



Wimbledon School of English

Information 2012

- 2 **Standard classes**
24 lessons (20 hours per week)
 - Beginners
 - General English
 - Summer Vacation
 - Academic Year Programme
 - Cambridge Examination
 - Pre-sessional Academic English and IELTS preparation
 - Business & Professional English
- 3 **Intensive classes**
28 lessons (23 hours and 20 minutes)
 - Intensive Academic Year Programme
 - Cambridge First Certificate Express
 - Cambridge Advanced ExpressStandard classes + Options (24 lessons + 4 lessons)
from one of the programmes below:
 - Business
 - Communication Skills
 - Grammar & Writing
 - IELTS Preparation
 - One to One or Two to One
- 4 Academic Year Programmes
- 6 Business & Professional Courses
 - Business & Professional English
 - International Legal English with Cambridge ILEC preparation
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Standard Classes 24 lessons (20 hours) per week

Courses	Lessons (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
Beginners	24	15	Beginners	A1	1 - 10	02 Jan 05 Mar 08 May 03 Sep	
General English (3)	24	15	Pre-Intermediate	A2	1-50	Any Monday (1)	
Summer Vacation	24	16	Pre-Intermediate	A2	1-8	Any Monday (1) July and August only	
Business & Professional English	24	14	Higher Intermediate	B2	2-12	Any Monday (1)	
Academic Year Programme	24	15	Beginners	A1	24 or 36	Any Monday (1) between January and May September and December	
Pre sessional English & Academic IELTS Preparation (4,6)	24	14	Higher Intermediate	B2	10 10 10 10	09 Jan 19 Mar 10 Apr 01 Oct	16 Mar 25 May 15 Jun 07 Dec
Pre sessional English & Academic IELTS Preparation Express (4,6)	24	14	Higher Intermediate Plus	B2	6 6	18 Jun 29 Oct	27 Jul 07 Dec
Academic IELTS Express (4,6)	24	14	Higher Intermediate Plus	B2	4	30 Jul	24 Aug
Cambridge First Certificate (4,5)	24	14	Higher Intermediate	B2	10 13 7 13 7	02 Jan 19 Mar 30 Apr 10 Sep 22 Oct	09 Mar 15 Jun 15 Jun 07 Dec 07 Dec
Cambridge Advanced (4,5)	24	14	Advanced	C1	11 13 13	03 Jan 19 Mar 10 Sep	16 Mar 15 Jun 07 Dec
Cambridge Proficiency (4,5)	24	14	Advanced Plus	C1	10 13 13	03 Jan 19 Mar 10 Sep	09 Mar 15 Jun 07 Dec

“ During my one month stay at WSE I’ve learned more than in one whole year in my high school in Slovenia. I highly recommend it!”

*Julija Dornik
Slovenia*

“I made great progress in the exam preparation class. We had great teaching.”

*Felix Kieber
Leichtenstein*

See page 10 for full course information and page 11 for class times. Page 12 for level description

General Notes

in very rare circumstances the stated maximum class size might be exceeded. If this does happen it will only be by one person and for a very limited period

- (1) When Monday is a public holiday, courses will start on the following Tuesday: January 3, April 10, May 8, June 5, August 28
- (2) 1 lesson = 50 minutes (24 lessons = 20 hours)
- (3) These classes have a maximum of 16 in July and August
- (4) All students will be required to pass the School exam entrance test before starting their exam course. Students cannot finish an examination course before the end date
- (5) Students can take an FCE or CAE examination course only if they are staying until the end of the course and taking the examination
 - Students may join Cambridge exam courses after the course start date provided there is a place available and they have the right level of English
 - CPE examination classes will include some students who are not taking the examination
- (6) Students may take the IELTS exam at the end of the course. We strongly advise you to enrol and pay for this exam when booking the course. Students must enrol for the full length of the IELTS course

Please note: It is not possible to enrol for 2 Pre sessional English & IELTS Preparation courses. However students may take one pre-sessional course followed by the IELTS Express course.

Wimbledon School of English is a Test Centre for the IELTS and Cambridge Examinations

Intensive Classes 28 lessons (23 hours and 20 minutes) per week

Full Time Intensive

Options	Lessons (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
Cambridge First Certificate Express (3)	28	16	Higher Intermediate	B1	4	30 Jul	24 Aug
Cambridge Advanced Express (3)	28	16	Advanced	B2	4	30 Jul	24 Aug
International Legal English with ILEC preparation	28	14	Higher Intermediate Plus	B2	4	20 Feb	16 Mar
						16 Apr	11 May
						16 Jul	10 Aug
						20 Aug	14 Sep
12 Nov	7 Dec						
International Financial English with ICFE preparation	28	14	Higher Intermediate Plus	B2	4	20 Feb	16 Mar
						16 Apr	11 May
						20 Aug	14 Sep
						12 Nov	7 Dec

“The communication skills lessons have been very useful to improve not only my pronunciation but also my fluency and technique of speaking.”

Maria Castro Fernandez Spain

Full Time Intensive Plus

Our intensive full-time English courses give you the opportunity to improve your General, Academic, Business or Examination English and at the same time study other specialist types of English. Choose from one of the Standard Courses to work intensively on all areas of English including grammar, vocabulary, speaking, listening, pronunciation, reading and writing. Combine this with a Specialist Course to expand your knowledge of English to meet your special, individual needs and interests.

Standard Classes 24 lessons

plus

4 lessons of option

Options	Lessons (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date
Intensive Academic Year Programme (5)	24+4	14	Pre-Intermediate to Advanced	A2-B1 to C1	24 or 36	Any Monday (1) between January and May September and December
Communication Skills (5)	24+4	14	Pre Intermediate to Higher Intermediate Plus	A2 -B1 B2-C1	2 - 12	Any Monday (1)
Grammar and Writing Workshop (5)	24+4	14	Pre Intermediate to Higher Intermediate Plus	A2-B1 B2-C1	2 - 12	Any Monday (1)
Academic IELTS Preparation (4,5)	24+4	14	Intermediate to Higher Intermediate Plus	B1 B2-C1	2 - 12	Any Monday (1)
One to One or Two to One	24+4 24+5 24+6	1 or 2	All levels		2 - 12	Any Monday (1)
Business (5)	24+4	14	Higher Intermediate Plus	B2-C1	2 - 12	Any Monday (1)

See pages 10 - 11 for full course information and page 11 for class times. Page 12 for level description
These Classes are not suitable for students at CEFR level C2

“The BEC Higher lessons were really useful and exciting. My BEC teachers were very good at teaching. I improved my English and enjoyed the lessons.”

Victoria Von Reiche Germany

General Notes

Intensive plus classes are not suitable for students at CEFR level C2

- (1) When Monday is a public holiday, courses will start on the following Tuesday: January 3, April 10, May 8, June 5, August 28
- (2) 1 lesson = 50 minutes (24 lessons = 20 hours 28 lessons = 23 hours and 20 minutes)
- (3) All students will be required to pass the School exam entrance test before starting their exam course and they must take the exam at the end of the course. They cannot finish the course before the end date
- (4) Students may take the IELTS exam at the end of the course. We strongly advise you to enrol and pay for this exam when booking the course.
- (5) These classes have a maximum of 16 in July and August

Academic Year Programmes AYP 24 week or 36 week option

The Academic Year Programme courses are designed for long-term English language training and are ideal for you if you plan to study English for 6 or 9 months. These discounted courses are our most economical course options and are extremely flexible. They offer a large choice of courses including preparation for all the exams you need if you wish to study at university in the UK or use English to improve your business career.

Benefits:

- A flexible, long-term programme for 24 lessons (20 hours) or 28 lessons (23 hours and 20 minutes) per week.
- Flexible start dates throughout the year
- Flexible holiday break of up to 4 weeks
- Flexible course length: 24 or 36 weeks
- All levels accepted, including Beginners
(NB Beginners must start the AYP on one of the Beginners course start dates)
- Specially reduced tuition rates
- Preparation for examinations such as IELTS, FCE, CAE, CPE on the AYP programme, IELTS, FCE, CAE, CPE, ILEC (Law) and ICFE (Finance) on the IAYP.
- Get advice on the best university or college course for you and get help with your application
- Have regular tutorials with the Academic Director to plan your programme, monitor your progress and decide which exams to take
- Monthly tutorials with your teacher
- Total immersion in English language, life and culture for 6 months or more.
- Receive a detailed academic report of your progress at the end of your course

AYP Standard Academic Year Programme - Beginners and above 24 Lessons (20 Hours) per week

- Choose from:
 - General English
 - Business & Professional English
 - Cambridge Examination (FCE, CAE & CPE)
 - Pre-sessional Academic English and IELTS preparation

*See the course planner below for a guide to possible course progression.
For more information on these courses see pages 6 to 10*
- Progress to a good level in all areas of English including grammar, vocabulary, speaking, listening, pronunciation, reading and writing
- Prepare for the exams you need if you plan to go to an English speaking college or university
- Join any full-time standard course as part of your Academic Year Programme at no extra cost
- Expect up to 2 hours self-study per day

NB We advise you to take the Pre-sessional Academic English and IELTS course at the end of your programme NOT at the beginning or in the middle. This will enable you to get the highest possible score in your IELTS exam

AYP Course

This is a sample programme only. You will make your final choice when you arrive, in discussion with our Academic Director. You may choose at least 2 courses for the 24 week programme and at least 3 courses for the 36 week programme.

Suggested programme:

First 3 months	Middle 3 months	Final 3 months
General English Pre-intermediate and above Beginner start dates: 02 January 05 March 05 May 03 September	Cambridge Examination Course FCE, CAE or CPE or General English or Business & Professional English	Pre-sessional Academic English with IELTS preparation or Cambridge Examination Course CAE or CPE or Business & Professional English

Timetable as per Standard Classes - See page 11

Intensive Academic Year Programmes IAYP 24 week or 36 week option

IAYP Intensive Academic Year Programme Pre-Intermediate level and above

28 lessons (23 hours and 20 minutes) per week

- Choose 24 lessons per week:
 - General English
 - Business & Professional English
 - Cambridge Examination (FCE, CAE & CPE)
 - Pre-sessional Academic English with IELTS preparation

- Plus** 4 optional lessons per week:
- Business
 - Communication Skills
 - Grammar and Writing
 - IELTS Preparation

*See the course planner below for a guide to possible course progression.
For more information on these courses see pages 10-11*

or

- or 28 lessons per week
 - International Legal English with Cambridge ILEC preparation (*)
 - International Financial English with Cambridge ICFE preparation (*)
- (*) NB there is a supplementary charge of £200 for these courses

- Progress to a good level in all areas of English including grammar, vocabulary, speaking, listening, pronunciation, reading and writing
- Prepare for the exams you need if you plan to go to an English speaking college or university
- Join any full-time standard course plus any of our options or a full-time intensive course (except for ICFE & ILEC) as part of your Academic Year Programme at no extra cost
- Expect up to 2 hours self-study per day

NB We advise you to take the Pre-sessional Academic English with IELTS preparation course at the end of your programme NOT at the beginning or in the middle. This will enable you to get the highest possible score in your IELTS exam

IAYP Course

This is a sample programme only. You will make your final choice when you arrive, in discussion with our Academic Director. You may choose at least 2 courses plus 2 options for the 24 week programme and at least 3 courses plus 3 options for the 36 week programme.

Suggested programme:

First 3 months	Middle 3 months	Final 3 months
24 lessons per week		
General English Pre-intermediate and above	Cambridge Examination Course FCE, CAE or CPE	Pre-sessional Academic English with IELTS preparation
	or	or
	General English	Cambridge Examination Course CAE or CPE
	or	or
	Business & Professional English	Business & Professional English
plus 4 additional lessons (options)		
Communication Skills	IELTS Preparation	Communication Skills
or		or
Grammar & Writing Workshop		Business English
or		or
combination of the two		Grammar & Writing
or 28 lessons per week		
	International Legal English with Cambridge ILEC preparation	International Financial English with Cambridge ICFE preparation

Timetable as per Intensive Classes - See page 11

Whichever AYP programme you choose the course is flexible to your needs. You will have regular tutorials with your teacher and the Director of Studies to plan the best course for your language needs and interests.

Business & Professional English

Minimum Age	Lessons per week (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date
20	24	14	Higher Intermediate	B2	2 -12	Any Monday (1)

Timetable as per standard classes

- Take this course if you are preparing for a career in business or are already working and would like to move into an international business setting
- Study in dynamic and hard-working classes with highly experienced Business English teachers
- Learn new and useful language based around a business English course book in the first lesson of every day
- Use other relevant materials in the second lesson to develop your language skills
- Practise the language you learnt in the morning in your third lesson through case studies, presentations and simulations
- Study a wide range of skills and topics including participating in meetings and discussions, negotiating, giving presentations, sales and marketing, finance and banking, report and e-mail writing and intercultural studies
- Negotiate part of your course with your colleagues and teacher to suit your needs and interests
- Improve your ability to communicate in modern business situations and learn important business vocabulary and how to use it
- Improve your study skills through up to 2 hours focused self-study each evening set by your teacher to meet your needs

International Legal English with Cambridge ILEC preparation International Financial English with Cambridge ICFE preparation

Minimum Age	Lessons per week (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
20	28	14	Higher Intermediate Plus	B2	4	20 Feb 16 Apr 16 Jul ★ 20 Aug 12 Nov	16 Mar 11 May 10 Aug 14 Sep 07 Dec

★ No International Financial English course on this date
If you wish to take the ILEC or ICFE exam at the end of your course you must register and pay at the time of booking . The closing date is 6 weeks before the date of the exam.

Timetable as per intensive classes See page 11

Students on the International Legal English course should have a basic law background in their own language

- A 4 week intensive course focusing on different areas of law and developing the four skills in a legal context
- Learn legal terminology and use them with ease and accuracy
- Participate in discussions about different aspects of law and differences between the British and other legal systems
- Improve your ability to participate in situations typical of legal practice, through role-play and simulation
- Improve your ability to read, understand and write common legal text
- Focus on exam techniques and study strategies so you know exactly what to expect when you take the exam
- Improve your study skills through up to 2 hours focused self-study each evening set by your teacher to meet your needs
- Visit a court of law and see a real trial

Students on the International Financial English course should have a basic finance background in their own language

- A 4 week intensive course for students of finance and accountancy and practising accountants and finance professionals
- Prepare for the Cambridge International Certificate in Financial English
- The course includes such topics as: financial reporting, company financial strategy, risk assessment and analysis, banking, insurance and acquisitions and mergers
- Improve your skills in English in a financial English context and learn specific financial terminology and how to use it appropriately
- Focus on exam techniques and study strategies so you know exactly what to expect when you take the exam
- Improve your study skills through up to 2 hours focused self-study each evening set by your teacher to meet your needs

We can also run either of the above courses for a closed group. Please contact the School if you are interested

General Notes (1) When Monday is a public holiday, courses will start on the following Tuesday: January 3, April 10, May 8, June 4, August 28
(2) 1 lesson = 50 minutes (24 lessons = 20 hours 28 lessons = 23 hours and 20 minutes)

English & Culture

Minimum Age	Lessons per week (2)	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
40	20 Plus 3 half-day excursions with your teacher each week and 1 full-day excursion	10	Intermediate to Higher Intermediate	B1 - B2	2★ 2★ 1★★	11 Jun 13 Aug 10 Dec	22 Jun 24 Aug 14 Dec

★ This is an 11 day course ★★ This is a 6 day course

- This course is designed especially for students aged 40+
- Combine work on English language with the study of British culture and customs
- Go on 1 full-day excursion and 6 half-day excursions except for the December course which has only 3 half-day excursions. Excursions are chosen by the group and give you a chance to practise what you learn in the morning classes
- Study every morning, learning real and useful language which you can use immediately
- Learn a combination of social English, communication skills and vocabulary related to the excursions
- Learn about different aspects of British culture. These include some of the following: culture and customs, etiquette and behaviour, the British class system, art, architecture, gardens and garden history, music, food and drink
- Visits may include English stately homes and castles, gardens, museums, galleries and other places of cultural interest. Your teacher provides you with the vocabulary and background information needed to enjoy the excursions more fully

Students who are not at the correct level may take a combination of General English in the morning and English & Culture in the afternoon. The price for this is the same as for the full-time English & Culture course

Timetable	Day	1st Session	2nd Session	3rd Session
	Monday	09:15 - 10:55	11:15 - 12:55	Free
	Tuesday	09:15 - 10:55	11:15 - 12:55	Excursion
	Wednesday	09:15 - 10:55	11:15 - 12:55	Excursion
	Thursday	09:15 - 10:55	11:15 - 12:55	Excursion
	Friday	09:15 - 10:55	11:15 - 12:55	Free
	Saturday	(week one)	Full-day excursion	

"The idea of this course, 'English & Culture' is excellent! We found out a lot of new things, not only about England but also about other countries. Both students and teachers thoroughly enjoyed the course and were totally inspired by it."

Edzus Vejins

Latvia

One to One

Minimum Age	Lessons per week (2)	Course level	Course length (weeks)	Starting date
16	20 24 28 30	All levels	1 - 50	Any Monday (1)

Timetable as agreed at the time of booking

"My one-one lessons were very practical and effective. . All the topics were in accordance with my expectations and the teaching was professional and very friendly."

Bartolomiej Wyrastkiewicz

Poland

- Ideal for people who need to make quick progress but have little time to spare
- Study with your own personal tutors, especially suitable if you have specialist English needs such as Business English
- Practise a combination of skills depending on your needs: speaking, listening, reading, writing, grammar and pronunciation. Plan your actual programme with your tutors
- Use a variety of materials and teaching methods in dynamic, hard working lessons
- Expect up to 2 hours self-study work per day
- Go out for lunch with your tutor every day (Monday – Friday) as an optional extra

General Notes (1) When Monday is a public holiday, courses will start on the following Tuesday: January 3, April 10, May 8, June 5, August 28
 (2) 1 lesson = 50 minutes

Online Courses

Online Learning with WSE

Start learning before you arrive

With our WSE Pre-arrival Online Learning Course you can start improving your English before you arrive at WSE, so you will feel relaxed and confident by the time you have your first lesson in school.

With this course you get:

- A virtual tour of the school & important pre-arrival information
- A placement test
- 25 hours of online learning (NB you must complete your online learning course within 3 months of starting)

You will be able to:

- do tests to check your level
- improve your grammar and vocabulary
- familiarise yourself with the types of activities you may experience during your course.

If you would like this opportunity to start studying before your course here, enrol on the WSE Pre-arrival Online Learning Course and start studying straight away.

Continue learning after you have left

If you use the Self Access Centre while you are studying at Wimbledon School of English, you will have access to an online learning environment called Macmillan English Campus. This has lots of fun practice activities for improving your:

- grammar and vocabulary
- pronunciation
- reading, listening, speaking and writing skills

Plus...

- a fantastic online dictionary
- newspaper articles for all levels
- progress tests

Even better, if you want to carry on studying outside school hours or after you have left WSE and are back in your own country, then you can purchase a year's subscription to MacMillan English Campus and access it wherever you are.

Teachers' Courses

Teachers' Refresher course for overseas teachers

This course is intended for overseas teachers who want to brush up their English, study new and cutting edge language teaching methodologies and learn about British culture.

The school has a perfect location, staff and teachers

*Ksenia Khitrikova
Russia*

Minimum Age	Lessons per week	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
20	24	14	Qualified English	B2	2 (*)	09 Jan	20 Jan
			Language Teachers	to	1	18 Jun	22 Jun
			CAE Equivalent or above	C2	1	13 Aug	17 Aug
This course is aimed at non-native speakers who have experience of teaching English and hold a teaching qualification from their own country							
For Comenius funding this course reference number is: UK-2012-1479-003							

During your course you will do the following:

- Learn about new and cutting edge teaching methods and ideas whilst refreshing the old favourites
 - Focus on British culture, systems and media
 - Study real English expressions and colloquialisms
 - Analyse complex grammatical structures
 - Visit a British school or observe other teachers at work in Wimbledon School of English
- (*) For the January course Teachers may choose to take one week only or both weeks

This course will help you develop professionally as a teacher by exploring your own teaching experience and developing new ideas. You will take home a wide variety of practical teaching activities which can be adapted to your own class and style. You will also have the opportunity to get an insight into British culture and changes in the language whilst practising your own language skills.

Teachers' courses

The Cambridge Teaching Knowledge Test (TKT)

Minimum Age	Lessons per week	Maximum class size	Course level	Course CEFR level	Course length (weeks)	Starting date	Finishing date
20	24	14	Intermediate	B1	2	13 Aug	24 Aug
Total number of hours for this course - 40 hours							
For Comenius funding this course reference number is: <i>Please contact us</i>							

This is a very good school with excellent teachers.

*Rita Schoop
Switzerland*

This course prepares you for the Cambridge Teaching Knowledge Test modules 1 to 3 only - the test from the University of Cambridge designed especially for teachers of English to speakers of other languages.

- The course concentrates on the study of 'teaching knowledge' - it is not a practical course and so there is no actual teaching involved, although course participants may have the opportunity to observe Wimbledon School of English teachers. It is ideal for those who have recently started teaching or are considering it as a career, but it is also useful for experienced teachers.
- The course covers a variety of concepts related to language, language use and the background to and practice of language learning and teaching. It is divided into 3 modules:

Module one: Language and background to teaching and learning

- Describing language and language skills
- Background to language learning
- Background to language teaching

Module two: Lesson planning and resources for the language teacher

- Planning and preparing a lesson or sequence of lessons
- Selection and use of resources and materials

Module three: Managing the teaching and learning process

- Teachers' and learners' language in the classroom
- Classroom management

If you choose to take any of the Cambridge TKT modules you must book these at the same time as you book your course, at least 6 weeks before the course start date. You will also be asked to keep a portfolio during your course but this does not form part of your assessment. You need to have at least a good intermediate level of English to take this course and you should be familiar with basic concepts and language related to language teaching.

Teachers' Courses Funding

Funding for these courses may be available for European Union teachers under the **EU Socrates-Comenius Programme**.

You can apply for a grant if you are currently living within Europe, come from a country eligible for funding and are a professional in one of the following fields:

- Teaching English as a Foreign Language
- Training teachers within the field of English Language Teaching (ELT)
- Re-training as a teacher of English or re-entering the profession after a period away from teaching
- Teaching within the Primary sector but responsible for delivering the English Language section of the curriculum
- Teaching other subjects within an international environment, through the medium of English
- Working as an inspector or educational consultant within the field of ELT

Which nationalities are eligible for funding?

EU Countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

EFTA / EEA: Iceland, Liechtenstein and Norway Other: Turkey

For further information contact your national agency. <http://ec.europa.eu/education/lifelong-learning-programme/doc1208eu.html>

You can also get more information from The British Council website: www.britishcouncil.org/comenius.htm

Worldwide Teacher Training with WSE Travelling Trainers

We can run teacher-training courses for you in your country at your school or institution. You can choose one of our advertised courses, or if you prefer we can design a tailor-made course just for you. We can run short courses (including weekend courses) and longer courses.

Closed Groups (Teachers' Courses) We can run specially tailored Teacher Training or TKT courses at WSE for closed groups.

Our teacher trainers are CELTA and DELTA qualified with considerable experience in teacher training and development. Many of them have delivered courses and seminars at international and national conferences. They also have extensive experience of teaching on all WSE courses and play an important role in the design of courses.

To discuss your training needs please contact our Academic Director, Fiona Dunlop: fiona@wimbledon-school.ac.uk

Course details

Standard Classes

Beginners - General English - Summer Vacation

- Develop your communication skills
- Study in imaginative, dynamic, hard-working classes
- Learn and practise new language every day
- Improve your grammar, vocabulary, listening and speaking
- Explore new techniques for reading and writing
- See fast and clear progress through correction, tests and up to 2 hours homework or self-study per day
- Check and discuss your progress in regular tutorials with your teacher
- Learn 'real' English using the latest course books and materials

Examination & Pre Sessional Courses

- Dedicated classes to prepare you for FCE , CAE , CPE and IELTS
- Study in serious, hard-working classes taught by dynamic, experienced examination teachers
- Focus on all the skills necessary to reach a good score in your examination
- Make fast, clear progress in building vocabulary, use of English, listening, speaking, pronunciation, reading and writing
- Practise for the exam using timed practice tests
- Take an internationally-recognised exam at the end of the course here at our exam centre
- Learn and improve your academic skills to go to an English-speaking university or college (Pre Sessional courses only)
- Visit a local university campus and attend a real lecture (Pre Sessional courses only)

IELTS Express

- Join this fast, dynamic class to prepare for the IELTS examination if you are planning to go to an English-speaking university or college
- Expect to make fast, clear progress focusing on the academic skills and exam techniques necessary to attain a good score in the IELTS exam

Wimbledon School of English is an IELTS test centre and half of our teachers are IELTS examiners. This means that your teachers really know how to prepare you for the test.

Intensive Classes

Intensive English with Business

- Learn and practise the skills and language necessary to communicate in a business environment
- Study a different module each week including: meetings, negotiations, giving presentations, finance, sales and marketing and business correspondence

Intensive English with Communication Skills

- Focus on pronunciation, intonation, stress and individual sounds, improve your fluency and accuracy in spoken English
- Learn and practise new language in each lesson in a wide variety of social situations
- Take part in discussions, role-play, group work and pair work

Intensive English with Grammar and Writing Focus

- Learn how to identify your grammar and writing weaknesses and acquire new techniques to correct them
- Join the class for plenty of written practice in school and exercises to take home
- Focus on a different area of grammar and writing each week

Intensive English with IELTS Preparation

- Join this class to achieve a good foundation in basic academic study skills while improving your English level at the same time
- Learn techniques to help you achieve a good score in a future IELTS exam
NB This course is not suitable for students at Advanced level or higher.

Intensive English with One to One or Two to One

- Classes are carefully designed and reviewed to meet the needs and interests of each student
- Work with your personal tutor to design a detailed study programme
- Practise a balance of skills: speaking, listening, reading and writing, structures and activities
- Make rapid progress
- Choose to study alone or with a colleague
NB students must book together for the Two to One classes

Guided self-study for specialised courses

Our Self-Access Centre Manager can provide you with a detailed weekly self-study plan for each of the courses below and will monitor your progress throughout your self-study period. Each weekly plan contains 6 hours of study to help you prepare for TOEIC, TOEFL and BULATS. Minimum 1 week. Maximum 12 weeks

Course details & Guided self-study for specialised courses

- Focus on exam techniques and study strategies so you know exactly what to expect when you take the exam
- Improve your self study skills and develop independence through learning autonomously

Guided-study TOEIC

- A study programme for students preparing for the TOEIC examination
- The main focus of the guided programme is on listening, reading and writing in a variety of contexts from real-world settings, including such topics as: Corporate Development, Dining Out, Entertainment, Finance and Budgeting, General Business. In addition you will get advice on how to do well in the speaking test.
- Improve your reading, writing and listening skills in English in general

Guided-study TOEFL

- A study programme for students preparing for the TOEFL examination
- The main focus of the guided programme is on reading, listening, speaking and writing in English and being able to use these skills together in the university classroom. For example, you might read a passage or listen to a lecture, and then write or speak about what you learned

Guided-study BULATS

- A study programme for students preparing for the BULATS examination
- The main focus of the guided programme is on developing language skills needed for the workplace. Topics include personal information, the office and work routine, client hospitality and socialising with colleagues, travel, health, buying and selling, products and services, and results and achievements

Time of classes

Standard Classes 24 lessons (20 hours) per week

All Levels		Beginners to Higher Intermediate				Higher Intermediate Plus to Proficiency		
Day	1st Session	Break	2nd Session	Lunch	3rd Session		3rd Session	
Monday	09:15 - 10:55		11:15 - 12:55		13:55 - 14:45	14:55 - 15:45	Free	Free
Tuesday	09:15 - 10:55	11:15 - 12:55	Free	Free	13:55 - 14:45	14:55 - 15:45	Free	Free
Wednesday	09:15 - 10:55	11:15 - 12:55	13:55 - 14:45	14:55 - 15:45	Free	Free	13:55 - 14:45	14:55 - 15:45
Thursday	09:15 - 10:55	11:15 - 12:55	Free	Free	13:55 - 14:45	14:55 - 15:45	Free	Free
Friday	09:15 - 10:55	11:15 - 12:55	Free	Free	Free	Free	Free	Free

Intensive Classes 28 lessons (20 hours and 20 minutes) per week

All Levels		Beginners to Higher Intermediate				Higher Intermediate Plus to Proficiency		
Day	1st Session	Break	2nd Session	Lunch	3rd Session		3rd Session	
Monday	09:15 - 10:55		11:15 - 12:55		13:55 - 14:45	14:55 - 15:45	13:55 - 14:45 Option	14:55 - 15:45 Option
Tuesday	09:15 - 10:55	11:15 - 12:55	13:55 - 14:45 Option	14:55 - 15:45 Option	13:55 - 14:45	14:55 - 15:45	13:55 - 14:45	14:55 - 15:45
Wednesday	09:15 - 10:55	11:15 - 12:55	13:55 - 14:45	14:55 - 15:45	13:55 - 14:45 Option	14:55 - 15:45 Option	13:55 - 14:45	14:55 - 15:45
Thursday	09:15 - 10:55	11:15 - 12:55	13:55 - 14:45 Option	14:55 - 15:45 Option	13:55 - 14:45	14:55 - 15:45	13:55 - 14:45	14:55 - 15:45
Friday	09:15 - 10:55	11:15 - 12:55	Free	Free	Free	Free	Free	Free

Calendar 2012

January	Tuesday	4	School re-opens
April	Friday	6	School closed - Good Friday
April	Monday	9	School closed - Easter Monday
May	Monday	7	School closed - May Day Holiday
June	Monday	4	School closed - Spring Holiday
August	Monday	27	School closed - Late Summer Holiday
December	Friday	21	School closes - Christmas and New Year Holiday
January	Monday	7	School re-opens

Please note that there is no reduction in the course fees where a course includes a public holiday.

Levels

Wimbledon School of English Levels	Beginners	Pre Intermediate	Intermediate	Higher Intermediate	Higher Intermediate Plus	Advanced	Advanced Plus	Proficiency			
Common European Framework	A1	A2	B1	B2		C1		C2			
Cambridge equivalent exam score	KET		PET	FCE		CAE	CPE				
IELTS equivalent exam score	3	3.5	4	5	5.5	6	6.5	7	7.5	8	8.5
BEC equivalent exam score	BEC Preliminary			BEC Vantage			BEC Higher				
TOEFL IBT equivalent exam score	56-86			87-109			110-120				
TOEFL PBT equivalent exam score	457 (minimum)						560 (minimum)				
TOEIC equivalent Reading and Listening score	120	225	550		785		945				
TOEIC equivalent Speaking score	50	90	120		160		200				
TOEIC equivalent Writing score	30	70	120		160		200				

Common European Framework

Levels - CEF	Listening / Speaking	Reading	Writing
A1 Beginners	Can understand basic instructions or take part in a basic factual conversation on a predictable topic.	Can understand basic notices, instructions or information.	Can complete basic forms, and write notes including times, dates and places
A2 Pre-Intermediate	Can express simple opinions or requirements in a familiar context.	Can understand straightforward information within a known area, such as simple textbooks or reports on familiar matters.	Can complete forms and write short simple letters or postcards related to personal information.
B1 Intermediate	Can express opinions on abstract/cultural matters in a limited way or offer advice within a known area and understand instructions or public announcements.	Can understand routine information and articles and the general meaning of non-routine information within a familiar area.	Can write letters or make notes on familiar or predictable matters.
B2 Higher Intermediate to Higher Inter. Plus	Can follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics.	Can scan texts for relevant information and understand detailed instructions or advice.	Can make notes while someone is talking or write a letter including non-standard requests.
C1 Advanced to Advanced Plus	Can contribute effectively to meetings and seminars within own area of work or keep up a casual conversation with a good degree of fluency, coping with abstract expressions.	Can read quickly enough to cope with an academic course, to read the media for information or to understand non-standard correspondence.	Can prepare/draft professional correspondence, take reasonably accurate notes in meetings or write an essay which shows an ability to communicate
C2 Proficiency	Can advise on or talk about complex or sensitive issues, understand colloquial references and deal confidently with hostile questions.	Can understand documents, correspondence and reports, including the finer points of complex texts.	Can write letters on any subject and full notes of meetings or seminars with good expression and accuracy.

Examinations

The London Examination Centre is a Test Centre for the IELTS and University of Cambridge exams and is part of Wimbledon School of English. This means that all our students take their exams here in Wimbledon. For further information on our exams visit www.wimbledonopen.co.uk Our Examination Officers can also help you with registration for the TOEIC and TOEFL examinations. We recommend that you book these exams at least 6 weeks in advance.

Cambridge ESOL Examinations Paper-based			
Examination	Date of: Reading, Writing and Listening components	Dates of: Speaking component window	Last day to register
Key English Test	17/03/2012	09/03/12 - 17/03/12	08/02/2012
	01/06/2012	25/05/12 - 01/06/12	25/04/2012
	07/12/2012	30/11/12 - 07/12/12	24/10/2012
Preliminary English Test	17/03/2012	09/03/12 - 17/03/12	08/02/2012
	01/06/2012	25/05/12 - 01/06/12	25/04/2012
	07/12/2012	30/11/12 - 07/12/12	24/10/2012
First Certificate in English	10/03/2012	24/02/12 - 10/03/12	25/01/2012
	12/06/2012	25/05/12 - 15/06/12	18/04/2012
	27/07/2012	21/07/12 - 27/07/12	04/07/2012
	23/08/2012	18/08/12 - 24/08/12	01/08/2012
	13/10/2012	05/10/12 - 13/10/12	22/08/2012
Certificate in Advanced English	04/12/2012	16/11/12 - 07/12/12	31/10/2012
	17/03/2012	24/02/12 - 10/03/12	25/01/2012
	13/06/2012	25/05/12 - 15/06/12	18/04/2012
	24/08/2012	18/08/12 - 24/08/12	01/08/2012
Certificate of Proficiency in English	05/12/2012	16/11/12 - 07/12/12	31/10/2012
	10/03/2012	24/02/12 - 10/03/12	25/01/2012
	14/06/2012	25/05/12 - 15/06/12	18/04/2012
International Legal English Certificate	06/12/2012	16/11/12 - 07/12/12	31/10/2012
	17/03/2012	09/03/12 - 17/03/12	08/02/2012
	12/05/2012	04/05/12 - 12/05/12	04/04/2012
	11/08/2012	03/08/12 - 11/08/12	04/07/2012
	15/09/2012	07/09/12 - 15/09/12	08/08/2012
International Certificate in Financial English	07/12/2012	30/11/12 - 08/12/12	31/11/2012
	17/03/2012	09/03/12 - 17/03/12	08/02/2012
	12/05/2012	04/05/12 - 12/05/12	04/04/2012
	15/09/2012	07/09/12 - 15/09/12	08/08/2012
	07/12/2012	30/11/12 - 08/12/12	31/11/2012

IELTS			
Date of: Reading, Writing & Listening Test	Dates of: Speaking Test window	Academic	General Training
21/01/12	19/01/12 to 21/01/12	●	●
04/02/12	02/02/12 to 04/02/12	●	
18/02/12	16/02/12 to 18/02/12	●	●
17/03/12	15/03/12 to 17/03/12	●	
31/03/12	29/03/12 to 31/03/12	●	●
14/04/12	12/04/12 to 14/04/12	●	
26/05/12	24/05/12 to 26/05/12	●	●
16/06/12	14/06/12 to 16/06/12	●	
30/06/12	28/06/12 to 30/06/12	●	●
28/07/12	26/07/12 to 28/07/12	●	
04/08/12	02/08/12 to 04/08/12	●	●
11/08/12	09/08/12 to 11/08/12	●	
25/08/12	23/08/12 to 25/08/12	●	●
01/09/12	30/08/12 to 01/09/12	●	●
15/09/12	13/09/12 to 15/09/12	●	
13/10/12	11/10/12 to 13/10/12	●	●
17/11/12	15/11/12 to 17/11/12	●	●
08/12/12	06/12/12 to 08/12/12	●	●

"I improved my English more than I expected during my 10 weeks here in WSE. The IELTS preparation really helped me to improve my reading, writing and other skills."

*Hamed Taha
Afghanistan*

Accommodation Options

Room type, Services & Facilities	Homestay				Student House Share			Residence
	Standard	Standard plus	Superior	Independent	Kings Lodge Luxury 9 Rooms	Queens Lodge Luxury 6 Rooms	Haynt Walk Standard 5 Rooms	Catholic Hostel
Minimum Age	16	16	16	18	18	20	20	18 - 28
Minimum stay (weeks)	1	1	1	1	2	2	2	2
Single room	✓	✓	✓	✓	✓	✓	✓	✓
Twin room	✓	✓	✓		✓		✓	✓
Double room					✓			
Meal plan	HB, BB	HB, BB	HB, BB	SC	SC	SC	SC	BB
Private bathroom		✓	✓		✓	✓	Some	Some
Walking distance			✓		✓	✓		
TV in room			✓		✓	✓		
Internet access	Free Wi-Fi				Free Wi-Fi	Free Wi-Fi	Free Wi-Fi	Free Wi-Fi
Bed linen provided	✓	✓	✓	✓	✓	✓	✓	
Towels provided	✓	✓	✓	✓				
Cleaning	✓	✓	✓	✓	✓	✓	✓	Communal areas only
Use of kitchen				✓	✓	✓	✓	✓
Smoking	Some	Some	Some	Some	No	No	No	No

HB = Half board (Breakfast & Dinner) BB = Bed & Breakfast SC = Self catering

- Twin/Double rooms are available only for 2 students travelling together
- Booking for Student Houses is from **Saturday to Saturday only**
- B & B homestay : Minimum age 18

Homestay

Most homestay accommodation is in single rooms but we can provide twin rooms for 2 people booking together. Meal options are:

- Breakfast and dinner (HB)
- Breakfast only (BB - NB no use of kitchen) Minimum age 18
- Independent (SC you can use the kitchen to prepare your own meals) Minimum age 18

Homestay providers can be very different but they have two things in common:

- A genuine desire to welcome people into their homes and lives
- A clean and comfortable home

Students should not expect a replica of their own home. Homestays offer a taste of Britain and students may have to adapt to different homestay environments while they are in the UK.

Students should also remember that the UK has a rich history and is proud of its cultural diversity. Our homestay providers are a reflection of our society and come from different backgrounds, every age-group and different socio-economic groups. We do not discriminate and welcome all homestays that fit our basic criteria. London is a multi ethnic society. Some homestay providers are not of English origin but all speak English to native speaker standard. We try to match students with homestays and to find the right homestay for everyone. It is important to book early and to tell us about your requirements e.g. diet, smoking, children and pets.

Please note:

- most British people (about 80%) are non-smokers
- most British people have pets – usually a cat or a dog
- if you are in bed and breakfast or independent homestay you will not have so much opportunity to practise your English as you will not be sitting down for a meal with your host(s).

Kings Lodge (9 bedrooms) & Queens Lodge (6 bedrooms) Luxury House Share

The rooms are bright and well decorated and equipped with TVs. All bedrooms are ensuite or have a private bathroom

- Communal Facilities**
- A large, well equipped kitchen/dining/seating area with all facilities including cooker, microwave, dishwasher, fridge/freezer, TV & DVD player
 - Laundry room with iron, washing machine & clothes dryer
 - Outside garden
 - WiFi access throughout the building

- Meals**
- The kitchens are large and well equipped.

- Services**
- Please bring your own towels
 - Bedding is provided
 - Communal areas are **cleaned daily** and study-bedrooms and bath/shower rooms are cleaned weekly.

Haynt Walk Standard House Share

The house has 5 bedrooms (2 ensuite). Each bedroom is bright and well decorated.

- Communal Facilities**
- Modern kitchen equipped with cooker, washing machine & clothes dryer
 - Sitting/dining room
 - Large garden
 - 2 shower rooms
 - WiFi access throughout the building
- Meals**
- The kitchen is well equipped.
- Services**
- The house is cleaned once a week
 - Please bring your own towels
 - Bedding is provided

- Please note that in all House Share accommodation**
- We do not allow smokers to stay in any of our student house-share accommodation
 - There is no member of staff in the house-share
 - There is a charge for late or Sunday check in
 - Please note that we cannot check students in after 8pm

Struan House Catholic Hostel - All female residence (18 - 28 years)

(Religious of Mary Immaculate) Situated very near the famous Wimbledon Lawn Tennis Club & only 2 minutes from Southfields station (only 2 stops on the underground from Wimbledon) this is a very safe budget priced residence for girls only. Everything is, light modern and clean. The hostel can accommodate up to 60 girls in single or twin study bedrooms, some en-suite. The shared rooms are on 2 separate floors connected by a staircase, one girl sleeps on the top floor and one on the bottom floor. Breakfast is provided, other meals are self-catering.

- Facilities**
- Large, well equipped kitchens
 - TV room
 - Coin operated laundry room
 - Library
 - Visitors room
 - Internet access
- Please note:**
- The Hostel is for unmarried women only.
 - All girls must be home by:
11 pm Sunday to Thursday
12 pm Friday & Saturday
 - Towels and bed linen are not provided

Self-catering Houses, Flats and Apartments

If you would like to rent a house or flat in Wimbledon then we suggest you contact Foxtons, a local estate agents. The minimum period you would be able to rent a house or flat is normally 6 months but shorter periods can also be arranged.

Corporate Services, Foxtons
T: +44 (0)20 7893 6198
F: +44 (0)20 3249 4017
Flora.Lindsay@foxtons.co.uk
www.foxtons.co.uk

Alternatively, these sites also feature houses & flats in Wimbledon:

www.prestigeapartments.co.uk
www.roomspace.com
www.holidaylettings.co.uk/wimbledon
www.hotelsandservicedapartments.com
www.silverdoor.co.uk

www.selectapartments.co.uk
www.totaltravel.co.uk
www.beaumont-london-apartments.co.uk
www.clikpic.com/southfieldsstudios

Hotels and Guest Houses

There are a number of very nice hotels and guest houses in Wimbledon. The following are a selection:

The Justin James Hotel
(next door to the school)
www.justinjameshotel.com
or call +44 (0)20 8947 4271

The Wimbledon Hotel
(5 minutes walk)
www.wimbledonhotel.com
or call +44 (0)20 8946 9265

The Rose & Crown Hotel
Wimbledon Village
(10 minutes walk)
www.roseandcrownwimbledon.co.uk
or call +44 (0)20 8947 4713

Cannizaro House
Wimbledon Common
(luxury - 20 minutes walk)
www.cannizarohouse.com
or call +44 (0)20 8879 1464

Antoinette Hotel Wimbledon
The Broadway
Wimbledon (15 minutes walk)
www.antoinettehotel.com/
wimbledon.html
or call +44 (0)844 567 8955

Please ask if you would like a list of all hotels and guest houses in Wimbledon.
Please note: The school is not responsible for the flats, hostels, apartments, hotels and guest houses listed.
If you wish to stay in a self-catering flat, house, hotel or guest house please book direct. The school is not able to reserve this accommodation for you.

Our International College Partner

Cambridge Tutors College, London

Cambridge Tutors College (CTC) is located in the south London borough of Croydon, only 30 minutes by tram from Wimbledon and 20 minutes by train from central London. CTC was founded in 1958 by a graduate of Cambridge University and has steadily grown into an international college of academic excellence which educates over 250 students from around 30 different countries. CTC offers 2-year and 18-month A level courses as well as a one-year GCSE programme.

CTC are consistently placed in the top 10% of the annual Financial Times Top 1000 Schools list. Around 75% of students gain entry into their first-choice university including Cambridge, Oxford, University College London and the London School of Economics.

They offer a very high level of care, guidance and advice to their students and a wonderful opportunity to progress and excel in a warm and friendly international community.

Principal Mr Mario Di Clemente
principal@ctc.ac.uk

Telephone +44 20 8688 5284
Fax +44 20 8686 9220
Email admin@ctc.ac.uk
Website www.ctc.ac.uk

If you would like to continue your studies at a university in the UK at Foundation, Undergraduate or Postgraduate level, our Academic staff will help you to find the best course and university for you. We send students to universities and colleges all over the UK but work closely with South Thames College, Kingston University, Queen Mary University of London and Roehampton University.

Insurance

Before you arrive in the UK, we **strongly recommend that you take out insurance** for your own financial and personal security. You can take out your own insurance or take out the **International Student Policy** offered by Endsleigh Insurance Services Limited which has been **specifically designed** for overseas students studying in the UK.

The International Student Policy covers:

- emergency medical expenses
- repatriation
- cancellation or curtailment charges
- personal money, passport and documents
- baggage
- course fees
- personal liability
- legal expenses

NB It is advisable to take out your student insurance at the time of booking your trip as cover will commence for pre-departure cancellation from the policy issue date. This will, therefore, provide cover should you have to cancel your course for an insured reason such as illness or serious accident preventing you from travelling.

Fitness Centre

The School has a special arrangement for a reduced membership fee with a local luxury gym which is very near. Facilities include: Indoor heated swimming pool, fully equipped gym, sauna and cafe. The membership fee includes free classes such as: Aerobics, Dance, Yoga, Pilates. If you are interested in this service, please ask in reception when you arrive

Airport transfer

The School is able to arrange for our students to be met at any of the London International Airports or St. Pancras International Station. The company we use to provide this service employs high quality personnel, drivers and vehicles and has years of experience in greeting students coming to this country. If you require an airport transfer, please tick the box on the application form and we will send you a form with your confirmation documents. Please complete this form carefully and return it to the school. It must arrive at the school at least 4 days before arrival. Flight details must be sent in writing by fax or email. **Our representative will wait for a maximum of 2 hours after the arrival time given.**

British Council Publishable Statement

“This private language school offers courses in general, academic and professional English for adults. Points of excellence were noted in general management, academic resources, academic management, self-access facilities, pastoral care, accommodation and the leisure programme. The inspection report stated that the organisation met the standards of the scheme.”

If you would like to see the publishable statements for all accredited organisations please go to:

www.britishcouncil.org/accreditation-more-about-your-accredited-centre.htm

Visas

Wimbledon School of English is licensed by the UK Border Agency as a Highly Trusted Sponsor to enrol international students under Tier 4 of the Points Based System. Our licence number is P3AMVA8N4

Do I need a Visa ?

EU/EEA/Switzerland – no visa needed.	
Under six months	<p>Visa nationals – you are required to get a visa before leaving your country (pre-entry clearance). You can apply for a Student Visitor Visa or General Student Visa (Tier 4) depending on your needs</p> <p>Non-visa nationals – you are required to get a visa, but you can get a Student Visitor Visa on arrival in the UK. Make sure the Immigration Officer gives you the correct stamp in your passport. If you want a General Student Visa (Tier 4) you must get it before leaving your country (pre-entry clearance).</p>
Six to eleven months	<p>Visa nationals & Non-visa nationals - you are required to get a visa before leaving your country (pre-entry clearance). You can apply for an Extended Student Visitor Visa or General Student Visa (Tier 4) depending on your needs</p>
Over eleven months	<p>Visa nationals & Non-visa nationals - you are required to get a General Student Visa (Tier 4) before leaving your country.</p>

If you are not sure of your visa status please visit: <http://www.ukvisas.gov.uk/en/doineedvisa/>

Which Visa?

Student Visitor Visa (SVV)	Extended Student Visitor Visa (ESVV)	General Student Visa (adult) (GSV)
Valid for courses of up to 6 months No work allowed No visa extensions allowed All levels are allowed Only one visitor visa allowed per 12 months (so when you go home you cannot return to the UK within 6 months unless you return to your country then apply for a GSV)	Valid for courses of 6 to 11 months (NB English language only) No work allowed No visa extensions allowed All levels are allowed Only one visitor visa allowed per 12 months Minimum age: 18	Valid for courses of up to 3 years No work allowed You can extend your visa You must have an English language level of CEFR B1 or above (see below) The course you are booking must be at CEFR B2 or above

For a General Student Visa (Tier 4) please include the following with the school application:

- A scan of your passport
- *Proof that you are at CEFR level B1 or above (a Secure English Language Test (SELT))
- The WSE GSV Sponsorship Application Form

* For a list of approved SELTs & required results go to:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf>

For further information on applying for a General Student Visa Tier 4 (adult) & an application form please go to:

<http://www.ukvisas.gov.uk/en/howtoapply/infs/inf29pbsstudent>

There is also a film guide on You Tube that is available in several languages:

<http://www.youtube.com/watch?v=XKR5dsbUCHA>

For further information and an application form for a Student Visitor Visa & Extended Student Visitor Visa please go to :

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visas/vaf1d.pdf>

For further information on visas go to <http://www.ukba.homeoffice.gov.uk/studyingintheuk/>

For information on applying in your country go to: <http://www.ukba.homeoffice.gov.uk/where-to-apply>

If you are confused please contact your agent or the school.

Terms & Conditions 2012

Wimbledon School of English Terms & Conditions are binding on all students, regardless of whether the booking is direct, or through a representative.

Age

1. The minimum age is 16 years. There is no maximum age.
2. Please note: 16 & 17 year old students are not supervised except in lessons and on class excursions.

Payment & Bookings

1. A place in classes at WSE is guaranteed once we have received your full payment or deposit (whichever is applicable – see below).
2. There is a supplement of 3% on ALL payments made by credit card including tuition & examination fees.

Non Visa Nationals coming on courses of 6 months or less, & EEA students

- Please note that letters of acceptance and accommodation details are normally sent via e-mail and cannot be issued until we have received:
 - registration fee
 - course materials fee
 - tuition deposit of £300.00 (This will be deducted from your subsequent payment of tuition fees)
 - accommodation deposit of £210.00 for host family accommodation or 4 weeks' accommodation fees for Student house-share & residential accommodation if applicable (This will be deducted from your subsequent payment of accommodation expenses).
- All fees must be paid in full by the end of the first day of study at the school. If we do not receive payment by the end of your first day in school you will not be allowed into class and you will be asked to leave your accommodation.

Non Visa Nationals coming on courses of over 6 months, and Visa Nationals

- Please note that for students applying for a Student Visitor Visa or Extended Student Visitor Visa, original letters of acceptance are sent by post and other details including accommodation are normally sent via e-mail. For students applying for a General Student Visa letters of acceptance and accommodation details are normally sent via e-mail.
- No documents can be issued until we have received:
 - registration fee
 - course materials fee
 - full tuition fees
 - accommodation deposit of £210.00 for host family accommodation or 4 weeks' accommodation fees for house-share & residential accommodation if applicable. (This will be deducted from your subsequent payment of accommodation expenses)
 - If applying for a General Student Visa:** The WSE GSV application form, a scan of your passport, plus the CAS fee of £10. This CAS fee is non-refundable under any circumstances. (see page 17).

All Students

- All fees are payable in pounds sterling or euros and payment can be made as follows:
 - By bank transfer directly to our account. Please note that all bank charges must be paid at source, otherwise the student will be charged on arrival. Please email or fax us a copy of the remittance advice. Please indicate the student's name on the remittance.
 - By cheque made out to Wimbledon School of English Limited.
 - By Visa or Mastercard, either in person at the school or by telephone prior to arrival. **NB There is a supplementary charge of 3% for all payments by credit card.** All credit card payments can only be in pounds sterling.
- We can send letters by special delivery service (DHL) at extra cost.
- The cost of course books is covered by the course materials fee. If you are taking a short exam course (under 9 weeks) you will need to buy or borrow an exam practice book.

Accommodation

- All Accommodation payments must be made through the school.
- Accommodation is arranged for students only while they are studying at the school.
- If you leave school early for any reason, you will be asked to leave your accommodation.
- All accommodation is subject to availability and early booking is advisable.
- Accommodation is only provided for students following full-time courses.
- You must always indicate your first and second choice of accommodation on the enrolment form.
- If the first choice of accommodation is not available, the school will book your second choice.
- If you decide to leave your accommodation early, you must give 7 days' notice in writing for homestay and 28 days' notice in writing for all house-share & residential accommodation.
- Refunds will only be made for full calendar weeks. This applies to all accommodation options.
- If you only book accommodation for part of your stay (e.g. you book 4 weeks accommodation but have enrolled on a 24 week course) and you decide to extend your stay in school accommodation we cannot guarantee that there will be accommodation available, especially during busy periods. You will not normally be able to stay in the same accommodation. You should always book accommodation for the full length of your study period unless you have already booked private accommodation.
- After 3 requests to change accommodation, Wimbledon School of English reserves the right not to provide further accommodation.
- Any student who behaves in an unacceptable manner will be asked to leave their accommodation. We cannot guarantee that we will be able to find alternative accommodation.
- If you book your own accommodation you must give your accommodation address & a contact telephone number to the Registrar before you come.

Homestay

- The school's accommodation service acts as an agent in introducing course participants to hosts. The contract is between guest and host.
- Homestay accommodation may be booked from Saturday/Sunday to Saturday/Sunday. If you wish to arrive or depart on a different day you must book hotel accommodation for the extra nights.
- Host families cannot accept students between 23.00 & 07.00. If you have a late flight you will need to book a hotel for your first night.
- If your homestay accommodation involves extra days, you will be charged a daily rate for up to 4 days. More than 4 days will be charged at the full weekly rate.
- If you take any holiday during your stay and you are away from your homestay you will be charged half of the weekly rate for accommodation for each calendar week of absence. This includes holiday taken over the Christmas period when the school is closed. Please give 2 weeks' notice in writing to Reception if you wish to take holiday from your homestay.
- All accommodation payments must be made to the school.** You should send the money to us at least 10 days before your arrival. **NB: If you wish to pay your accommodation by credit card (Visa or Mastercard) there is a surcharge of 3%.**
- If you are unhappy with your homestay accommodation the school will relocate you to a new family as soon as possible.
- If you require internet access in the homestay you must request this at the time of booking.
- The school can only book homestay accommodation for students studying here. If you wish to have a friend to stay with you for a few days you must arrange this with your host yourself. Your host may ask your guest to pay for their accommodation.
- Please note: because of death, illness or other unforeseen circumstances it may be necessary to change your accommodation either before you arrive or once you are here and the School reserves the right to do this. We guarantee to provide accommodation for the period you have booked but not necessarily with the same family for the whole period.

Student House-share Accommodation & Catholic Hostel

- Students will be asked to sign an accommodation contract and abide by the terms and conditions of the contract. Failure to do so means they will be asked to leave the premises and no refund will be given.
- Students will be asked for credit card details with their booking. This is to cover the cost of any breakages or other damage to the property up to a maximum of £200.00
- This accommodation is available only for complete calendar weeks (Saturday to Saturday). If you arrive before or leave after Saturday you will need to book a hotel room for the additional night(s).
- Check-in is on Saturdays only between 12:00 and 17:00. There is a charge for check-in outside these times. Please note we cannot check students in at all after 20:00.
- If you take a holiday during your stay and are away you will still be charged the full rate for the period of absence.
- Payments must be made to the school. For periods of 4 weeks or less, full payment must be made at the time of booking. For periods of 5 weeks or more, payment for the first 4 weeks must be made at the time of booking & all subsequent payments must be made in advance for a minimum period of 4 weeks per payment. No

Student House-share accommodation will be reserved until payment has been received.

NB. If you wish to pay your accommodation by credit card (Visa or Mastercard), there is a surcharge of 3%.

7. Payments for house-share & residential accommodation must be made 4 weeks in advance throughout your stay. If you fall behind with your accommodation payments you will be asked to leave your accommodation
8. We cannot postpone bookings for house-share or residential accommodation if you inform us 28 or fewer days before your arrival date. If you do you will still be liable for the fee for your original accommodation dates.
9. The wireless connection (Wi-Fi) is 801.11g standard protected with WEP 64bit encryption. This is the most widely used standard, and it is supported by most operating systems. We have full reception throughout the buildings. In order to connect, your computer must be capable of connecting to this standard. We cannot guarantee a connection since it is dependent on your system. We can arrange technical support from our IT consultant for a fee (POA).

Pre-arrival Cancellations & Refunds

We strongly recommend that students take out insurance to cover fees and costs in case of cancellation or leaving early. (Please refer to the Insurance section in this leaflet)

1. The registration fee is non-refundable under any circumstances.
2. The CAS fee for General Student Visas is not refundable under any circumstances.
3. Cancellation:
 - I. If you cancel 30 days or fewer before your course start date, your course materials & tuition fees, minus deposit and registration fee, will be refunded less any bank charges. If applicable, your homestay fees, minus deposit, will be refunded less any bank charges. The first 4 weeks of House Share accommodation is non refundable.
 - II. If you cancel 31 days or more before your course start date, your course materials & tuition fees, and deposit(s) will be refunded less any bank charges. Your registration fee will not be refunded. The first 4 weeks of Residential and House Share accommodation is refundable at 50%.
4. If you have to cancel your course because your application for a Student Visitor Visa has been refused you will need to provide documentary evidence from the relevant embassy before any refund can be considered, and you must return your letter of enrolment. Once we have received a copy of all pages of the visa refusal letter including the last page with the signature of the ECO and date of refusal, plus our original letter of enrolment, we will refund all monies received except the registration fee, minus bank charges.
5. If you have booked and paid through an agent the refund will be made to the agent.
6. **If you have applied to the EU for a grant for a Teacher Methodology course**, you must inform us if your application is unsuccessful a minimum of 3 weeks before the start of the course. If you inform us fewer than 3 weeks before the start date, normal cancellation charges will apply.

Postponements and other Booking Changes

1. If you decide to change your course dates, your accommodation dates or make any other changes to your booking there is a charge of £40.00 for each time you make a change, to cover the administration cost of making the changes. We cannot issue your new documents until we have received the £40.00 change of booking fee. This charge will not be due for any date changes made because of visa problems. However, if you require a visa for the UK please allow enough time for the visa application process before your course start date.
2. If you wish to postpone your course for any reason, for example, if you need a visa and are still waiting for the visa to be issued, you must let us know at least 2 weeks before you are due to arrive, otherwise you will lose your tuition deposit and will have to pay another deposit before we can confirm a new starting date.
3. You may only postpone your course if there is space available on the new course dates you wish to attend. Please also ensure that the course you wish to take is available on the new dates you wish to attend. You can postpone your course to start up to 6 months after the original start date
4. For a postponement of longer than 6 months we will not refund your tuition or accommodation deposits if you then have to cancel the course.
5. If you have applied for a General Student Visa and need to postpone your course you may need a new CAS. If you need a new CAS the school will cancel your previous CAS. There are no refunds for cancelled CASes. You will need to pay for each CAS you request.
6. You cannot postpone bookings for House-share or Residential accommodation if you inform us fewer than 28 days before your arrival date. If you do you will still be liable for the fee for your original accommodation dates.

We have to inform the UK Border Agency about any non-EU students who do not arrive on the agreed date

Cancellation/Change of Course after Arrival

1. **If you have to stop your course early, your tuition & materials fees are non-refundable under any circumstances.**
2. We are unable to offer credits to students who leave early.
3. Fees are non-transferable. This means you cannot transfer your fees to another person. You cannot convert full-time study to 1-1 or 2-1 study.
4. If you are here on a General Student Visa and finish your course early we have to inform the UK Border Agency.
5. Accommodation will be refunded as per our notice period. If you have a General Student Visa, your accommodation fees will only be refunded if you show us documents proving that you are either enrolled and sponsored by another UK institution or you have booked and paid for a return flight home. If you plan to return home, your accommodation fees will be refunded to you in your own country.
6. If you booked through a representative we will send any refund to that representative.
7. Cancellation of additional 1-1 lessons. We require 7 days notice in writing to reception for cancellation of additional 1-1 lessons. If you cancel less than 7 days before your lesson you will be charged full fees.
8. Cancellation of Tennis or Riding lessons. We require 7 days notice in writing to reception for cancellation of tennis or horse-riding lessons. If you cancel 7 days or less before your lesson, you will be charged full fees.
9. Periods of absence due to accident or sickness are not refundable.

Please note: A good student insurance policy will refund the remaining fees if a student has to go home early for a medical or other serious reason. We strongly advise all students to take out insurance.

Extensions

1. If you wish to extend your course you may do so, provided there is a place available. As the school is often full we advise booking an extension at least 2 months in advance. Extensions must be paid in full before a place can be reserved. Please note it will probably not be possible to stay with the same host family or Student House.
2. Course extensions are charged at the published rate for the number of weeks you are applying for. For extensions of under 4 weeks the charge is based on the 4-weekly rate.
3. Students who extend their course may be liable for an additional materials fee, depending on the length of their original course and the length of the extension.
4. If you have booked and paid through a representative, your course extension fee must be paid to the representative.
5. If you wish to extend your stay in WSE accommodation, for periods of 4 weeks or less, full payment must be made at the time of booking. For periods of 5 weeks or more, payment for the first 4 weeks must be made at the time of booking & all subsequent payments must be made in advance for a minimum period of 4 weeks per payment.

Returning Students

If you return to school for another course you are not charged the registration fees

Holidays

1. WSE is not open on Saturdays or Sundays or on UK public (bank) holidays.
2. Classes missed as a result of a bank or public holiday will not be refunded or made up.
3. If you wish to take a holiday, you must give 28 days' notice in writing to Reception. Please note that we do not give refunds for holiday periods but you can extend your course. Extension for holidays can only be made on certain courses and if you are studying for 16 weeks or more. The maximum holiday extension is 2 weeks for every 16 weeks of study. Extensions can only be made for full calendar weeks. No extensions will be given for students who take holidays during courses with set dates or examination courses. Students should not take holiday during examination courses.
4. Holidays on the Academic Year Programme: you may take up to 4 weeks' holiday but you MUST give us the dates at the time of booking. Your holiday must be taken on the dates you have booked.

Attendance

1. We are a serious school and expect every student to be on time, attend every lesson and do all their homework. Latecomers are not allowed into class.
2. We keep attendance registers.
3. Any student who is sick must:
 - i. For absences of up to 5 school days, complete a self-certification sickness form on their return
 - ii. For absences of 6 school days or more, provide a certificate from their doctor
4. If you miss a lesson, regardless of the reason, we cannot give a refund or allow you to take the lesson at another time.
5. If a student is absent for 10 consecutive days or more, or is repeatedly absent (eg 1 or 2 days per week), without authorization, they will be reported to the UK Border Agency if they are a visa national, and to their sponsor if they are a sponsored student, and they may be asked to leave the school.
6. If a student is asked to leave the school for poor attendance or conduct their fees will not be refunded.
7. Students will only receive a leaving certificate if their attendance has been 80% or more.

Visas

1. It is your responsibility to ensure that you have the correct visa type and appropriate leave to remain in the UK. In the event that you do not have appropriate leave to remain, we will terminate your course immediately. In this case tuition and registration fees are non-refundable.
2. In the case of a student applying for General Student Visas under Tier 4 of the Points-based System, we will issue a CAS only on the understanding that it is the student's firm intention to study on the course booked and complete the attendance requirements. WSE is obliged to inform the UKBA where attendance is unsatisfactory or where a course is curtailed.

Photographs and Filming

1. Classes cannot be filmed or otherwise recorded in any way without the permission (in writing) of either the Principal, Academic Director or Operations Director.
2. WSE may use film or still photographs of students for promotional purposes.
3. You (or your parents if you are under 18 years of age) must inform the school in writing before your course starts if you will not allow us to use such images.

Bank Account

If you are enrolled in school for 6 months or more the school can arrange for you to open a bank account at a local bank. There is a charge of £10.00 for this service.

Other

1. Wimbledon School of English strictly adheres to the published age limits for courses but reserves the right to accept students who are slightly younger than the advertised minimum age. Applications from students outside the published age limits are treated on a case by case basis.
2. In very rare circumstances the stated maximum class size might be exceeded. If this does happen it will only be by one person and for a very limited period.
3. The school reserves the right to cancel or alter a course. If we do so, we will offer either an alternative course or a refund.
4. Where there is only one person on a particular group course we reserve the right to offer the cost-equivalent number of individual lessons.
5. 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.
6. The school reserves the right to change teachers at any time during the course.
7. The school reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
8. Classes take place in both the main school building and additional premises located near the school. The School reserves the right to move classes between rooms and premises as appropriate.
9. Students who cannot read or write Roman script: please note that we are unable to teach literacy in our group classes. Any student who requires lessons in literacy must book private lessons with the school for this purpose.
10. The Managers of the School reserve the right at their absolute discretion to refuse any application for enrolment of a student at any stage of the application or booking process. The School shall be under no obligation whatsoever to give reasons for the decision of the Managers. If an enrolment is refused, all paid fees will be refunded.

Personal Information

1. We keep your information in electronic and paper format.
2. Some of the personal information you supply will be passed on to accommodation providers or the airport meeting service.
3. Under UK law we must give information to the UK Borders Agency if required to do so.
4. In order to fulfil our obligations to you, and, in some cases, to the British authorities, it is necessary for us to see and copy your passport (and visa if applicable), to have contact details for you in London (including a mobile phone number if you have one), and to have details of your next of kin in your country. You must therefore agree to provide these details and keep them up to date if they change.
5. Students and/or parents are reminded of the need to disclose medical information about the student to the school when the application is made and to enquire prior to enrolling whether the school and accommodation facilities are suitable for the individual's needs.

By accepting these Terms & Conditions you accept our right to use your personal information in this way.

Conduct

1. Wimbledon School of English reserves the right to refuse admission to any student or to dismiss any student from school or accommodation without refund of tuition fees in the event of misconduct or unsatisfactory attendance or work. The school expects students to adhere to the standards and rules we set.
2. We expect students to behave reasonably at all times towards other students, school staff and accommodation providers and to respect cultural, racial and religious differences.
3. If a student is asked to leave the school for poor attendance or conduct their fees will not be refunded and they will not be allowed to stay in WSE accommodation.
4. Students have to pay for any damage they cause on the school premises or at their accommodation.

Resolution of disputes

1. All complaints will be fully investigated as per our "Complaints Procedure" providing:
 - I. The complaint is made while the student is attending our school
 - II. The complaint is registered in writing with the Academic Director, Operations Director or Accommodation Manager
 - III. All invoices relating to the student making the complaint have been settled in full.
2. We do not accept complaints received after the student has returned to their own country.

Liability

1. Wimbledon School of English does not accept any liability in the case of illness, accident, loss or damage to personal effects or property:
 - I. occurring on the school premises, except where such liability is imposed under UK law.
 - II. where accommodation or transport has been booked through the school.
2. Wimbledon School of English does not accept liability for losses or additional expenses you might incur because of cancellation or delays to your travel services.

We recommend all students to take out insurance before leaving their home country.

Force Majeure

1. Wimbledon School of English is not liable for failure to perform its obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane, infectious diseases or pandemics or other natural disaster that are beyond the reasonable control of the parties), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity, internet or telephone service. Refunds will not be made in such circumstances.
2. 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.
3. If the school asserts Force Majeure as an excuse for failure to perform its obligations, then the school must prove that it took reasonable steps to minimise delay or damages caused by foreseeable events, that the school substantially fulfilled all non-excused obligations, and that the other party (student, agent etc.) was, where possible, notified of the likelihood or actual occurrence of the event.