. Holidays for long-term students

Students are permitted a maximum of 2 weeks' holiday during a 24-week course and a maximum of 3 weeks' holiday during a 36-week course. Holidays must be taken as one block and must be booked at least 4 weeks in advance. An administration fee will be charged for any changes in holiday dates. Full homestay accommodation fees will be charged if the bedroom is not completely vacated. The charge for storing luggage at the host family is £20 per week.

## 17. Holidays for short-term students

No allowance is made for students taking holiday during their course (i.e. no refund will be given for days missed and days missed cannot be added to the end of the course).

## 18. Transfers

To comply with UK law, students under 16 have to be accompanied to and from the airport/station on arrival and departure.

## 19. Insurance

All Kings Schools students must have appropriate accident and medical insurance, and insurance to cover personal property, breakages, loss and damage is strongly recommended. Kings Schools recommend Endsleigh insurance, which will be arranged for you on request once insurance fees have been paid.

## 20. Publicity materials

Permission is given for the use of student results, student comment or opinion and images of students in Kings promotional materials by the student, their parents or guardian with acceptance of these terms and conditions.

## 21. Jurisdiction

In any dispute arising out of this contract, the parties expressly agree to submit to the jurisdiction of the courts of England and Wales having jurisdiction in the matter in question.

# Kings English Courses Registration Form

Local agent/representative

Please complete this form in BLOCK CAPITALS

## Student details

Family name:

First names:

Date of birth: dd/mm/yyyy

Male

Female

Country of birth:

Current citizenship

Own language:

Home address:

Telephone:

Mobile phone:

Fax:

Student's email:

Emergency phone:

How did you hear about Kings?

Current level of English

Beginner

Elementary

Pre-intermediate

Intermediate

Upper-intermediate

Advanced

## Course details

Course name:

Course code (see prices page):

Course start date: dd/mm/yyyy

Course end date: dd/mm/yyyy

Number of weeks:

One-to-one lessons

Number per week (if known)

Location:

Bournemouth

London

Oxford

## Accommodation details

Homestay — Single  / Shared  / Homestay Extra

Year round residence — Bournemouth

Summer residence — Bournemouth  / Oxford

Student house

## Accommodation dates:

Arrival: dd/mm/yyyy

Departure: dd/mm/yyyy

Smoking

Non-smoking

Please provide details of any special requirements regarding health, diet or religion:

## Airport transfer details

Please tick the required transfer service:

Arrival only

Departure only

Arrival and departure

Not required

Arrival:

Date: dd/mm/yyyy

Flight number:

Departure airport:

Arrival airport:

Departure:

Date: dd/mm/yyyy

Flight number:

Departure airport:

Arrival airport:

## Agent use only

Promotional code or scholarship details

## Payment of fees

Amount to pay

A: Course fees (tuition only)	£	F: Certificate of Acceptance to Study (if required)	£
B: Accommodation fees	£	G: Insurance (if required)	£
C: Additional lessons (if required)	£	H: Laundry (if required)	£
D. Registration fee:	£55	I. Credit card surcharge	
E: Airport transfers (if required)	£	(2 or 3.5% if relevant)	£
<b>Total to pay</b>			<b>£</b>

## Payment

Amount to be paid at time of registration. Tick A, B or C. (Full fees must be paid if registering less than four weeks in advance).

A. £175 (£120 deposit, £55 registration fee)  B. £185 (£120 deposit, £55 registration fee, £10 CAS fee)  C. Full fees

## Payment by credit card

I hereby authorise the Kings Group of schools to charge **GB£** to my credit card

Type of card: Visa  Mastercard  American Express

Credit Card Number:

Expiry date: m m / y y

Credit card security code (final 3 digits of number on back of the card):

Name of card holder:

Address of card holder:

Signature of cardholder:

**Important: if you pay by credit card at the time of registration, the balance of fees will be automatically debited from your credit card 4 weeks before the start of the course unless you notify us of payment by a different method. Please note that a 2% surcharge applies to credit card bookings (3.5% for AMEX).**

## Other payment method

Bank transfer  UK cheque  Cash  Travellers cheques

## Payment by cheque

Kings accepts sterling cheques and euro cheques. If sending a euro cheque, please ensure that sufficient euros are sent to cover the sterling value and the bank conversion rates. Please fax a copy and post the original cheque to the school you have selected. Please ensure that the student's name is shown clearly on the fax and on the back of the cheque. Please make your cheque payable to the school you have selected (see "account name" in the table below).

## Payment by Bank Transfer

Please send the payment to the bank of the school you have selected (see table below for bank details).

Bank transfers take 2-4 weeks to arrive in the UK. Please remember that we must receive payment 4 weeks before the start of the course. Please ensure that the STUDENT'S FULL NAME is shown clearly on the bank transfer.

**Please fax a copy of the bank transfer to Kings with the registration form and give the student a copy of the transfer to take to school with them.**

School Bank Details	Kings Bournemouth	Kings London	Kings Oxford
Account name	Kings School of English	Kings School of English	Kings School Oxford
Bank name	Lloyds TSB PLC	Lloyds TSB PLC	Lloyds TSB PLC
Bank address	45 Old Christchurch Road, Bournemouth, Dorset, BH1 1ED	6 Market Square, Bromley, Kent, BR1 1ND	Cowley Branch, 1 Pound Way, Oxford, OX4 3XS
Account number	02083022	01701900	00128975
Sort code	30-91-08	30-91-35	30-12-51
IBAN	GB06 LOYD 3091 0802 0830 22	GB79 LOYD 3091 3501 7019 00	GB05 LOYD 3012 5100 1289 75
Bank Swift Code	LOYDGB2L (applies to all schools). Please note when using the swift code you must also give bank address, account name, number, sort code, etc.		

I hereby enrol for a course at the Kings Group of schools for the period shown above, and accept the Terms and Conditions set out in this document.

Signature of student:

Date: d d / m m / y y y y

Signature of student's parent/guardian  
(for students under 18):

Date: d d / m m / y y y y

Please mail or fax this form to your chosen school location. Details are printed on the front of this document.

It is essential that you take out adequate insurance when you travel to the UK to study. Our insurance provider, Endsleigh, offers invaluable cover for international students studying in the UK for up to a maximum of 12 months. Cover includes reimbursement of your prepaid course fees due to cancelling, cutting short or repeating your course due to accident, illness or sickness; the cost of bringing a relative to the UK to visit you following a medical emergency; medical costs which are not covered by the National Health Service if you are taken ill or have an accident and if you accidentally injure someone, or damage their property, we will cover your legal liability to pay damages.

## 1 Student insurance. Select cover required

a. Please tick the period of cover you require:

Period	Premium	Please tick
9–16 days	£13.63	<input type="checkbox"/>
17–24 days	£20.45	<input type="checkbox"/>
25–31 days	£22.72	<input type="checkbox"/>
71–92 days	£51.12	<input type="checkbox"/>
154–183 days	£88.61	<input type="checkbox"/>
184–366 days	£135.18	<input type="checkbox"/>

NB: All premiums shown are inclusive of Insurance Premium Tax at the current rate  
Prices for other periods are available on request

b. Check what you are covered for:

Cover	Up to 6 months	6 –12 months
<b>Cancellation or Curtailment Charges</b>	£3,000	N/A
Emergency Medical & Other Expenses		
Emergency Medical Expenses	£2,000,000	£2,000,000
Emergency Dental Treatment	£250	£500
Funeral Costs Abroad	£3,000	£5,000
<b>Personal Accident (Subject to Age)</b>	£30,000	£30,000
<b>Baggage</b>		
Baggage	£1,000	£1,000*
Single Article Limit	£200	£200*
Valuables Total Limit	£250	£300*
<b>Personal Money, Passport &amp; Documents</b>		
Cash Limit	£50	£100*
Other Money & Documents Limit	£500	£100*
Passport	£100	£500*
<b>Personal Liability</b>	£1,000,000	£1,000,000
Missed Departure	£250	N/A
<b>Overseas Legal Expenses &amp; Assistance</b>	£10,000	£10,000
<b>Course Fees</b>	£5,000	£8,000

\* Cover is only applicable during direct trips to and from your home country at the beginning and end of each academic term or outside the UK if the trip is a required part of your study course.

Cover for over 80 sports and activities are included as standard under this policy and full details are available within your policy document.

### Principal exclusions

#### General

- The first £50 of each and every claim per incident claimed for by each insured person except for claims under personal liability, personal accident and legal expenses where no excess applies.
- This policy is not available to anyone aged 66 or over.

#### Cancellation or curtailment charges & Course fees

- Any circumstances known prior to booking the trip that could reasonably be expected to give rise to a claim.

#### Emergency medical and other expenses

- Treatment or surgery which in the opinion of the medical practitioner in attendance can wait until your return home.
- Medication, which prior to departure is known to be required.

#### Baggage & Personal money, passport and documents

- Valuables left unattended at any time unless in a safety deposit box or in your locked accommodation.
- Baggage contained in an unattended motor vehicle between
  - 9 p.m. and 9 a.m. or;
  - 9 a.m. and 9 p.m. unless it is in a locked boot or covered from view in a locked car.
- Personal money or your passport left unattended at any time unless in a hotel safe, safety deposit box or in your locked accommodation.

## 2 Student insurance: Important information

This policy is arranged by Endsleigh Insurance Services Ltd and underwritten by Inter Partner Assistance S.A, Direktion fur Deutschland. Registered office: Bahnhofstrasse 19, D-82166 Grafelfing, Germany. Inter Partner Assistance S.A, Direktion fur Deutschland is a Belgium registered insurer and part of the AXA I Global Group (Registration number 487).

Endsleigh Insurance Services Limited, Shurdington Road, Cheltenham, GL51 4UE is authorised and regulated by the Financial Services Authority. Our FSA Register number is 304295. You can check this on the FSA's Register by visiting the FSA's web site [www.fsa.gov.uk/register](http://www.fsa.gov.uk/register) or by contacting the FSA on 0845 606 1234. Zurich Insurance Co. (UK) Ltd owns 100% of our share capital.

Your travel insurance policy is governed by English law. English law will also apply prior to the conclusion of your contract of insurance.

### Complaints Procedure

We aim to provide a high level of service and pay claims fairly and promptly under the terms of your Travel Insurance Policy.

If you are unhappy with any aspect of our service, please contact, in the first instance the person who originally dealt with your enquiry.

Alternatively you can contact us by:

Telephone: 0800 085 8698

Post: Customer Liaison Department, Endsleigh Insurance Services Limited, Shurdington Road, Cheltenham, Gloucestershire GL51 4UE

You may at any time contact the Quality Manager at AXA Travel Insurance at PO BOX 57325, London, E1W 1XX

If you remain dissatisfied you have the right to ask the Financial Ombudsman to review your case.

The Ombudsman can be contacted at the following address:-

The Financial Ombudsman Service, South Quay Plaza, 183 Marsh Wall, London E14 9SR

Contacting the Ombudsman will not affect your right to take legal action against us.

### What if I change my mind?

You can cancel your policy at any time. We will refund your premium less a charge for the time you have been insured, provided you have not travelled or your policy has not been terminated following a claim, in which case no refund will be due.

### 3 Student insurance: Declaration

#### Travel Eligibility Statements

You and anyone named on the policy are:

An international student (or their immediate family) studying for a degree or other recognised qualification at a College or University in the United Kingdom or studying a language course at an Accredited Language School in the United Kingdom.

I have read and accepted these statements to confirm eligibility

#### Important Conditions Relating to Health

To proceed you must be able to agree to the following important conditions relating to health on behalf of you and anyone else to be insured on this policy. You must comply with the following conditions to have the full protection of your policy. It is a condition of this policy that you will not be covered for any claims arising directly or indirectly from:

A. At the time of taking out this policy:

1. Any medical condition you have or have had for which:
  - a. symptoms or diagnosis has occurred within the last 12 months or
  - b. there has been a change in treatment (including medication, dosage, surgery, tests, investigations or diet) in the last 12 months.
2. Any medical condition where you, a close relative or a close business associate:
  - a. is waiting for an operation, hospital consultation (other than for regular check ups), or other hospital treatment or investigation.
  - b. has, within the last 6 months, been seen by a specialist (other than for regular check ups), had an operation or other hospital treatment or investigation.
  - c. have received a terminal prognosis.
  - d. have not had a diagnosis.
3. Any circumstances you are aware of that could reasonably be expected to give rise to a claim on this policy.

B. At any time:

1. Any medical condition you have in respect of which you are travelling against medical advice or for which you are travelling to obtain medical treatment abroad.
2. Any medical condition for which you are not taking the recommended treatment or prescribed medication as directed by a medical practitioner.
3. Your travel against any health requirements stipulated by the carrier, their handling agents or other Public Transport provider.

I have read and agreed to these important conditions relating to health

You must give full and true answers to all questions. If you do not do so, your insurance cover may not protect you in the event of a claim.

I declare that to the best of my knowledge all the information provided in connection with this proposal is correct and complete. I agree that this proposal is for insurance in the normal terms and conditions of the insurer's policy and shall be incorporated in and form the basis of the contract.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### The Endsleigh Group of Companies ("Endsleigh, We, Us") Privacy Policy

It is Endsleigh's policy to take all necessary steps to ensure that your personal data held is processed fairly and lawfully in accordance with the Data Protection Act 1998 ("the Act"). We hold personal data relating to you in connection with insurance products and services you have asked Us to provide. Except to the extent We are required or permitted by law, personal data provided to or obtained by Us will be used for the purposes of providing you with the products and services you have requested. It may also be shared within other Endsleigh group companies, (full details of which are available on request), as well as carefully selected third parties who have products and services that We think may be of interest to you. In the process of gathering your details We may collect sensitive information such as about your health or in relation to motoring offences. If you purchase products or services from Us, you will have given Us your consent to use this personal data as detailed in this Privacy Policy. We may wish to contact you from time to time by telephone, e-mail or post about other products and services that may be of interest to you. If at any time you do not wish to receive this information then please write to Endsleigh's Group Data Protection Officer at: Endsleigh Insurance Services Limited, Shurdington Road, Cheltenham, Glos GL51 4UE. Under the Act, as a data subject, you are granted certain rights. If you would like to know what information We hold about you you can write to Us as above. We may charge you a statutory administration fee to comply with your request. Should You have any other queries in connection with data protection then please contact Endsleigh's Group Data Protection Officer as above. Endsleigh will share the personal details you provide with Inter Partner Assistance S.A Direktion fur Deutschland a member of the AXA Group. To administer your policy AXA will hold and use information about you supplied by you (and by medical providers). AXA may send it in confidence for processing to other companies in the AXA Group (or companies acting on AXA's instructions) including those located outside the European Economic Area.

### 4 Complete your application

Title \_\_\_\_\_

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Period of Cover From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**The fees for your insurance  
will be added to the invoice  
for your course.**

PREMIUM: £ \_\_\_\_\_

### 5 What next?

Your details will be processed and your policy documentation sent to you within the next week.