



**The English  
Language Centre**  
BRIGHTON / CHESTER / EASTBOURNE



# Course Dates and Prices 2025

## English Courses

**Brighton / Chester / Eastbourne**

Helping you to build your future

## COURSE DATES & PRICES 2025

This pricelist gives information about ELC Brighton, ELC Chester and ELC Eastbourne. Prices are valid for the period 1 January to 31 December 2025 unless otherwise stated.

### School dates

The schools will re-open on Monday 06 January 2025 and close for Christmas on Friday 19 December 2025. The schools re-open again on Monday 05 January 2026.

### School opening hours

Monday to Friday 08.30 – 17.00

### Public holidays

All courses have lessons as normal on public holidays (except for the 2-week closure at Christmas – Monday 22 December 2025 to Friday 02 January 2026)

### Tuition fees

Tuition fees include:

- all tuition
- all course materials/course books
- end-of-course certificate
- student card
- student handbook
- use of the Self-Study Centre
- free internet access (Wi-Fi and PC)
- some social activities
- student 'kitchen' facilities
- placement test

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 £95 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

Brighton/Eastbourne

	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.

Chester

	Monday	Tuesday	Wednesday	Thursday	Friday
	09.30 – 11.00	09.30 – 11.00	09.30 – 11.00	09.30 – 11.00	09.30 – 11.00
	11.30 – 13.00	11.30 – 13.00	11.30 – 13.00	11.30 – 13.00	11.30 – 13.00
	14.15 – 15.45	14.15 – 15.45	14.15 – 15.45	14.15 – 15.45	

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

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## GENERAL ENGLISH COURSES

### General English (GE25/GE30)

- General English + English for Work (GEW25/GEW30)\*  
 + IELTS/Academic English (GEI25/GEI30)\*  
 + One-to-One (GEO25/GEO30)

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

20 lessons (15 hours) in the morning with electives, or 1:1 lessons at extra cost, in the afternoons. Students can choose afternoon electives at school (GE25 course = 1 elective per week; GE30 course = 2 electives per week).

Code	Lessons/week	Weeks	2-4	5-7	8-11	12-19	20+
GE25	25	Price per week	£385	£375	£360	£350	£315
GE30	30	Price per week	£465	£455	£430	£420	£375
GEO25	25	Price per week	£620	£620	£620	£620	£620
GEO30	30	Price per week	£930	£930	£930	£930	£930

- Available 06 January 2025 to 19 December 2025. Start any Monday. Minimum booking 2 weeks.
- Students booking 24+ weeks in advance see Study Year Programme prices.
- \*These electives are bookable in advance – minimum intermediate level. Other electives available.

### Tuition Fees Calculator

Weeks	1	2	3	4	5	6	7	8	9	10	11	12
GE25	£385	£770	£1155	£1540	£1875	£2250	£2625	£2880	£3240	£3600	£3960	£4200
GE30	£465	£930	£1395	£1860	£2275	£2730	£3185	£3440	£3870	£4300	£4730	£5040
Weeks	13	14	15	16	17	18	19	20	21	22	23	+weeks
GE25	£4550	£4900	£5250	£5600	£5950	£6300	£6650	£6300	£6615	£6930	£7245	+£315
GE30	£5460	£5880	£6300	£6720	£7140	£7560	£7980	£7500	£7875	£8250	£8625	+£375

## STUDY YEAR PROGRAMME (SYP)

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

Start any Monday. Minimum 24 weeks.

Number of weeks	SYP25	24 – 33	34+	SYP30	24 – 33	34+
Price per week		£275	£260		£320	£300
24 weeks	£6600			£7680		
34 weeks	£8840			£10200		
44 weeks	£11440			£13200		

- Book any number of weeks over 24 (eg 24, 25, 26, 27...); \*level on arrival (courses at Advanced level available)
- Choice of study on a variety of courses, depending on level, at no extra cost:
  - SYP25 – variety of 25-lesson courses including GE25 and examination courses (eg FCE25, CAE25, IELTS25).
  - SYP30 – variety of 30-lesson courses including GE30 and examination courses (eg FCE30, CAE30, IELTS30).
- 1 airport transfer on arrival (London Gatwick or Heathrow) AND 1 exam fee included (from Cambridge FCE/CAE/CPE, IELTS) for students studying on an examination course as part of the SYP programme.
- Students can choose to add holidays – normally maximum 4 weeks' holiday for bookings of 24-33 weeks and 6 weeks' holiday for bookings of 34+ weeks. Tuition fees are based on number of weeks of study.

### Tuition Fees Calculator

Weeks	24	25	26	27	28	29	30	31	32	33	34	35
SYP25	£6600	£6875	£7150	£7425	£7700	£7975	£8250	£8525	£8800	£9075	£8840	£9100
SYP30	£7680	£8000	£8320	£8640	£8960	£9280	£9600	£9920	£10240	£10560	£10200	£10500
Weeks	36	37	38	39	40	41	42	43	44	45	46	+weeks
SYP25	£9360	£9620	£9880	£10140	£10400	£10660	£10920	£11180	£11440	£11700	£11960	+£260
SYP30	£10800	£11100	£11400	£11700	£12000	£12300	£12600	£12900	£13200	£13500	£13800	+£300

## EXAMINATION PREPARATION COURSES

All exam courses have a core of 25 lessons per week (except for summer 4-week Cambridge courses). Students on the 30-lesson programme outside of summer 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	CC30 Course Fees
CC1 FCE	06 January – 14 March	10	£3600	£4300
CC1 CAE	06 January – 7 March	9	£3240	£3870
CC1 CPE	06 January – 28 February	8	£2880	£3440
CC2 FCE	17 March – 30 May	11	£3960	£4730
CC2 CAE/CPE	17 March – 06 June	12	£4200	£5040
CC3* FCE/CAE	30 June – 25 July	4	–	£2000
CC4* FCE/CAE	28 July – 22 August	4	–	£2000
CC5 FCE/CAE	08 September – 28 November	12	£4200	£5040
CC5 CPE	15 September – 05 December	12	£4200	£5040

**The oral interviews take place on a weekend before the written exam. The written exam dates for the paper-based exam are:**

CC1 – FCE exam Friday 14 March; CAE exam Saturday 08 March; CPE exam Saturday 01 March

CC2 – FCE exam Saturday 31 May; CAE exam Wednesday 04 June; CPE exam Saturday 07 June

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

CC4 – FCE exam Thursday 21 August; CAE exam Friday 22 August

CC5 – FCE exam Tuesday 25 November; CAE exam Wednesday 26 November; CPE exam Thursday 04 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	IELTS30 Course Fees
IELTS1	27 January – 21 February	£1540	£1860
IELTS2	24 February – 21 March	£1540	£1860
IELTS3	31 March – 25 April	£1540	£1860
IELTS4	28 April – 23 May	£1540	£1860
IELTS5	02 June – 27 June	£1540	£1860
IELTS6	30 June – 25 July	£1540	£1860
IELTS7	28 July – 22 August	£1540	£1860
IELTS8	01 September – 26 September	£1540	£1860
IELTS9	29 September – 24 October	£1540	£1860
IELTS10	27 October – 21 November	£1540	£1860
IELTS11	24 November – 19 December	£1540	£1860

Exam usually held on the Saturday after the last day 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 16 - 18 (V) – Beginner to Advanced

**20 lessons/week (15 hours) Minimum age 16 – typical age 16-18**

Available between 16 June 2025 and 22 August 2025. Start any Monday. Minimum stay 2 weeks.

June	July	August		Lessons only	Activities package
16, 23, 30	07, 14, 21, 28	04, 11	Price per week	£310	£105

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

Hot lunches available Monday to Friday for £33\* per week.

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

## JUNIOR VACATION COURSES

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

### Winter Vacation Junior Course 13 - 15 (VJ) – Beginner to Advanced

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

Available between 06 January and 07 February 2025. 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
06, 13, 20, 27	Total price	£698	£1047	£1396
	*Hot lunches	£66	£99	£132

### Summer Vacation Junior Course (VJ) – Beginner to Advanced

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

Available between 09 June and 08 August 2025. 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		2 weeks	3 weeks	4 weeks
09, 16, 23, 30	07, 14, 21, 28	Total price	£924	£1386	£1848
		*Hot lunches	£66	£99	£132

Hot lunches available Monday to Friday for £33\* per week.

*\*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 Brighton 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 – IN SCHOOL / ONLINE

### Face-to-Face in school

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

### Online Lessons

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

	1:1	2:1	3:1
Price per 45-minute lesson	£75	£42	£31

All fees are per person per lesson. 2:1 and 3:1 only available for students booking and studying together.

## 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.

### Language, Methodology and Culture (LMC)

Code	Dates	Course Fees	Code	Dates	Course Fees
LMC1	30 June – 11 July	£950	LMC3	28 July – 08 August	£950
LMC2	14 July – 25 July	£950			

### English in the Primary Classroom (EPC)

Code	Dates	Course Fees	Code	Dates	Course Fees
EPC1	30 June – 11 July	£950	EPC3	28 July – 08 August	£950
EPC2	14 July – 25 July	£950			

## BUSINESS ENGLISH COURSES FOR PROFESSIONALS

### Business English Mini-Group (EMG) / Business English Mini-Group + One-to-One (EMGO)

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

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

Available between 06 January 2025 and 19 December 2025. Start any Monday. Minimum stay 1 week.

Price per week	EMG	£1025
Price per week	EMGO	£1730

### English for PAs and Secretaries (SEC)

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

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

Code	Dates	Course Fees	Code	Dates	Course Fees
SEC1	17 February – 28 February	£1180	SEC6	07 July – 18 July	£1180
SEC2	17 March – 28 March	£1180	SEC7	21 July – 01 August	£1180
SEC3	14 April – 25 April	£1180	SEC8	04 August – 15 August	£1180
SEC4	12 May – 23 May	£1180	SEC9	08 September – 19 September	£1180
SEC5	09 June – 20 June	£1180	SEC10	10 November – 21 November	£1180

### English for Engineers (FE)

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

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

Code	Dates	Course Fees	Code	Dates	Course Fees
FE1	03 March – 14 March	£1180	FE6	21 July – 01 August	£1180
FE2	31 March – 11 April	£1180	FE7	04 August – 15 August	£1180
FE3	28 April – 09 May	£1180	FE8	18 August – 29 August	£1180
FE4	23 June – 04 July	£1180	FE9	13 October – 24 October	£1180
FE5	07 July – 18 July	£1180			

### General English + Business English for Professionals (CGX)

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

Available between 06 January 2025 and 19 December 2025. Start any Monday. Minimum stay 1 week.

Price per week	CGX	£770
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### One-to-One + Business English for Professionals (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 between 06 January 2025 and 19 December 2025. Start any Monday. Minimum stay 1 week.

Price per week	OTX30	£1675
Price per week	OTX40	£1875

## ONE-TO-ONE / TWO-TO-ONE COURSES

### One-to-One Courses (OT) / Two-to-One (TTO) – Beginner to Advanced

Available 06 January 2025 to 19 December 2025. Start any Monday. Minimum stay 1 week.

Code	Lessons/week	Hours/week	Price per week (1:1)	Price per week (2:1)
OT20 / TTO20	20	15	£1400	£800
OT25 / TTO25	25	18.75	£1750	£1000
OT30 / TTO30	30	22.5	£2100	£1200
OT35 / TTO35	35	26.25	£2450	£1400
OT40 / TTO40	40	30	£2800	£1600

Prices are per person. 2:1 course is suitable for students at the same level of English, with the same needs, booking and studying together.

## ACCOMMODATION FEES

### Homestay accommodation fees – per person per week

Half-Board	Single (shared bathroom)	£200	Single (private bathroom)	£275
	Twin (shared bathroom)	£170	*Twin (private bathroom)	£195
Breakfast only	Single (shared bathroom)	£155	Single (private bathroom)	£220
	Twin (shared bathroom)	£135	*Twin (private bathroom)	£160
Self-Catering	*Single (shared bathroom)	£150	*Single (private bathroom)	£210
	*Twin (shared bathroom)	£130	*Twin (private bathroom)	£150

**NB: Supplement of £30 per week for all homestay bookings between Sunday 08 June and Sunday 17 August 2025**

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 – 1 week's fees will be charged unless 7 days' notice is given.

Holiday – 60% of 1 week's fees will be charged per week to retain the room, except between 15 June and 17 August when full fees apply. To qualify for the retainer rate, holidays must be at least 7 days' and weekend to weekend (eg Sunday to Sunday).

Twin room is only offered for 2 people travelling together.

Although we can cater for many diets, we reserve the right to charge a supplement of £35 per week for special diets (eg celiac, vegan, lactose-free, nut allergy).

\*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):	£355
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### Hotels – ELC's price (ensuite, bed and breakfast, per person per night)

	The Claremont	Holiday Inn	Kings Hotel
Single	£99	price on request	£110
Twin/Double	£97	price on request	£78

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.

Twin/Double room is only offered for 2 people travelling together.

## AIRPORT TRANSFERS

Gatwick	£110	London City	£195	St Pancras (Eurostar)	£210
Heathrow	£180	Luton	£240	Stansted	£240

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

## REGISTRATION FEE

There is a registration fee of £95 for all bookings.

## EXAMINATION FEES

FCE	CAE	CPE	IELTS
£235	£240	£245	approx £220-240

\* Price includes postage of certificate #NB We cannot book IELTS – you must do this yourself. Go to <https://ielts.org/test-centres>.

## SUNDRY FEES

Courier Documents	Insurance
£60	£5.75* (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

1. Complete the Application Form (you can also book online at [www.elc-schools.com](http://www.elc-schools.com)).
2. Return to ELC with a deposit of £250 or full fees. Email to:
 

ELC Brighton	<a href="mailto:bookings@elc-brighton.co.uk">bookings@elc-brighton.co.uk</a>
ELC Chester	<a href="mailto:info@elc-chester.co.uk">info@elc-chester.co.uk</a>
ELC Eastbourne	<a href="mailto:bookings@elc-eastbourne.co.uk">bookings@elc-eastbourne.co.uk</a>

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, we will send you a confirmation of booking and an invoice.  
NB a registration fee of £95 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 [www.elc-schools.com/info/insurance/](http://www.elc-schools.com/info/insurance/)

## HOW TO PAY

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, including 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: <https://elc-schools.flywire.com>
2. Bank Transfer: Please include your full name on the transfer advice and include the amount to cover all bank charges.

	ELC Brighton	ELC Chester	ELC Eastbourne
Beneficiary	The English Language Centre	The English Language Centre	The English Language Centre
Bank	Barclays Bank UK PLC	Barclays Bank UK PLC	Barclays Bank UK PLC
Bank Sort Code	20-12-75	20-12-80	20-12-75
Account Number	10362913	23644359	53099075
Bank Address	Barclays Bank UK, Leicester, Leicestershire, LE87 2BB	Barclays Bank UK, Leicester, Leicestershire, LE87 2BB	Barclays Bank UK, Leicester, Leicestershire, LE87 2BB
SWIFTBIC Code	BUKB GB22	BUKB GB22	BUKB GB22
IBAN	GB84 BUKB 2012 7510 3629 13	GB77 BUKB 2012 8023 6443 59	GB14 BUKB 2012 7553 0990 75

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

## TERMS & CONDITIONS OF ENROLMENT – DIRECT

1. In registering with us, you accept our terms and conditions of enrolment.
2. A course is defined as the whole period of booking (and may include a combination of different types eg General English, IELTS etc).
3. We require a deposit of £250 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 fewer 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.

### Insurance

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

### Cancellation and Refund Policy

5. Terms given for cancellation periods are based on the school's normal working hours Monday to Friday. If a cancellation request is received outside our normal office hours, the notice period will be counted from the next working day. We will endeavour to pay any refunds as quickly as possible. In any case we will refund within 90 days of receiving the full bank account details. Refunds are normally made via the original method of payment.
6. Cancellation before arrival. We 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. Refunds will be made via the same method as payment was made. 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.

7. 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 and insurance fees 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. Study Year Programme inclusive exam and airport transfer have no monetary value – there is no refund if you do not use these offers; the exam must be booked by us during your course in the UK.
8. 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.
9. Tuition, registration and insurance fees are non-refundable in the case of late- or non-arrival for the course.
10. If you miss a lesson, regardless of the reason, we cannot give a refund or allow you to take the lesson at another time.
11. 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 us, 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.
12. Residences and student houses: 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.
13. Hotels: the hotel's cancellation terms apply. There is usually no refund for non-arrival or early departure.

#### **Visas**

14. 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.
15. 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 and Force Majeure**

16. We are not liable for:
  - a. loss of tuition or other related 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, fire, 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. In the event of an outbreak of infectious disease, all students and / or parents / guardians are required to comply with rules regarding quarantine as set by government agencies or by the school.
  - 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**

17. We reserve the right to refuse an enrolment, or in the case of unsatisfactory attendance, work or conduct, to dismiss you from a course without refund of tuition fees. If you cause damage in the school, in accommodation or a social activity organised by the school, you are responsible for paying all repair costs.
18. We are not liable for any loss, damage, illness or injury to persons or property, however caused, except where statutory liability applies.
19. On completion of your course you will receive a certificate of attendance if you have met the attendance requirements of 80% or more.

#### **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. Please see the policy on our website [www.elc-schools.com/policies/](http://www.elc-schools.com/policies/).

#### **Students aged under 18**

22. In the UK, students under the age of 18 are children in British law. In the case of all students under 18, 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.

#### **Students aged 16 and 17 booked on adult courses**

23. All courses in our brochure or on our website are aimed at adults except Summer Course for Teenagers in Chester and some closed groups. We do accept students aged 16 or 17 on some adult courses (see brochure or course information on our website for details). Point 22 above still applies for 16 and 17 year olds on adult courses.

#### **Your course**

24. Some courses may not run as advertised if there are not enough students on the course. We reserve the right to offer an alternative option to students in this case, for example a reduced number of lessons for all or part of the course. See course information on our website for details.

25. In extreme and very rare circumstances, the stated maximum class size might be exceeded. If this does happen, it will be only by one person and for a very limited period.
26. It may be possible to take a holiday during your course. You should normally give us at least 4 weeks' notice. You can only book holiday in complete weeks of consecutive days Monday to Friday. Provided you give us notice, we will transfer the 'missed' weeks of tuition to the end of your course. For students with a visa, if you cannot complete the course within the visa dates because you took holiday, there is no refund of 'missed' weeks of tuition.

#### **Homestay Accommodation**

27. In locating and arranging homestay accommodation, we act as an agent introducing course participants to host(s).
28. We can only arrange homestay for students who are studying with us and for the same duration as the course booked. In the case of students requiring a visa, we can only confirm homestay details, once we have confirmation that the visa application has been successful.
29. 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. You should plan to arrive at your homestay at a reasonable time, usually no earlier than 08.00 and no later than 23.00. If you arrive outside these times, there may be a supplement or you may have to make alternative arrangements for 1 night. Half-board homestay includes breakfast and dinner every day including weekends (and lunches at weekends in Eastbourne only). Bed & breakfast homestay does not mean that you will have access to a kitchen to prepare your own food.
30. Unless otherwise requested, you will be the only student with your native language staying in the homestay.
31. Twin homestay is normally only available for two students travelling together.
32. Unaccompanied students aged under 18 must choose homestay accommodation (single) with minimum half-board if aged 16 and 17 and full-board if aged under 16. In summer in Eastbourne or in Chester on the Summer Course for Teenagers, 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.
33. We take our responsibility for the care and safety of all our students very seriously, especially students aged under 18. Therefore, we will ensure 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.
  - Depending on the age and course there are different rules for the time that a student must arrive at their homestay in the evening (see course details). 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. Any overnight stay away from homestay must be approved by the school's safeguarding team in writing.
  - We require the parents and student to 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**

34. You must be aged 18 or over on the day of arrival to stay in a residence or student house.
35. In locating and arranging residential or student house accommodation not owned by the school, we act as an agent introducing course participants to host(s).
36. Double/twin room is only offered for 2 people travelling together.
37. This accommodation is only available for bookings of complete weeks (with arrival normally on Sunday) and is charged in units of 1 week. Minimum stays are normally 2 weeks.
38. If you take a holiday during your stay and are away, you will still be charged the full rate for the period of absence.
39. Payments must be made to the school. 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.
40. 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.
41. If you lose your key, you will be charged extra to cover the cost of replacement.
42. For operational reasons, we reserve the right to move you to a different room or residence if necessary in exceptional circumstances.

#### **Other**

43. The minimum age for attendance at the school on our advertised courses is 16, except for the Summer Course for Teenagers in Chester where the minimum age is 13. 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 and examination courses, we reserve the right to accept students who are 15, and 12 for the Summer Course for Teenagers, 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.
44. 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.
45. The Summer Vacation Course in Brighton takes place at our summer centre – ELC Loxdale. The Summer Course for Teenagers in Chester takes place at The Queen's School. All other courses take place in the both schools' main buildings. On occasion we may use additional premises located near the main schools.
46. These Terms & Conditions were correct at the time of going to print. However, we reserve 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/policies/terms/](http://www.elc-schools.com/policies/terms/).



# The English Language Centre

BRIGHTON / CHESTER / EASTBOURNE

## Brighton

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## Eastbourne

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