

English Courses for Overseas Teachers

2018 Prices

Registration fee	This is non-refundable and for all courses. £80
Methodology and Language for Secondary School Teachers 22.5 hours per week	£460 per week £900 for 2 weeks Start date: 12/2/18, 9/4/18, 21/5/18, 13/8/18, 29/10/18 Closed groups are available throughout the year on request
CLIL for Secondary School Teachers 22.5 hours per week	£460 per week £900 for 2 weeks 12/2/18, 9/4/18, 21/5/18, 13/8/18, 29/10/18 Closed groups are available throughout the year on request
Summer period is from Monday 11th June - Friday 31st August 2018. Public Holidays: 30th March, 2nd April, 7th May, 28th May, 27th August. Classes do not run on these days.	
All courses offer an extra 7 HOURS SUPERVISED self-access study + daily homework In all options, one study hour = 60 minutes	
Accommodation: Homestay	To enhance the social, cultural and intensive language experience, we encourage participants to stay with one of our carefully-selected homestays. Half-board basis: breakfast and dinner on weekdays - all meals at the weekend. £155 (non-summer) / £165 (summer) pw / extra night £25
Self-catering student house	SUPERIOR (private shower and wash basin, shared toilets) £155 (non-summer) / £165 (summer) pw / extra night £25 FULL EN SUITE £165 (non-summer) / £175 (summer) pw / extra night £25
Airport taxi transfers	Heathrow or Gatwick Airport: £135 on arrival / £210 on arrival and departure. Southampton Eastleigh Airport: £70 on arrival / £120 on arrival and departure.

Social and cross-cultural programme

The course also provides opportunities to practise your social English, enhance your intercultural awareness and network with others from all over the world.

Social programme: The optional evening social programme is full and varied and includes visits to restaurants and pubs, theatres and cinemas, museums and many other activities.

Our teachers will also help you organise a wide range of weekend excursions to places of cultural and historical interest.

A typical week's social programme:

MONDAY	Welcome drinks
TUESDAY	Guided tour of historic Portsmouth (free) or fitness class £2
WEDNESDAY	Salsa (£4) or Conversation Club (free)
THURSDAY	Dinner on the waterfront (£25 - £35) or Yoga (£2)
FRIDAY	Visit to Spinnaker Tower (£7) or Cinema night (£7)
SATURDAY	Trip to London (£20) or Excursion to Stonehenge and Salisbury (£30)

GENERAL INFORMATION

- The minimum age for Teacher Training courses is 20.
- There are no Teacher Training classes on public holidays.
- LSI has a **24-hour emergency phone number: 0780 339 2476** (or +44 780 339 2476 if phoning from outside Britain).
- You should arrive at school by 8:30am on your first day.
- INSURANCE: We strongly advise you to take out travel and medical insurance before leaving home. This should cover loss or damage to personal possessions and loss of tuition fees if you have to finish your course early for any reason.**
- Our PIC code for Erasmus+ funding is: 918387950**
- LSI keeps personal information in both electronic and paper format. When requested, this information is passed onto third parties such as the British Council, ISI and UKVI.
- LSI may use photographs or short video clips from school social activities for marketing and promotional materials. If you do not allow us to use images that you may feature in, please inform us in writing at the start of your course.
- For school rules, policies and procedures please see our website www.lsi-portsmouth.co.uk/en/school-policies-rules

HOLIDAYS

Depending on your course you may be able to take a holiday of up to a **maximum of 4 weeks**, provided you **give LSI at least 1 week's notice**. Holidays are not permitted on some courses (e.g. closed groups). If a holiday is permitted, the weeks are given as a course credit and you can take these unused study weeks at a later date, within a 12-month period. **Please note that course credits are non-refundable and must be taken as study weeks.**

Homestay accommodation: If you are away for a full week (weekend to weekend) and give 1 week's notice, we will refund 50% of the fees.

Self-catering: There are no refunds for holidays taken.

VISAS

If you are from the **EU, Switzerland, Iceland, Norway or Liechtenstein, you do not need a visa and can work in the UK**. If you come from any other country, **you do need a visa and cannot work in the UK**. It is your responsibility to ensure you have the correct type of visa and sufficient duration to study in the UK. There are 2 main types of student visa:

General Student Visa (GSV) and Short-Term Student Visa (6 months or 11 months).

If you do not have the correct type of visa to study, or lose your right to remain in the UK, any contract with the school will be cancelled and you will not be allowed to study.

If you apply for a GSV, we will only issue you with a CAS number if we are satisfied that you both intend and are able to complete the course of study booked, your Tier 4 application meets UKVI requirements and all your tuition fees and cost of the CAS have been paid in full.

We are obliged to inform the Home Office if you do not follow your visa conditions.

HOW TO BOOK

Please complete the relevant course registration form and e-mail it to us, or book through our website. In order to process your booking, **we must receive a non-refundable £300 deposit**, which you can send to us via a bank transfer (please send us proof of this payment) or by cheque.

After receiving your registration form and deposit, we will send you a booking confirmation and any necessary immigration documents for short-term visa applications. Documents for GSV applications will be sent once the terms and conditions above have been met. We will also send an invoice; the balance of this is due at least 3 weeks before the start of the course.

Accommodation details and taxi transfer details (if booked) will be sent around 2 weeks before the start of the course please send us your arrival information as soon as possible.

TERMS & CONDITIONS

- In booking with us, **you agree to accept LSI's Terms & Conditions.**
- If you book via a representative or Educational Tour Operator (ETO), their terms & conditions may apply.
- A £300 non-refundable deposit is required for all bookings.**
- The £80 registration fee includes materials and course books.
- LSI reserves the right to refuse an enrolment.
- LSI is not liable for loss of tuition or other services caused by factors outside of our control (natural events e.g. flooding, earthquake, storms). Refunds in these instances will not be made.

Before Starting a Course

- If we receive notice of cancellation before the start of a course, all tuition and accommodation fees will be refunded less the £300 deposit.
- If we receive notice of postponement less than 1 week (5 working days) before the planned start of a course, you will lose the £300 deposit and be required to pay another deposit before we can confirm a new start date.
- If you are waiting for a visa and think that you may be delayed, you must let us know at least 1 week before your planned start date or you may lose your deposit and have to pay another £300.
- If your visa application is refused, all accommodation and tuition fees will be refunded (less irrecoverable costs e.g. bank charges and CAS fee) but only when we have seen a copy of the visa refusal letter. The £80 registration fee is non-refundable in any case.

After Starting a Course

- It is LSI's policy that **all tuition fees are non-refundable once the course begins**, so you should **make sure your insurance policy will cover this in case you have to stop your course early**.
- Homestay fees are refundable subject to 1 full week's notice.
- Self-catering fees are refundable subject to 4 weeks' notice.
- If you have a GSV, accommodation fees will only be refunded if you show us documentary evidence that you are enrolled and sponsored by another UK institution or have booked and paid for a flight home. Refunds are usually made to the person who paid the fees (not necessarily to the student). Bank charges are at your expense.
- LSI reserves the right to ask students to leave the school without refunding or crediting tuition fees in the event of misconduct, criminal behaviour or serious attendance problems. Please see the school's website for our disciplinary procedures.
- Unacceptable behaviour in school accommodation may result in students being asked to leave - we cannot guarantee that we will be able to find suitable, alternative accommodation.

BANK DETAILS

All fees are payable, in GBP Sterling, at least 3 weeks in advance to: LANGUAGE SPECIALISTS INTERNATIONAL, National Westminster Bank PLC, Commercial Road Branch, Portsmouth, England. PO11EJ.

A/c No. 89795482
Sort Code 56-00-64
SWIFT Code NWB KGB 2L
IBAN Code GB15 NWBK 5600 6489 7954 82

Please note that you are responsible for covering the cost of bank charges. To identify your payment quickly and easily, please include the INVOICE NUMBER and STUDENT SURNAME in the details: e.g. '18999-Smith'



Personal Details

First Name: _____
 Last Name: _____
 Male / Female: _____
 Nationality: _____
 Passport Number: _____
 Date of Birth: _____
 Contact Tel: _____
 Email Address: _____
 Home Address: _____
 Occupation/Job: _____
 Please give details of any special needs, learning difficulties or medical conditions the school should be aware of:

How did you hear of LSI Portsmouth?

Course Details

Please tick the programme you require:
 Methodology and Language for Secondary School Teachers
 CLIL for Secondary School Teachers
 Dates of course: _____
 How many weeks: _____

Please complete this registration form and either post, fax or email it to us. Alternatively use the online registration form on our website: <http://www.lsi-portsmouth.co.uk>.

Please remember to send us your £300.00 deposit via bank transfer and clearly reference your name.

Bank Details: National Westminster Bank PLC, Commercial Road Branch, Portsmouth, England. PO1 1EJ.

A/c No. 89795482, Sort Code 56-00-64 SWIFT Code NWBKGB2L, IBAN Code GB15 NWBK 5600 6489 7954 82.

admissions@lsi-portsmouth.co.uk
www.lsi-portsmouth.co.uk
 Tel: + 44 2392 291811



Level of English

	Very Good	Good	Inter-mediate	Weak	Very Weak
Speaking					
Listening					
Reading					
Writing					

Where did you learn your English?

- At school - if so, how many years?
- At Evening Classes or Language School - how many hours in total?
- Other?

Do you have any English language certificates or qualifications? If so, which?

Course Details

a) Would you like us to arrange either homestay or self-catering in one of our student houses for you?
 Yes No
 Homestay Self-catering student house
 If no, do you already have an address in Portsmouth?

b) Do you smoke? _____

c) Do you have any special preferences concerning homestay accommodation: e.g. size of family, age, children, household pets, hobbies/interests?

d) Any allergies? _____

e) Any special dietary needs? _____

f) Any health problems or disabilities? _____

g) Please state if you would prefer not to live in private home accommodation (more than 4 students in the house)

Arrival Details

Date and time: _____

Flight Number & Airport: _____

Do you require a taxi transfer? No Yes One-Way
 Yes, Return

I have read and understood the terms and conditions:

Signed: _____

Date: _____

Contact in an emergency: _____

Relationship to you: _____

Telephone number: _____