



# Dates & Fees 2012

[www.londonschool.com](http://www.londonschool.com)

# Business & Professional Courses at Holland Park Gardens 2012

## Communicating Effectively in English (CEE)

15 or 25 full hrs/week  
09.00 – 12.30 mornings + 13.45 – 16.00 afternoons  
Class maximum 8. All-day or morning-only booking accepted  
Minimum booking 1 week; maximum 8 weeks. Minimum age: 23

**Dates** Start any Monday  
Easter: School closed Friday 6 April and Monday 9 April  
Open on all other public holidays

**Fees** £670/week (Mornings and afternoons)  
£510/week (Mornings only)  
£1635/week (Combination 15 hrs group + 15 hrs 1:1)

Combi  
Course  
Available

Level **1** 2 3 4 5 6 7 8 9

## International Business Communication (IBC)

30 full hrs/week  
09.00 – 17.00  
Class maximum 6  
Minimum booking 1 week; maximum 6 weeks. Minimum age: 25

**Dates** Start any Monday  
Easter: School closed Friday 6 April and Monday 9 April  
Open on all other public holidays

**Fees** £1100/week  
£1885/week (Combination 15 hrs group + 15 hrs 1:1)

Combi  
Course  
Available

Level **1** 2 3 4 5 6 7 8 9

## Communication Skills for Bankers (CSB)

30 full hrs/week  
09.00 – 17.00  
Class maximum 6  
1-week course. Minimum age: 25

**Dates** 30 January, 26 March, 18 June, 30 July,  
1 October, 19 November

**Fees** £1100

Level **1** 2 3 4 5 6 7 8 9

## English for Human Resources (EHR)

30 full hrs/week  
09.00 – 17.00  
Class maximum 6  
1-week course. Minimum age: 25

**Dates** 30 January, 19 March, 11 June, 30 July,  
24 September, 12 November

**Fees** £1100

Level **1** 2 3 4 5 6 7 8 9

There is a non-refundable registration fee for all courses (£25 if booked online; £50 if not booked online)

## English for the Oil and Gas Industries (EOG)

30 full hrs/week  
09.00 – 17.00  
Class maximum 6  
1-week course. Minimum age: 23

**Dates** 6 February, 25 June, 19 November

**Fees** £1100

Level **1** 2 3 4 5 6 7 8 9

## English for the Public Sector (EPS)

30 full hrs/week  
09.00 – 17.00  
Class maximum 6  
1-week course. Minimum age: 25

**Dates** 26 March, 11 June, 30 July, 1 October, 19 November

**Fees** £1100

Level **1** 2 3 4 5 6 7 8 9

## Legal English: Commercial Lawyers (LCO)

30 full hrs/week  
09.00 – 17.00  
Class maximum 6  
1-week course. Minimum age: 25

**Dates** 30 January, 19 March, 23 April, 11 June, 30 July,  
24 September, 19 November, 17 December

**Fees** £1100

Level **1** 2 3 4 5 6 7 8 9

## Legal English: Public Sector Lawyers (LPS)

30 full hrs/week  
09.00 – 17.00  
Class maximum 6  
1-week course. Minimum age: 25

**Dates** 30 January, 18 June, 1 October, 19 November

**Fees** £1100

Level **1** 2 3 4 5 6 7 8 9

# Business & Professional Courses at Holland Park Gardens 2012

## Young Business English (YBE)

24 full hrs/week  
09.30 – 16.00  
Class maximum 10  
Minimum booking 1 week; maximum 8 weeks. Age range: 20-30

**Dates** Start any Monday  
Easter: School closed Friday 6 April and Monday 9 April.  
Open on all other public holidays

**Fees** £450/week. A £40/week summer supplement will apply for courses from 2 July – 31 August.  
£1490/week (Combination 15 hrs group + 15 hrs 1:1)

Combi  
Course  
Available

Level **1** 2 3 4 5 6 7 8 9

## English for Young Engineers (EYE)

24 full hrs/week  
09.30 – 16.00  
Class maximum 10  
2-week course. Age range: 20-30

**Dates** 23 January, 19 March, 11 June,  
24 September, 5 November

**Fees** £900 (2 weeks)

Level **1** 2 3 4 5 6 7 8 9

## Legal English: Young Lawyers (LYL)

24 full hrs/week  
09.30 – 16.00  
Class maximum 10  
3-week course. Age range: 20-30

**Dates** 3 January, 6 February, 30 April, 2 July,  
6 August, 8 October, 26 November

**Fees** £1395 (3 weeks). A £40/week summer supplement will apply for courses from 2 July – 31 August.

## Test of Legal English Skills (TOLES)

Optional extra week after each Young Lawyers course.

**Fees** £450 + £130 for exam fee and special materials.  
A £40/week summer supplement will apply for courses from 2 July – 31 August. The exam will always be on the Friday of the TOLES course

## International Legal English Certificate (ILEC)

 UNIVERSITY of CAMBRIDGE  
ESOL Examinations

Optional extra three weeks after the Young Lawyers course.

**Dates** 27 February, 21 May, 27 August, 29 October

**Fees** £1350 (3 weeks) + £160 for exam fee and special materials. A £40/week summer supplement will apply for courses from 2 July – 31 August.

**Exam Dates** 17 March, 8 June, 15 September, 17 November

Levels **1** 2 3 4 5 6 7 8 9

There is a non-refundable registration fee for all courses (£25 if booked online; £50 if not booked online)

## Cambridge BEC Vantage (BEC-V)



24 full hrs/week  
09.30 – 16.00  
Class maximum 10  
4-week course. Minimum age: 18

**Dates** 20 February, 7 May, 5 November

**Exam Dates** 16 March, 2 June, 1 December

**Fees** £1800 (4 weeks)

**Exam Fees** £130

Level **1** 2 3 4 5 6 7 8 9

## Cambridge BEC Higher (BEC-H)



24 full hrs/week  
09.30 – 16.00.  
Class maximum 10  
4-week course. Minimum age: 18

**Dates** 27 February, 30 April, 22 October

**Exam Dates** 23 March, 26 May, 17 November

**Fees** £1800 (4 weeks)

**Exam Fees** £130

Level **1** 2 3 4 5 6 7 8 9

## Individual Tuition

Normal schedule: 15, 20 or 30 full hrs/week  
Monday-Friday 09.00 – 17.00  
Flexible hrs evenings and weekends. Minimum age: 18

**Standard Fees** 08:00 – 18:30/Monday – Friday  
1:1 £75/person/hr; 2:1 £47/person/hr

**Special Fees** (at all other times and holidays when the school is closed)  
1:1 £94/person/hr; 2:1 £59/person/hr

Level **1** 2 3 4 5 6 7 8 9

## Voice Training

Flexible dates and hours  
Minimum booking 5 hrs

**Fees** £95/person/hr

Level **1** 2 3 4 5 6 7 8 9

# 2012 course dates for Holland Park Gardens

## Business & Professional Courses

**Holland Park Gardens centre is closed on the following dates:** 2 January, 6-9 April, 24 December – 4 January 2013.  
**The centre is open on all other public holidays.**

Closed 2 January					Easter Closed 6-9 April																					
	January					February				March					April				May				June			
Week	1 2nd 6th	2 9th 13th	3 16th 20th	4 23rd 27th	5 30th 3rd	6 6th 10th	7 13th 17th	8 20th 24th	9 27th 2nd	10 5th 9th	11 12th 16th	12 19th 23rd	13 26th 30th	14 2nd 6th	15 9th 13th	16 16th 20th	17 23rd 27th	18 30th 4th	19 7th 11th	20 14th 18th	21 21st 25th	22 28th 1st	23 4th 8th	24 11th 15th	25 18th 22nd	
CEE	4 days													4 days	4 days											
IBC	4 days													4 days	4 days											
YBE	4 days													4 days	4 days											
LYL	4 days	3wks				3wks												3wks								
TOLES				1wk					1wk												1wk					
ILEC												3wks/Exam 17 Mar*									3wks/Exam 8 Jun					
EYE				2wks								2wks													2wks	
LPS					1wk																				1wk	
LCO					1wk							1wk				1wk								1wk		
BEC-V											4wks/Exam 16 Mar										4wks/Exam 2 Jun*					
BEC-H												4wks/Exam 23 Mar									4wks/Exam 26 May*					
EPS														1wk										1wk		
EHR					1wk							1wk												1wk		
CSB					1wk								1wk												1wk	
EOG						1wk																				

\* Saturday exam. The TOLES exam will always be on the Friday of the TOLES course.



# General and Exam courses at Westcroft Square 2012

## Intensive General English (IGE)

Level **1** 2 3 4 5 6 7 8 9

22 full hrs/week. 09.15 - 15.45 (except Wednesdays 09.15 - 12.50). Class maximum 12. This course is divided into blocks of 4 or 5 weeks (2 weeks in July and August). Minimum booking 2 weeks. We recommend starting on the first day of the course. Other start dates are possible, but you may not start on the last Monday of a course. In July and August you must start and finish on the published dates.

See the calendar on pages 10 & 11 for more information on start dates.

## English for University (EFU)

Level **1** 2 3 4 5 6 7 8 9

22 full hrs/week. 09.15 - 15.45 (except Wednesdays 09.15 - 12.50). Class maximum 12. This course is divided into blocks of 4 or 5 weeks. Maximum 27 weeks. In order to safeguard quality, there are restrictions on when you can start and finish. You must start on an approved start date. Once you have started a course block, you must complete it. If you want to start or finish in the school at other times, we suggest you take one of our other courses before or after your English for University course.

See the calendar on pages 10 & 11 for more information on start dates.

Wks	Standard Rate*	Wkly Rate	Wks	Standard Rate*	Wkly Rate	Wks	Standard Rate*	Wkly Rate	Super Saver Rate**	Wkly Rate	Wks	Standard Rate*	Wkly Rate	Super Saver Rate**	Wkly Rate
2	£700	350	13	£3978	306	24	<b>£7080</b>	295	<b>£6432</b>	268	31	£9145	295	£8308	268
3	£1050	350	14	£4284	306	25	£7375	295	£6700	268	32	£9440	295	£8576	268
4	£1400	350	15	£4590	306	26	£7670	295	£6968	268	33	£9735	295	£8844	268
5	£1750	350	16	£4896	306	27	£7965	295	£7236	268	34	£10030	295	£9112	268
6	<b>£1932</b>	322	17	£5202	306	28	£8260	295	£7504	268	35	£10325	295	£9380	268
7	£2254	322	18	<b>£5400</b>	300	29	£8555	295	£7772	268	36	<b>£10620</b>	295	<b>£9432</b>	262
8	£2576	322	19	£5700	300	30	<b>£8850</b>	295	<b>£8040</b>	268	37+	Add £295 per week	295	Add £262 per week	262
9	£2898	322	20	£6000	300										
10	£3220	322	21	£6300	300										
11	£3542	322	22	£6600	300										
12	<b>£3672</b>	306	23	£6900	300										

\* A course booked at the Standard Rate is subject to our usual terms and conditions (see [www.londonschool.com/terms](http://www.londonschool.com/terms))

\*\* A course booked at the SuperSaver Rate cannot be cancelled or shortened after it has started (see [www.londonschool.com/terms](http://www.londonschool.com/terms), paragraphs 12-14)

### Fees

Add a **Summer Supplement of £40** for each week booked on courses taking place **between 2 July and 24 August**.

### Dates

Please refer to the table on pages 10 & 11 for approved start dates.

## Intensive General English Combination Course (IGE-C)

Available on all Intensive General English dates. Morning group and afternoon 1-1. The Intensive General English Combination Course can be taken for one week, provided that your minimum stay in the school is at least two weeks. Minimum age: 18

**Fees** £1425/week  
(15 hrs group plus 15 hrs 1:1)

Combi  
Course  
Available

Level **1** 2 3 4 5 6 7 8 9

## IELTS



## Cambridge First Certificate (FCE)



24 full hrs/week  
09.15 - 15.45  
Class maximum 12  
8-week course. Minimum age: 18

**Dates** 16 January, 16 April, 15 October

**Exam Dates** 10 March, 9 June, 8 December

**Fees** £2880 (8 wks)

**Exam Fees** £130

Level **1** 2 3 4 **5** 6 7 8 9

# 2012 course dates for Westcroft Square

Intensive General English, University Preparation and Examination Courses

**Westcroft Square centre is closed on the following dates:** 2 January, 6-9 April, 24 December – 4 January 2013.  
**The centre is open on all other public holidays.**

Closed 2 January					Easter Closed 6-9 April																						
	January					February				March					April					May				June			
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
	2nd 6th	9th 13th	16th 20th	23rd 27th	30th 3rd	6th 10th	13th 17th	20th 24th	27th 2nd	5th 9th	12th 16th	19th 23rd	26th 30th	2nd 6th	9th 13th	16th 20th	23rd 27th	30th 4th	7th 11th	14th 18th	21st 25th	28th 1st	4th 8th	11th 15th	18th 22nd		
	4 day week													4 day week	4 day week												
<b>IGE</b>	♥				X	♥				X	♥			X	♥			X	♥			X	♥			♥	
<b>EFU</b>	♥	X	X	X	X	♥	X	X	X	X	♥	X	X	X	♥	X	X	X	♥	X	X	X	♥	X	X	♥	X
<b>FCE</b>			8wk/Exam 10 Mar*													8wk/Exam 9 Jun*											
<b>CAE</b>			8wk/Exam 17 Mar*													8wk/Exam 13 Jun											
<b>IELTS</b>	7wk/Exam 18 Feb*					6wk/Exam 31 Mar*									7wk/Exam 26 May*								8wk				

\* Saturday exam.

## Key



We'd love you to start in this week; it's the start of a new course block.  
 (Compulsory start date for EFU)



It's fine to start in this week; it's just not as ideal as the ♥ weeks.



Sorry, but you can't start in this week.  
 (For EFU, you must take whole course blocks.)

- IGE** Intensive General English
- EFU** English for University
- FCE** Cambridge First Certificate
- CAE** Cambridge Certificate in Advanced English
- IELTS** International English Language Testing System

Christmas  
Closed  
24-31 December

		July					August					September					October					November					December				
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51						
25th 29th	2nd 6th	9th 13th	16th 20th	23rd 27th	30th 3rd	6th 10th	13th 17th	20th 24th	27th 31st	3rd 7th	10th 14th	17th 21st	24th 28th	1st 5th	8th 12th	15th 19th	22nd 26th	29th 2nd	5th 9th	12th 16th	19th 23rd	26th 30th	3rd 7th	10th 14th	17th 21st	24th 4th					
X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X					
X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X	♥ X					
/Exam 28 July*					7wk/Exam 13 Oct*										8wk/Exam 8 Dec*					8wk/Exam 5 Dec					Closed						

Courses restart 7 January 2013

# Accommodation

All our accommodation is reasonably local – normally no more than 30 minutes away on foot or by public transport. This not only saves time; it also means that it costs little or nothing to travel to and from school.

If you stay in homestay accommodation, the school will handle all payments except for the cost of any occasional meals you take. If you stay in a hotel, apartment or residence, you must pay the bill or rent yourself.

- **There is a non-refundable fee of £40 for all accommodation placements.**

## Homestay Fees

We have two main categories of homestay accommodation, Silver and Gold. They both offer a high standard of accommodation in clean, comfortable homes with friendly, welcoming hosts. Gold Homestay offers all the benefits of Silver and also a private bathroom (though this may not be en suite).

Silver Homestay (shared bathroom)	Single per week
Bed & breakfast only	£170
Bed, breakfast & 3 evening meals	£200
Bed, breakfast & evening meals every day	£240
Bed, breakfast & occasional evening meals	£170 + £13 per meal

Gold Homestay (private bathroom)	Single per week
Bed & breakfast only	£245
Bed, breakfast & 3 evening meals	£275
Bed, breakfast & occasional evening meals	£245 + £13 per meal

## Summer supplements

£20 per week on all homestay from 1 July – 1 September.

An additional £30 per week (£50 in total) on all homestay from 22 July – 12 August (Olympic weeks).

## Notes

1. Almost all our homestays offer a wireless internet connection at no extra cost. Please indicate when booking if you will be bringing your own laptop or other device and want internet access. Hosts do not normally allow guests to use the family computer.
2. Homestay accommodation is only available while you are taking a course with us. It is not available for relatives or families, though brief overnight visits may be possible by arrangement (rates available on request).
3. Homestay accommodation is booked in multiples of whole weeks. It is usually booked from the day before your course starts to the day after it ends. If you want to leave a day later we can normally arrange this but if you wish to arrive earlier you may have to stay in a hotel, at your own expense.
4. Preference for Gold homestay is given to short-stay clients studying at our Holland Park Gardens executive centre.
5. Not all our homestay accommodation is with a traditional family of a couple with children living at home. Please tell us if you very much want a family environment.
6. None of our homestay families allow smoking in the house.
7. Many British families have pets. If you request a homestay with no pets, the choice of homestay will be more limited.
8. You must give us *6 working days'* notice of cancellation or postponement. If you do not, you will lose one week's homestay fees.

# Other fees

## Hotels

**3 Star** from £75 per night  
**4 Star** from £110 per night

## University Student Residences

Available late June to late September only. From £195 to £305 per week, depending on requirements. See our website for details.

## Other Residences

Available throughout the year. From £195 to £310 per week, depending on requirements and length of stay. See our website for details.

## Apart-hotels (Serviced apartments)

Studio for one from £70 per night.  
Studio for two from £80 per night.  
Studio for three from £140 per night.

## Private Apartments

Various sizes. From £680 per week for one bedroom plus sitting room.

Visit our website at [www.londonschool.com/accommodation](http://www.londonschool.com/accommodation) for more accommodation details.

## E-learning

The following online courses can be purchased at [www.londonschoolonline.com](http://www.londonschoolonline.com):

### Practical English

- Full course (6 months; access to over 200 hrs of materials) £160
- Mini courses (2 months; access to 22.5 hrs of materials) £80 per course
- Additional Skype Tutorials (20 minutes each): 2 (£50), 3 (£70), 4 (£90), 6 (£130), 12 (£240)

### BULATS Writing Practice

- Eight practice papers marked by an assessor with feedback (3 months) £225

### Word Mine – Legal English

- Legal vocabulary course covering 400 words and terms used by legal professionals (6 months) £90

## Administration Fees

### Registration Fees

- Online registration £25
- Offline registration £50

### Other Fees

- Accommodation placement fee £40

Please note that the above fees are non-refundable.

## Other Services

### Airport Transfers (all London airports)

Arrival (including meeting in the Arrivals Hall) £90. Departure (drop off only) £70.  
St. Pancras Eurostar train terminal: Arrival £45. Departure (drop off only) £40.

### Restaurant Pass

You can buy a weekly Restaurant Pass at Holland Park Gardens that allows all reasonable personal use of the restaurant for morning snacks and lunch. The pass costs **£55 per week**. Most people choose this option, but you may pay as you use the restaurant if you prefer. We offer a simple lunch service at Westcroft Square and Restaurant Passes are therefore not available. There is also a wide range of local cafés and restaurants near Westcroft Square.

# Important information before you book

Bookings are subject to our full Terms and Conditions, of which this is just a short extract. You can read the full terms and conditions at [www.londonschool.com/terms](http://www.londonschool.com/terms)

## Cancellations and postponements

It is very important that you give us sufficient notice of a cancellation or postponement. To avoid paying any penalty, you must give us the following notice:

- To cancel a course, you must give us at least 15 working days' notice before the course begins.
- To postpone a course, you must give us at least 6 working days' notice before the course begins.

The rules about this are clearly highlighted in paragraphs 6-8 at [www.londonschool.com/terms](http://www.londonschool.com/terms)

You must give us at least 6 working days' notice if you want to cancel or postpone homestay accommodation. If you don't, you must pay one week's rent. It is also your responsibility to contact hotels, residences, etc. to advise them of non-arrival. They will have their own terms and conditions, so please ensure that you give sufficient notice to avoid penalties.

## Insurance

To avoid losing fees, you must get adequate insurance. We will apply our cancellation or postponement penalties according to our terms and conditions (See [www.londonschool.com/terms](http://www.londonschool.com/terms)), so please make sure that you have a suitable insurance policy. You can book insurance through us.

See [www.londonschool.com/insurance](http://www.londonschool.com/insurance)

Insurance fees are non-refundable.

## Visas

It is very important to make sure that you understand the rules about visas. They may affect your booking.

If you are a citizen of the EU, EEA or Switzerland, you can come and go as you please, so the rules do not affect you, but citizens of all other countries must make sure that they comply with UK visa regulations.

Sometimes these regulations are straightforward, but sometimes they are not. It is essential, therefore, that you check our visa briefing notes, which you can find at [www.londonschool.com/visas](http://www.londonschool.com/visas)

Please note that:

- It is your responsibility to make sure that you follow the visa rules.
- If you need to get a visa before you travel, you must make sure that you apply for it in good time. We may charge a penalty for a late cancellation even if this is caused by a visa refusal. Please see paragraph 8 of our Terms and Conditions at: [www.londonschool.com/terms](http://www.londonschool.com/terms)
- If a visa has not yet been issued **6 working days** before the course start date, you should contact us to discuss this in order to minimize penalty charges.
- Whatever your nationality, you must bring your passport or ID to school on the first morning of your course. Before you start your course, we are obliged by law to see your passport and to copy it if you come from outside the EU, EEA or Switzerland.

## Booking non-homestay accommodation

We are only able to invoice for homestay accommodation. We can reserve and confirm other types of accommodation on your behalf, but we cannot invoice you for it. You will need to provide credit/debit card details to guarantee a room and you will need to make payment for your stay direct to the provider (hotel, residence or apartment).

# Next steps...

## How to pay

Remember that you must pay a deposit or full fees at the time of booking, unless otherwise agreed. Deposits must be received within 5 days of booking; full fees must be paid 30 days before your course starts. You may lose your course place if your fees are not paid on time.

Course fees include all necessary books and/or materials. The school organises a social programme: some events are free and a small charge is made for others. Theatre tickets or other admissions are charged at the price we pay for them.

Payment for courses and accommodation may be made in any of the following ways:

### Bank transfer to our bank

Account 10468606

Barclays Bank

Pall Mall, London

Swift code: BARCGB22

Sort code: 20-06-05

IBAN: GB15BARC20060510468606

Please remember to pay all bank charges at your end. We may ask you to pay them if these are not covered by you. If you are paying by bank transfer, please send us a copy of the transfer advice.

### Credit cards

We accept Visa, MasterCard, Amex and Diners. Please remember to include card number, expiry date, name and address of card holder, and the 3-digit security code (the last three digits of the number on the signature strip on the back of the card).

### Cash

At the school only. Please do not send cash in the post.

### Cheques

You must use a cheque drawn on a UK bank.

## Level Scale

LSE Level	LSE Class	CEFR*
9	Very Advanced	C2
8	Advanced	C2
7	Pre-Advanced	C1
6	Upper Intermediate	B2
5	Intermediate	B1-2
4	Low Intermediate	B1
3	Pre-Intermediate	A2
2	Elementary	A1
1	Beginner	

The school's level scale matches IELTS. When a student has finished working at a level s/he should achieve this score on an IELTS test.

\*Common European Framework of Reference for Languages of the Council of Europe

## Any questions?

Turn to the back cover for details of how to contact us.

# Next steps...



We are here to help you, not to pressure you, so feel free to contact one of our advisers to discuss your needs further. You can contact us as follows:

## By telephone

+44 20 7605 4142 (Sales enquiries)  
+44 20 7605 4123 (All other enquiries)  
(Lines are open Monday - Friday, 08.30 - 17.30)

## By email

[sales@londonschool.com](mailto:sales@londonschool.com)

## Our website

[www.londonschool.com](http://www.londonschool.com)

## To book

[www.londonschool.com/booking](http://www.londonschool.com/booking)

## Address

15 Holland Park Gardens, London W14 8DZ

Accredited by the



Scan this code to visit our website