

## ENROLMENT

You can enrol in the following ways:

- **Post or fax your Enrolment Form** together with a deposit, full payment or a letter confirming your company is responsible for your payment to:  
Frances King School of English, Enrolment Office,  
77 Gloucester Road, London SW7 4SS, UK.  
Fax: +44 20 7341 9771
- **Visit [www.francesking.co.uk](http://www.francesking.co.uk)** and enrol online. You can pay a deposit or full payment on our secure server where it is safe to give your credit card details.
- **Email [info@francesking.co.uk](mailto:info@francesking.co.uk)** to request an Enrolment Form which you can complete and return by email. Complete the payment section with your credit card details.
- **Visit our London school** where you can take a test, pay a deposit and reserve a place on the next course.

## PAYMENT

1 Before we can confirm your course or accommodation booking or send a letter of confirmation, you or your company need to pay either:

- **A deposit of:**  
£200 if you want to book a course (except University Foundation Programmes, deposit of £600).  
£500 if you want to book a course and accommodation, or

■ **Payment in full:**

If you are applying for a General Student Visa (GSV)  
If you are booking less than 15 days before arrival  
If you are booking A32-A33, A36-A37 accommodation

- **All deposits are non-refundable and non-transferable**
- **Visa letters will not be issued unless students have paid course fees in full**

2 15 days before arrival you need to pay the balance of your course and accommodation fees.

3 You can pay by:

- **International Bank Transfer** to our bank:  
AETC trading as Frances King School of English  
National Westminster Bank Plc,  
208 Piccadilly, London W1A 2DG, UK.  
Bank sort code: 56 00 03 Account number: 17054524  
IBAN BIC Number (SWIFT): NWBKGB2L  
IBAN NUMBER: GB62 NWBK 5600 0317 0545 24  
– *Frances King is not responsible for any bank transfer charges. Payment must be received in full – please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.*  
– *You need to send/fax a copy of the bank transfer with your Enrolment Form.*  
– *Please make certain that your name appears clearly on the bank transfer.*
- **Credit Card** (Visa or Mastercard). Please complete your card details on the Enrolment Form.
- **Sterling cheque drawn on an English bank account**
- **Eurocheque** (+£20 supplement)

## APPLYING FOR A VISA

- Please read page 5 (Applying for a Visa) before completing the Enrolment Form to ensure that you apply for the correct visa for your age, level of English and length of stay.
- Frances King is an UK Border Agency (UKBA) approved education provider, Sponsor Licence Number: TQ853B248.
- If you are applying for a General Student Visa (GSV) to take a course of over 6 months, you will need a Confirmation of Acceptance of Studies (CAS) from the school. The cost is £10 and will be added to your invoice. (This rule will be applied in early 2010 – the exact date was unknown at the time of printing this brochure).

## CONFIRMATION

When we receive your Enrolment Form and payment:

- We check the availability of your course and accommodation and send your confirmation documents by fax, email or post within 3-4 working days. We can also send your documents by courier (Fedex or DHL): £45/ courier. We will contact you if the course or accommodation you want is not available and offer you an alternative.
- If you want to book an airport transfer (either a single or return) you must post, fax or email us your flight details and we will then confirm that we have booked this for you.
- You must inform your homestay of your arrival time. If you do not do this, we cannot guarantee that your host will be there to welcome you.

## MEDICAL, TRAVEL AND COURSE INSURANCE

- Before you arrive in the UK, you **MUST** take out insurance for your own financial and personal security. You can take out your own insurance or the International Student Policy offered by Endsleigh Insurance Services Limited.
- Insurance fees: 1-2 weeks: £12.27; 2-4 weeks: £20.45; 5-6 weeks: £25.56; 7-8 weeks: £30.67; 9-12 weeks: £46.01; 13-24 weeks: £79.75; 25-48 weeks: £121.66
- For further details and the cover provided by Endsleigh Insurance Services Limited, please visit: [www.francesking.co.uk/insurance](http://www.francesking.co.uk/insurance)

## IF YOU ARE IN LONDON



We invite you to visit our school:

**Frances King School of English**  
77 Gloucester Road,  
London SW7 4SS

Office hours: 08.30-18.00  
Gloucester Road underground station on the District, Circle and Piccadilly lines. Gloucester Road exit.

# Course Fees 2010

Course Number	Course Name	Lessons per week	Max Class Size	Weeks															
				1	2	3	4	6	8	10	12	16	20	24	28	36	48		
<b>General English Courses</b>																			
1	General and Social English	25	15	£311	£580	£826	£1050	£1448	£1865	£2284	£2716	£3595	£4527	£5352	£5913	£7035	£9384		
2	General English with Extra Conversation – Morning	20	15	£252	£470	£678	£864	£1205	£1548	£1893	£2234	£2975	£3732	£4404	£4892	£5873	£7838		
3	General English with Extra Conversation – Morning	18	15		£427	£617	£777	£1059	£1392	£1704	£2018	£2679	£3357	£3973	£4415	£5299	£7065		
4	General English – Morning	15	15		£356	£515	£647	£883	£1160	£1420	£1681	£2232	£2797	£3311	£3679	£4416	£5887		
5	Value General English with Extra Conversation – Afternoon	20	15		£344	£490	£614	£845	£1083	£1337	£1579	£2105	£2630	£3112	£3455	£4143	£5526		
6	Value General English with Extra Conversation – Afternoon	18	15		£298	£438	£554	£775	£995	£1215	£1426	£1902	£2368	£2807	£3121	£3747	£4981		
7	Value General English – Afternoon	15	15		£248	£365	£461	£646	£829	£1012	£1188	£1585	£1973	£2339	£2601	£3123	£4151		
8	Value General English – Late Afternoon	18	15		£252	£369	£474	£641	£810	£977	£1170	£1564	£1951	£2275	£2535	£3058	£4083		
9	Value General English – Late Afternoon	15	15		£210	£307	£394	£534	£675	£815	£975	£1303	£1625	£1896	£2113	£2548	£3402		
10	Part-time English – Evening	6	15		£69	£99	£123	£169	£219	£259	£303	£400	£507	£597					

Timetable: Course 1: 9.00-12.00 & 13.10-15.00; Courses 2 & 3: 9.00-13.00; Course 4: 9.00-12.00; Courses 5 & 6: 12.10-16.00; Course 7: 13.00-16.00; Course 8: 14.00-18.00; Course 9: 15.00-18.00

## Semester and Academic Year Courses

11	Intensive Semester/Academic Year	25	15														£5352 ①	£5884 ②	£7427 ③	
12	Semester/Academic Year	20	15															£4404 ①	£4880 ②	£6201 ③
13	Value Semester/Academic Year	20	15															£3112 ①	£3455 ②	£4374 ③

① Programme length: 28 weeks, 24 weeks' tuition and 4 weeks' holiday ② Programme length: 36 weeks, 30 weeks' tuition and 6 weeks' holiday

③ Programme length: 48 weeks, 40 weeks' tuition and 8 weeks' holiday (Programme length and holiday will increase by 2 weeks for students whose course runs over the Christmas holiday period)

## English for Working Life

14	General and Business English	25	15		£580	£826	£1050	£1448	£1865	£2284	£2716								
15	TOEIC Preparation Option	8	15	£77															

## Cambridge Examination Courses

16	Intensive FCE Preparation – Morning	20	15				£864			£1893	£2234								
17	Intensive CAE Preparation – Morning	20	15				£864			£1893	£2234								
18	Intensive CPE Preparation – Morning	20	15							£1893	£2234								
19	FCE Preparation with Extra Conversation – Afternoon	18	15							£1215	£1426								
20	CAE Preparation with Extra Conversation – Afternoon	18	15							£1215	£1426								

## English for Business and Professional People

21	Club 8 Intensive English	20	8	£339	£611	£878	£1106	£1482	£1780	£2224	£2645								
22	Club 8 Intensive and Business English	28	8	£454	£818	£1173	£1479	£1981	£2377	£2972	£3535								
23	Club 8 Combination Course	22 or more	8/1	Fees as for Course 21, plus special rate of £53 per lesson for One-to-One lessons															
24	Club 8 International Business Communication	28	8	£454	£818	£1173	£1479												
25	Club 8 Intensive and Legal English	28	8		£818														

## One-to-One Courses

26	One-to-One 30	30	1	£1796	£3591	£5387	£7182												
27	One-to-One 20	20	1	£1197	£2394	£3591	£4788												
28	One-to-One Flexitime	2-45	1	£63 per lesson															
29	One-to-Two Flexitime	2-45	2	£37 per person per lesson															

## Academic English and IELTS Preparation

30	General and Academic English (Pre-IELTS)	15	15		£356	£515	£647	£883	£1160										
31	Intensive IELTS Preparation with Extra Academic English	25	15						£1865										
32	IELTS Preparation – Morning	20	15				£864		£1548										
33	IELTS Preparation with Extra Academic English – Afternoon	20	15						£927										

## University Preparation and TOEFL Preparation Courses

34	Foundation Programme – Business and Economics	25	15															£5336 ①	
35	Pre-Masters Programme	21	15/1								£2864							£5664	£7763
36	Intensive TOEFL Preparation with Academic English	25	15				£1050												
37	TOEFL Preparation – Morning	20	15				£864												

① 26 weeks

## Holiday Courses

38	Family Programme Junior Course	20	15	£252	£470	£678	£864	£1205	£1548										
39	Family Programme Adult Course	20	10	£339	£611	£878	£1106	£1482	£1780										
40	Senior Programme	20	8		£779														
41	Christmas Course	16	15		£500														

## Internship Programmes

Internship Placement Fee: £395 for placements of less than 4 months, some work sectors such as Law and Engineering will cost £445. For placements of more than 4 months there is a supplement of £100. To calculate the total price you must add the English course fee for Courses 1-9 or 11-14 as above.

■ **Timetable:** each hour consists on average of 50 minutes' tuition and a 10 minute break. 28 lessons = 23.5 hours' tuition, timetabled over 28 hours; 25 lessons = 21 hours' tuition, timetabled over 25 hours; 20 lessons = 16 hours 40 minutes' tuition, timetabled over 20 hours; 18 lessons = 15 hours' tuition, timetabled over 18 hours; 15 lessons = 12.5 hours' tuition, timetabled over 15 hours; 8 lessons = 6.5 hours' tuition, timetabled over 8 hours; 6 lessons = 5 hours' tuition, timetabled over 6 hours. Students should also expect to spend a minimum of 6 hours/week on homework and self-study activities.

■ **What is included:** placement test, 'Welcome Pack', school certificates, use of Study Centre (normal opening hours 12.00-17.30) and some social activities.

■ **What is not included:** medical, travel and course insurance, bank charges, examination fees, travel, excursions and some other social activities.

■ Student must buy course books for Examination Preparation courses as directed by their teachers: Cambridge and IELTS: £20, TOEFL: £30. Supplementary materials are included. (All prices correct at time of print).



## Accommodation Fees 2010

Accommodation Arrangement Fee: one payment, £55 per person or £100 per family. Apartment Arrangement Fee, one payment: £100

Accommodation Number	Accommodation Name	Prices per person /week	Quality Rating	Notes	Location	Availability
<b>Homestays</b>						
A1	Private Home – Single Self-Catering	£118	★★	With use of kitchen	Zone 3	All year
A2	Standard Homestay – Single Bed and Breakfast	£123	★★		Zones 1 + 2 (and 3 from June-September)	
A3	Standard Homestay – Twin Bed and Breakfast	£108	★★	Two people must book together		
A4	Standard Homestay – Single 4 Dinner Plan	£144	★★	Breakfast every day and dinner from Monday-Thursday		
A5	Standard Homestay – Single Half Board	£165	★★			
A6	Standard Homestay – Twin Half Board	£137	★★	Two people must book together		
A7	Superior Homestay – Single Bed and Breakfast	£156	★★★			
A8	Superior Homestay – Twin Bed and Breakfast	£128	★★★	Two people must book together		
A9	Superior Homestay – Single 4 Dinner Plan	£185	★★★	Breakfast every day and dinner from Monday-Thursday		
A10	Superior Homestay – Single Half Board	£206	★★★			
A11	Superior Homestay – Twin Half Board	£166	★★★	Two people must book together		
A12	Superior Homestay – Private Bathroom Supplement	£38/room/week	★★★			
A13	Executive Homestay – Single Bed and Breakfast	£230	★★★★			
A14	Executive Homestay – Single 3 Dinner Plan	£273	★★★★	Breakfast every day and dinner on 3 evenings (arrange with the host)		
A15	Homestay Internet Supplement	£8/room/week		You must book this to guarantee internet access	Zones 1-3	

Use of kitchen is only available in A1 Private Home. In all other homestay accommodation (A2-A14), students are not able to use the kitchen to prepare meals

### Deluxe Self-Catering Studios and Apartments (with private bathroom and kitchen facilities)

A16	Deluxe Studios and Apartments – Self-Catering	From: £1050/studio	★★★★	Prices vary seasonally. Apartment Arrangement Fee, one payment: £100	Kensington, zone 1	All year
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### Self-Catering Studios (with private bathroom and kitchen facilities)

A17	The Residence: Budget Mini Studio – Single Self-Catering	£298	★★	Minimum 2 week bookings, also applies to A18	South Kensington, zone 1	All year
A18	The Residence: Budget Mini Studio – Twin Self-Catering	£199	★★	Two people must book together. There are a small number of triple rooms: £166/person		
A19	Vancouver Studios: Studio – Single Self-Catering	£555	★★★★		Bayswater, zone 1	
A20	Vancouver Studios: Studio – Twin Self-Catering	£385	★★★★	Two people must book together		

### Residences

A21	Bowden Court: Budget Residence – Single Half Board	£199	★		Notting Hill Gate, zone 1	All year
A23	IES: Standard Residence – Single Self-Catering	£385	★★	A23-A24: private bathroom, shared kitchen	Chelsea, zone 1	
A24	IES: Standard Residence – Twin Self-Catering	£210		You can book a twin room for 2 people booking together or we will place you with another student of the same sex		

### Self-Catering Flatshares

A25	London Solutions: Budget Flatshare – Single Self-Catering	£168	★	A25-A26: shared bathroom and kitchen	Zones 1 + 2	All year
A26	London Solutions: Budget Flatshare – Twin Self-Catering	£120	★	You can book a twin room for 2 people booking together or we will place you with another student of the same sex		

### Hotels

A27	Three Star Hotel – Single/Twin Bed and Breakfast	£55-£90/person/night	★★★	Prices vary seasonally	Zone 1	All year
A28	Four Star Hotel – Single/Twin Bed and Breakfast	£75-£145/person/night	★★★★			

### Summer Residences

A29	Southside & Eastside: Superior Summer Residence – Single Bed and Breakfast	£285	★★★	Private bathroom. No kitchen facilities. For evening meal, book A22 supplement	South Kensington, zone 1	June 28-September 24
A30	Southside & Eastside: Superior Summer Residence – Twin Bed and Breakfast	£195				
A22	Southside/Eastside Evening Meal Supplement	£115/person/week				
A31	Evelyn Gardens: Budget Summer Residence – Single Self-Catering	£195	★★	Shared bathroom and kitchen	Gloucester Road, zone 1	June 28-September 24
A32	Nido: Superior Summer Residence – Single Self-Catering	£297	★★★	Private bathroom and kitchen	King's Cross, zone 1	June 5-August 29
A33	Nido: Superior Summer Residence – Twin Self-Catering	£205				
A34	Schafer House: Budget Summer Residence – Single Self-Catering	£230	★★	Shared bathroom and kitchen	Near Regent's Park, zone 1	June 12-September 12
A35	Dinwiddy House: Standard Summer Residence – Single Self-Catering	£248	★★	Private bathroom, shared kitchen	King's Cross, zone 1	June 20-September 12

### Summer Budget Apartments (with private bathroom and kitchen)

A36	London Solutions: Budget Apartments – Self-Catering 2 bedroom (maximum 5 people)	£880/apartment	★★	4 weeks' notice to cancel. Apartment Arrangement Fee, one payment: £100	Zone 1 (subject to availability)	June 26-September 5
A37	London Solutions: Budget Apartments – Self-Catering 3 bedroom (maximum 7 people)	£1130/apartment				

## Airport Transfer Fees 2010

Airport Transfer From/To	Price/Single Transfer (for 1-3 people travelling to the same address)	Price/Single Transfer (for 4-7 people travelling to the same address)	To/From	Airport Transfer Terms and Conditions
Heathrow	£95	£120	Accommodation in zones 1, 2 and 3	<ul style="list-style-type: none"> <li>■ To cancel or change an airport transfer you must inform us in writing 24 hours before the flight arrival or departure time</li> <li>■ £20 supplement for arrivals and departures between 23.00-05.00 hours</li> <li>■ 1½ hours waiting time is included in the price. Extra waiting time: £10 per ½ hour</li> <li>■ In A25-A26, A36-A37, the airport transfer is to the London Solutions office and not to the flatshare or apartment. A supplement will apply if you request an extra transfer</li> </ul>
Gatwick	£115	£145		
Stansted/Luton	£125	£155		
London City Airport	£95	£120		
London railway stations	£80	£100		

- Students age 16 and 17 are advised to book an arrival airport transfer unless a guardian (over 21 years) is meeting them at the airport (see page 8, Airport Transfer).
- Public transport from London airports is cheap and very convenient. Please visit the Frances King website: <http://www.francesking.co.uk/prices/airporttransfers.asp>

# Enrolment Details, Terms and Conditions 2010

## COURSE INFORMATION

- **Starting day:** most courses start on a Monday (Tuesday, when Monday is a public holiday) and finish on a Friday. On your first day you may miss one or more lessons because of the time needed to administer the entry test, complete registration and travel to your Frances King school.
- **Passport/ID card:** all students are required to present their passport/ID card on their first day and the school will retain a copy. You are also required to provide and keep up to date your contact details in London and next of kin contact details in your own country.
- **Minimum age:** 16, except Courses 21-25 age 21; Course 34 age 17; Course 35 age 21; Internship Programmes age 18; Course 38 age 9; Course 39 age 21; Course 40 age 45.
- **Location and course:** Frances King School of English cannot guarantee a particular course, timetable or Frances King school until you have taken the entry test at the school. Every attempt will be made however to place you in the school or course of your choice. In the event of insufficient enrolments for a course, the school reserves the right to offer an alternative course of equal value. Frances King School of English reserves the right to change course programmes and locations without prior notice in the event of unforeseen circumstances beyond our control or if in the best interests of the school.
- **Progress meetings:** from time to time you will have a short, 5 minute, meeting with your teacher. About 20-30 minutes per week of class time will be used for progress meetings, while the class carries on with work set by the teacher.
- **Student holidays:** if you are on a long course, except examination preparation courses, you may take a holiday of two weeks every 12 weeks without losing your course fee for this period, providing 1 week's notice is given. If you are staying in Frances King homestay accommodation and wish to take a holiday, you must give 1 week's notice to the school. To leave your luggage at your homestay during your holiday you must pay a £50 retainer/week. In all other accommodation, you will be charged the full weekly rate during your holiday period and may leave your luggage in your room. If you book a course of 12 weeks or more (and need a visa to enter the UK) you should request extra weeks when applying for your visa, if you wish to take a holiday either during or after your course. This does not apply to students on courses 11, 12 and 13.
- **Semester and Academic Year Courses (Course 11, 12 and 13):** 28 week programme: 4 weeks' holiday, 36 week programme: 6 weeks' holiday, 48 week programme: 8 weeks' holiday. There is an extra 2 weeks' holiday from December 20, 2010 – December 31, 2010.
- **One-to-One lessons:** requests for a change to your timetable must be made 48 hours in advance. Payment for One-to-One lessons must be made at time of booking.
- **Photography:** sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Please advise us at the time of booking if you do not wish to appear in any promotional material.

## ACCOMMODATION INFORMATION

- **Minimum age for accommodation:** 18, except A1-A14 age 16. Children taking course 38, may stay in A3-A11, A16, A20, A27-A28, A30, A35 (children over 13 years only) and A36-A37, if accompanied by a responsible adult over 21 years. Children over 14 years, taking course 38 (Winter and Easter programmes only), may stay in A18 if accompanied by a responsible adult over 21 years.
- **First and second choice of accommodation:** please always include a second choice of accommodation on the Enrolment Form. Where the first choice of accommodation is not available we will book the second choice.
- **Maximum booking length:** 12 weeks in all accommodation. We are happy to extend your accommodation for you after your arrival in London.
- **Accommodation only:** we are happy to organise accommodation for people who do not study with us (subject to availability). Accommodation only prices apply, inclusive of V.A.T.
- **Special requests:** we will do our very best to deal with your special requests but are not able to guarantee this. Please send your booking as early as possible to avoid disappointment.
- **Location of Frances King accommodation:** accommodation is located in zones 1, 2 and 3 with an approximate travelling time of 10-45 minutes by underground, mainline train or bus. In July and August, for late bookings (and with the agreement of students) we may also use homestays in zone 4.
- **Accommodation arrangements:** in arranging accommodation Frances King School of English may be acting as agent for the supplier, as principal or as a sub-agent. The status of Frances King in relation to specific accommodation will be explained on request.

## 16 AND 17 YEAR OLD STUDENTS

- Students age 16 and 17, without a guardian in the UK, must stay with a homestay (A1-A14). They are also advised to book an arrival airport transfer unless a guardian (over 21 years) is meeting them at the airport (see page 8, Airport Transfer).
- Students age 16 and 17 should carry a letter of consent to travel alone and present it, if requested, on arrival in the UK. We will send a form letter with the confirmation documents.

## COMPLAINTS AND CONDUCT

- **Complaints:** problems and complaints with courses, accommodation and other services should be brought to our attention immediately so that we can help. We do not accept complaints made after your course has finished.
- **Conduct:** Frances King School of English reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. Students will be responsible for all costs arising.

## PAYMENT TERMS

1. Before we can confirm your course or accommodation booking or send a letter of confirmation, you or your company need to pay either:
  - **A deposit of:** £200 if you want to book a course (£600 for Foundation Programme) £500 if you want to book a course and accommodation, or
  - **Payment in full:** if you are applying for a General Student Visa (GSV), booking less than 15 days before arrival or if you are booking A32-A33, A36-A37 accommodation.
2. 15 days before arrival you need to pay the balance of your course and accommodation fees. Full fees for course and accommodation must be received before you can arrive in your accommodation.
3. Payment must be received in full – please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.

## CANCELLATION POLICY

1. **Cancellation of courses and accommodation BEFORE arrival in the UK:** If you want to cancel your booking before arrival in the UK you must give notice in writing. We will refund all fees minus the £200 Course Deposit and £300 Accommodation Deposit. If the accommodation fees for the notice period exceed £300 you will be charged the difference.
  - Notice Period to cancel accommodation is:
    - 4 weeks' notice: A36-A37
    - 3 weeks' notice: A34-A35
    - 2 weeks' notice: A17-A18, A21, A25-A26, A29-A31
    - 1 week's notice: A1-A14, A23-A24
    - 48 hours' notice: A16
    - 24 hours' notice: A19-A20, A27-A28
  - In A32-A33 accommodation, if you cancel, you will be charged 1 week's rent (bookings of less than 6 weeks) or 4 weeks' rent (bookings of more than 6 weeks)
2. **Cancellation of courses and accommodation BEFORE arrival in the UK when a student is refused a visa:**

If you want to cancel your booking before arrival in the UK you must send us a copy of the visa refusal letter issued by the British Embassy/Consulate.

  - The course deposit of £200 will be refunded less a reduced deposit of £50.
  - The accommodation deposit of £300 will be refunded, less a reduced deposit of £50, provided notice to cancel accommodation is given.
  - If you cancel your course and accommodation before arrival and have paid your fees in full, all fees minus a reduced deposit of £50 for the course and £50 for accommodation will be refunded, provided notice to cancel accommodation is given.
3. **Cancellation of courses AFTER arrival in the UK:**

If you cancel or curtail your course after arrival in the UK there is no refund in any circumstances:

  - If your course is longer than 4 weeks, you must give 4 weeks' notice in writing. Responses will be given in writing and discussions will not be entered into. You may apply for a credit for the unused part of the course. There is no credit for cancelled courses during the first 4 weeks of a course. The course credit may be used within 2 years and cannot be transferred to another student. Course credits may not be used to pay for One-to-One lessons or accommodation.
  - To cancel One-to-One Courses you must give one week's notice in writing. You may apply for a credit for the unused part of the course. This may be used as part-payment towards any Frances King course within 2 years.
  - To cancel individual lessons you must give 48 hours' notice. All late cancellations are charged at the full rate.
  - If you leave because you are ill or because of the death or serious illness of a close relative you may be able to claim reimbursement of fees through your insurance.
4. **Cancellation of accommodation AFTER arrival in the UK:**

If you cancel or curtail your accommodation after arrival in the UK you will be charged a £50 cancellation fee. You must give notice beginning at a weekend to a Frances King Advisor.

  - Notice Period to cancel accommodation:
    - 4 weeks' notice: A36-A37
    - 2 weeks' notice: A17-A18, A21, A25-A26, A29-A31, A34-A35
    - 1 week's notice: A1-A14, A23-A24
    - 48 hours' notice: A16
    - 24 hours' notice: A19-A20, A27-A28
  - A16: you must give 48 hours' notice and you will be charged a cancellation fee which will be approximately 1 night's fee for each week booked.
  - A32-A33: it is not possible to cancel after arrival without losing full fees for the period that you have booked.
  - Where notice is not received, accommodation fees for the above periods will be added to the cancellation fee.
5. In case of non-arrival on booked dates, when the school has not received notice of cancellation in advance, there will be no refund or credit of course or accommodation fees.
6. Course and accommodation refunds may take between 30-60 days to process. Refunds cannot be processed until the school has been paid in full for all services booked. Refunds will only be made to the person or organisation that paid in the first instance.

## FORCE MAJEURE

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemic and the like. Refunds will not be made in such circumstances.

# Enrolment Details, Terms and Conditions 2010

## APPLYING FOR A VISA

- Students from the EU and the EEA do not require a visa for the UK
- Visa nationals:** you are required to get a visa before leaving your country (pre-entry clearance)
- Non-visa nationals:** you are required to get a visa, but you can get a Child or Student Visitor Visa on arrival in the UK. If you want a General Student Visa you must get it before leaving home (pre-entry clearance)

Type of Visa	Age & length of stay	Available for	Level of English	Work allowed	Extra information
General Student Visa (GSV), also known as Adult Student Visa	Suitable for students of age 16 and over who want to take a longer course – this is the only visa suitable for study of more than 6 months	Visa nationals and non-visa nationals (pre-entry clearance only)	CEF level A2 or above (see level guide below)	Yes – you can work 20 hours/week during your course and full-time in holiday time	Can be renewed in the UK, provided that the student attends at least 80% of classes and can demonstrate progress (preferably with examination results available at the time of the renewal application)

To apply for a GSV you will need to obtain 40 points as follows:

**Acceptance from Frances King:** an approved education provider, **Sponsor Licence Number: TQ853B248 (30 points)**. You will need to complete the Enrolment Form, including passport details, the Student Profile Questionnaire (page 8), register for a course of 18 lessons or more/week, provide proof of your English level (see below) and pay your course fees in full

**Evidence of funds (10 points):** to study in London you must show you have living costs of £800/month for the period of your course. Proof can be: cash in an account in your name, including joint accounts with your name, held for at least 28 days prior to the date of the visa application; a loan in your name; or official financial or government sponsorship

**Proof of your English level:** you will need to provide us with a copy of one of the following documents and the British Embassy with the original (if the proof is not in English, you will need to provide an authenticated translation):

- High school or university attendance record or leaving certificate showing that you have studied English
- Attendance certificate from an English language course in your country, in the UK or another English-speaking country
- Internationally recognised certificate in English (KET, PET, FCE, CAE, IELTS, TOEFL, TOEIC, BULATS, BEC)
- Reference from an appropriately qualified person to state that you have studied English (course, dates and referee's contact details)

In addition you are required to take the Frances King Placement Test

Type of Visa	Age & length of stay	Available for	Level of English	Work allowed	Extra information
Student Visitor Visa (SVV)	Suitable for students of age 18 and over coming for a course of up to 6 months	Visa nationals (pre-entry clearance) and non-visa nationals (pre-entry clearance or on arrival in the UK)	Students at any level of English, including beginners	No – you are not able to work	Cannot be renewed. Students successfully completing their course in the UK can later apply for a GSV but in their own country, not in the UK. To apply for a SVV you will need: an acceptance from Frances King, evidence of funds to support and accommodate yourself without working
Child Visitor Visa (CVV)	Suitable for students of age 17 and under coming for a course of up to 6 months				Cannot be renewed
Visitor Visa (VV)	Non-visa nationals can get this visa on arrival in the UK if they are coming for tourism only, but it is not suitable for those who wish to study. Students should ensure they get a SVV when they arrive in the UK.				

The above information is subject to change. For the latest information visit the UKBA website: [www.bia.homeoffice.gov.uk/studyingintheuk/](http://www.bia.homeoffice.gov.uk/studyingintheuk/)

## GUIDE TO FRANCES KING AND EXAMINATION LEVELS

Frances King levels	Your present level of English	CEFR	IELTS	Cambridge	TOEIC	BULATS	BEC	TOEFL (Paper)	TOEFL (Computer)	TOEFL (IBT)
G Advanced 2	I speak English fluently and understand almost everything, although I sometimes have difficulty with very colloquial English	C2	7.5+	CPE	905-990	90-100		625-680	263-300	113-120
F Advanced 1	I am fluent and confident in expressing myself although I sometimes have problems with more complex ideas or unfamiliar situations	C1	6.5/7.0	CAE	785-900	75-89	BEC Higher	575	232	90-91
E Upper Intermediate	I speak well but not fluently in a variety of situations. I can express quite complex ideas, but I find it difficult to understand fast speech of native speakers	B2	5.0/5.5/6.0	FCE	605-780	60-74	BEC Vantage	525	196	69-70
D Intermediate	I understand and speak quite well in familiar everyday situations	B1	3.5/4.0/4.5	PET	405-600	40-59	BEC Preliminary	475	152	49-50
C Elementary	I can understand and speak basic English in familiar situations	A2	3.0	KET	255-400	20-39		450	133	39-40
B Beginner	I do not understand or speak any English	A1	Below 3		10-250	0-19		425	113	29-30

## ENGLISH LANGUAGE EXAMINATION INFORMATION FOR 2010

Examination	Which level?	Date of examination	Last day to register	Do I have to take a special course?	Results	Fee
BULATS	B, C, D, E, F, G	On demand	One week before examination date	No	Same day as test (after one week for speaking and writing test)	£25
Cambridge FCE	E	4 week courses: July 17; August 28 10 week courses: March 13 12 week courses: June 17; December 7	4 week courses: first day of course; 10 and 12 week courses: first week of course	Yes, Course 16 or 19	2 months after examination	£110
Cambridge CAE	F	4 week courses: July 16; September 25 10 week courses: March 13 12 week courses: June 16; December 8	4 week courses: first day of course; 10 and 12 week courses: first week of course	Yes, Course 17 or 20	2 months after examination	£115
Cambridge CPE	G	12 week courses: June 17; December 9	First week of course	Yes, Course 18	2 months after examination	£120
TOEIC	C, D, E, F, G	January 29; February 26; March 26; April 30; May 28; June 25; July 30; August 27; September 24; October 29; November 26	Two weeks before examination date	No, but we strongly recommend you take Course 15	Within 7 days of examination	£75
TOEFL	D, E, F, G	Monday-Friday of each week, except public holidays and the second Saturday of each month. Frances King cannot guarantee that all dates will be available	Students are advised to register in advance of their course at <a href="http://www.ets.org/toefl">www.ets.org/toefl</a> or by telephone +31 320 239 540. Payment is by credit card	Yes, Course 36 or 37	2 weeks after the test	\$185
IELTS	C, D, E, F, G	The examination takes place on the Saturday after the end of the course, except for the 4 week course in July, when the examination takes place a week later. These dates are subject to change. We will assist you to make alternative arrangements if necessary	Six weeks before examination date	Yes, Course 31, 32 or 33. Course Preparation can also be included in Semester, Academic Year, Pre-Masters and Foundation Programmes	Within 2 weeks of examination	£115

- Examination fees are not included in the course price and must be paid by the date shown
- It is your responsibility to register for an examination after arrival at the school
- Details and fees are set by examination boards and subject to change without notice
- Cambridge Examination dates are for the reading, writing and listening papers. The speaking test will take place during the final week of the course
- The Cambridge Examinations taking place on the following dates are computer based: FCE July 17, August 28; CAE March 13, July 16, September 25



# Enrolment Details 2010

FRANCES KING COURSE NUMBER/NAME		START DATE	LEVEL OF ENGLISH	
<b>GENERAL ENGLISH COURSES</b>				
1	General and Social English	Every Monday	Elementary and above	
2 & 3	General English with Extra Conversation - Morning	Every Monday for elementary and above 'First Steps' Course: beginners and near beginners accepted on these dates only: January 4; February 1; March 1; April 6; May 4; June 7; July 5; August 2; September 6; October 4; November 1		
4	General English - Morning	Every Monday		
5 & 6	General English with Extra Conversation - Afternoon	Every Monday	Elementary and above	
7	General English - Afternoon			
8 & 9	General English - Late Afternoon			
10	Part-time English - Evening			
<b>SEMESTER AND ACADEMIC YEAR COURSES</b>				
11	Intensive Semester/Academic Year	January 4; February 1; March 1; April 6; May 4; June 7; July 5; August 2; September 6; October 4; November 1	Elementary and above	
12	Semester/Academic Year			
13	Value Semester/Academic Year			
<b>ENGLISH FOR WORKING LIFE</b>				
14	General and Business English	Every Monday	Intermediate and above	
15	TOEIC Preparation Option	January 25; February 22; March 22; April 26; May 24; June 21; July 26; August 23; September 20; October 25; November 22		
<b>CAMBRIDGE EXAMINATION COURSES</b>				
16	Intensive FCE Preparation - Morning	4 week course: June 21; August 2. 10 week course: January 4 12 week course: March 29; September 20	Upper Intermediate	
17	Intensive CAE Preparation - Morning	4 week course: June 21; August 31. 10 week course: January 4 12 week course: March 29; September 20	Advanced 1	
18	Intensive CPE Preparation - Morning	12 week course: March 29; September 20	Advanced 2	
19	Value FCE Preparation with Extra Conversation - Afternoon	10 week course: January 4	Upper Intermediate	
20	Value CAE Preparation with Extra Conversation - Afternoon	12 week course: March 29; September 20	Advanced 1	
<b>ENGLISH FOR BUSINESS AND PROFESSIONAL PEOPLE</b>				
21	Club 8 Intensive English	Every Monday	Elementary and above	
22	Club 8 Intensive and Business English		Intermediate and above	
23	Club 8 Combination Course		Elementary and above	
24	Club 8 International Business Communication		July 26 (1-4 weeks); August 2 (1-3 weeks); August 9 (1-2 weeks); August 16 (1 week)	Intermediate and above
25	Club 8 Intensive and Legal English		July 5, 19; August 2, 16	Upper intermediate and above
<b>ONE-TO-ONE COURSES</b>				
26	One-to-One 30	Every Monday	All levels	
27	One-to-One 20			
28	One-to-One Flexitime	By arrangement		
29	One-to-Two Flexitime			
<b>ACADEMIC ENGLISH AND IELTS PREPARATION</b>				
30	General and Academic English (Pre-IELTS)	Every Monday	Intermediate and above	
31	Intensive IELTS Preparation with Extra Academic English	8 week course: January 4; March 1; May 4; July 5; August 31; October 25	Intermediate to achieve IELTS 4.5 - 5	
32	IELTS Preparation - Morning	4 week course (Course 32 only): July 5; August 2	Upper intermediate to achieve IELTS 5.5 and over	
33	Value IELTS Preparation with Extra Academic English		Upper intermediate and above to achieve IELTS 5.5 and over	
<b>UNIVERSITY AND TOEFL PREPARATION COURSES</b>				
34	Foundation Programme - Diploma in Business and Economics	2010: January 4-July 2; 2011: January 4-July 1	IELTS 5.0 or equivalent	
35	Pre-Masters Programme	Every month, by arrangement	12 weeks: IELTS 6 or equivalent; 24 weeks: IELTS 5.5 or equivalent 36 weeks: IELTS 5 or equivalent	
36	Intensive TOEFL Preparation with Academic English	January 4; February 1; March 1, 29; May 4; June 1; July 5; August 2, 31; September 27; October 25; November 22	Upper intermediate and above	
37	TOEFL Preparation - Morning			
<b>HOLIDAY COURSES</b>				
38	Family Programme: Junior Course	Winter programme: January 4 (1-4 weeks); January 11 (1-3 weeks); January 18 (1-2 weeks); January 25 (1 week) Easter programme: March 29 (1-2 weeks); April 6 (1 week) Summer programme: June 21 (1-9 weeks); June 28 (1-8 weeks); July 5 (1-7 weeks); July 12 (1-6 weeks); July 19 (1-5 weeks); July 26 (1-4 weeks); August 2 (1-3 weeks); August 9 (1-2 weeks); August 16 (1 week)	Elementary and above	
39	Family Programme: Adult Course			
40	45+ English and Sightseeing for Seniors			May 10; August 23; September 6
41	Christmas Course	December 20	Elementary and above	

Timetable: 1 lesson = 50 minutes. 30 lessons = 25 hours' tuition, 28 lessons = 23.5 hours' tuition, 25 lessons = 21 hours' tuition, 20 lessons = 16 hours & 40 minutes' tuition, 18 lessons = 15 hours' tuition, 15 lessons = 12.5 hours' tuition, 6 lessons = 5 hours' tuition. When Monday is a public holiday, courses start on the following Tuesday: April 6; May 4; June 1; August 31

## CALENDAR 2010

January								February								March								April							
WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S
					1	2	3	5	1	2	3	4	5	6	7	9	1	2	3	4	5	6	7					1	2	3	4
1	4	5	6	7	8	9	10	6	8	9	10	11	12	13	14	10	8	9	10	11	12	13	14	14	5	6	7	8	9	10	11
2	11	12	13	14	15	16	17	7	15	16	17	18	19	20	21	11	15	16	17	18	19	20	21	15	12	13	14	15	16	17	18
3	18	19	20	21	22	23	24	8	22	23	24	25	26	27	28	12	22	23	24	25	26	27	28	16	19	20	21	22	23	24	25
4	25	26	27	28	29	30	31									13	29	30	31					17	26	27	28	29	30		
May								June								July								August							
WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S
						1	2			1	2	3	4	5	6					1	2	3	4								1
18	3	4	5	6	7	8	9	23	7	8	9	10	11	12	13	27	5	6	7	8	9	10	11	31	2	3	4	5	6	7	8
19	10	11	12	13	14	15	16	24	14	15	16	17	18	19	20	28	12	13	14	15	16	17	18	32	9	10	11	12	13	14	15
20	17	18	19	20	21	22	23	25	21	22	23	24	25	26	27	29	19	20	21	22	23	24	25	33	16	17	18	19	20	21	22
21	24	25	26	27	28	29	30	26	28	29	30					30	26	27	28	29	30	31		34	23	24	25	26	27	28	29
22	31																							35	30	31					
September								October								November								December							
WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S	WK	M	T	W	T	F	S	S
			1	2	3	4	5						1	2	3	44	1	2	3	4	5	6	7				1	2	3	4	5
36	6	7	8	9	10	11	12	40	4	5	6	7	8	9	10	45	8	9	10	11	12	13	14	49	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19	41	11	12	13	14	15	16	17	46	15	16	17	18	19	20	21	50	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26	42	18	19	20	21	22	23	24	47	22	23	24	25	26	27	28	51	20	21	22	23	24	25	26
39	27	28	29	30				43	25	26	27	28	29	30	31	48	29	30						52	27	28	29	30	31		

2010: The school starts on Monday January 4, 2010. Holidays in 2010: January 1; April 2, 5; May 3, 31; August 30. Christmas 2010: The school will be closed from Monday December 20 and will open again on Monday, January 3, 2011. When Monday is a public holiday, all courses start on the following Tuesday. There is no reduction in the fee when a course includes a public holiday. One-to-One Classes will be scheduled on different days by agreement with the school. Business English classes will be held from Tuesday to Friday.

# Enrolment Form 2010

Please complete pages 7 & 8, using BLOCK CAPITALS and tick (✓) where appropriate

PERSONAL DETAILS								COMPANY OR SPONSOR DETAILS							
Family Name: _____								Do not complete this section if you are paying for yourself							
First Names: _____								Name of Company or Sponsor: _____							
Address in your country: _____								Address: _____							
_____								_____							
Telephone: _____								Telephone: _____							
Fax: _____								Fax: _____							
Email: _____								Email: _____							
Nationality: _____ First Language: _____								EMERGENCY CONTACT							
Date of birth: <small>day / month / year</small> _____ Age: _____								Name: _____							
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male Occupation: _____								Relationship to you: _____							
Address in London (if known): _____								Telephone: _____							
_____								Fax: _____							
Telephone in London: _____								Email: _____							
<p>How did you hear of Frances King? <input type="checkbox"/> A friend <input type="checkbox"/> Frances King website <input type="checkbox"/> English UK <input type="checkbox"/> The British Council <input type="checkbox"/> Local Agent: name: _____</p> <p>Do you need to apply for a visa before entering the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, which visa are you applying for? <input type="checkbox"/> General Student Visa (GSV) <input type="checkbox"/> Student Visitor Visa (SVV) <input type="checkbox"/> Child Visitor Visa (CVV) (see page 5)</p> <p>Passport/ID number: _____ You must bring your passport/ID card to the school on the first day to start your course</p> <p>I would like to receive my confirmation documents by <input type="checkbox"/> Fax <input type="checkbox"/> Email (PDF) <input type="checkbox"/> Post <input type="checkbox"/> Courier (£45)</p>															
COURSE															
I would like to book:		Course Name	Course Number	Lessons per Week	Number of Weeks	Start Date	Finish Date	(For One-to-One only) Preferred Time							
<p>Level of English: <input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced You can test your level of English at: <a href="http://www.francesking.co.uk">www.francesking.co.uk</a></p> <p>If you are applying for a General Student Visa (GSV), your level of English must be CEF Level A2 or above. Please provide evidence of your level of English – see page 5.</p>															
ACCOMMODATION															
I would like to book:		Accommodation Name	Accommodation Number	Number of Weeks (Maximum:12 weeks)	Arrival Date	Departure Date									
1st choice:															
2nd choice:															
Supplement:															
Supplement:															
<p>Do you have a strong dislike/allergy to: Cats? <input type="checkbox"/> Yes <input type="checkbox"/> No Dogs? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you eat meat? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you eat fish? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you happy to smoke outside the host's home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you have any special requirements?(eg: disability, allergies, diet etc) _____</p>															
PAYMENT															
<p>I enclose: <input type="checkbox"/> Course only deposit of £200 (£600 for Foundation Programme) <input type="checkbox"/> Course and accommodation deposit of £500 <input type="checkbox"/> Payment in full of £ _____</p> <p>By: <input type="checkbox"/> Sterling cheque (drawn on an English bank in the UK) <input type="checkbox"/> Eurocheque (+£20 supplement) <input type="checkbox"/> International Bank Transfer</p> <p>Our bank account details are: AETC trading as Frances King School of English, National Westminster Bank, 208 Piccadilly, London W1A 2DG UK</p> <p>Bank Sort Code: 56 00 03 IBAN BIC NUMBER (SWIFT): NWBKGB2L</p> <p>Account number: 17054524 IBAN NUMBER: GB62 NWBK 5600 0317 0545 24</p> <p>– Students applying for a General Student Visa (GSV) must pay course fees in full</p> <p>– All deposits are non refundable and non transferable</p> <p>– Frances King is not responsible for your bank transfer charges. Please send/fax a copy of the bank transfer with your Enrolment Form</p> <p>– Please make certain that your name appears clearly on the bank transfer</p>															
		<input type="checkbox"/> Visa Card <input type="checkbox"/> MasterCard Name on card: _____ Post code: _____ (Month) (Year)													
Card Number: <input type="text"/>								Security code: <input type="text"/>				Expiry Date: <input type="text"/>			
<p>Company Payment: my company will pay for my course and accommodation <input type="checkbox"/> Person responsible for payment: _____</p>															



# Enrolment Form 2010

Please use BLOCK CAPITALS and tick (✓) where appropriate

page 2 of 2

## PERSONAL DETAILS

Family Name: \_\_\_\_\_

First Names: \_\_\_\_\_

## STUDENT PROFILE QUESTIONNAIRE

Please answer ALL of the following questions:

Have you done the Frances King online test?  Yes  No If no, please go to the Frances King website: [www.francesking.co.uk/test](http://www.francesking.co.uk/test)

Please describe your previous study of English language at:

High School (when, how long, level): \_\_\_\_\_

University/College (when, how long, level): \_\_\_\_\_

Language Schools (in your country or abroad, when, how long, level): \_\_\_\_\_

Have you taken any of the following examinations?  BULATS  Cambridge KET  Cambridge PET

Cambridge First Certificate  Cambridge Advanced Certificate  Cambridge Proficiency  IELTS  TOEFL  TOEIC

If YES, please state which examination(s), when and grade/score: \_\_\_\_\_

Do you intend to take any of the following examinations during your stay?  BULATS  Cambridge PET

Cambridge First Certificate  Cambridge Advanced Certificate  Cambridge Proficiency  IELTS  TOEFL  TOEIC

If YES, please state which examination(s), when: \_\_\_\_\_

Why do you need to learn English?  For my job/career  To go to university in the UK  For my studies in my country

For travel/social life  Other, please state: \_\_\_\_\_

What is your occupation? \_\_\_\_\_

What are your career or study plans? \_\_\_\_\_

## AIRPORT TRANSFER

Do you want the school to arrange an airport transfer for you?  Yes  No  Arrival transfer only  Arrival and return transfer

Arrival transfer: Flight arrival time/date/city: \_\_\_\_\_ Flight number: \_\_\_\_\_

Heathrow  Gatwick  Stansted  Luton  London City

Departure transfer: Flight departure time/date: \_\_\_\_\_ Flight number: \_\_\_\_\_

Heathrow  Gatwick  Stansted  Luton  London City

Students age 16 or 17 years are advised to book an arrival airport transfer or give details of a guardian (over 21 years) who is meeting them at the airport:

Name: \_\_\_\_\_ Mobile telephone number: \_\_\_\_\_

(UK Border Agency officials may telephone the above person when you arrive in the UK to check that they are waiting to meet you)

## MEDICAL, TRAVEL AND COURSE INSURANCE

Before you arrive in the UK, you must take out insurance for your own financial and personal security. You can take out your own insurance or the International Student Policy offered by Endsleigh Insurance Services Limited.

I would like Frances King to arrange insurance for me

I will arrange my own insurance and will bring a copy of my insurance policy with me

## DECLARATION

I understand and agree to the conditions of enrolment and I confirm that the above details are correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ day / \_\_\_\_\_ month / \_\_\_\_\_ year

If the student is under 18, a parent or guardian must sign this form and in doing so, the parent or guardian agrees to the Terms and Conditions.