

# EDINBURGH

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## SCHOOL OF ENGLISH



*Learn English in Scotland*

# Craftsmanship in education

Personalised support: constant proximity to tutors

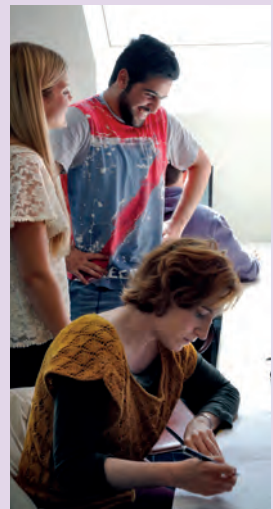


Students are taught in very small class sizes, which creates a collaborative training environment with constant proximity to tutors. This close tutorship feeds students' curiosity and inspires them in the creation of their bi-lingual identity.

The very small groups allow us to focus on each student's own intelligences and give extra coaching where needed. This also creates a safe environment for experiment and creativity which gives the student the optimum conditions for the achievement of academic progress and for the development of a personal language style. The school environment promotes discussion and inquiry and this stimulates critical thinking and illuminates ideas.

Students are motivated, open-minded and are in pursuit of extending their international horizons for either academic or professional purposes. Programmes deliver a depth of language skill and a breadth of cultural awareness, which gives learners a cosmopolitan perspective and a natural flair for international connectivity.

Students graduate with academic success, an interest in world affairs and a desire to explore the range of possibilities that their language confidence has created for them.



# The history of Edinburgh School of English

A legacy of innovative English language training in Scotland

In the late 1960s, over a pint at Edinburgh's historic Oxford Bar, Martin Huggins and Douglas Reid decided to establish an English language school in Edinburgh. The Edinburgh School of English Studies was born.

The school opened its doors in 1969. It operated first as a summer school and then as a year-round operation when it acquired premises on George IV Bridge a few years later. The school quickly established itself as one of Scotland's leading language schools, a position it still enjoys today.

In the early 1980s, the Edinburgh School of English Studies merged with the Eurostudents Organisation run by Margot McGinty.

This joint venture proved to be very successful. In 1990, Martin and Margot (now Huggins) acquired Cranston Church on the Canongate and converted it into a modern language school, and the school became Edinburgh School of English for the first time. The school has been in the same location ever since.

From the beginning Edinburgh School of English has had a reputation for inspiring and challenging English language programmes. The ethos of the school has always been one of openness and cooperation. Students and staff alike often compare the feeling and atmosphere of the school to being part of a family. As a result, many students return to study with us again and some students return year after year.

We offer students a challenging and dynamic environment where they are encouraged to develop self-belief about their ability and to realise their English language potential.

We invite you to join the supportive, inclusive and academically-demanding community that is Edinburgh School of English.



A flyer advertising the move to the Canongate



Edinburgh School of English 25th Anniversary dinner



Edinburgh School of English today



A class in action



# Progress driven

For career preparation and professional development

Maximum 8 per class  
Individually monitored progress

## The Octorial programme

The unique advantage of the course is that it offers both a high level of individual attention with a wide mix of team work training and mentored independent learning sessions. Crafted by educationalists, the Octorial programme is a carefully-structured programme which includes daily, weekly and monthly milestones for each student according to their personal objectives.

The course includes:

### Language skills lessons to develop language competency

The **Grammar, Logic and Rhetoric lessons** build the core skills of grammar and sentence structure and the art of constructing an argument. Inspired by the trivium of a classical Liberal Arts education, these are the foundation stones of language knowledge.

The **Comprehension, Vocabulary and Précis lessons** use a wide variety of authentic materials such as literary texts, news articles, research reports and current affairs audio and video to build new vocabulary and develop listening comprehension skills and speaking skills. There is an emphasis on intonation and pronunciation. The art of editing and summarising is practised in the précis exercises.

The **Composition and Text Analysis lessons** focus on developing the student's skills and flair for written English. Students work on practice exercises in a range of styles and registers including creative writing, short stories, improvisation, essay writing, reports on researched topics, reviews, commentaries and literary criticism. Reading comprehension and understanding of the written word is developed in the text analysis sessions. Socratic circles are used for text discussions.

Continuous assessment ensures that each learner feels challenged.

## Communication skills lessons to build confidence and fluency

### • Plenary Sessions

Designed to bring students together at the start and end of the school day. The morning plenary acts as a warm-up session. The afternoon plenary gives students an opportunity to reflect on the learning experiences of their day.

### • Spoken Performance Workshop

Students are set tasks which challenge them to develop their speaking and active expression in the language. There is also a focus on non-verbal communication such as body language.

### • Team Project

Each week, students work in small teams to produce and deliver a project at the end of the week. This gives real-life practice in presenting and formal writing. Students also develop problem-solving, collaboration, organisation and planning skills. Digital connections with sister schools allow students to collaborate with other teams from outside the school, to create real-life examples of authentic digital connections.

## The Mentored Dissertation for critical thinking skills

The Mentored Dissertation is a piece of work which is personal to your study objectives and which is completed over the duration of your course. It is tailored to the level of the student and can include: a piece of research, a video project, a collection of essays, a piece of creative writing, a personal statement and CV, written texts for your personal portfolio, exam practice texts and exam essay writing under timed conditions. At the beginning of each week, the Dissertation Tutor sets individual goals with each student and works with the student during the week to support them in the achievement of these weekly targets.



### Level testing and milestones

On arrival, students are tested in both speaking and writing. Then we monitor progress in each throughout the week because the rate of progress can differ. On your second day students complete a short 'First Impressions' feedback form which helps us to address any areas for attention. In the middle of the course, students have a mid-course interview with the Academic Manager to review study objectives. Every student has the chance to take the BULATS exam at the end of their course, as an externally recognised record of achievement. After departure, students can choose to maintain contact with tutors in one-hour Skype sessions for post-course support or instruction if needed.

Using the flipped classroom approach, new content is sometimes set as homework so that lesson time can be used for analysis and consolidation.

### Essential programme

A programme of 18 hours per week, but with full-time student commitment. Students may select their choice of 18 hours from the Octorial programme. Outside of lesson times, students are welcome to remain in school to work on personal study assignments and to make use of all of the school facilities.

### Enhanced programme

The Octorial programme is supplemented with one-to-one lessons with a personal tutor. This combined approach allows students to aim for fluency in the international setting of the classroom while examining areas of specific interest or revise areas of weakness with your tutor in the one-to-one lessons.

This programme is very effective for professionals who desire some focus on their area of speciality such as marketing, law, finance, medicine, engineering, etc. In the one-to-one lessons tutor and student can explore specific content in depth, which allows the student to gain fluency in their area of specialisation and therefore improve their management and leadership skills.

### Course dates

Courses start every Monday throughout the year.

Minimum age: 17 years



### Sample timetable - Octorial programme

08.45 - 09.00 - Plenary session
09.00 - 10.00 - Spoken Performance Workshop
10.00 - 10.15 - Break
10.15 - 11.15 - Grammar, Logic and Rhetoric
11.15 - 11.30 - Break
11.30 - 12.30 - Comprehension, Vocabulary and Précis
12.30 - 13.00 - Team Project
13.00 - 14.00 - Lunch
14.00 - 15.00 - Composition and Text Analysis
15.00 - 15.15 - Break
15.15 - 16.15 - Mentored Dissertation
16.15 - 16.30 - Plenary session: consolidation
16.30 - 17.30 or 18.00 - Individual lesson (Enhanced programme)

All timetables are samples and may be subject to change.

All classes are taught in a maximum group size of 8 except for Spoken Performance Workshop and Mentored Dissertation which are taught in a maximum group size of 12.

All lessons are of 60 minutes' duration.



# Progress driven

For specific requirements and accelerated results

Maximum 8 per class  
Individually monitored progress

## Exam Preparation

- Cambridge First (FCE)
- Cambridge Advanced (CAE)
- Cambridge Proficiency (CPE)
- IELTS
- BULATS

The skills students gain equip them to progress in professional contexts or in further education, such as studying at an English speaking university. Our students are trained to communicate effectively in a wide range of themes and topics.

Reading and writing practice includes: analysing data, presenting an argument, speed reading skills for detail and gist, critical thinking skills for making evaluations and giving opinions.

Interactive oral practice sessions encourage the expression of ideas and opinions on a wide range of topics and issues. Students also focus on pronunciation and intonation for greater fluency.

Listening exercises use authentic materials based on real-life situations to develop comprehension skills for maximum success in the listening test.

Weekly review tests highlight areas which need attention and are a good way to track progress. Students are given regular exam practice under timed conditions, drills and exercises from past papers, essay writing practice and are coached in personal success strategies for exams by their tutors. Mock exams under timed conditions give our students an idea of the exam score they will achieve.

## Enhanced Exam Preparation

The Exam Preparation programme is supplemented with one-to-one lessons with a personal tutor. In these lessons, you focus on the content of your exam with revision exercises and personal drills. You sit mock oral exams with your tutor and you are coached in written exercises under timed conditions, according to the requirements of the exam.

### Course dates

Courses start every Monday throughout the year.

Minimum age: 17 years



### Sample timetable - Exam Preparation

08.45 - 09.00 - Plenary session
09.00 - 10.00 - Spoken Performance Workshop
10.00 - 10.15 - Break
10.15 - 11.15 - Grammar, Logic and Rhetoric
11.15 - 11.30 - Break
11.30 - 12.30 - Comprehension, Vocabulary and Précis
12.30 - 13.00 - Team Project
13.00 - 14.00 - Lunch
14.00 - 15.00 - Composition and Text Analysis: exam focus
15.00 - 15.15 - Break
15.15 - 16.15 - Mentored Dissertation: guided exam practice
16.15 - 16.30 - Plenary session: consolidation
16.30 - 17.30 or 18.00 - Individual lesson (Enhanced programme)

All timetables are samples and may be subject to change.

All classes are taught in a maximum group size of 8 except for Spoken Performance Workshop and Mentored Dissertation which are taught in a maximum group size of 12.

All lessons are of 60 minutes' duration.



For specific requirements and accelerated results

## Courses for teachers

Teachers choose Edinburgh School of English to be exposed to new ideas and techniques, to meet colleagues from around the world and share practice, and to develop professionally in a supportive and inspiring learning environment.

Our courses are aimed at overseas teachers engaged in planning and/or delivering ELT programmes. The courses provide training for teachers whose first language is not English.

The Active Methodology course focuses purely on learning and teaching methodologies. You will discover new trends and approaches in English language teaching and revisit some old ones, and evaluate these for effectiveness. This course is for secondary teachers and teachers of adults.

The Language and Methodology Refresher course aims to improve your competence and confidence in English as well as updating your methodology, classroom management and practical teaching skills. We offer Language and Methodology Refresher courses for both primary and secondary teachers.

If you teach curricular subjects in English, the Content and Language Integrated Learning course offers you practical methods to support your learners. We offer Content and Language Integrated Learning courses for both primary and secondary teachers.

## One-to-one lessons for specific purposes

- For academic preparation
- For professional specialisation

One-to-one lessons offer students a programme which is designed precisely to their own unique requirements. In this way, you make the maximum possible progress because the teacher is able to focus on your needs and your personal learning style in every lesson.

Throughout the day, you can supplement your lessons with self-study in our quiet areas or self-access centre. This helps to consolidate the work done during lessons.

Throughout the programme, tutor and student work closely together and build a personal action plan for the student to take away at the end of the programme.



For teachers who want to integrate stories and storytelling into their lessons, we have a week-long Storytelling course. This can be paired with our Pronunciation course to create a stimulating and challenging two-week course.

### Erasmus Plus

Find the National Agency of your country here:  
[http://ec.europa.eu/education/erasmus-plus/national-agencies\\_en.htm](http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm)

Edinburgh School of English: PIC No. 944933164



All lessons are of 60 minutes' duration.

### Course dates

Courses start every Monday throughout the year.

Minimum age: 17 years



# Constant improvement: an accumulation of gains

## The Octorial programme illuminated

The wide range of authentic materials and content allows each session of the day to serve the needs of every learner including those studying for specific academic or professional purposes.

		Confidence and fluency for life skills
15 mins	<b>Morning Plenary</b> A powerful start to the day	Builds confidence, resilience and removes the fear of public speaking.
60 mins	<b>Spoken Performance Workshop</b> Verbal and non-verbal communication skills	Develops the ability to adjust the style and register of your language to the situation. Communicate your message effectively and connect with your audience.
60 mins	<b>Grammar, Logic and Rhetoric</b> Core skills	A rich vocabulary and accurate grammar give you the confidence to be bold with your use of the language.
60 mins	<b>Comprehension, Vocabulary and Précis</b> Core skills	Develops your fluency and includes real-life communication tasks, such as use of Skype and digital link-ups.
30 mins	<b>Team Project</b> In mixed-level teams for authentic interaction	Team building and collaboration skills. You gain experience of working in English in cross-cultural situations.
60 mins	<b>Composition and Text Analysis</b> Core skills	Creative writing, essay writing, reading of authentic texts. Develops imaginative use of vocabulary and style in your writing.
60 mins	<b>Mentored Dissertation</b> Individual focus on specific needs or interests	Research projects for your personal portfolio.
15 mins	<b>Closing Plenary</b> To consolidate and review	A review of the day's achievements helps you to plan your learning strategy for the next day.
60 or 90 mins	<b>One-to-one Lessons</b> Additional focus	On the Enhanced programme, this is an opportunity to dedicate time to an area of particular interest with your tutor.
60 mins	<b>Homework</b>	Preparation assignments are set as homework each evening



# leads to a deep understanding of the language

so that language becomes instinctive

Specific success strategies for exam preparation	Language and leadership for professional development
Useful practice for the spoken exam or interview situations.	Familiarisation with public speaking - useful practice for all situations involving speaking to an assembled group audience.
Fluency and performance skills for the spoken exam including compensation strategies to help you adapt quickly to the unexpected.	Techniques to help your fluency and performance. Useful when addressing an audience, giving verbal instruction or expressing opinion.
Essential core skills for exam success.	A strong foundation which gives you increased scope in your spoken and written use of the language.
Practice in comprehension and speaking tasks for the listening and speaking parts of the exam.	Develops your speed of listening, absorbing, assimilating, processing and reacting. Use of phone and Skype. Practice in adapting to different styles and registers.
Team building and collaboration skills. Develops your ability for problem solving and clear communication in cross-cultural situations.	Problem solving in international groups develops leadership, project management skills, team work, collaboration, creative thinking.
Practice tasks for the writing part of the exam such as essay writing practice.	Mastery of writing documents (letters, emails, reports) which are clear and professional. Achieve a personal writing style.
Repeated practice tests and drills under timed conditions to ensure that you are a competent and confident exam candidate.	Refined critical thinking skills in research projects or areas of specialisation.
Consolidate and plan homework and identify areas for revision.	Consolidate, review and identify areas for revision. Convert your strategy into results.
On the Enhanced programme, this is an opportunity to dedicate time to an area of particular interest with your tutor.	On the Enhanced programme, this is an opportunity to dedicate time to an area of particular interest with your tutor.
Preparation assignments are set as homework each evening	Preparation assignments are set as homework each evening

# Encouraging cultural awareness

## Cultural programme

The experience of studying a language abroad goes far beyond the walls of the classroom. It is an opportunity to immerse yourself in the culture and history of a place. Our comprehensive cultural programme is carefully designed to introduce students to Edinburgh's rich heritage and to give them the opportunity to develop their language in a natural, organic way.

We start our week with an orientation tour every Monday that is designed to provide you with the historical background of the city, as well as practical knowledge of where to buy bus passes, SIM cards and other essentials. Uniquely amongst Western cities, both Edinburgh's Old and New Towns have been designated UNESCO World Heritage Sites and, during their tour, students can see both areas spread out before them from the top of Carlton Hill.

There are few cities in the world that can boast the educational legacy of Edinburgh. While studying here you can enjoy sharing a pint in the world's oldest student union; explore thousands of years of Scottish history in the National History Museum; and wander through rooms of paintings in the National Portrait Gallery.

For the more energetic, we offer a wide variety of cultural events designed to increase the heart rate. Students who brave the climb up Arthur's Seat, the dormant volcano that sits at the heart of the city, are rewarded with spectacular views; and no visit to Scotland is complete without taking part in a traditional Scottish ceilidh dance.

### Weekends

Edinburgh is the gateway to Scotland's Highlands and Islands and at the weekends students are encouraged to explore further afield. Working with several local tour companies, we help you search for monsters up in Loch Ness, experience the history of the battlefields at Glencoe and Bannockburn, or sample whiskies in traditional island distilleries.



# Accommodation and travel services



## Homestay

Scottish families are famous for their generous hospitality and homestay accommodation is a perfect opportunity to experience this first hand. Staying in a homestay allows you to relax in a friendly, local home and to continue practising your English in a natural setting.

Our homestay families are part of the school community and are regularly visited by our Accommodation and Welfare Officer to ensure you receive the best hospitality during your stay.

Your homestay accommodation includes:

- Single room accommodation
- Bed, breakfast and evening meal with your hosts every day
- No other student who speaks the same language in the home
- Private bathrooms are available on request



## Summer Accommodation

### Residence

Our residential accommodation is situated next to Edinburgh's stunning Holyrood Park within easy walking distance from our school and the city centre. Regular buses pass by to allow for further exploration for the more adventurous visitor.

Residential accommodation includes breakfast and an evening meal every day.

### Self-catering

Self-catered apartments are available in July and August and studio flats are available on request. At Edinburgh School of English we are happy to help students who are looking for a little more independence to find self-catered accommodation at other times of the year.



## Travel

We can arrange stress-free, personal taxi transfers to and from the airport with a local executive travel company.

Alternatively, the journey from Edinburgh Airport to the city centre can be made by bus or by tram.



# Young Learners

For motivated teenagers (14-17 years)

Maximum 8 per class  
Individually monitored progress

## Young Octorial programme Edinburgh (14-17 years)

A head start for motivated teenagers. Early language skills give students confidence and an international outlook which helps them to shape their future career choices.

Our programme channels the energy and creativity of young people into the real life achievements of academic results and personal growth. Students graduate from their summer programmes inspired for further study with new language skills, international friendships, wider horizons and lasting memories. Our courses for young learners focus on developing students' confidence using English by developing the real-world skills necessary for life in an increasingly globalised world.

We offer courses with a maximum of 8 students in each class. This allows the teachers to give each student more attention and allows the students to engage more fully with the language and make faster progress. Our lessons are fast-paced and encourage the students to engage with authentic English language materials.

Our demanding academic programme starts with Spoken Performance Workshop, which features presentations, drama and debates. This challenges the students by focusing on pronunciation, intonation, voice projection and the ability to perform under pressure.

Our syllabus also includes a project component in which the students work in small teams to produce and present a project to their fellow students and others. Team Project fosters an ability to interact with others and involves problem solving and helps to incorporate new language in a meaningful context.

### Young Octorial programme includes:

- 15 hours of tuition per week
- Very small class sizes of maximum 8 students
- Fully supervised leisure programme
- Weekend excursions
- Full board accommodation
- Local bus pass
- Arrival and departure airport transfers



### Sample timetable – Young Octorial programme (14-17 yrs)

07.30	Wake up
08.00 - 08.45	Breakfast with friends
08.45 - 09.00	Student assembly and activity briefing
09.00 - 10.00	1st lesson: Language Surgery
10.00 - 10.15	Break
10.15 - 11.15	2nd lesson: Spoken Performance Workshop
11.15 - 11.30	Break
11.30 - 12.30	3rd lesson: Team Project
12.30 - 13.30	Lunch
13.30 - 17.00	Afternoon excursions: Edinburgh Castle, Dynamic Earth, Camera Obscura and sport
17.00 - 18.00	Homework and class preparation
18.00 - 19.00	Dinner
19.00 - 19.30	Break; free time to relax with friends
19.30 - 22.30	Evening activities: talent shows, bowling, quiz nights and ceilidhs
22.30	All students bedtime/homestay curfew

All timetables are samples and may be subject to change.

All lessons are of 60 minutes' duration.





For motivated teenagers (14-17 years)

### Leisure and excursions

Students take part in a wide range of sports and cultural activities where they put the English they have learnt in the classroom into practice. Typical activities include:

- Outdoor sports, e.g. football, rounders and volleyball
- Scottish activities such as ceilidh dancing and Scottish parties
- Edinburgh city sight trips, e.g. Edinburgh Castle, Dynamic Earth and Camera Obscura
- Museum and gallery trips
- Local walks to destinations such as Arthur's Seat and the Botanic Gardens
- Ensemble of activities such as It's a Knockout, Fashion Shows and many other fun events!

There is a full-day excursion every Saturday.

For example:

- Glasgow and the Kelvingrove Museum
- Loch Lomond—take a boat cruise along one of our most famous lochs
- Stirling and the Wallace Monument—visit the real Braveheart country

### Accommodation

Young learners in Edinburgh can choose to stay in residential accommodation or with a trusted local host family. Both options are provided on a full-board basis and offer a taste of Scottish hospitality.

In residence, Edinburgh School of English staff stay on-site so students receive 24-hour supervision.



# Young Learners

For motivated children (7-13 years)

Maximum 8 per class  
Individually monitored progress

## Young Octorial programme (7-13 years)

A head start for motivated children. Early language skills give students confidence and an international outlook which helps them to shape their future career choices.

Our programmes channel the energy and creativity of young people into the real life achievements of academic results and personal growth. Students graduate from their summer programmes inspired for further study with new language skills, international friendships, wider horizons and lasting memories.

We offer courses with a maximum of 8 students in each class. This allows the teachers to give each student more attention and allows the students to engage more fully with the language and make faster progress. Our lessons are fast-paced and encourage the students to engage with authentic English language materials.

Project work, drama activities and games build students' language skills and confidence in a safe and fun environment. Target language is introduced through stories and songs which connect deeply with young children. This creates the best conditions for developing language knowledge and making the maximum possible progress.

Our academic programme and activity programme are designed to complement each other. Students learn about Scottish culture and history then work together on projects in class to find out more. This fires young imaginations before they visit castles, palaces, battlefields and other historic sites on their activity programme. This ensures learners get the most possible out of their activities and develop real-life language skills.

### Young Octorial programme includes:

- 15 hours of tuition per week
- Very small class sizes of maximum 8 students
- Fully supervised leisure programme
- Weekend excursions
- Full board accommodation
- Local bus pass
- Arrival and departure airport transfers



### Sample timetable - Young Octorial programme (7-13 yrs)

07.30	Wake up
08.00 - 08.45	Breakfast with friends
08.45 - 09.00	Student assembly and activity briefing
09.00 - 10.00	1st lesson: Language Surgery
10.00 - 10.15	Break
10.15 - 11.15	2nd lesson: Spoken Performance Workshop
11.15 - 11.30	Break
11.30 - 12.30	3rd lesson: Team Project
12.30 - 13.30	Lunch
13.30 - 17.00	Afternoon activities: swimming, football, tennis, rounders, volleyball, badminton, basketball, scavenger hunts and Scottish dancing
17.00 - 18.00	Supervised homework
18.00	Dinner
20.00	Recreational activities: barbecues, quiz nights, swimming, discos, talent shows and film nights
22.00	All students' bedtime

All timetables are samples and may be subject to change.

All lessons are of 60 minutes' duration.





Maximum 8 per class  
Individually monitored progress

For motivated children (7-13 years)

### Leisure and excursions

In the afternoon our young learners enjoy sports and excursions, with planned entertainment in the evening. Our school's location offers our young learners the fun of open-air pursuits in freedom and safety.

In the afternoon, students enjoy a full programme of sports, cultural and recreational activities which are designed specifically with our younger students in mind. Afternoon activities include swimming, field sports, art & craft, scavenger hunts and much more. We also offer students activities every evening including the ever popular disco and karaoke nights!

While the school offers fantastic on-site facilities, all students will have two half-day excursions each week as well as a full day excursion on Saturday. Our excursions include visits to Stirling, Edinburgh, Blair Drummond Safari Park and Falkland Palace.

### Accommodation

Our site offers excellent residential accommodation on campus. The house comprises comfortable study bedrooms, ample shared bathroom facilities and a common area.

Members of Edinburgh School of English staff stay on each floor of the residence so there is always an adult on hand for anything the students need.





# Terms and Conditions

## 1. Definitions

1.1 When the following words with capital letters are used in these Terms, this is what they will mean:

Booking : your booking for one of Our Courses;

Courses : the language training courses advertised on Our website;

Deposit : the sum of 300 GBP;

Event Outside Our Control: is defined in clause 8.2;

Fees : the fees payable by you in respect of your Booking;

Terms : the terms and conditions set out below;

We/Our/Us : Instill Education Limited (trading as "Edinburgh School of English") a company registered in England and Wales under company number 01293463 and having its registered office at 38 Binsey Lane, Oxford OX2 0EY, United Kingdom. VAT registration number GB792403230.

1.2 When We use the words " writing " or " written " in these Terms, this includes e-mail unless We say otherwise.

## 2. Bookings

2.1 Bookings can be made by completing and submitting the Enrolment Form together with payment of your Deposit or the total Fees (as applicable, see clause 3.1).

2.2 Please ensure that you read these Terms carefully, and check that the details of your Booking are complete and accurate, before you make your Booking. If you think that there is a mistake, please contact Us to discuss. We will confirm any changes in writing to avoid any confusion between you and Us.

2.3 When you make a Booking with Us, this does not mean that We have accepted it. Our acceptance of the Booking will take place as described in clause 2.4. If We are unable to confirm your Booking, We will inform you of this.

2.4 These Terms will become binding on you and Us when we confirm your Booking in writing to you, at which point a contract will come into existence between you and Us. We will assign a unique reference number to your Booking and inform you of it when We provide confirmation. Please quote this number in all subsequent correspondence with Us relating to your Booking.

## 3. Payment of Fees

3.1 Where the Course is due to begin more than six weeks from the date of your Booking, a Deposit is payable at the time of making your Booking. Where the Course is due to begin less than six weeks from the date of your Booking, the Fees must be paid in full at the time of your Booking.

3.2 When We confirm your Booking under clause 2.4, We will provide a statement showing the balance of the Fees due to be paid, which should be settled at least four weeks before the Course starting date. Please note that you will not be allowed to attend any Course unless payment of the Fees has been made in full.

3.3 All Fees must be paid in Sterling (GBP). All bank charges are payable by you.

3.4 All refunds due under these Terms will be paid to the person from whom payment was originally taken, using the same method of payment as used by them.

## 4. Changes to Bookings

4.1 If you wish to change your Booking by switching to another Course, you must provide at least 10 days' notice of such change to Us in writing, otherwise you will be expected to attend the Course originally booked or cancel your Booking under clause 7.

4.2 Where you have given the appropriate notice under clause 4.1:

(a) We will refund any difference between the cost of the original Booking and your revised Booking on the last date of the Course to which you have switched (whether or not you remain on the Course for its full duration); or

(b) You may be required to pay any difference between the cost of the original Booking and your revised Booking at the time of your request.

4.3 If you wish to take a holiday at any time during the Course, you must give Us at least two weeks' notice in writing. No refunds are payable in these circumstances.

4.4 We reserve the right to cancel a Course, or make changes to course arrangements, as a result of Events Outside Our Control. Clause 8 will apply in such circumstances.

## 5. Our liability to you

5.1 Where We provide any assistance to you in making travel and accommodation requirements, We do so only as an intermediary between you, travel organisations and host families. Unless and to the extent caused by Our negligence, We will not be liable to you for any losses arising from any delays or failures relating to travel and accommodation arrangements. We will, however, use our reasonable endeavours to defend your interests and mediate on your behalf in the event of any breach of contract on the part of a travel organisation or host family.

5.2 If We fail to comply with these Terms, We are responsible for loss or damage you suffer that is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it is an obvious consequence of Our breach or if it was anticipated by you and Us at the time we entered into this contract.

5.3 We do not exclude or limit in any way Our liability for death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors, or for any liability which cannot be excluded or limited by law.

## 6. Insurance, accommodation, students visas and study permits

6.1 You are responsible for arranging your own travel and medical insurance (including the costs of repatriation in the case of illness or accident) and student visitor visa.

6.2 If you are denied a student visitor visa and provide Us with a copy of the rejection letter on or before the first day of the Course, the We will refund all Fees paid.

6.3 Accommodation will begin on the Sunday before the Course starts and will end on the Saturday after the Course ends. If you have asked Us to arrange host family accommodation, you will receive details of your host family address at least five days before the Course starting date (unless you have made a late Booking) to enable you to inform the host family of your approximate time of arrival.

## 7. Your rights to cancel and applicable refund

7.1 You have the following rights to cancel your Booking:

(a) you have a legal right to cancel your Booking within 14 calendar days of the date of your Booking, in which event We will, subject to clause 7.3, refund all of the Fees including the Deposit; or

(b) you may cancel your Booking at any time after the period of 14 calendar days referred to in clause 7.1(a) but before the Course has begun, in which event We will retain the Deposit and refund the balance of any Fees paid by you.

7.2 To exercise your rights to cancel under clause 7.1, you must inform Us of your decision by making a clear statement to this effect by completing the cancellation form on Our website or by contacting Us (see contact details below).

7.3 The law requires us to obtain your express consent to Us providing Our services

where the starting date of the Course falls during the 14 day cancellation period referred to in clause 7.1(a). By making your Booking, you will be treated as giving this consent. You acknowledge that if you subsequently cancel, We will be entitled to deduct an amount from the Fees paid which is in proportion to the services that We have performed up to the date of your cancellation.

7.4 Once a Course has begun, you may cancel your Booking with immediate effect by giving Us written notice if:

(a) We break this contract in any material way and We do not correct or fix the situation within 30 days of you asking Us to in writing;

(b) We go into liquidation or a receiver or an administrator is appointed over Our assets; or

(c) We are affected by an Event Outside Our Control.

## 8. Our rights to cancel and applicable refund

8.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our obligations under these Terms that is caused by an Event Outside Our Control.

8.2 An Event Outside Our Control means any act or event beyond Our reasonable control including but not limited to strikes or other industrial action, civil commotion, terrorist attack or threat of terrorist attack, epidemic, adverse weather conditions or other natural disasters.

8.3 If an Event Outside Our Control takes place that affects the performance of Our obligations under these Terms:

(a) We will contact you as soon as reasonably possible to notify you; and

(b) We will, where possible, propose alternative arrangements (which may include alternative dates or venues) for the Course.

8.4 You may cancel your Booking if any alternative arrangements proposed by Us are unsuitable for any reason, in which case We will refund all Fees paid in advance for the Course.

8.5 We reserve the right to refuse your attendance on the course if you are suffering from any illness, medical condition or mental or physical disability which was not disclosed at the time of Booking.

## 9. How we may use your personal information

9.1 We will use the personal information (including sensitive information about your health, religious beliefs and practices or dietary requirements) that you provide to Us:

(a) to administer and provide Our Courses to you;

(b) to process payment in relation to any Booking;

(c) for internal training and monitoring purposes; and

(d) to inform you about similar Courses and other services that We provide, but you may stop receiving these at any time by contacting Us.

9.2 We will not give your personal data to any third party other than:

(a) as strictly necessary for Us to perform Our contract with you;

(b) to host families; or

(c) to the schools and offices within our group companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006) including those outside the European Union.

9.3 You have the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 1998. Any access request may be subject to a fee of £10 to meet Our costs in providing you with details of the information We hold about you.

9.4 We may wish to use photographs and audio visual media containing your image or likeness in our marketing and promotional materials and you hereby consent that We may do so in all and any media for such purposes. If you would prefer that We do not, you should notify Us by completing the relevant section of the registration form. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media continuing your image or likeness shall belong to Us and shall not entitle you to receive any royalties or other payments.

## 10. Specific terms for Young Learners (7-17 years)

10.1 We reserve the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' or guardians' expense.

10.2 We further reserve the right to send home without a warning letter any student committing a serious offence, especially offences involving the police, including theft, smoking in any school building and the possession, purchase or consumption of alcohol or illegal drugs.

10.3 For children who will stay with host families, parents may indicate on the registration form whether they authorise their child to stay out in the evenings without supervision. Generally, this means that children aged 13 and under are not allowed out unsupervised after their evening meal; those aged 14 and above must return by 22.00. However, students must also respect the house rules of the host family, where these times may inconvenience the family. Children on residential courses have evening activities and are not allowed to stay out unsupervised. Please note We cannot be held responsible for any incident whilst the student is out unsupervised.

10.4 Students aged 18 and over must register for an adult school. We reserve the right to transfer an 18 year old from a young learners' Course.

## 11. Other important terms

11.1 These Terms set out the entire agreement between you and Us relating to your Booking.

11.2 We may transfer Our rights and obligations under these Terms to another organisation, and We will always notify you in writing if this happens, but this will not affect your rights or Our obligations under these Terms.

11.3 This contract is between you and Us. No other person shall have any rights to enforce any of its terms.

11.4 Each of the clauses in these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

11.5 If We fail to insist that you perform any of your obligations under these Terms, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, We will only do so in writing, and that will not mean that We will automatically waive any later default by you.

11.6 These Terms are governed by English law. You and We both agree to submit to the non-exclusive jurisdiction of the English courts.



# Enrolment Form

Please ensure both sides are complete

## Please send this form to:

Edinburgh School of English, 271 Canongate,  
The Royal Mile, Edinburgh EH8 8BQ, UK

T +44 131 557 9200, F +44 131 557 9192

info@edinburghschoolofenglish.com, www.edinburghschoolofenglish.com

For Young Learner bookings please ensure that all sections are completed prior to arrival. We will be unable to accept the student to the programme without these.

PLEASE PRINT IN BLOCK LETTERS

## 1. Personal Details

Family name  First name(s)

Date of birth (dd/mm/yyyy) // Sex M  F

Nationality  Mother Tongue

Address

City  Postcode  Country

Tel (home)  Tel (work)

Fax  Email

Name as it appears in Passport  Passport number

Have you attended an Edinburgh School of English course before? Yes  No

If yes, which school (adults/young learners) and year(s):

## 2. Emergency Contact

### Emergency Contact: Name in BLOCK CAPITALS

Relation to the student  English spoken?

Tel (home)  Tel (mobile)

\*Please indicate the country code

## 3. Course Details

Course name

Course Start date // Course Finishing date /

English language level  Elementary (A1)  Pre-intermediate (A2)  Intermediate (B1)

Upper-Intermediate (B2)  Advanced (C1)  Proficient (C2)

\*A1-C2 Common European Framework level descriptors

## 4(a) Accommodation (Adults)

Arrival date // Departure date /

Arrival transfer from Edinburgh airport  Departure transfer from Edinburgh airport

Accommodation: Homestay  En-suite Homestay  Residence  Apartment  Apartment   
(Shared bathroom) (Ensuite)\*

Do you smoke? Yes  No  Would you prefer non-smoking accommodation? Yes  No

No accommodation required  Please provide your contact address in Edinburgh:

Special requests\*

\*Subject to availability

## 4(b) Accommodation (Young Learners)

Accommodation: Edinburgh Residence  Edinburgh Homestay  St Andrews

Arrival date // Departure date /

Arrival transfer from Edinburgh airport  Departure transfer from Edinburgh airport

\*Please send ticket details as soon as they are available

# Enrolment Form

CONTINUED FROM PREVIOUS PAGE

## 5. Health

Please list any medical condition, special diet or allergies that school staff should be aware of:

Please give details of any medical treatments that need to be followed during your stay:

Young Learners only:

Previous illness: Chickenpox  Measles  German Measles  Mumps

Is the student asthmatic?

## 6. Authorisation (Young Learners)

### Daytime

No child under the age of 14 is allowed out unsupervised.

Students who are 14 years old and above have the opportunity to go shopping in small unsupervised groups.

### Evening (16-17 Only)

I agree for my child to go out unsupervised in the evenings until 22.00 hrs

OR

My child is not allowed out unsupervised in the evenings

### Sports

Sports not permitted

In the event of an emergency I authorise any responsible member of your organisation to give permission for an operation to be performed upon the participant if so advised by qualified medical staff.

Name of Parents or Guardians

Signature (Mother/Father/Guardian)

## 7. Payment Details

Edinburgh School of English Fees of £  Deposit of £300

Method of Payment Bank Transfer  Credit Card

Please debit my: Mastercard  Visa  Other

Credit Card No.

Expiry Date MM/YY  CCV (3 digits on the reverse of the card)

Card Holder

Signature of Card Holder

## 8. Confirmation

I agree to the use of my/my child's personal information, including health and religious or dietary requirements, set out in the terms and conditions. Yes  No

I agree that you can send me occasional information about Edinburgh School of English courses and services. Yes  No

I confirm my acceptance of the Edinburgh School of English Conditions of Enrolment.

Signature  Date (dd/mm/yyyy)

I heard about the Edinburgh School of English

### Please send this form to:

Edinburgh School of English, 271 Canongate,  
The Royal Mile, Edinburgh EH8 8BQ, UK  
T +44 131 557 9200, F +44 131 557 9192

info@edinburghschoolofenglish.com  
www.edinburghschoolofenglish.com

### Edinburgh School of English

#### bank account:

HSBC, 65 Cornmarket Street,  
Oxford OX1 3HY, UK  
Account No: 72788152  
IBAN: GB78MIDL40353472788152  
BIC/SWIFT: MIDLGB2108P

Agent:





271 Canongate, The Royal Mile  
Edinburgh EH8 8BQ, UK

T: +44 131 557 9200  
F: +44 131 557 9192

[info@edinburghschoolofenglish.com](mailto:info@edinburghschoolofenglish.com)  
[www.edinburghschoolofenglish.com](http://www.edinburghschoolofenglish.com)

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