



The English
Language Centre
BRIGHTON / EASTBOURNE



English Courses for Adults in Brighton and Eastbourne

Helping you to build your future

Dates and Prices 2019

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ESSENTIAL INFORMATION

This pricelist gives information about ELC Brighton and Eastbourne (formerly Eastbourne School of English). Prices are valid for the period 1 January to 30 December 2019 unless otherwise stated.

School dates

The schools will re-open on Monday 07 January 2019 and close for Christmas on Friday 20 December 2019. The schools re-open again on Monday 06 January 2020.

School opening hours

Monday to Friday 08.30 – 17.30

Public holidays

All courses have lessons as normal on public holidays (except for 2-week closure at Christmas)

Tuition fees

Tuition fees include:

- all tuition
- all course materials/course books
- end-of-course certificate
- student card
- welcome pack and file
- use of the Self-Study Centre
- free internet access (Wi-Fi and PC)
- some social activities
- student 'kitchen' facilities
- guided e-learning from point of booking to 3 months after course finishes

Tuition fees do not include:

- exam fees (except on Study Year Programme)
- full day excursions or most social activities

Registration fee

There is a registration fee of £90 for all bookings.

Lessons

Lessons are counted in units of 45 minutes. 1 hour = 60 minutes. Lessons are usually combined into larger units than 45 minutes.

Standard General English Lesson timetables

	Monday	Tuesday	Wednesday	Thursday	Friday
	09.00 – 10.30	09.00 – 10.30	09.00 – 10.30	09.00 – 10.30	09.00 – 10.30
	11.00 – 12.30	11.00 – 12.30	11.00 – 12.30	11.00 – 12.30	11.00 – 12.30
25-lesson PM	13.30 – 14.30	13.30 – 14.25	13.30 – 14.25	13.30 – 14.25	
30-lesson PM	14.35 – 15.30	14.30 – 15.30	14.35 – 15.30	14.35 – 15.30	

Other courses may have different timetables. See website for details.

GENERAL ENGLISH COURSES

25 or 30 lessons/week (18.75 or 22.5 hours) – Beginner to Advanced

The General English Course consists of a core programme of 20 lessons (15 hours) in the morning with electives or 1:1 lessons in the afternoons. Students will be able to choose afternoon electives at school (GE25 course = 1 elective per week; GE30 course = 2 electives per week).

General English (GE25/GE30) – Beginner to Advanced

General English + English for Work (GEW25/GEW30) – Intermediate to Advanced

General English + IELTS/Academic English (GEI25/GEI30) – Intermediate to Advanced

General English + One-to-One (GEO25/GEO30) – Beginner to Advanced

Code	Lessons/week	Weeks	2-4	5-7	8-11	12-15	16-19	20+
GE25/GEW25/GEI25	25	Price per week	£311	£301	£289	£279	£262	£245
GE30/GEW30/GEI30	30	Price per week	£372	£362	£346	£330	£312	£292
GEO25	25	Price per week	£500	£500	£500	£500	£500	£500
GEO30	30	Price per week	£745	£745	£745	£745	£745	£745

- Available 07 January 2019 to 20 December 2019. Start any Monday. Students must book a minimum of 2 weeks.
- NB Students who want to book and pay for 24+ weeks in advance see Study Year Programme prices.
- The electives above will run every week and are bookable in advance. Other electives will be available weekly.

Tuition Fees Calculator

Weeks	1	2	3	4	5	6	7	8	9	10	11	12
GE25	£311	£622	£933	£1244	£1505	£1806	£2107	£2312	£2601	£2890	£3179	£3348
GE30	£372	£744	£1116	£1488	£1810	£2172	£2534	£2768	£3114	£3460	£3806	£3960
Weeks	13	14	15	16	17	18	19	20	21	22	23	+weeks
GE25	£3627	£3906	£4185	£4192	£4454	£4716	£4978	£4900	£5145	£5390	£5635	+£245pw
GE30	£4290	£4620	£4950	£4992	£5304	£5616	£5928	£5840	£6132	£6424	£6716	+£292pw

STUDY YEAR PROGRAMME (SYP)

25 or 30 lessons/week (18.75 or 22.5 hours) – Beginner to Upper-Intermediate*

Students can start any Monday. Students must book a minimum of 24 weeks.

Number of weeks	SYP25	24 – 33	34+	SYP30	24 – 33	34+
Price per week		£219	£204		£255	£239
24 weeks	£5256			£6120		
34 weeks	£6936			£8126		
44 weeks	£8976			£10516		

- Students can book any number of weeks over 24 (eg 24, 25, 26, 27...)
- Choice to study on a variety of courses, depending on level, at no extra cost:
 - SYP25 - variety of 25-lesson courses including GE25 and examination courses (IBE25, IELTS25, CC25)
 - SYP30 - variety of 30-lesson courses including GE30 and examination courses (IBE30, IELTS30, CC30)
- 1 airport transfer on arrival (London Gatwick or Heathrow) and 1 exam fee included (from Cambridge FCE/CAE/CPE, LCCI, IELTS) for students studying on an examination course as part of the SYP programme
- Students can choose to add holidays - normally a maximum of 4 weeks' holiday for bookings of 24-33 weeks and 6 weeks' holiday for bookings of 34 weeks or more. Tuition fees are based on number of weeks of study.
- *level on arrival (courses at Advanced level available)

Tuition Fees Calculator

Weeks	24	25	26	27	28	29	30	31	32	33	34	35
SYP25	£5256	£5475	£5694	£5913	£6132	£6351	£6570	£6789	£7008	£7227	£6936	£7140
SYP30	£6120	£6375	£6630	£6885	£7140	£7395	£7650	£7905	£8160	£8415	£8126	£8365
Weeks	36	37	38	39	40	41	42	43	44	45	46	+weeks
SYP25	£7344	£7548	£7752	£7956	£8160	£8364	£8568	£8772	£8976	£9180	£9384	+£204pw
SYP30	£8604	£8843	£9082	£9321	£9560	£9799	£10038	£10277	£10516	£10755	£10994	+£239pw

EXAMINATION PREPARATION COURSES

All exam courses have a core of 25 lessons per week (except for summer 4-week Cambridge courses). Students who choose the 30-lesson programme outside of summer will join the GE options programme for the extra 5 lessons per week.

Cambridge Examination Preparation Courses (CC)

25 or 30 lessons/week (18.75 or 22.5 hours) [30 lessons/week (22.5 hours) in July/August*]

Fixed length courses. Students must enrol for full length of course. Exam fees not included.

Code	Dates	Weeks	CC25 Course Fees (total)	CC30 Course Fees (total)
CC1 – FCE/CAE	07 January – 15 March	10	£2890	£3460
CC1 – CPE	07 January – 08 March	9	£2601	£3114
CC2 – FCE/CAE/CPE	25 March – 14 June	12	£3348	£3960
CC3* – FCE/CAE	01 July – 26 July	4	–	£1600
CC4* – FCE/CAE	29 July – 23 August	4	–	£1600
CC5 – FCE/CAE/CPE	16 September – 06 December	12	£3348	£3960

The oral interviews take place on a weekend before the written exam. The written exam dates are:

CC1 – FCE exam Friday 15 March; CAE exam Saturday 16 March; CPE exam Saturday 09 March

CC2 – FCE exam Tuesday 11 June; CAE exam Wednesday 12 June; CPE exam Thursday 13 June

CC3 – FCE exam Thursday 25 July; CAE exam Wednesday 24 July

CC4 – FCE exam Thursday 22 August; CAE exam Friday 23 August

CC5 – FCE exam Tuesday 03 December; CAE exam Wednesday 04 December; CPE exam Thursday 05 December

IELTS Exam Preparation (IELTS)

25 or 30 lessons/week (18.75 or 22.5 hours) - Minimum Level Intermediate

4-week intensive course. Students must book for all 4 weeks. Exam fees not included.

Code	Dates	IELTS25 Course Fees (total)	IELTS30 Course Fees (total)
IELTS1	07 January – 01 February	£1244	£1488
IELTS2	04 February – 01 March	£1244	£1488
IELTS3	11 March – 05 April	£1244	£1488
IELTS4	08 April – 03 May	£1244	£1488
IELTS5	06 May – 31 May	£1244	£1488
IELTS6	03 June – 28 June	£1244	£1488
IELTS7	01 July – 26 July	£1244	£1488
IELTS8	29 July – 23 August	£1244	£1488
IELTS9	02 September – 27 September	£1244	£1488
IELTS10	30 September – 25 October	£1244	£1488
IELTS11	04 November – 29 November	£1244	£1488

Exam will usually be held on the Saturday after the last day of the course.

Introduction to Business English (IBE)

25 or 30 lessons/week (18.75 or 22.5 hours) - Minimum Level Intermediate

LCCI Exam Preparation. 4-week intensive course. Students must book for all 4 weeks. Exam fees not included.

Code	Dates	IBE25 Course Fees (total)	IBE30 Course Fees (total)
IBE1	04 February – 01 March	£1244	£1488
IBE2	06 May – 31 May	£1244	£1488
IBE3	29 July – 23 August	£1244	£1488
IBE4	04 November – 29 November	£1244	£1488

Exam takes place at ELC on the final Friday of the course.

SUMMER VACATION COURSES

The Summer Vacation Course is run by ELC at our summer centre, Loxdale, about 10 minutes' drive from our main centre.

Summer Vacation Course (V) – Beginner to Advanced

20 lessons/week (15 hours) Minimum age 16 - typical age 16-22

Available between 17 June 2019 and 23 August 2019. Start any Monday. Minimum stay 2 weeks.

June	July	August		Lessons only	Activities package
17, 24	01, 08, 15, 22, 29	05, 12	Price per week	£240	£80

Activities Package includes 1 activity per day Monday to Friday + 1 full day guided excursion at the weekend.

Hot lunches available Monday to Friday.

JUNIOR VACATION COURSES

Available for parents who are studying at ELC and who wish to bring a child, the Junior Vacation Courses are run by our partner school in Brighton, Loxdale English Centre. Only for students who come with an adult who is studying on an ELC course at the same time.

Winter Vacation Junior Course (VJ) – Beginner to Advanced

20 lessons/week (15 hours) + full activities programme Monday-Friday. Age range 13-15.

Available between 07 January and 08 February 2019. Start any Monday. Minimum stay 2 weeks. Price inclusive of lessons and afternoon activities programme Monday to Friday. Hot lunches must be booked with package.

January		2 weeks	3 weeks	4 weeks
07, 14, 21, 28	Total price	£482	£723	£964
	*Hot lunches	£60	£90	£120

Summer Vacation Junior Course (VJ) – Beginner to Advanced

20 lessons/week (15 hours) + full activities programme Monday-Friday. Age range 13-15.

Available between 10 June and 16 August 2019. Start any Monday. Minimum stay 2 weeks. Price inclusive of lessons and afternoon activities programme Monday to Friday. Hot lunches must be booked with package.

June	July	August		2 weeks	3 weeks	4 weeks
10, 17, 24	01, 08, 15, 22, 29	05	Total price	£670	£960	£1180
			*Hot lunches	£60	£90	£120

**Although we can cater for many diets, we reserve the right to charge a supplement of £5 per week for special diets.*

TAILOR-MADE COURSES / GROUPS

ELC can offer tailor-made courses for groups (eg small business groups, high school groups, teachers' courses) or individuals. Contact us for a detailed quotation.

ADDITIONAL PRIVATE LESSONS

These can be added to any course. Minimum 1 lesson when purchased with any course.

Price per 45-minute lesson	£62
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SKYPE LESSONS

These can be added as a follow-up to any course.

Price per 45-minute lesson	£62
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COURSES FOR TEACHERS OF ENGLISH

30 lessons/week (22.5 hours). Minimum level Intermediate (Pre-Intermediate for EPC)

2-week intensive course. Students should book for both weeks.

Aspects of Teaching English (AT)

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
AT1	07 January – 18 January	£740	AT5	15 July – 26 July	£740
AT2	21 January – 01 February	£740	AT6	29 July – 09 August	£740
AT3	15 April – 26 April	£740	AT7	30 September – 11 October	£740
AT4	01 July – 12 July	£740	AT8	14 October – 25 October	£740

Language, Methodology and Culture (LMC)

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
LMC1	07 January – 18 January	£740	LMC5	15 July – 26 July	£740
LMC2	21 January – 01 February	£740	LMC6	29 July – 09 August	£740
LMC3	15 April – 26 April	£740	LMC7	30 September – 11 October	£740
LMC4	01 July – 12 July	£740	LMC8	14 October – 25 October	£740

Content & Language Integrated Learning (CLIL)

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
CLIL1	07 January – 18 January	£740	CLIL5	29 July – 09 August	£740
CLIL2	15 April – 26 April	£740	CLIL6	30 September – 11 October	£740
CLIL3	01 July – 12 July	£740	CLIL7	14 October – 25 October	£740
CLIL4	15 July – 26 July	£740			

English in the Primary Classroom (EPC)

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
EPC1	07 January – 18 January	£740	EPC5	29 July – 09 August	£740
EPC2	15 April – 26 April	£740	EPC6	30 September – 11 October	£740
EPC3	01 July – 12 July	£740	EPC7	14 October – 25 October	£740
EPC4	15 July – 26 July	£740			

Teaching Business English (TBE)

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
TBE1	15 July – 26 July	£740	TBE3	30 September – 11 October	£740
TBE2	29 July – 09 August	£740			

Teaching English with Technology (TECH)

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
TECH1	07 January – 18 January	£740	TECH5	15 July – 26 July	£740
TECH2	21 January – 01 February	£740	TECH6	30 September – 11 October	£740
TECH3	15 April – 26 April	£740	TECH7	14 October – 25 October	£740
TECH4	01 July – 12 July	£740			

Mindfulness in Language Teaching (MEI)

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
MEI 1	15 July – 26 July	£740	MEI 3	30 September - 11 October	£740
MEI 2	29 July – 09 August	£740			

ENGLISH FOR BUSINESS COURSES

Executive Mini-Group (EMG) / Executive Mini-Group + One-to-One (EMGO)

EMG = 30 lesson/week course (22.5 hours/week)

EMGO = 40 lesson/week course (30 hours/week) – 30 x EMG + 10 x 1:1

Minimum level Intermediate

Available 07 January 2019 to 20 December 2019. Start any Monday. Minimum stay 1 week.

Price per week	EMG	£820
Price per week	EMGO	£1390

English for PAs and Secretaries (SEC)

30 lesson/week course (22.5 hours/week) Minimum level Intermediate

2-week intensive course. Students must book for both weeks.

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
SEC1	11 February – 22 February	£930	SEC6	01 July – 12 July	£930
SEC2	11 March – 22 March	£930	SEC7	15 July – 26 July	£930
SEC3	08 April – 19 April	£930	SEC8	29 July – 09 August	£930
SEC4	06 May – 17 May	£930	SEC9	09 September – 20 September	£930
SEC5	03 June – 14 June	£930	SEC10	04 November – 15 November	£930

English for Engineers (FE)

30 lesson/week course (22.5 hours/week) Minimum level Intermediate

2-week intensive course. Students must book for both weeks.

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
FE1	25 February – 08 March	£930	FE6	15 July – 26 July	£930
FE2	25 March – 05 April	£930	FE7	29 July – 09 August	£930
FE3	22 April – 03 May	£930	FE8	12 August – 23 August	£930
FE4	17 June – 28 June	£930	FE9	07 October – 18 October	£930
FE5	01 July – 12 July	£930			

Combined General + Executive English (CGX)

40 lesson/week course (30 hours/week) – 20 x GE + 20 x Exec. Minimum level Pre-Intermediate

Available 07 January 2019 to 20 December 2019. Start any Monday. Minimum stay 1 week.

Price per week	CGX	£620
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Combined One-to-One + Executive English (OTX)

30 or 40 lessons/week course (22.5 or 30 hours/week) – 20 x 1:1 + 10/20 Exec. Minimum level Pre-Intermediate

Available 07 January 2019 to 20 December 2019. Start any Monday. Minimum stay 1 week.

Price per week	OTX30	£1360
Price per week	OTX40	£1490

ONE-TO-ONE COURSES

One-to-One Courses (OT) – Beginner to Advanced

Available 07 January 2019 to 20 December 2019. Start any Monday. Minimum stay 1 week.

Code	Lessons/week	Hours/week	Price per week
OT20	20	15	£1140
OT25	25	18.75	£1425
OT30	30	22.5	£1710
OT35	35	26.25	£1995
OT40	40	30	£2280

ACCOMMODATION FEES

Homestay accommodation fees – per person per week

Half-Board	Standard single:	£147	Executive single (sole use of bathroom):	£216
	Standard twin:	£124	*Executive twin (sole use of bathroom):	£160
Breakfast only	Standard single:	£118	Executive single (sole use of bathroom):	£173
	Standard twin:	£100	*Executive twin (sole use of bathroom):	£128
Self Catering	*Standard single:	£115	*Executive single (sole use of bathroom):	£168
	*Standard twin:	£97	*Executive twin (sole use of bathroom):	£123

Arrival day normally Sunday, departure day Saturday or Sunday. Fees charged in units of 1 week.

Half-board = breakfast and dinner every day; Christmas supplement for lunches on 25 and 26 December = £50

Early departure – 50% of 1 week's fees will be charged unless 7 days' notice is given. Holiday - 40% of 1 week's fees will be charged to retain the room.

Standard twin is only offered for 2 people travelling together.

Although we can cater for many diets, we reserve the right to charge a supplement of £10 per week for special diets.

*These accommodation options are particularly subject to availability. Please check with ELC Brighton at the time of booking.

Residence – self-catering per person per week (over 18s only)

Britannia Study Hotel - Single room, ensuite with double bed (single occupancy):	£265
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Student House – self-catering, per person per week (over 18s only)

Dyke Road – Single room, shared bathroom, shared kitchen (single occupancy):	£170
Dyke Road – Single room, ensuite, shared kitchen (single occupancy):	£200
Dyke Road – Studio flat, own bathroom, own kitchen (single occupancy):	£260
Dyke Road – Studio flat, own bathroom, own kitchen (double occupancy):	£165

Hotels – ELC's price (ensuite, bed and breakfast, per person per night)

	The Claremount	Courtlands Hotel	Holiday Inn	Imperial Hotel	Kings Hotel
Single	£70	£65	£102	£65	£75
Twin/Double	£70	£40	£56	£40	£60

NB ELC negotiates the cheapest rate it can in order to provide a uniform price per night throughout the year based on a minimum 6 nights' stay. On occasion, it may be cheaper to book directly with the hotel. Nightly prices may be higher on bank holiday weekends and during festivals or conferences.

AIRPORT TRANSFERS

Gatwick:	£85	London City:	£140	St Pancras (Eurostar):	£140
Heathrow:	£130	Luton/Stansted:	£195	Ashford (Eurostar):	£135

All fees are per person, one way. Contact us for prices for shared transfers.

REGISTRATION FEE

There is a registration fee of £90 for all bookings.

EXAMINATION FEES

FCE	CAE	CPE	IELTS	BULATS	LCCI
£155*	£158*	£160*	£175*	£85	£90

* Price includes postage of certificate #NB this is for 'standard' IELTS. We cannot book IELTS SELT – you must do this yourself.

SUNDRY FEES

Registration Fee	Courier Documents	Insurance
£90	£60	£6.05* (per 7-days)

* These prices are subject to change during the year. Please check our website for the most up-to-date prices.

HOW TO BOOK – BRIGHTON

1. Complete the Application Form (you can also book online at www.elc-schools.com).
2. Return to ELC Brighton at bookings@elc-brighton.co.uk with a deposit of £250 or full fees. NB If you require a visa you must pay full fees on booking, and send us a copy of your passport.
3. On receipt of the Application Form and payment, ELC Brighton will send you a confirmation of booking and an invoice. NB a registration fee of £90 will be applied to all bookings.
4. The deposit is part of the fees. Payment of the balance of fees should be made at least 21 days before the start of your course. If you book your course less than 21 days before the start of your course, total fees are payable immediately.
5. You are strongly advised to take out insurance against cancellation or curtailment of your course for any reason before you travel. ELC can provide insurance, see <https://www.elc-schools.com/services/insurance>

Payment

All fees to be paid in pounds sterling. You can pay by **Flywire, Bank Transfer or Credit/Debit Card**.

1. Flywire: Offers multiple payment options, in your own currency such as bank transfer and credit/debit card at good exchange rates with no hidden fees. Access Flywire at the following address: elc-schools.flywire.com
2. Bank Transfer: Please include your full name and the amount to cover all bank charges. Please put your name on the transfer advice as a reference and state your full name:

Beneficiary:	The English Language Centre, Ltd	
Bank:	Barclays Bank PLC	
Bank Sort Code:	20-12-75	
Account Number:	10362913	
Bank address:	90-92 High Street, Crawley, West Sussex, RH10 1BP	SWIFTBIC Code: BARC GB22 IBAN: GB75 BARC 2012 7510 3629 13

3. Credit/Debit Card: You can make payment securely on our website at: www.elc-schools.com/balance

HOW TO BOOK – EASTBOURNE

1. Complete the Application Form (you can also book online at www.elc-schools.com).
2. Return to ELC Eastbourne at bookings@elc-eastbourne.co.uk with a deposit of £250 or full fees.
3. On receipt of the Application Form and payment, ELC Eastbourne will send you a confirmation of booking and an invoice. NB a registration fee of £90 will be applied to all bookings.
4. The deposit is part of the fees. Payment of the balance of fees should be made at least 21 days before the start of your course. If you book your course less than 21 days before the start of your course, total fees are payable immediately.
5. You are strongly advised to take out insurance against cancellation or curtailment of your course for any reason before you travel. ELC can provide insurance, see <https://www.elc-schools.com/services/insurance>

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1. Flywire: Offers multiple payment options, in your own currency such as bank transfer and credit/debit card at good exchange rates with no hidden fees. Access Flywire at the following address: elc-schools.flywire.com
2. Bank Transfer: Please include your full name and the amount to cover all bank charges. Please put your name on the transfer advice as a reference and state your full name:

Beneficiary:	English Language Centre Eastbourne Account	
Bank:	Barclays Commercial	
Bank Sort Code:	20-12-75	
Account Number:	53099075	
Bank address:	90-92 High Street, Crawley, West Sussex, RH10 1BP	SWIFTBIC Code: BARC GB22 IBAN: GB 05 BARC 2012 7553 0990 75

3. Credit/Debit Card: You can make payment securely on our website at: www.elc-schools.com/balance

TERMS & CONDITIONS OF ENROLMENT

Please check our website for the most up-to-date version of our terms: www.elc-schools.com/terms

1. In registering with us, a student accepts ELC's terms and conditions of enrolment
2. A course is defined as the whole period of booking (and may include a combination of different types e.g. General English, IELTS etc)
3. ELC requires a deposit of GBP250 in order to reserve a place on a course. The balance of fees are then due 21 days before the start of the course. If a student books a course less than 21 days before the start of the course, total fees are payable immediately. In the case of visa students, we require full fees before processing and confirming an application.

Cancellation and Refund Policy

4. Terms given for cancellation periods are based on the school's normal working hours (ie 08.30 – 17.30 Monday to Friday). If a cancellation request is received outside normal working hours, the notice period will be counted from the next working day.
5. Cancellation before arrival. ELC must receive cancellation in writing by post or email at least 14 days before the start of the course. In the case that 14 days or more notice of cancellation is given, any tuition fees paid will be refunded less the deposit of £250. In the case that less than 14 days' notice of cancellation is given, any tuition fees paid will be refunded less the deposit of £250 and 1 week's tuition fees.
6. Cancellation after arrival. Acceptance of an enrolment is made on the understanding that the student will remain for the duration of the course booked for the hours of study booked. Tuition, registration fees and insurance are non-refundable once you have started the course. Group-course tuition fees for cancelled weeks cannot be converted to equivalent 1:1 lessons. Course duration cannot be extended by reducing the number of hours per week studied. Tuition and registration fees are non-transferable.
7. For bookings made 'at distance' (eg via our website, by telephone, by email), you have the right to cancel with a full refund of monies paid, without giving a reason, within 14 days (the Cancellation Period) of our confirmation. We must receive your cancellation in writing by post or email within the Cancellation Period. We will not start providing services to you during the Cancellation Period unless you request us to do so in writing. We will refund fees paid within 14 days of the date we receive confirmation from you that you wish to cancel. However, in the case that you have confirmed in writing that you wish us to start providing services within the Cancellation Period, we can charge a reasonable sum for the services based on the proportion of the course undertaken and deduct this from any refund payable.
8. Tuition, registration and insurance fees are non-refundable in the case of late- or non-arrival for the course.
9. If you miss a lesson, regardless of the reason, we cannot give a refund or allow you to take the lesson at another time.
10. Homestay cancellation. In the case that fewer than 7 days' notice of cancellation of a homestay booking is given, a compensation fee of 50% of the weekly homestay rate will be charged and must be paid to the homestay. If accommodation costs have been paid to ELC, these will be refunded so long as adequate notice has been given, less any irrecoverable expenses (eg homestay compensation). Refunds will only be made for full calendar weeks.
11. Britannia Residence (Brighton): A minimum 4 weeks' notice in writing must be given to cancel or curtail a booking in the residence. Refunds will only be made for full calendar weeks.
12. Student House: A minimum 4 weeks' notice in writing must be given to cancel or curtail a booking in the student house. Refunds will only be made for full calendar weeks.

Visas

13. Visas: in the case that fees have been paid prior to a visa application which is then refused, those fees will be refunded less any irrecoverable expenses (ie host family compensation, courier letter fees, exam fees). We will need to see a copy of the visa refusal letter in order to provide any refund.
14. It is your responsibility to ensure that you have the correct visa type and appropriate leave to remain in the UK. In the case that we find you do not have appropriate leave to remain, we will terminate your course immediately. In this case tuition and registration fees are non-refundable.

Liability

15. ELC is not liable for:
 - a. loss of tuition or other ancillary services due to factors outside our control such as acts, events, omission or accidents beyond our reasonable control or the reasonable control of our suppliers, including without limitation war, threat of war, riots, civil disturbances, actual or threatened terrorist activity and its consequences, industrial disputes, natural and nuclear disasters, fires, epidemics, health risks and pandemics, unavoidable and unforeseeable technical problems with transport for reasons beyond our control or that of our suppliers; closed or congested airports or ports, hurricanes and other actual or potential severe weather conditions, flood, and any other similar events
 - b. for loss of students' property

No compensation, costs or expenses will be paid by us in these circumstances. Nothing in these terms limits or excludes the liability of either party for death or personal injury resulting from negligence

Conduct & behaviour

16. ELC reserves the right to refuse an enrolment, or in the case of unsatisfactory attendance, work or conduct, to dismiss a student from a course without refund of tuition fees.
17. ELC is not liable for any loss, damage, illness or injury to persons or property, however caused, except where statutory liability applies.
18. On completion of your course you will receive a certificate of attendance if your attendance has been 80% or more.

Insurance

19. You are required to be covered by an insurance policy throughout your stay at ELC. This insurance should cover cancellation and curtailment, course fees, medical expenses, personal belongings cover, money, personal liability and personal injury. ELC is not responsible for any problems arising from lack of appropriate insurance on the student's part.

Promotional materials

20. From time-to-time we may take photographs or videos for use in our promotional materials or for marketing purposes. We will ask for your consent in writing at the time to use such images.

Applicants with Disabilities or Special Educational Needs

21. If you have any physical disability or special educational needs (eg dyslexia), we request that you advise us prior to booking a course so that we can advise you as to the suitability of the course and any reasonable additional support that we may be able to offer.

Students aged 16 and 17 booked on adult courses

22. All courses in our brochure or on our website are aimed at adults. We do accept students aged 16 or 17 on some adult courses (see brochure or course information on our website for details).
23. In the case that a student aged 16 or 17 wishes to book on an adult course, the parent(s) / guardian(s) and student will be required to sign the Application Form that acknowledges acceptance of the school's terms and conditions and to complete a Parental Agreement form. This form explains some of the legal restrictions that apply to under-18s (in particular with relation to alcohol and tobacco) and some of the school's rules that apply for us to accept a student aged under 18.

Homestay Accommodation

24. In locating and arranging homestay accommodation, ELC acts as an agent introducing course participants to host(s).
25. Homestay accommodation is usually booked and charged in units of 1 calendar week with arrival on the Sunday before the course starts and departure on the Saturday or Sunday after the course ends. Half-board homestay includes breakfast and dinner every day including weekends (and lunches at weekends in Eastbourne only).
26. Unless otherwise requested, you will be the only student with your native language staying in the homestay.
27. Twin homestay is normally only available for two students travelling together.
28. Unaccompanied students aged under 18 must choose homestay accommodation (single room, half-board). In summer in Eastbourne, unless otherwise requested, and subject to availability, we will normally place a student aged under 18 in a twin room with another student of the same gender and a similar age but different first language.
29. We take our responsibility for the care and safety of all our students very seriously, especially students aged under 18. Therefore, we will try to make sure that in the case of unaccompanied students aged under 18:
- We only provide homestay accommodation (single room, half-board). The student is treated as part of the hosts' family and they eat together every evening.
 - There will always be a responsible adult at home overnight.
 - The student will return home by 23.00 Sunday to Thursday and midnight on Friday & Saturday. Our homestays have been asked to contact the school if this rule is broken.
 - The student must provide written permission from their parents 1 week beforehand should they wish to stay out overnight or go on an overnight trip.
 - We request the parents and student sign a "Parental Agreement"
 - The school will inform the parents in the case that the student is not abiding by the agreed terms of the Parental Agreement.

Residence and Student House Accommodation

30. In locating and arranging residential or student house accommodation not owned by the school, ELC acts as an agent introducing course participants to host(s).
31. This accommodation is only available for bookings of complete calendar weeks (Sunday to Sunday) and is charged in units of 1 week.
32. If you take a holiday during your stay and are away, you will still be charged the full rate for the period of absence.
33. Payments must be made to ELC. Full fees must be paid in advance at the time of booking in order to reserve the room for the requested period of time. No student house or residence accommodation will be booked until full fees have been paid.
34. We cannot postpone bookings for the residence or student house if you inform us 28 or fewer days before the arrival date. You are still liable for the fees of your original accommodation booking, if you give us 28 days or fewer notice.
35. For student house accommodation, you will be asked for your credit card details at the time of booking. This is to cover the cost of any breakages or damage to the property up to a maximum of £300.
36. If you lose your key, you will be charged extra to cover the cost of replacement.

Other

37. The minimum age for attendance at the school on our advertised courses is 16. In the case of business, 50+ and teachers courses where the specified minimum age is higher, we reserve the right to accept students who are slightly younger than the advertised minimum age provided they meet the other requirements of such courses. In the case of General English, Summer Vacation, Examination and closed group courses, we reserve the right to accept students who are 15 where they come as part of a group with a leader who will take responsibility for their welfare outside lessons. In such cases we will take additional child protection and safeguarding measures. Applications from students outside the published age limits are treated on a case by case basis.
38. If your English level is not suitable for the course you have booked, we reserve the right to move you onto a different course or to refuse you admission to the school.
39. The Summer Vacation Course in Brighton takes place at our summer centre – ELC Loxdale. All other courses take place in both schools' main buildings. On occasion we may use additional premises located near the main schools.
40. These Terms & Conditions were correct at the time of going to print. However, ELC reserves the right to make changes to our terms without prior notice. Please check our website for the most up-to-date version of our terms: www.elc-schools.com/terms



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