

Course information

times, details & prices 2010



Course Title		Number of study weeks														
Course Code	Tti 15 Lesson Courses	Course Information	Lessons per Week	Times	Maximum Class Size	1	2	3	4	6	8	12	24	28	36	48
GE1-15	Morning 15	In a General English class you will develop your knowledge of grammar and vocabulary and practise all the language skills: speaking, listening, reading and writing. The classes are designed to improve accuracy and fluency and you will be given the chance to contribute ideas for course content. A weekly timetable is created using a wide range of materials from many different coursebooks and other resources. Homework is set regularly to consolidate language presented in class and students are encouraged to make use of our self-study materials.	15	9am-12pm	15	£129	£256	£384	£511	£695	£828	£1096	£2,074	£2,420	£2,959	£3,710
GE2-15	Midday 15		15	1pm-4pm	15	£129	£256	£384	£511	£695	£828	£1096	£2,074	£2,420	£2,959	£3,710
GE3-15	Afternoon 15		15	4pm-7pm	15	£88	£174	£261	£348	£473	£564	£745	£1,410	£1,645	£2,013	£2,523
Course Code	Tti 20 Lesson Courses	Course Information	Lessons per Week	Times	Maximum Class Size	1	2	3	4	6	8	12	24	28	36	48
GE1-20	Morning Option 20	These 20 lesson courses combine 15 lessons per week of General English, as described above, with 5 Option lessons which concentrate on one of the following areas: Option 1: Business English (English for Work): You will develop functional language skills such as telephoning, giving presentations and negotiating. Topics include Marketing and Human Resources and you will learn the practical language needed in the workplace. Option 2: Conversation: This will improve your oral fluency and listening skills. The classes focus on all features of spoken English, using role-play, simulations and discussions to work on stress, pronunciation and intonation to help you understand real English outside the classroom. Option 3: Pronunciation: You will work on problem sounds in the English language. The course will focus on pronunciation in words, sentences and in longer passages. You will also practise using stress and intonation to develop a natural English accent.	20	9am-1pm	15	£172	£342	£513	£682	£926	£1,104	£1,461	£2,766	£3,227	£3,946	£4,947
GE2-20	Midday Option 20		20	12pm-4pm	15	£172	£342	£513	£682	£926	£1,104	£1,461	£2,766	£3,227	£3,946	£4,947
GE3-20	Afternoon 20		This is a 20 lesson General English Programme. Please refer to GE1-15 for more details about the content of this course.	20	2pm-6pm	15	£145	£287	£430	£573	£779	£928	£1,227	£2,323	£2,710	£3,315
Course Code	Tti Intensive Courses	Course Information	Lessons per Week	Times	Maximum Class Size	1	2	3	4	6	8	12	24	28	36	48
OP-25	Morning 25 (Option)	This 25 lesson per week course combines a Morning Option 20 course (see above for details) with 5 lessons of skills work and leaves most of the afternoon free.	25	9am-2pm	15	£216	£427	£641	£852	£1,158	£1,380	£1,826	£3,456	£4,032	£4,932	£6,184
GE-25	Morning + Afternoon 25	This 25 lesson per week course combines a Morning 15 General English class with 10 lessons of General English after a lunch break.	25	9am-12pm+ 2pm-4pm	15	£205	£406	£608	£809	£1,100	£1,311	£1,734	£3,283	£3,830	£4,685	£5,875
OP-30	Intensive 30 (Option)	This 30 lesson per week course is for students who are in the UK for a limited period of time and want to maximise their studying time. It combines a Morning Option 20 course (see above for details) with 10 lessons of General English after a lunch break.	30	9am-1pm+ 2pm-4pm	15	£246	£486	£730	£972	£1,320	£1,574	£2,082	£3,941	£4,598	£5,623	£7,050
GE-30	Intensive 30	This 30 lesson per week course is also for students who are in the UK for a limited period of time and want to maximise their studying time. It combines a morning and afternoon General English class with a lunch break in between.	30	9am-12pm+ 1pm-4pm	15	£232	£461	£692	£921	£1,251	£1,491	£1,973	£3,733	£4,355	£5,327	£6,678
OP-35	Intensive 35	This intensive combination course consists of 15 lessons per week of General English in the morning followed by 5 Option lessons (see above for details) and then 15 lessons of general English in the afternoon.	35	9am-4pm	15	£271	£539	£807	£1,074	£1,458	£1,740	£2,301	£4,355	£5,081	£6,215	£7,792
121	One to One Tuition	A one to one course provides flexibility with an opportunity to follow an individual study plan. It is also ideal as part of an executive or intensive study programme. Shared private lessons are available on request. Days and times can be arranged to suit you.	by arrangement		1	£47 per hour, £45 per hour for 5 lessons, £38 per hour for 10 lessons or more if booked with a G.E. or exam course.										

Enrolment Details, Summary of Terms & Conditions

Payment

- Please send either the total fees for the course, or a minimum deposit of £200 for courses of four weeks or more, or £100 for courses of less than 4 weeks.
- Payment can be made by:
 - International Bank Transfer - you are responsible for all bank charges.
 - Sterling cheque drawn on an English bank in the UK
 - Credit card - subject to a 2% handling charge
 - Travellers Cheques/Euro Cheques.
- The payment of the balance of the course fees must be paid on the dates agreed when you register (normally 2 weeks before your course starts).
- A registration fee of £45 is charged on all courses. There is also a charge of £10 if a Confirmation of Acceptance of Studies is required (General Student Visa - Points Based System).
- Course fees do not include the Social Programme (some activities are free)

Age

- Minimum age: 16 for General English Courses.
- Minimum age: 18 for Work Experience Courses.

Cancellation Policy

- Deposits and Registration fees are non-refundable and non-transferable.
- However in the case of unsuccessful visa applications, and providing the correct documentation is provided to support this, we will refund any fees paid, less the registration fee and deposit.
- At the discretion of Tti school and with at least three weeks' notice you can postpone the start of your course up to a maximum of one year, with no loss of fees or deposit.
- There is no refund of tuition fees after arrival in the UK, but at the discretion of Tti School, if a course cannot be completed for good reason, a credit note for the remaining time may be offered. However a minimum of two weeks' notice must be given and course credit notes are not transferable.
- All cancellation or postponement requests must be made in writing, and any repayment has to be made as it was received (i.e. to the originating credit card or bank account, or in cash if applicable).
- If a Home Office Letter or a Certificate of Enrolment has been issued, the school is required to inform the Department of Immigration at the Home Office if a student cancels or finishes his or her course early.

Attendance

- As a student you are expected to attend classes regularly and on time. You will lose tuition if you are late, absent or leave before a course ends.

Student holidays

- Holidays can be taken by arrangement but two weeks' notice must be given.
- Holidays taken from your course must start on a Monday and end on a Friday.
- The amount of holiday you can take depends on the length of your course.

Public Holidays

- There is no reduction in the course fees where the course includes a public holiday.

Class sizes

- General English classes have a maximum of 15 students.
- Exam Preparation classes have a maximum of 12.
- Tti School of English reserves the right to cancel or alter a course if necessary and will offer an alternative if this happens.

Exam Preparation Courses

- Examination preparation courses will run as advertised if four or more students are enrolled.
- Examination preparation course fees do not include an external examination fee.

Class length

- Each lesson is 50 minutes.
- One to one lessons are 60 minutes.

Promotional Photography

- Sometimes Tti School, or our representatives, take photographs and videos during our courses which may be used for promotional purposes. Please advise at the time of booking if you do not wish to appear in any promotional material.

Data Protection

- In order to fulfill our obligations to you and in some cases to the British authorities, it is necessary for us to see and copy your passport and visa if appropriate. We also need to have your contact details both in London and at home and to know who your next of kin is. By enrolling you therefore agree to provide these and keep us informed of any changes. You also give permission to share these details at a time of inspection by an English UK inspector or government official.

Enrolment Details, Summary of Terms & Conditions

Accommodation

- All accommodation is subject to availability and early booking is advisable.
- There is a £50 charge per person for accommodation administration.
- Full payment for the accommodation booking must be received two weeks before arrival at the latest. Tti reserves the right to cancel accommodation if payment is received late.
- In the case of full or partial cancellation of accommodation before arrival, two weeks' notice must be given to the office staff during the normal office hours of Monday to Friday, not after office hours or over the weekend. If less than two weeks notice is given two weeks accommodation will be charged, plus the standard accommodation finding fee.
- If accommodation is cancelled after arrival, two weeks' payment will be taken, plus the accommodation finding fee.
- If is forbidden to smoke in any of the accommodation provided, however in some accommodation, an outdoor space may be available. (If required please request this at the time of booking).
- Bookings are Sunday to Saturday as standard, so in the case of early departure, you will be charged for a full week.
- Any refund agreed will be made after the departure date as originally booked.
- If, in exceptional circumstances, the accommodation booked becomes unavailable for reasons beyond our control an alternative will be arranged, but details may differ.
- Tti School can only arrange accommodation for students aged between 16 and 18 with written consent from either a parent or legal guardian.
- If our own accommodation is fully booked, Tti School of English reserves the right to place students in homestay or self-catering accommodation provided by an approved third party agency.
- Tti School of English maintains a strict policy on not placing students of the same mother tongue in the same house whenever possible in order to encourage the use of English at all times. However, in our busy periods, this is not always possible. If it is very important to you not to be placed with someone of the same nationality please tell us at the time of booking.

Admission

- Tti School of English reserves the right to refuse admission or dismiss any student without refund of fees, in the event of misconduct, non attendance or repeated late arrival.
- Tti School of English also reserves the right to refuse to provide tuition or accommodation or any other service normally offered, if payment has not been made as agreed, either by an individual student, or an agent acting on his or her behalf.

Insurance

- We recommend students take out health and travel insurance. The school is not able to accept responsibility for loss or damage to personal property.

Internet Access

- The school has a wireless LAN Internet connection available that is free of charge, however the school cannot guarantee this service or provide technical support. You should use appropriate firewall software and virus protection as use of this service is at your own risk.

Complaints Procedure

- We aim to provide service of a standard that is acceptable to all students. If we fail to do this we want to know about it. This will enable us not only to deal with a specific problem but also to avoid it happening again. Our main objective is to respond promptly and effectively to any student dissatisfaction as it arises. If you are not satisfied with our service, please talk to us immediately. We shall try to solve the problem quickly and informally.
- If informal discussions do not solve the problem and a student wants to register a formal complaint the process is as follows:
 - Make the complaint to the Principal either in writing or orally. The Principal will keep a record of the conversation. The Principal will attempt to resolve the matter in person or by letter within 5 working days.
 - If the student wants to pursue the complaint further, they will be asked to put the complaint in writing to the Directors of Tti School of English, the letter should be marked 'private and confidential'.
 - The Directors will respond to the complaint in writing within 5 working days. The written response will summarise what investigation has been carried out and what action is proposed in order to resolve the matter.
- All complaints will be recorded and kept on file. All complaints are subject to the school's confidentiality policy.

Accredited by the



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Tti School of English Ltd 10/2009

							Number of study weeks												
Course Code	Tti Examination Courses	Course Information	Lessons per Week	Times	Maximum Class Size	1	2	3	4	6	8								
IELTS-20	IELTS Morning 20 IELTS (International English Language Testing System)	Start any Monday! This Tti 20 lesson per week preparation course is an efficient programme that allows you to study for as many weeks as you need depending on your level. IELTS is designed to assess the language ability of students needing to study or work in English. More and more educational institutions, professional associations and government agencies around the world use IELTS as a measure of an international applicant's proficiency in English.	20	9am-1pm	12	£201	£379	£554	£728	£990	£1,174								
FCE-25	8 Week FCE Course Cambridge First Certificate	Three times a year we offer our Cambridge First Certificate examination preparation courses. You are asked to do a pre-test before joining the course, so we can be certain that you are the right level. Start dates: 18 January, 19 April, 5 July and 11 October 2010. Exam dates: 13 March, 15 June, 26 August and 7 December 2010.	25	9am-2pm	12						£1,470								
CAE-25	8 Week CAE Course Cambridge Advanced Certificate	Three times a year we offer our Cambridge Advanced Certificate examination preparation courses. You are asked to do a pre-test before joining the course, so we can be certain that you are the right level. Start dates: 18 January, 19 April and 11 October 2010. Exam dates: 6 March, 16 June and 8 December 2010.	25	9am-2pm	12						£1,470								
TOEIC	1 Week TOEIC Course (Test of English for International Communication) <u>includes exam</u>	Tti School of English is an approved TOEIC examination centre so the exam is taken on the last day of the one week course. This efficient preparation course runs several times a year and can be taken alone or added to a General English programme. TOEIC is an English language proficiency test to measure the everyday communication skills of people working in business, commerce or industry in an international environment. Start dates: 22 February, 10 May, 26 July, 6 September and 1 November 2010 (exam on Friday).	12	4pm-7pm	12	£177											Tti School is a recognized TOEIC test centre. The exam is taken at school on the final day. Exam taken at school, fee included.		
Course Code	Tti Academic Year Courses	Course Information	Lessons per Week	Times	Maximum Class Size												28	36	48
ACI-20i	Academic Year 20 Morning IELTS	This 20 lesson per week academic semester programme is based on the Morning Option 20 General English course and can be started any Monday. Included in the price is an optional 6 week IELTS exam preparation course, taken instead of General English towards the end of the programme. The external examination fee is not included.	20	9am-1pm	15												£2,786	£3,478	£4,405
ACI-20t	Academic Year 20 Morning TOEIC	This 20 lesson per week academic semester programme is based on the Morning Option 20 General English course and can be started any Monday. Included in the price is the option of taking 2 one-week TOEIC exam preparation courses, instead of General English, towards the end of the programme. As Tti School is a TOEIC examination centre, the exam can be taken at school, and the fee is also included.	20	9am-1pm	15												£2,786	£3,478	£4,405
AC2-20i	Academic Year 20 Midday IELTS	This 20 lesson per week academic semester programme is based on the Midday Option 20 General English course and can be started any Monday. Included in the price is an optional 6 week IELTS exam preparation course, taken instead of General English towards the end of the programme. The external examination fee is not included.	20	12pm-4pm	15												£2,786	£3,478	£4,405
AC2-20t	Academic Year 20 Midday TOEIC	This 20 lesson per week academic semester programme is based on the Midday Option 20 General English course and can be started any Monday. Included in the price is the option of taking 2 one-week TOEIC exam preparation courses, instead of General English, towards the end of the programme. As Tti School is a TOEIC examination centre, the exam can be taken at school, and the fee is also included.	20	12pm-4pm	15												£2,786	£3,478	£4,405
AC3-20i	Academic Year 20 Afternoon IELTS	} These cost-effective 20 lessons per week academic semester programmes, can be started any Monday. This course is 20 lessons of General English. Also included are the same exam preparation options as with the morning and midday programmes.	20	2pm-6pm	15												£2,345	£2,926	£3,705
AC3-20t	Academic Year 20 Afternoon TOEIC		20	2pm-6pm	15												£2,345	£2,926	£3,705
All Academic Semester Programmes include study breaks as follows: The study breaks can be taken at the students' convenience.			<ul style="list-style-type: none"> A 28 week programme includes 4 weeks of study break. A 36 week programme includes 6 weeks of study break. A 48 week programme includes 8 weeks of study break. 																
Course Code	Work Experience Course (F-T)	Course Information																	
WE	Course + Internship	} We can offer any English course in combination with an internship work placement. The minimum age for internship students is 18, and at least upper-intermediate level must be achieved before the internship can begin. To satisfy visa requirements the language study part of the course must be twice as long as the work placement.	For Internship work placements add £600 to the price of your English course.																
WES	Course + Specialised Internship		For Internship work placements add £700 to the price of your English course.																
Course Code	Evening Courses	Course Information	Lessons per Week	Times	Maximum Class Size	1	2	3	4	6	8	12	24	28	36	48			
GEW-3D	3 Evenings General English for Work	This English for Work evening course is designed to help you acquire skills needed in everyday English situations in the workplace.	6	Mon-Weds 7pm-9pm	15	£46	£90	£136	£181	£245	£304	£384	£734	£856	£1,046	£1,312			
GEW-2D	2 Evenings General English for Work	If you don't have enough time to take the full evening course you can choose two of the three evenings we offer.	4	Mon-Weds 7pm-9pm	15	£35	£68	£99	£128	£180	£224	£288	£551	£643	£785	£986			

Tti School of English reserves the right to change these terms and conditions - please refer to our website for the complete up to date version.