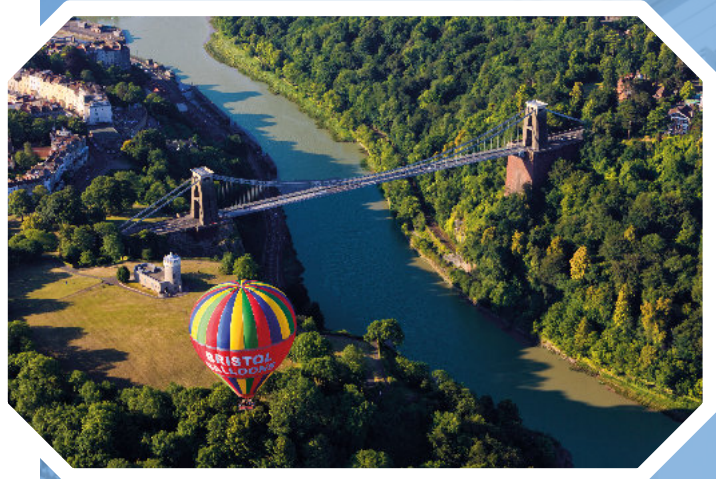




2020 DATES & FEES



The joint number 1 English Language school in the UK*

* According to the EL Gazette rankings based on British Council inspectors' publishable statements



2020 DATES & FEES

6 January - 18 December



44 Pembroke Road, Bristol, BS8 3DT

+44 117 970 7050

info@elcbristol.co.uk

www.elcbristol.co.uk

MAIN START DATES

6 January, 16 March, 8 June, 6 July, 3 August, 24 August, 14 September

PUBLIC HOLIDAYS

10 April, 13 April, 8 & 25 May, 31 August

The school is closed on public holidays, but a free excursion/activity is arranged on each of these days.

SUMMER COURSE DATES

8 June - 11 September 2020

No beginners.

Elementary students should start their course on a main starting date. Other students can start any Monday.

Minimum period of enrolment: 2 weeks
(4 weeks for exam courses)

Minimum age 16.

REGISTRATION FEE: £50.00

MATERIALS FEE: £50.00

The above fees are applicable for any length of course. The Materials Fee includes study materials, ELC E-Learning and a course book every three months. Social Programme fees are not included.

TUITION FEES

2-3 weeks	£295.00 per week
4-10 weeks	£285.00 per week
11-19 weeks	£275.00 per week
20-29 weeks	£260.00 per week
30+ weeks	£250.00 per week

+£15.00 per week tuition summer supplement
15 June - 14 August (not payable for courses of 10+ weeks)

Private lessons can be arranged in advance (£68.00 per hour) or on arrival at the school

Optional Student Travel Insurance: £5.90 per week

HOMESTAY (half-board)

£180.00 per week [18+]

£195.00 per week [under 18]

Includes bed (single room), breakfast and evening meal.

+ £10 homestay for under 18 summer supplement. 15 June - 14 August

+ £20 per week Special Dietary Requirement (subject to availability)

STUDENT HOUSES & FLATS (self-catering)

£185.00 per week [18+]

£195.00 per week [18+] (St. John's House)

£200.00 per week [18+] (En-suite rooms) *

* limited availability - book well in advance

£30.00 refundable deposit for student houses and flats (to be paid on arrival)

SUMMER UNIVERSITY RESIDENCE (18+)

£185.00 per week

Self-catering + En-suite rooms

Available 5 July - 22 August

YOUNG ADULT SUMMER RESIDENCE (16-17)

£295.00 per week

Half-board + En-suite rooms + On-site wardens

Available 5 July - 15 August

Late Arrival: Please try to arrive in your accommodation by 22.30.

For arrivals after this time, a late arrival fee of £20.00 will be charged.

Extra night's accommodation (if available): £35.00

Young Adult Summer Residence extra night: £45.00

COURSES

All courses are for 5 mornings and 4 afternoons a week and include 21 full teaching hours plus:

- Daily homework
- 4 hours' optional supervised self-study
- 2 other optional one-hour free language activities including Conversation Club, Job Club, Film Club and Singing Club

GENERAL ENGLISH www.elcbristol.co.uk/courses/general-english

- Includes grammar, listening, speaking, reading, writing, pronunciation and vocabulary building
- If your level is B2 (Upper-Intermediate) or above, on two afternoons a week, you can choose an elective including Business English, British Life and Culture, Conversation and Pronunciation and Academic English
- If your level is lower than B2, on those afternoons, you will focus on Communication Skills

EXAMINATION PREPARATION www.elcbristol.co.uk/courses/examination-preparation

Minimum period of enrolment: 4 weeks.

Examination courses include electives on 2 afternoons a week.

Cambridge First (FCE)

6 January - 13 March (10 weeks)
16 March - 5 June (12 weeks)*
8 June - 28 August (12 weeks)
14 September - 4 December (12 weeks)

Cambridge Advanced (CAE)

6 January - 13 March (10 weeks)**
16 March - 5 June (12 weeks)*
8 June - 28 August (12 weeks)
14 September - 4 December (12 weeks)

Cambridge Proficiency (CPE)

6 January - 6 March (9 weeks)**
16 March - 5 June (12 weeks)*
14 September - 4 December (12 weeks)

Examination	Dates 2020	Exam Fees
IELTS *	Every month (in Bristol or Bath)	£175.00
Cambridge English: First (FCE)	13 March, 9 June, 27 August, 1 December	£165.00
Cambridge English: Advanced (CAE)	14 March, 10 June, 28 August, 2 December	£165.00
Cambridge English: Proficiency (CPE)	7 March, 12 June, 3 December	£165.00

Cambridge exam fees are payable direct to the exam centre. The fees quoted above are approximate and subject to change.

* IELTS for UKVI - monthly in Cardiff £200.00

* If you are taking the exam in Bristol, you will need to book one additional week of accommodation.

** As the exam takes place on a Saturday, you may need to reserve your accommodation until Sunday.

IELTS

Courses are run throughout the year. The minimum level to start the course is B1.

GENERAL INFORMATION

- ▶ Emergency number outside office hours: (+44) 796 978 2846
- ▶ 7 levels from A2 (Elementary) to C2 (Advanced+)
- ▶ No beginners. A2 (Elementary) students should start on a main starting date
- ▶ The materials fee includes a file, a course book, ELC E-Learning and a certificate
- ▶ A full social programme is arranged with a weekend excursion, 2 evening activities during the week and sports. The programme is arranged on a 'pay-as-you-go' basis. See the website for details: <https://www.elcbristol.co.uk/student-corner/social-programme>
- ▶ Most of our accommodation is within walking distance of the school. If you decide to buy a local bus pass, the cost is £12.00 per week via the First Bus app with a student card. (Subject to change)
- ▶ (2019) Average number of students in the school: 184
- ▶ Number of different nationalities per year: 46 Average number per week: 26
- ▶ Average age: 23 Minimum age: 16 No maximum age

VISAS

- ▶ If you are from the EU, Switzerland, Iceland, Norway or Liechtenstein, you do not need a visa. If you come from any other country, you will need a visa.
- ▶ The majority of our students who need a visa come here with the Short-Term Study Visa. It can be valid for a period of up to 6 months or 11 months, depending on the length of your course. For more information about visas, see our website or speak to your local representative.
- ▶ Students are expected to leave the UK no later than 30 days after their course finishes. This cannot be extended in the UK.

ENROLMENT PROCEDURE

- ▶ Complete the enrolment form and send it to the school or give it to your local representative together with a deposit of £400.00. We cannot confirm your booking until we have received the deposit.
- ▶ We then send you an acceptance letter, a Certificate of Registration (or Visa Letter if required) and an invoice.
- ▶ The balance of your fees is payable 2 weeks before your course begins.
- ▶ Scan and send us a copy of your visa if it is issued in advance.
- ▶ Accommodation details are sent no later than 2 weeks before your course starts.
- ▶ You should arrive in Bristol on the Sunday before your course begins and leave on the Saturday after your course finishes.
- ▶ Please contact your accommodation provider one week before you come to let them know your arrival time. This is very important so that they can be home when you arrive.
- ▶ So we can prepare your student card before you arrive, please send us a 'selfie' photograph as per the instructions on the school website: www.elcbristol.co.uk/student-corner/student-cards
- ▶ If you are making a booking less than 2 months **before** the course starts, please check availability with the school **before** sending your deposit and **before** booking your flight.

PAYMENT

- ▶ FLYWIRE - our preferred method of payment – Flywire allows you to pay from almost any country and in almost any currency by **bank transfer**, **credit card** and other local payment methods with no transaction fees and at an agreed currency rate. Go to PAYMENT / PAY YOUR FEES on the school website, then click the 'PAY NOW WITH FLYWIRE' button. Help is available in several different languages.
- ▶ **BANK TRANSFER** If you prefer to pay by a direct bank transfer, please contact us for our bank details. You are responsible for paying bank charges, so when transferring the money you should add **£12.00** to cover the charge made by our bank. In most cases, it is better to make a bank transfer by **FLYWIRE as there will be no bank charges**.
- ▶ **CREDIT CARD** Credit card payments can be made using **FLYWIRE**.

TERMS AND CONDITIONS

- ▶ Terms and conditions apply to students who book directly with the school. If you book via a representative, the representative's terms and conditions may apply.
- ▶ All fees should be paid in full no later than two weeks before your course start date.
- ▶ ELC Bristol reserves the right to refuse an enrolment.
- ▶ If we accept your enrolment, the **£400.00** deposit is **non-refundable**. However, if you enrol online, directly in person or by telephone, you are entitled to a 'cooling off period' of 14 days with the right to free cancellation of your course. If you start your course within these 14 days, we can charge a reasonable sum for services based on the proportion of the course undertaken.
- ▶ If you have to **postpone** your course for any reason – for example, if you **need a visa and you are still waiting** for the visa to be issued – you must let us know at least **1 week before** you are due to arrive, otherwise you will be charged for 1 week's accommodation.
- ▶ If you need a visa and you have your visa application refused, we will refund your fees less the deposit, once we have received a copy of the visa rejection letter.
- ▶ If, for any reason, you have to stop your course early, your tuition fees are **non-refundable**.
- ▶ ELC Bristol is not liable for loss of tuition or other services caused by factors outside of our control (natural events e.g. flooding, earthquake, storms). Refunds in this instance will not be made.
- ▶ If you wish to change or leave your accommodation, the school will refund your accommodation fees in full provided you give at least 2 full weeks' notice, except during the first 4 weeks of your stay when only 1 week's notice is necessary. Changes should always happen at weekends.
- ▶ Refunds are paid back to the issuing account (and not necessarily to the student).
- ▶ Visa students, please note that if you do not have the correct visa to allow you to study or you lose your right to remain in the UK, then any contract you have with the school or your ETO will be cancelled.
- ▶ We reserve the right to ask you to leave the school without refunding the tuition fees in the event of misconduct, criminal behaviour or serious attendance problems. Please see the school's website for our disciplinary procedures.

- ▶ Unacceptable behaviour in school accommodation may result in students being asked to leave – we cannot guarantee that we will be able to find suitable, alternative accommodation.
- ▶ You will need to pay two weeks' notice if asked to leave the accommodation.
- ▶ **Student Information Privacy Policy:** www.elcbristol.co.uk/policies/student-privacy

HOLIDAYS

- ▶ You can only take a holiday if you are enrolled on a course of 20 weeks or more and if you have been at school for at least 10 weeks.
- ▶ Only one holiday is permitted every 12 weeks.
- ▶ If you want to take a holiday, you must give 2 full weeks' written notice.
- ▶ It is not possible to refund your tuition fees, but if it is convenient for the school and within your visa conditions, the holiday week(s) can be added to the end of your course.
- ▶ Homestay accommodation: If you go away for at least 7 nights (weekend to weekend) and you give two weeks' notice, you will be refunded 50% of the homestay fees. There is no refund for parts of the week. During the Christmas holiday, when the school is closed, if you vacate your room, you will not have to pay anything for your accommodation.
- ▶ Self-catering accommodation: No refunds are given if you go away. However, during the Christmas holiday, when the school is closed, if you want to keep the same room when you come back and you go away for at least 7 nights (weekend to weekend), you must pay 50% of the self-catering fees.

ARRIVAL

▶ BY BUS

Bristol Airport – Bristol Coach station: 30 minutes, £8.00 single, £12.00 return
You can buy your ticket online: www.flyer.bristolairport.co.uk

Heathrow – Bristol Coach station: 2 hours, varies from £25.00 - £40.00 return, £88.00 flexible (open return)

Gatwick – Bristol Coach station: 3 ½ hours, varies from £25.00 - £40.00 return, £100.00 flexible (open return)

You can buy your ticket online: www.nationalexpress.com

When you get to Bristol coach station, take a taxi to your accommodation. Approximate cost £14.00.

▶ AIRPORT TRANSFER SERVICE (Recommended for students under 18)

Prices are for transfer on arrival only. Reduced rates for students arriving together.

Bristol Airport	£50.00*	<i>*If you take a taxi yourself, the cost is about £30.00</i>
Heathrow	£220.00	
Gatwick	£260.00	

At Heathrow and Gatwick, the school driver meets you as you come through customs. At Bristol Airport, **students over 18** should go to the **Arrow Cars taxi office**, which is just outside the terminal building. **Students under 18** are met by the school driver.

STUDENT TRAVEL INSURANCE

- ▶ Students who are not from the European Economic Area (EEA) have to pay for non-emergency medical treatment. If you are from the EEA, to avoid these charges, you should bring an EHIC card (European Health Insurance Card) with you.
- ▶ **We strongly recommend you take out travel and medical insurance before leaving home.** Insurance should cover the loss of your fees and flights in case of cancellation or curtailment (shortening of your course), medical expenses, personal injury, personal liability, overseas legal expenses and the loss of personal belongings and money.
- ▶ If you do not have your own insurance, we can provide you with insurance under our Studentguard+ Student Travel insurance policy. The cost is £5.90 per week including Insurance Premium Tax. You must ask for the insurance at the time you book your course as cover is not available once you arrive in the UK. Please see our website for the full terms and conditions.

STUDENTS UNDER 18

- ▶ Courses are aimed primarily at adult students so students under 18 should feel comfortable in an adult environment. We have a responsibility to provide a safe environment for all our students but especially for students under 18.
- ▶ Before a student under 18 starts a course, we require the parent / guardian and the student to sign and send us the **Parental Agreement for Students under 18** to confirm that they understand the procedures and the rules that we have in place for the welfare of under 18s and the level of supervision that we provide. See our website for more information.

2020

Main Starting Dates



Cambridge Exam Dates



Public/School Holidays



	JANUARY					FEBRUARY					MARCH				
Monday	30	6	13	20	27	3	10	17	24	2	9	16	23		
Tuesday	31	7	14	21	28	4	11	18	25	3	10	17	24		
Wednesday	1	8	15	22	29	5	12	19	26	4	11	18	25		
Thursday	2	9	16	23	30	6	13	20	27	5	12	19	26		
Friday	3	10	17	24	31	7	14	21	28	6	13	20	27		
Saturday	4	11	18	25	1	8	15	22	29	7	14	21	28		
Sunday	5	12	19	26	2	9	16	23	1	8	15	22	29		
Week No.	1	2	3	4	5	6	7	8	9	10	11	12	13		
	APRIL					MAY					JUNE				
Monday	30	6	13	20	27	4	11	18	25	1	8	15	22		
Tuesday	31	7	14	21	28	5	12	19	26	2	9	16	23		
Wednesday	1	8	15	22	29	6	13	20	27	3	10	17	24		
Thursday	2	9	16	23	30	7	14	21	28	4	11	18	25		
Friday	3	10	17	24	1	8	15	22	29	5	12	19	26		
Saturday	4	11	18	25	2	9	16	23	30	6	13	20	27		
Sunday	5	12	19	26	3	10	17	24	31	7	14	21	28		
Week No.	14	15	16	17	18	19	20	21	22	23	24	25	26		
	JULY					AUGUST					SEPTEMBER				
Monday	29	6	13	20	27	3	10	17	24	31	7	14	21		
Tuesday	30	7	14	21	28	4	11	18	25	1	8	15	22		
Wednesday	1	8	15	22	29	5	12	19	26	2	9	16	23		
Thursday	2	9	16	23	30	6	13	20	27	3	10	17	24		
Friday	3	10	17	24	31	7	14	21	28	4	11	18	25		
Saturday	4	11	18	25	1	8	15	22	29	5	12	19	26		
Sunday	5	12	19	26	2	9	16	23	30	6	13	20	27		
Week No.	27	28	29	30	31	32	33	34	35	36	37	38	39		
	OCTOBER					NOVEMBER					DECEMBER				
Monday	28	5	12	19	26	2	9	16	23	30	7	14	21		
Tuesday	29	6	13	20	27	3	10	17	24	1	8	15	22		
Wednesday	30	7	14	21	28	4	11	18	25	2	9	16	23		
Thursday	1	8	15	22	29	5	12	19	26	3	10	17	24		
Friday	2	9	16	23	30	6	13	20	27	4	11	18	25		
Saturday	3	10	17	24	31	7	14	21	28	5	12	19	26		
Sunday	4	11	18	25	1	8	15	22	29	6	13	20	27		
Week No.	40	41	42	43	44	45	46	47	48	49	50	51	52		

DIRECTORS

John Duncan
Margaret Duncan

PRINCIPAL

Andrew Edwards

In 2021, courses start on
January 4th.



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ELC Bristol Limited
Reg No: 10027743 (England & Wales)

ENROLMENT FORM



PERSONAL DETAILS

Family Name:

First Name:

Male ☐ Female ☐

Date of Birth DD / MM / YYYY

Nationality:

First Language:

Passport / ID Card Number:

Passport / ID Card Expiry Date:

Mobile Number:

Email:

Address in your country:

Address in Bristol, if the school is **not** arranging your accommodation:

If you have any special needs, learning difficulties or medical conditions, please give details:

In an emergency who should we contact? Name:

Relation to you (e.g. father, wife)

Telephone:

How did you find out about ELC Bristol?

☐ Representative ☐ Former student ☐ Friends ☐ Other

Please give details:

COURSE DETAILS

From: DD / MM / YYYY To: DD / MM / YYYY

Number of weeks: _____

Level of English:

☐ A2 Elementary ☐ A2 Pre-Intermediate ☐ B1 Intermediate

☐ B2 Upper-Intermediate ☐ C1 Pre-Advanced & Advanced ☐ C2 Advanced +

Do you want to prepare for a particular examination? ☐ Yes ☐ No

If yes, which examination?

If you need a visa, which one will you apply for?

☐ Short-Term Study Visa ☐ Other (please specify)

ACCOMMODATION

Please complete if you want us to arrange your accommodation.

Type of accommodation requested:

- ☐ Homestay
☐ Self-catering in student houses or flats
☐ Self-catering in student houses or flats with en-suite
☐ Self-catering in St. John's House
☐ University Summer Residence (Available 5 July - 22 August)
☐ Young Adult Summer Residence (Available 5 July - 15 August)

Date accommodation required:

From: DD / MM / YYYY

To: DD / MM / YYYY

Number of weeks: _____ You should aim to arrive on a Sunday and leave on a Saturday

Do you smoke? ☐ Yes ☐ No Please note all accommodation is non-smoking

If you have any allergies, a special diet or other requirements, please give details. If you are vegetarian, please give details of what you can and cannot eat.

What are your interests?

ARRIVAL INFORMATION

Please give your flight details to us at least **two weeks** before you arrive.

You must contact your accommodation provider at least **1 week** before you come to let them know your arrival time. If you do not, they may not be at home when you get here.

Would you like an airport transfer?

☐ Yes

☐ No

(recommended for under 18s)

If yes, from which airport?

☐ Bristol

☐ Heathrow

☐ Other

TRAVEL INSURANCE

Do you want the school to arrange student travel insurance for you?

☐ Yes ☐ No

If yes, from DD / MM / YYYY to DD / MM / YYYY

Number of weeks: _____

PAYMENT

How do you wish to pay?

Deposit

Fees

FLYWIRE

*Preferred method of payment - no charges.
Bank transfer, credit card and other regional
payment methods in your local currency.*

BANK TRANSFER

Add £12.00 to cover bank charges

UK DEBIT CARD

OFFICE USE

ETO (STAMP)

The English Language Centre Bristol

DECLARATION

I have read and accept the school's Terms and Conditions

Signed:

Date: