



Courses on Offer

www.rlc.co.uk

Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK

IELTS
Official Testing Centre



ENGLISHUK
member

Profile:

Richard Language College is one of the oldest schools in Bournemouth. Richard Organisation was founded in 1928 by Monsieur Richard, a teacher who wanted to give young learners the opportunity to better their lives through the experience of learning English in England. Richard Language College was then established in 1964. We pride ourselves on both our quality of teaching and the care we provide for our students. The college is located a 15-minute walk from the town



centre. The college is close to Meyrick Park and there are a number of international restaurants and small shops in the area. The school buildings are surrounded by trees and offer a comfortable environment to study in. Richard Language College became the IELTS Test centre for the Bournemouth area in 1994. IELTS is an internationally recognised English test necessary to gain entry to UK and other English speaking countries' universities. We currently hold the test at least once a month for both the academic and general tests. Our language school was last inspected by the British Council in April 2018 and met the high standards required for accreditation. We are also a member of English UK. Richard Language College runs a wide range of English language, exam preparation and professional development courses lasting from 1 week to an academic year. We also run teacher development courses that are approved for Erasmus+ funding along with Pathways program at our college. Our maximum class size of 12 students (4 on the Professional English course) along with our quality teaching team will help you to reach your full potential. We are a very friendly school and try our best to ensure you enjoy your time with us.

We look forward to welcoming you soon.

RLC Team



Our Courses:

English Courses

AG1	General English - Intensive
AG2	General English - One-to-One (1 to 1)
AB1	Business English - Focus on communication
AC1	Combination courses – Any Specialised or General English course + 1-to-1
AE1	English for Exams - Academic IELTS - Morning Courses
AE2	English for Exams - Academic IELTS Preparation - Short Evening Course
AE3	English for Exams - IELTS - Study Plan Guarantee
AE4	English for Exams - Cambridge Exams
AE5	English for Workplace - Business Admin/Retail
AY1	English for Young Learners - 12 to 17 year olds - Summer/Spring - GE+Activities
AY2	English for Young Adults - 17 to 21 year olds - Summer/Spring - Intensive

Teacher Development Courses

BCI	CLIL Methodology - Intensive
BC1 to 4	General English + CLIL Methodology (4 modules to choose from)
BEI	EFL Methodology - Intensive
BE1 to 10	General English + EFL Methodology in practice (10 modules to choose from)
BG 1	General English
BB1	Business English - Focus on communication

Pathways

CC1	Pre-sessional Certificate
CD1	University Foundation Diploma
CY1	International Year 1 Certificate
CY2	International Year 2 Diploma
CM1	Pre-Master's Diploma



Accommodation:

Homestay

All our carefully selected homestays are within a single 30-minute bus ride, with many of the homes being within walking distance of the school. Enjoy finding out about the British way of life and being able to practise your English.

- Single room guaranteed if requested.
- No other student of the same mother tongue in the house (unless requested).
- Half-board Monday to Friday (lunches are available at the College).
- Full-board Saturday and Sunday.
- Light laundry – shirts, socks, underwear etc. (ironing is not included).
- The washing of heavy clothes such as jumpers and jeans is the responsibility of the student.
- Full laundry service available to Executive Homestay and Young Learners Summer Intensive courses.
- Twin Room share possible for Young Learners Summer Intensive.
- Towels and bedding provided.

Self-Catering: (18+)

In the summer months we are able to use Bournemouth University and Bournemouth University of Arts self-catering accommodation. This can be either a single room with bathroom and kitchenette, or a single room with bathroom and a shared kitchen area. There is usually a common meeting area with sofas and TV. Please contact us if you wish to do self-catering at other times of the year. We can suggest *hotels* and *guest houses* in the area if students prefer this type of accommodation.

Accommodation Fees:

Standard Rate:	£155 per week
Summer Rate:	£175 per week
Self Catering Rate:	£195 per week

COURSE CODE	COURSE NAME	MODULE NAME
AG1	English for General Purposes	Intensive
AG2	English for General Purposes	One to One
AB1	English for Business	Focus on Communication
AC1	Combination Courses	One to One + English for Specific Purpose
AE1	English for Exams	Academic IELTS - Morning
AE2	English for Exams	Short Exam Preparation - Evening
AE3	English for Exams	IELTS - Study Plan Guarantee
AE4	English for Exams	Cambridge Exams
AE5	English for Workplace	Retail/Business Work Placement Programme
*AY1	English for Young Learners	12 - 17 year olds - GE & activities
*AY2	English for Young Adults	17 - 21 year olds - Intensive

** AY 1 & 2 are run in summer and spring only.*



Overview:

Lessons per week	28 lessons = 21 hours/week
Lesson Duration	45 minutes
Course Duration	1 - 49 weeks
Min Age	16
Maximum Class Size	4 - 12
Levels	Beginner to Advanced
Starting Dates	Any Monday (if not a public holiday)

Who is it for?

If you want to study English intensively and thoroughly and need to improve your overall ability to communicate effectively in English, for further studies, work or travel, then this course is for you.

What will I study?

You will focus on :

- developing and improving your writing, speaking, listening and reading skills.
- grammar and vocabulary relevant to your level.

Your teacher will:

- be responsible for your progress and academic welfare.
- set homework
- update you on your progress during the course and help you to maximise your learning.

What will my day and timetable look like?

A typical day at the college will look like this from Monday to Thursday. On Fridays, the students do not have lessons 5 & 6.

Lessons	Time	Focus
1 & 2	9.15 -10.45	General English Language Skills
3 & 4	11.05 -12.35	
5 & 6	14.00 - 15.30	

Fees

Registration Fee: £ 90 for all courses

High season : 15 Jun 2020 to 28 Aug 2020

English for General Purposes - Intensive							
Price per week - Low Season - Tuition Only						Price per week - High Season	
Weeks	1 - 4	5 -12	13 - 24	25 - 36	37+	Tuition only	
28 lessons (IGE)	£ 285	£ 275	£ 265	£ 255	£ 245	28 lessons	£ 345
20 lessons (GE)	£ 275	£ 265	£ 255	£ 245	£ 235	20 lessons	£ 300

Overview:

Lessons per week	20 lessons / 15 hours per week 30 lessons / 22.30 hours per week 40 lessons / 30 hours per week
Lesson Duration	45 minutes
Course Duration	1+ weeks
Min Age	18
Maximum Class Size	1
Levels	Beginner to Advanced
Starting Dates	Any Monday (if not a public holiday)

Who is it for?

If you want to study English in a highly intensive, flexible but structured environment then this is the course for you. Our one teacher - to - one student course is tailored to your specific needs. We can also offer specialist tuition for you if you need English for Specific Purposes, including:

- Business management	- Secretarial	- Law
- Information Technology	- Journalism	- Airlines
- Hotels and tourism	- Administration	- Banking

What do you study?

You will be study a program tailored to your specific needs with additional focus on...

- developing and improving your writing, speaking, listening and reading skills..
- grammar and vocabulary relevant to your level.

Your teacher will:

- be responsible for your progress and academic welfare.
- set homework
- update you on your progress during the course and help you to maximise your learning.

What does my day and timetable look like?

A typical day at the college will look like this from Monday to Thursday. On Fridays, the students do not have lessons 5 & 6.

Lessons	Time	Focus
1 & 2	9.15 -10.45	Based on student's needs
3 & 4	11.05 -12.35	
5 & 6	14.00 - 15.30	General English Language Skills

Fees

Registration Fee: £ 90 for all courses

English for General Purposes - One to One

Price per week - Low Season - Tuition Only

Hours/Lessons per week	20 lessons/ 15 hours	30 lessons/ 22.5 hours	40 lessons/30 hours
Price	£ 800	£ 1200	£ 1600



Overview:

Lessons per week	28 lessons = 21 hours/week
Lesson Duration	45 minutes
Course Duration	1 - 4 weeks (summer – minimum 2 weeks)
Min Age	18 (in summer 21)
Maximum Class Size	4 in the morning /12 in the afternoon
Levels	Beginner to Advanced
Starting Dates	Any Monday (if not a public holiday)

Who is it for?

If you are an executive, a business person or a someone who wants to improve their workplace communication skill then this is the course for you. It is highly intensive with an emphasis on improving the command of Professional English & Business Communication Skills employing a wide spectrum of language in a business context.

Telephone Calls & Electronic Communication	Socialising In English	Negotiation Skills
Language of Intentional Trade: Export and Import	Management Procedures	Business Meetings
International Marketing & Finance	Correspondence: Reports & letters	Describing Trends
Recruitment and Job Applications Business	Practical Writing	Presentations

What do you study?

You will focus on :

- problem-solving approach to business situations through case studies and role-play
- English for business in the morning classes
- English for communication and socialising in the afternoon classes

Your teacher will:

- be responsible for your progress and academic welfare.
- set homework
- update you on your progress during the course and help you to maximise your learning.

What does my day and timetable look like?

A typical day at the college will look like this from Monday to Thursday. On Fridays, the students do not have lessons 5 & 6.

Lessons	Time	Focus
1 & 2	9.15 -10.45	Business English
3 & 4	11.05 -12.35	
5 & 6	14.00 - 15.30	English for socialising & communication in a business context

Fees

Registration Fee: £ 90 for all courses

English for Business - Focus on Communication

Price per week - Low Season - Tuition Only

Lessons	Hours	Price
28	21 hours	£ 550

Overview:

Lessons per week	28 lessons /21 hours per week 30 lessons/22.30 hours per week
Lesson Duration	45 minutes
Course Duration	1 - 4 weeks
Min Age	18
Maximum Class Size	8
Levels	Elementary to Advanced
Starting Dates	Any Monday (if not a public holiday)

Who is it for?

If you want to have the flexibility and the advantage of being in a class with other students to get more opportunities to use English but also want to focus intensively on English for a specific purpose in one - to - one setting then this is the course for you. This may include English for Business or preparation for exams such as IELTS or Cambridge.

What do you study?

You will focus on :

- the specialised purpose of your choice in ONE to ONE classes
- plus Intensive General English

Your teacher will:

- be responsible for your progress and academic welfare.
- set homework
- update you on your progress during the course and help you to maximise your learning.

What does my day and timetable look like?

A typical day at the college will look like this from Monday to Thursday. On Fridays, the students do not have lessons 5 & 6.

Lessons	Time	Focus
1 & 2	9.15 -10.45	Depends on the chosen option.
3 & 4	11.05 -12.35	
5 & 6	14.00 - 15.30	

Fees

Registration Fee: £ 90 for all courses

High season : 15 Jun 2020 to 28 Aug 2020

Combination Courses		
Price per week - Low Season - Tuition Only		
Option A	Option B	Option C
8 lessons IGE + 20 lessons 1-to-1	20 lessons ESP + 10 lessons 1-to-1	20 lessons IGE + 10 lessons 1-to-1
£ 950	£ 750	£ 610



Overview:

Lessons per week	28 lessons = 21 hours/week
Lesson Duration	45 minutes
Course Duration	4 - 24 weeks
Min Age	16
Maximum Class Size	12
Level required	Strong intermediate

Who is it for?

If you want to take the IELTS exam, to meet the requirements for admission to universities in the UK or to apply for jobs within the UK, or for university admission in Australia, then this course is for you.

What will you study?

You will focus on :

- necessary language skills for the exam at your level.
- improving your test technique for each part of the IELTS test.
- grammar and vocabulary relevant to the IELTS exam as well as more general language.

Your teacher will:

- be responsible for your progress and academic welfare.
- set homework
- update you on your progress during the course and help you to maximise your learning.
- test you regularly to check your progress and provide practice for exam.

What will my day and timetable look like?

A typical day at the college will look like this from Monday to Thursday. On Fridays, the students do not have lessons 5 & 6.

Lessons	Time	Focus
1 & 2	9.15 -10.45	English for IELTS
3 & 4	11.05 -12.35	
5 & 6	14.00 - 15.30	General English Language Skills

Fees

Registration Fee: £ 90 for all courses

English for Exams - IELTS

Price per week - Low Season - Tuition Only

Weeks	1 - 4	5 -12	13 - 24
21 hours	£ 275	£ 255	£ 245
15 hours	£ 200	£ 185	£ 175

The IELTS examination is to be booked and paid separately. Application deadlines apply



Overview:

Lessons per week	2 week	6 lessons /12 hours
	4 week	9 lessons/18 hours
Lesson Duration	2 hours	
Course Duration	2 or 4 weeks	
Min Age	16	
Maximum Class Size	12	
Levels	Pre Intermediate to Advanced	

Who is it for?

It want to take the IELTS exam, to meet the requirements for admission to universities in the UK or to apply for jobs within the UK, but you are a student or a professional who cannot attend classes in the morning then this is the course for you.

What do you study?

You will focus on :

- necessary language skills for the exam at your level.
- improving your test technique for each part of the IELTS test.
- grammar and vocabulary relevant to the IELTS exam as well as more general language.

Your teacher will:

- be responsible for your progress and academic welfare.
- set homework
- update you on your progress during the course and help you to maximise your learning.
- test you regularly to check your progress and to provide practice for exam.

Course Information:

2 week course

Start Dates	Nov 11 th	Nov 25 th	Jan 20 th	Feb 24 th	Apr 6 th	May 18 th	Jun 8 th	Jun 22 nd	Jul 13 th	Aug 10 th	Sept 31 st
Time	7 – 9 pm										
Days	Monday, Tuesday and Wednesday										
Enrolment Fee	£30 non-refundable										
Course fee	£230										

4 week course

Start Dates	Oct 28 th	Nov 11 th	Jan 6 th	Feb 10 th	Mar 30 th	May 4 th	May 29 th	July 27 th
Time	7 – 9 pm							
Days	Week 1 – 3 - Monday and Wednesday Week 4 - Monday, Tuesday and Wednesday							
Enrolment Fee	£30 non-refundable							
Course fee	£ 260							

The IELTS examination is to be booked and paid separately. Application deadlines apply.



Overview:

Lessons per week	28 lessons = 21 hours/week
Lesson Duration	45 minutes
Course Duration	4 - 24 weeks
Min Age	16
Maximum Class Size	12
Level required	Students requiring IELTS band 4-5.5 Students requiring IELTS band 6-8

Who is it for?

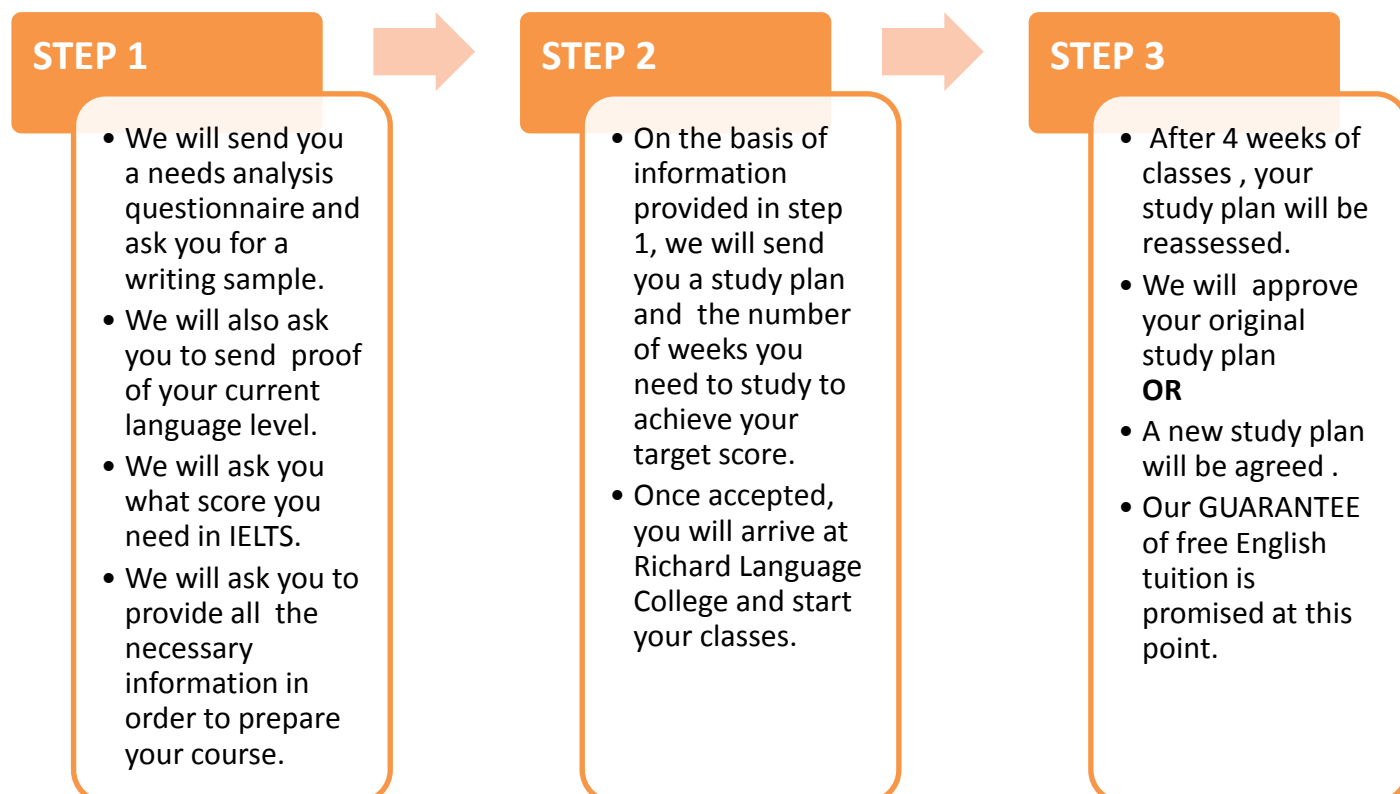
If you want to take the IELTS exam, to meet the requirements for admission to universities in the UK or to apply for jobs within the UK, then this course is for you.

What will you get?

Our **GUARANTEE!**

We are so confident in the efficiency of our teaching that we promise that you will succeed in your aim when you agree to a study plan for a minimum of 8 weeks. If for some reason you do not achieve your target score, then we will give you English Lessons for **FREE** or until the next available test IELTS date (a maximum of 5 weeks).

How does it work?





What will you study?

You will focus on :

- necessary language skills for the exam at your level.
- improving your test technique for each part of the IELTS test.
- grammar and vocabulary relevant to the IELTS exam as well as more general language.

Your teacher will:

- be responsible for your progress and academic welfare.
- set homework
- update you on your progress during the course and help you to maximise your learning.
- test you regularly to check your progress and to provide practice for exam.

What will my day and timetable look like?

A typical day at the college will look like this from Monday to Thursday. On Fridays, the students do not have lessons 5 & 6.

Lessons	Time	Focus
1 & 2	9.15 -10.45	English for IELTS
3 & 4	11.05 -12.35	
5 & 6	14.00 - 15.30	General English Language Skills (essential to improve IELTS score)

Fees

Registration Fee: £ 90 for all courses

English for Exams - IELTS - Study Plan Guarantee

Price per week - Low Season - Tuition Only

Weeks	Hours/Lessons per week	Fee
8 weeks	21 hours / 28 lessons	£ 265

The IELTS examination is to be booked and paid separately. Application deadlines apply



Overview:

EXAM	On the successful completion of the exam you choose to take, you will be able to ...
A2 Key <i>formerly known as Cambridge English: KEY(KET)</i>	... demonstrate that you have the basic language skills you need to communicate in English.
B1 Preliminary , <i>formerly known as Cambridge English: Preliminary (PET)</i>	... communicate in English for practical tasks and situations.
B2 First , <i>formerly known as Cambridge English: FIRST (FCE)</i>	... apply and be accepted for entry to undergraduate programmes taught in the medium of English in non-English-speaking countries.
C1 Advanced , <i>formerly known as Cambridge English: Advanced (CAE)</i>	... communicate effectively at a managerial and professional level ... participate with confidence in workplace meetings or academic tutorials and seminars ... express yourself with a high level of fluency.
B1 Business Preliminary <i>formerly known as Cambridge English: Business Preliminary (BEC Preliminary)</i> <i>We also offer B2 Business Vantage and C1 Business Higher</i>	... develop the English language skills to communicate confidently in an international workplace and prove to employers that you have the English language skills to succeed.
Lessons per week	28 lessons = 21 hours/week
Lesson Duration	45 minutes
Course Duration	5 weeks
Min Age	16
Class Size	4 - 12
Joining Dates	Any Monday

Who is it meant for?

English for Cambridge Exams is tailored to meet the needs of students who want to ...
... gain a valuable qualification that is accepted worldwide.
... improve their work, study and travel prospects.

What do you study?

You will focus on :

- development of examination techniques
- general English development
- study of past papers
- full mock examinations

Your teacher will:

- be responsible for your progress and academic welfare.
- set homework
- update you on your progress during the course and help you to maximise your learning.
- test you regularly to check your progress and to provide practice for exam.



What does my day and timetable look like?

A typical day at the college will look like this from Monday to Thursday. On Fridays, the students do not have lessons 5 & 6.

Lessons	Time	Focus
1 & 2	9.15 -10.45	English for Exams
3 & 4	11.05 -12.35	
5 & 6	14.00 - 15.30	General English Language Skills

Fees

Registration Fee: £ 90 for all courses

Course Fee	
28 Lessons (Lesson 1 – 6)	Available on request.
20 lessons high season (Lesson 1 – 4)	
20 lessons low season (Lesson 1 – 4)	

The examination is to be booked and paid separately. Application deadlines apply



Overview:

Lessons per week	28 lessons = 21 hours/week
Lesson Duration	45 minutes
Course Duration	1 week
Min Age	16
Maximum Class Size	4 - 12
Levels	Beginner to Advanced
Starting Dates	Any Monday (if not a public holiday)

Who is it for?

Do you need to improve your ability to communicate effectively in English for work in an office environment? Do you want to combine this with a work placement in a local business? If yes, then this course is for you.

What will I study?

You will focus on :

- developing and improving your competence in key areas of business administrative communication.
- functional language relevant to your workplace needs.

Your teacher will:

- be responsible for your progress and academic welfare.
- set homework
- update you on your progress during the course and help you to maximise your learning.

What will my day and timetable look like?

A typical day at the college will look like this from Monday to Thursday. On Fridays, the students do not have lessons 5 & 6.

Week 1

Lessons	Time	Focus
1 & 2	9.00 -10.30	Business communication skills
3 & 4	10.50 -12.20	
5 & 6	13.30 - 15.0	

Weeks 2 & 3

Placement in a local business. Typical office hours would be 8 hours

Fees

Registration Fee: £ 90 for all courses		High season : 15 Jun 2020 to 28 Aug 2020	
Enrolment fee		£90 (non-refundable)	
Course Fee		Available on request.	



Adult Courses (16+)

Dates, Fees, Enrolment Form & Terms and Conditions 2020

Registration Fee: £ 90 for all courses

High season : 15 Jun 2020 to 28 Aug 2020

English for General Purposes - Intensive

Price per week - Low Season - Tuition Only						Price per week - High Season	
Weeks	1 - 4	5 - 12	13 - 24	25 - 36	37+	Tuition only	
21 hours (IGE)	£ 285	£ 275	£ 265	£ 255	£ 245	21 hours	£ 345
15 hours (GE)	£ 275	£ 265	£ 255	£ 245	£ 235	15 hours	£ 300

English for General Purposes - One to One

Price per week - Low Season - Tuition Only			
Hours per week	20 lessons/ 15 hours	30 lessons/ 22.5 hours	40 lessons/30 hours
Price	£ 800	£ 1200	£ 1600

Combination Courses

Price per week - Low Season - Tuition Only		
Option A	Option B	Option C
8 lessons IGE + 20 lessons 1-to-1	20 lessons ESP + 10 lessons 1-to-1	20 lessons IGE + 10 lessons 1-to-1
£ 950	£ 750	£ 610

English for Business - Focus on Communication

Price per week - Low Season - Tuition Only		
Lessons	Hours	Price
28	21 hours	£ 550

English for Exams - IELTS

Price per week - Low Season - Tuition Only							
Weeks		1 - 4		5 -12		13 - 24	
21 hours		£ 275		£ 255		£ 245	
15 hours		£ 200		£ 185		£ 175	
IELTS - Evening - Tuition Only							
2 week course			4 week course				
Days/week	Timings	Total Price	Days/week		Timings	Total Price	
Mon/Tue/Wed	7 - 9 pm	£ 230	Mon/Wed * 3 weeks Mon/Tue/Wed - 4 th week		7 - 9 pm	£ 260	
Enrolment fee: £ 30							

English for Exams - IELTS - Study Plan Guarantee

Price per week - Low Season - Tuition Only		
Weeks	Hours/Lessons per week	Fee
8 weeks	21 hours / 28 lessons	£ 265

English for Exams - Cambridge

Price per week - Low Season - Tuition Only	
Weeks	1 - 37+
20 hours/15 hours	AVAILABLE ON REQUEST

General Course Information

Lesson timetable



Lessons per week

20 lessons (half day) OR
28 lessons (full day)

Lesson duration

45 minutes

Course duration

1 week - 37+ weeks

Minimum Age

16 +

Maximum Class Size

4 - 12

Levels

Beginner to Advanced

** IELTS classes require a minimum of
Intermediate level*

Starting Dates

Any Monday (if not a public holiday)

Public Holidays 2020

Fri - 10 April

Fri - 8 May & Mon - 25 May

Mon - 28 Aug

Christmas Break

Sat, 19 Dec 2020 to Sun, 3 Jan 2021

Course Fees Includes

- ✓ Tuition - **for a specific course**
- ✓ First day - **placement test**
- ✓ **Study** folder
- ✓ Academic materials **including course books**
- ✓ Regular tutorials **for courses longer than 4 weeks**
- ✓ Progress test - **every 4 weeks**
- ✓ End of level test - **every 10 weeks**
- ✓ **Regular** homework
- ✓ **Free** Wi - Fi and internet access
- ✓ End of course - **Linguistic Profile & attendance certificate (only if above 80%)**

Mon - Friday

Lessons	Time	Focus
1 & 2	09.15 -10.45	General English Language Skills
3 & 4	11.05 -12.35	
*5 & 6	14.00-15.30	Speaking and Writing focused

** There are no lessons 5 & 6 on Fridays.*

High Season Course Information

Dates

15 Jun 2020 to 28 Aug 2020

Fees

Tuition + high season supplement

Includes

- ✓ Full day tuition
- FIRST DAY AT SCHOOL (MON)**
- ✓ Placement test
- ✓ Bournemouth Orientation Course
- ✓ Classes start from **Tuesday**

Beginners/Starters

You can only enrol as a starter on the first Monday of each month.

If you join at any other point then you will have to pay for private tuition till the beginning of next month.

IELTS examination fees

You will have to book your exam and pay for it separately.

It is not included in the price of the preparation course.

Minimum level required for IELTS preparation courses is Intermediate (B1) on evening courses.

1 week course supplement

If you book only for one week then there is a supplementary charge of £40.

Accommodation - Arrival/ Departure - Saturday - Saturday

Service	Information	Price / week
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Adult Courses - 16+ years

Homestay	Low Season	Dates: Sat 04/01 - Sat 13/06 & Sat 29/08- Sat 19/12	£ 155
	High Season	Dates: Sat 13/06 - Sat 29/08	£ 170
High Season Residential	Dates: July and August		£ 190
	Included: Single room with en-suite, shared kitchen Not Included: Food or Bus pass		
Christmas & New Year	Dates: Sat 19/12 - Sat 02/01 Price £ 155 + £ 100 per week supplement		£ 255
Room Retainer	Students who go away <u>on holiday</u> but want to leave their luggage with the host family.		£ 50
Special Diet Requirements	Check availability before booking.		£ 40
What is included in the price for all the above	✓ Breakfast and dinner included from Monday to Friday ✓ Full Board at the weekends. ✓ Light laundry once a week. ✓ Single room 18+ all year round		

IMPORTANT

Host families: Carefully selected

Host homes: Walking distance of the college or one bus ride away

16 - 17 year olds: 11 pm curfew from Monday to Sunday

Room Share during April and high season: Under 18 year old students may share a room with another student of a similar age, same gender and different nationality (if requested).

Taxi Service

From - To in any direction	1 person	2 people	3 people	4 people
		price per person		
Bournemouth to College	£ 30.00	£ 18.00	£ 13.00	£ 12.00
Southampton Airport Transfer	£ 100.00	£ 55.00	£ 40.00	£ 35.00
Heathrow Airport Transfer	£ 190.00	£ 100.00	£ 70.00	£ 50.00
Gatwick/Luton Airport	£ 205.00	£ 105.00	£ 75.00	£ 55.00
Central London Transfer	£ 220.00	£ 110.00	£ 80.00	£ 60.00
Stansted Airport Transfer	£ 245.00	£ 130.00	£ 90.00	£ 70.00

IMPORTANT

Pickup point: We will tell/email you once you have confirmed the flight details to us in an email.

Waiting fee: A waiting fee of £ 35 per hour will apply if the driver has to wait more than one hour after the plane has landed.

Parental Consent: It is required, by the UK Border Agency, for students who are under 18. The Agency may not allow you to enter the UK if you do not have a written parental consent to travel or proof of your onward travel arrangements.

Conditions of Enrolment

Enrolment

Please complete this form or ask your agent to complete it for you.

Payment

Please pay all the fees for your course at least four weeks before your course starts. If your course starts in less than 30 days after enrolment, you must pay all the fees when your enrolment has been confirmed. Unfortunately, we cannot accept credit card payments.

Accommodation

Richard Language College can arrange accommodation for all of our students who ask for it. If you want to arrange accommodation for less than a week, we cannot reduce the price.

Parents not attending courses

If you are a parent travelling to the UK with your children, we cannot provide any supporting documents for your visa application if you are not studying a course with us.

Holidays

In 2020 the college is closed for the following :

Public holidays: Friday 10th April, Monday 13th April, Friday 8th May, Monday 25th May & Monday 28th August.

Christmas break: Mon 21st December 2020 to 1st January 2021.

If you want to take more holidays on any other days, you will have to tell us about your holiday plans when you first enrol or tell the Client Services Manager four weeks before you intend to take your holidays. We cannot allow you to take any other holidays that you have not arranged with us and we cannot give you a refund or extend your course to allow for them.

Cancellations

If you need to cancel your course you will have to inform us by sending us an email. We cannot refund the cost of your registration, which is £90. If it is less than 15 days before your course is due to begin, you will have to pay for a full week of your course and accommodation. If you are unable to get a visa, and cannot start your course we will refund your course and accommodation fees in full. However, we will not refund your registration fee of £90 and any bank charges.

Finishing your course early

If you finish your course early, we will not give you a refund. You cannot extend your course or get a refund if you miss any lessons and you cannot transfer your course to any friends or family members

Expulsion

You could be expelled from the college (told to leave) for the following reasons:

- Having attendance of 70% or less.
- Bullying or harassing any other students or members of staff.
- Stealing or deliberately damaging college property.
- Behaving badly in a way that is considered unacceptable by the college management.

If you are expelled, the college will not give you any certificate of attendance or offer any refund of your course fees.

Homestay:

If you cause any damage to your homestay host's property, you will have to pay for the cost of repair or replacement in full. You will have one week in which to find the money to pay for this cost.

Liability

The College is unable to take responsibility if you are unable to come to college or the college is unable to run your course for the following reasons: Public disturbances, industrial action, natural disasters and epidemics. The college does not take responsibility for the loss of your personal items. Students should take out any insurance for their personal property or circumstances such as having to fly home in an emergency.

Complaints

Students who have any problems or complaints should speak to the Principal or Client Services

Manager immediately. The Principal or Client Services Manager will always try to help you with any problems or complaints as soon as possible.

Special Needs

We will consider students with any special needs on a case by case basis. If you have any special needs, please contact the college before you book a course with us.

Payment Methods

Payment by Flywire.

This is the method that we recommend as it has the guaranteed lowest international exchange rate compared with other methods such as International Bank Transfer, PayPal or card payments.

How to use Flywire:

Choose your country and the amount you need to pay in GBP.

Choose the method by which you want to pay Flywire. Make your payment to Flywire. Add the details of the student/s that you want to pay for and your own details to the Flywire payment. Track and confirm your payment by email, SMS or by logging on at rlcgbp.flywire.com.

Using Flywire has helped us to make payments faster and more easily. Also, by using Flywire, you can pay from any country and use any bank, usually in your own currency. When you use Flywire you can keep track of your payments and save on bank fees and exchange rate variations. Flywire has a multilingual support team that can help you with any questions. When you want to start your payment process go to www.flywire.com/select-institution . Flywire can help you with your enquiries if you visit their website www.flywire.com/help .

Payment by Bank Transfer

UK banks will charge you if you make a payment by this method.

College account name: Richard Language College Limited

Bank name: Barclays

Branch: County Gates House, Westbourne

Account number: 70745391

IBAN Number: GB20 BARC 2011 3970 7453 91

BIC member/Swift code: BARCGB22/ BARC GB22

** Please note that the above account is for GBP only. If you want to pay in CHF or Euro then please get in touch for account details.*

Payment by Debit card

It is a good idea to bring a pre-loaded debit card as these can be used for school payments as well as withdrawing money from ATM cash machines.

Payment by Credit card

Unfortunately we are unable to take credit card payments. This is due to current UK law.

Legal agreement

Any students under the age of 18 are considered minors under UK law. I understand that by enrolling my son/daughter on an adult course they will not have any supervision outside of lesson times, for example at break or before and after school hours. They will also have to comply with all college rules and curfew times. I/My son/daughter wish(es) to attend Richard Language College for the period given and I agree to all the above terms and conditions.

Signature _____

Date _____



ADULT ENROLMENT FORM

PERSONAL INFORMATION

Family Name	Name
Gender	Date of Birth
<input type="checkbox"/> Male <input type="checkbox"/> Female	___ / ___ / ____
Nationality	Telephone Number
Email	Mobile Number
Home Address	

Postcode _____	
City	Country
Passport Number	Expiry Date
	___ / ___ / ____
For 16/17 year old	
Parent First Name	Mobile No.

SPECIAL NEEDS

- ☐ I confirm that I have no special educational needs, physical needs, mental health issues or any other relevant needs or issues.

I have the following special educational needs, physical needs, mental health issues or any other relevant needs or issues. _____



ACCOMMODATION

☐ Part Board Homestay ☐ Residential (University Campus) (Jul / Aug only- **18+ only**) ☐ None

Arrival Date

___/___/___

Departure Date

___/___/___

Dietary Requirements

Allergies

Special Diet Supplement £ 40

COURSE REQUIREMENTS

Course Code

Provisional English Level

Start Date

___/___/___

End Date

___/___/___

ARRIVAL

Arrival Airport Transfer

Date

☐ Yes

☐ No

___/___/___

Flight Arrival time

Flight No

Airport

Terminal

DEPARTURE

Departure Airport Transfer

Date

☐ Yes

☐ No

___/___/___

Flight Arrival time

Flight No

Airport

Terminal



Book your course

FIND

- Find the right course for you
- www.rlc.co.uk

APPLY

- Download the enrolment form .
- Complete it.
- Send it electronically

BOOK

- Confirm your booking by making a payment of £90 registration fee.

READ

- Our terms and conditions.

KEEP IN TOUCH

- Keep in touch through our various social media platforms.