

PART-TIME COURSES

These are General English courses designed for workers, parents, au pairs, students – anyone, in fact, who cannot attend a conventional all-week course.

You can choose two or three mornings a week. Lessons take place from 09.30 – 12.45.

The options are:

2 mornings	3 mornings
Monday & Wednesday	Monday, Wednesday & Friday
Tuesday & Thursday	Tuesday, Thursday & Friday

These are the only combinations we offer, in order to maintain the consistency of the courses. The specific days we can offer you will depend on your level, and availability of places. All students must take our placement test before we can confirm the offer of a place.

Levels: A2 – C1+

How it works:

When you study General English you will learn modern 'standard English' which will help you communicate easily with people all over the world in all situations from work to holidays.

You will study in a relatively small group, maximum 12 students, and work on all your skills – reading, writing, speaking and listening – as well as having the opportunity to prepare one of the Cambridge exams if you take the three-morning option.

The mornings are divided into two lessons of 1.5 hours each, with a 15-minute break.

In **Lesson 1** you use a main coursebook, which will provide the framework of your course, with a range of additional materials to make your lessons interesting and relevant. Because our groups are small, you'll have plenty of opportunity to discuss things with your teacher and classmates.

Lesson 2 is more flexible, but may be linked to Lesson 1, including vocabulary extension, 'spin off' topics, etc – but also having space for pronunciation practice, learn-to-learn skills as well as having lots of speaking and listening practice.

The two lessons on **Friday** are quite different: in the first lesson, teachers offer you individual support and guidance while you work on grammar and writing topics chosen by yourself. The second lesson focuses on integrated communication skills, where you complete multi-stage tasks to practise and activate the language learned during the week. **If you are taking an Exam, Friday is the day you will do your exam training and practice. Attendance on Fridays also includes up to six weeks of specific exam homework training with individual monitoring and feedback to maximise your chance of exam success.**

PRICE INFORMATION



PART-TIME FEE CALCULATOR LENT TERM 2020

TERM DATES: MONDAY 6 JANUARY – THURSDAY 2 APRIL 2020 (13 WEEKS)

THESE PRICES APPLY ONLY IF FEES PAID HALF-TERMLY IN ADVANCE, OTHERWISE 2 MORNINGS £80, 3 MORNINGS £99. MINIMUM ENROLMENT 4 WEEKS

WE CANNOT GIVE REFUNDS, CREDITS OR REPLACEMENT LESSONS FOR CLASSES MISSED UNDER ANY CIRCUMSTANCES

Week 2 6 – 10 January	2 mornings £70	3 mornings £84	
Week 3 13 – 17 January	2 mornings £70	3 mornings £84	
Week 4 20 – 24 January	2 mornings £70	3 mornings £84	
Week 5 27 – 31 January	2 mornings £70	3 mornings £84	
Week 6 3 – 7 February	2 mornings £70	3 mornings £84	
Week 7 10 – 14 February	2 mornings £70	3 mornings £84	
TOTAL TO PAY 6 wks	£420	£504	

HALF TERM			
Week 8 17 – 21 February	2 mornings £70	3 mornings £84	PAY IF YOU ATTEND

Week 9 24 - 28 February	2 mornings £70	3 mornings £84	
Week 10 2 – 6 March	2 mornings £70	3 mornings £84	
Week 11 9 – 13 March	2 mornings £70	3 mornings £84	
Week 12 16 – 20 March	2 mornings £70	3 mornings £84	
Week 13 23 – 27 March	2 mornings £70	3 mornings £84	
Week 14 30 March – 3 April	2 mornings £70	3 mornings £84	School closed on Friday (Public Holiday)
TOTAL TO PAY	£420	£504	

**A £60 REGISTRATION FEE IS PAYABLE ON ALL COURSES (NEW STUDENTS ONLY)
ALL STUDENTS ARE ASKED TO LEAVE A REFUNDABLE CASH DEPOSIT: £30 FOR MATERIALS**

TERMS AND CONDITIONS

These booking terms relate to individual and family bookings made direct or via our agent partners with ABC Languages (a trading name of Group Study Holidays (GSH) Limited).

Payments

A non-refundable registration fee of £60 is due at the time of booking. Payment of fees must be received in full 28 days prior to the course start date, or on registration if less than 28 days before the course start date. Payment may be made by bank transfer, cash or credit/debit card. Payment must be made in Pounds Sterling. Bank details are provided on the payment details form. If paying by bank transfer, payment must include ALL bank transfer charges (including any intermediary charges). If payment in full has not been received, you will not be allowed to start your course.

Discounts

Long-stay discounts apply ONLY when all fees are paid in full in advance of the course start date. No further discounts will be given. Only one discount type is permitted per booking.

Visas

Payment must be received in full prior to any supporting documents being issued.

If a visa application is rejected, and ONLY if we receive a copy of the refusal letter (given to you by the Entry Clearance Officer) 29 days or more before commencement, we will refund the fees received in full, less the registration fee, any courier fees and any bank charges. Details of charges for cancellation within 28 days can be found in the 'Refunds and Cancellation' section below. Should your arrival day be postponed due to delayed visa applications, Group Study Holidays (GSH) Limited cannot guarantee the original accommodation allocation. Any accommodation costs incurred by Group Study Holidays (GSH) will be passed on to the student. There is a charge each time documents are sent by courier, the price will depend on the recipient's address.

Group Study Holidays (GSH) Limited cannot be held responsible for decisions taken by embassies or immigration authorities.

It is our policy, in accordance with UK Government guidelines, to report any student requiring a visa to the immigration authorities should they fail to arrive for their course or leave early without good reason.

Refunds & Cancellation

Cancellation prior to arrival

Cancellation charges are as follows:

- Registration fees are non-refundable
- 29 days or more before commencement: Registration fee withheld, no further cancellation charge.
- Between 28 days and 15 days before commencement: 50%
- 14 days or less before commencement: 100%

'Commencement' means the course or accommodation start date – whichever comes first.

We strongly recommend that you purchase insurance – see separate page for details.

Termination of course after arrival

No refunds of tuition, accommodation or registration fees will be given by Group Study Holidays (GSH) Limited once the student has started his/her course.

Absence

No refunds of tuition or registration fees will be given by Group Study Holidays (GSH) Limited should the student be absent from school for whatever reason. Students must inform Group Study Holidays (GSH) Limited office if they are going to be absent from school. Courses may not be extended to include any days/weeks tuition missed.

Any excursions, activities or other extracurricular activity missed will not be refunded.

Refund Payments

Refund payments are only be made to the person or organisation from whom we received the fees. Refunds to individual students can only be made if he/she originally paid the fees directly to Group Study Holidays (GSH) Limited. All refunds will be made to the original payer's bank account or credit card and will not be made in cash.

Terms Specific to Part-time Courses

Students are asked to pay in advance for each half-term. Students who enrol mid-term will be charged the 'weekly fees' subject to a 4-week minimum course length. Refunds, credits or replacement lessons are not given for classes missed for whatever reason. In no circumstances can lessons be carried forward after the original period of enrolment.

If a student's circumstances change, and a permanent change to their days of study is requested, the student should speak to their teacher who will refer the request to the Academic Management Team. Casual changes of day are not permitted.

Changes to Enrolment

Group Study Holidays (GSH) Limited reserves the right to charge an Administration Fee of £50 each time the course or accommodation is changed after Group Study Holidays (GSH) Limited has confirmed the initial enrolment. 7 days notice must be given if a student wishes to make changes to their course or accommodation.

Accommodation

Our accommodation is only available when you are taking a full-time course with Group Study Holidays (GSH) Limited (t/a ABC Languages).

All accommodation is subject to availability.

Homestay accommodation is booked from the day before your course starts to the day after it ends. This is usually from Sunday to Saturday. If you want to arrive earlier, or leave later, we will try to arrange this but we may have to offer you an alternative such as a hotel for the extra night(s).

If you wish to cancel your accommodation, you must give one week's notice or you will have to pay a cancellation fee equivalent to one week's rent. If you leave your accommodation because you are unhappy there, we will not ask you to pay the cancellation fee as long as your decision to leave is reasonable.

If you take a holiday break during a long course, you may be able to retain your accommodation, but this is not guaranteed and you will be asked to pay a fee, normally

half the rent. If you wish to leave your accommodation at this time, you must give us at least one week's notice. We will try to arrange for you to return to the same accommodation but we cannot guarantee to do so.

You are liable to pay for any damage you cause at your accommodation.

Materials Deposit

Students who wish to borrow materials, such as books, CD's and DVD's, are required to leave a cash deposit of £20 at the start of their course. This is refunded at the end of the course provided all borrowed materials are returned in the same condition as they were loaned.

A cash deposit of £10 is also required for the loan of an access card allowing students to freely enter and exit the school building – this is refunded at the end of the course provided the card is returned in good condition.

Expulsion

Group Study Holidays (GSH) Limited reserves the right to expel students for unacceptable behaviour including, but not limited to, harassment of teachers or other students, possession or consumption of illegal drugs and alcohol, smoking in restricted areas, malicious damage to school property or place of accommodation, threatening other students' safety, breaking local law. No refund will be given. Repatriation is at the students own expense.

Liability

If Group Study Holidays (GSH) Limited is unable to deliver all or part of any course, our liability will be limited to the value of the course not provided. Group Study Holidays (GSH) Limited will not be liable in any circumstances for any consequential loss whatsoever. Group Study Holidays (GSH) Limited will not be held liable for loss, damage or injury to persons or property.

Students must pay the full cost of any damage they cause to property.

Insurance

Students must have adequate health, accident and travel insurance.

Photography & Filming

Students agree that photographs, videos, artwork or other works, as well as recorded or written testimonials; may be used, stored or transferred internationally by Group Study Holidays (GSH) Limited, or by a third party agent, for promotional purposes including printed and online marketing materials and on any social media network without further consent or notification. If students do not wish to participate, Group Study Holidays (GSH) Limited will respect their wishes.

Medical Information

Group Study Holidays (GSH) Limited must be informed of any special medical information which applies to the student. Any student arriving with a serious medical condition not previously reported, or which requires regular staff supervision, may be sent home without any refund of fees. Any costs incurred through repatriation will be borne by the student. Group Study Holidays (GSH) Limited will try to accommodate any special needs as far as deemed reasonable.

Social Programme

Group Study Holidays (GSH) Limited reserves the right to make changes to the social programme due to weather conditions or any other reasons beyond our control. Any misconduct will lead to total exclusion from the social programme. Excluded students will be given supervised private study for two hours instead.

Website

The information contained on our website is for general information purposes only. The information is provided by Group Study Holidays (GSH) Limited and whilst we endeavour to keep the information up-to-date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk. In no event will we be liable for any loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Through this website you are able to link to other websites which are not under the control of Group Study Holidays (GSH) Limited. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them. Every effort is made to keep the website up and running smoothly. However, Group Study Holidays (GSH) Limited takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

Force Majeure

Without prejudice to the foregoing, Group Study Holidays (GSH) Limited will do its utmost to provide the necessary care of students affected by causes beyond its control; however extra accommodation, transfers, repatriation and any other expenses resulting from such causes are to be borne by the student. In any such case, students might have to be accommodated in emergency accommodation which may not be of the same standard or located in the same geographical areas as the accommodation that would otherwise be provided by Group Study Holidays (GSH) Limited in terms of its obligations. If, notwithstanding that it has no obligation to do so, Group Study Holidays (GSH) Limited covers any costs for which the student is responsible; Group Study Holidays (GSH) Limited shall be refunded such costs in full. Group Study Holidays (GSH) Limited will not be responsible for any failure to comply with any of its obligations (and, therefore, shall not be required to provide any compensation) if the failure is occasioned by any cause beyond Group Study Holidays (GSH) Limited's reasonable control; nor shall Group Study Holidays (GSH) Limited be responsible for any costs incurred by or on behalf of the student as a result of any such cause. Such causes shall include but shall not be limited to war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster and unusually adverse weather conditions.