

EDINBURGH

SCHOOL OF ENGLISH



Learn English in Scotland

2015

Welcome to Edinburgh School of English

Edinburgh School of English was founded in 1969 and has gained a reputation as one of the UK's leading English language schools. With over 45 years' experience of providing the highest standards of personal service to students, it has developed a variety of general, specialist and academic English courses to suit both adults and young learners. Edinburgh School of English is a member of English UK and is accredited by the British Council and Education Scotland.

Courses for Adult Learners

pages 6-11

Courses for Young Learners

pages 12-16





Study English in the heart of Scotland

All year round courses for students aged 18 years and over

The school stands proudly on the historic Royal Mile – the most famous street in Scotland. Edinburgh School of English is housed in a magnificent 1820's building. Behind the facade, the building has been transformed into a bright, well-equipped, modern English language school.

At Edinburgh School of English

- Our staff are committed to excellent service and programme delivery.
- We offer you the benefit of over 45 years' experience in language education.
- You will receive personal support and attention to help you make maximum progress.
- You will study in an historic building uniquely located in the heart of Edinburgh's Old Town.
- We organise a programme of social activities to help you use your English as you enjoy all that Scotland's rich culture has to offer.

Edinburgh is the breathtakingly beautiful capital of Scotland and an exciting place to visit at any time of the year. The city offers a vibrant cultural life with superb sightseeing, historic buildings to explore, galleries and museums to intrigue you, and a vast array of shops, restaurants and cafes to suit a wide range of tastes.

Every summer, the city hosts the world-famous Edinburgh International Festival and the Festival Fringe. Edinburgh is also a perfect base to explore Scotland's highlands and islands, with their rugged coastlines, mountains, lochs and glens.

Summer programmes for 9-17 year olds

Our courses for Young Learners combine our philosophy of learning English in a fun way, together with a cultural and activity programme that ensures our students develop their skills, knowledge and confidence during their stay.

Students are taught in small, multinational groups. Our friendly and professional teachers offer a dynamic and motivating learning environment to help our students succeed. Every aspect of our programme is designed with the welfare of the student in mind: safe, convenient locations, excellent facilities and carefully selected accommodation.

Our Young Learners usually join us for short courses during the summer holidays. Some students come in groups, some as individuals. The common factor is that they all enjoy spending time here and, when they leave, they are very proud of the progress they have made in learning English.



An academic environment

Become a high achiever

Edinburgh School of English is a well established language school with over 45 years of experience in helping students achieve their goals. Our team of professional and experienced teachers use their passion and expertise to inspire our students to use English more effectively and to become more confident and eloquent language users.

A dynamic academic environment

Our intensive courses are designed to develop students' knowledge, skills and confidence and to help students to maximise their progress and results. We offer our students a challenging and dynamic environment where they are encouraged to develop self-belief about their ability and realise their English language potential.

Our academic approach

- We build our students' confidence and competence in the language so that they become more effective communicators in real-life situations.
- Our structured and innovative syllabus involves students in different kinds of learning activities to build a range of skills and to maximise progress.
- We promote a positive and supportive learning environment for students to meet, and go beyond, their own expectations and personal goals.
- Our teachers are trained to assess our students' needs, to help them set targets, and to create focused programmes with visible progression.
- Our students learn in small groups to ensure quick results.



Our learning approach

Our courses include:

Language skills lessons to develop language competency

Each lesson is designed to develop one of the four key skills of speaking, listening, reading and writing, and to practise and produce new language. These lessons enable students to speak and write more accurately and become more effective communicators. Students will also enhance their grammar and vocabulary knowledge and use through a wide variety of practice activities and input. These sessions will use a range of materials to stimulate and challenge students and prepare them for using English in the communication skills workshops and beyond.

Communication skills lessons to build confidence and fluency

• **Plenary Sessions**

Designed to bring the students together at the start and the end of the school day. The morning plenary acts as a warm-up session, with presentations on topical news items. The afternoon plenary gives students an opportunity to reflect on the learning experience from their day.

• **Spoken Performance Workshop**

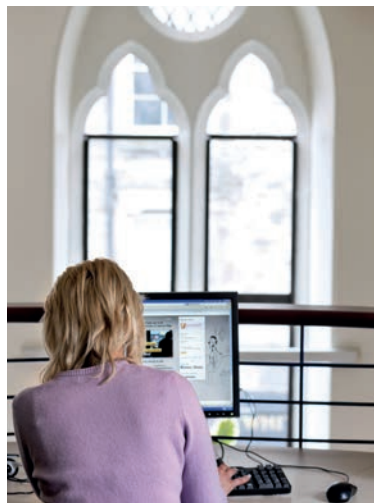
Under the teacher's guidance, students are set tasks which challenge them to develop their speaking skills across a range of different everyday situations and promote active expression in the language. There is a focus on pronunciation, presentations and debates.

• **Team Project**

Each week, students work within small teams to produce and deliver a project that gives them real-life practice in presenting and formal writing. Students will also develop problem solving, collaboration, organisation and planning skills.

• **Masterclass**

Each week the teacher will set individual goals for the students based on their specific language needs. With teacher guidance, students work independently to achieve their learning goals.



Courses for personal and professional development

■ Octorial Programme

Designed to develop students' language skills for effective communication in everyday English, the structured curriculum integrates grammar, vocabulary and pronunciation with the four skill areas of speaking, listening, reading and writing.

The combination of language lessons and communication lessons enables students to develop their confidence, skills and fluency. Students' individual needs are identified and each day students work on these in the Masterclass session. To develop skills, strategies and knowledge, a variety of learning activities are used. Authentic materials, such as newspaper articles, literary texts, and real world audio and video, provide the resources for talks, debates, information exchanges and presentations.



Octorial Programme

- 15 hours of language skills lessons
- 12.5 hours of communication skills lessons: Spoken Performance Workshop, Team Project and Masterclass
- Beginner to Advanced
- Minimum age: 18 years

Essential Programme

- 10.5 hours of language skills lessons
- 7.5 hours of communication skills lessons: Spoken Performance Workshop and Team Project
- Beginner to Advanced
- Minimum age: 18 years

All classes are taught in a maximum group size of 8 except for Spoken Performance Workshop and Masterclass which are taught in a maximum group size of 12.

Course Dates

- Courses start every Monday throughout the year. Students should arrive in Edinburgh on the Sunday.

Fees per week	Octorial Programme	Essential Programme
2-3 weeks	£460	£312
4-7 weeks	£435	£287
8-11 weeks	£410	£262
12+ weeks	£385	£237

- For a 1 week course, add a supplement of £85 to the 2-3 week price

Sample Timetable:

Octorial Programme

0845 - 0900 - Plenary session
0900 - 1000 - Spoken Performance Workshop
1000 - 1015 - Break
1015 - 1115 - Grammar and vocabulary
1115 - 1130 - Break
1130 - 1230 - Speaking and listening skills
1230 - 1300 - Team Project
1300 - 1400 - Lunch
1400 - 1500 - Reading and writing skills
1500 - 1515 - Break
1515 - 1615 - Masterclass
1615 - 1630 - Plenary session: consolidation

All timetables are samples and may be subject to change.

All lessons are of 60 minutes duration.

All course fees include:

- First day welcome orientation
- Individual assessment of language level and needs
- Regular progress tests
- Regular feedback sessions with your teacher
- Loan of all course materials
- Free use of multimedia and self-study resources
- Certificate of studies and report



■ Examination Preparation Courses

- Cambridge First (FCE)
- Cambridge Advanced (CAE)
- Cambridge Proficiency (CPE)
- IELTS

Edinburgh School of English has a track record of helping students to achieve excellent examination results. This success is gained through our examination sessions which allow you to focus on exam preparation and practice areas specific to your own needs. You will be trained to communicate effectively in a wide range of situations and on a variety of topics. In developing competency for the spoken test, students will be trained in social, negotiating and collaborative skills. These skills are transferable to everyday contexts, from formal study to professional situations.

Tuition / Classes

- 15 hours of language skills lessons
- 12.5 hours of communication skills lessons: Spoken Performance Workshop, Team Project and Masterclass
- Intermediate to Advanced
- Minimum age: 18 years

All classes are taught in a maximum group size of 8 except for Spoken Performance Workshop and Masterclass which are taught in a maximum group size of 12.

Cambridge Exams

Course Dates

**Cambridge First (FCE),
Advanced (CAE), Proficiency (CPE)**
05.01.15 – 27.02.15**
13.04.15 – 05.06.15*
05.10.15 – 27.11.15*

Cambridge First (FCE)

22.06.15 – 14.08.15*
29.06.15 – 25.07.15*

Advanced (CAE)

22.06.15 – 14.08.15*
22.06.15 – 18.07.15*

*On these courses, the exam takes place the week after the course end date and therefore students should book an additional week's accommodation.

** On this course, for FCE and CPE students, the exam takes place the weekend after the course end date and therefore students should book an additional week's accommodation plus one extra night for the Saturday.

Course Fees

8 week course	£3280
4 week course	£1740

- Exam fees: FCE, CAE, CPE £140

IELTS Exams

Course Dates

Courses start every Monday

Course Fees

2-3 weeks	£460
4-7 weeks	£435
8-11 weeks	£410
12+ weeks	£385

- Exam fee: IELTS £145
- Exam entry should be booked well in advance of exam date



Sample Timetable: Exam Preparation

0845 - 0900 - Plenary session
0900 - 1000 - Spoken Performance Workshop
1000 - 1015 - Break
1015 - 1115 - Grammar and vocabulary
1115 - 1130 - Break
1130 - 1230 - Speaking and listening skills
1230 - 1300 - Team Project
1300 - 1400 - Lunch
1400 - 1500 - Reading and writing skills with exam focus
1500 - 1515 - Break
1515 - 1615 - Masterclass: guided exam practice
1615 - 1630 - Plenary session: consolidation
All timetables are samples and may be subject to change.

BULATS test

All students can complete their course with a Cambridge certificate which is recognised worldwide and by the Council of Europe. The BULATS test can be taken anytime during the course.

BULATS test fee	£35
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Courses for specialised purposes

■ Enhanced Programme

Octorial Programme group work is followed by individual tuition in areas of English specific to your own business or academic study. This combined approach allows you to aim for fluency in the international setting of the classroom while you and your tutor examine particular areas of personal language weakness or areas of specialist interest such as English for business, tourism, banking or marketing. It is a demanding but rewarding pattern of work.

Tuition / Classes

- 15 hours of language skills lessons
- 7.5 hours of communication skills lessons: Spoken Performance Workshop and Team Project
- 7.5 hours per week of individual tuition
- Beginner to Advanced
- Minimum age: 18 years

All group classes are taught in a maximum group size of 8 except for Spoken Performance Workshop which is taught in a maximum group size of 12.

Course Dates

- Courses start every Monday throughout the year. Students should arrive in Edinburgh on the Sunday.

Fees per week

1 week	£1043
2-3 weeks	£958
4-7 weeks	£933
8-11 weeks	£908
12+ weeks	£883



Sample Timetable: Enhanced Course

0845 - 0900 - Plenary session
0900 - 1000 - Spoken Performance Workshop
1000 - 1015 - Break
1015 - 1115 - Grammar and vocabulary
1115 - 1130 - Break
1130 - 1230 - Speaking and listening skills
1230 - 1300 - Team Project
1300 - 1400 - Lunch
1400 - 1500 - Reading and writing skills
1500 - 1515 - Break
1515 - 1645 - Individual lesson
All timetables are samples and may be subject to change.

■ Tutorial Course

Take our Tutorial Course to make the fastest possible progress. Individual programmes of 15, 20, 25, 30 and 35 hours per week are available for clients requiring the most intensive programmes.

One-to-one lessons offer students a programme which is designed precisely to their own unique requirements. In this way, you make the maximum possible progress because the teacher is able to focus on your needs and your personal learning style in every lesson.

Throughout the day, you can supplement your lessons with self-study in our quiet areas or self-access centre. This helps to consolidate the work done during lessons. Teachers set self-study exercises and give direction and guidance for students to maximise the consolidation time between lessons.

Fees per week

Number of tutorials	10	15	20	25	30	35
1 week	£821	£1189	£1557	£1925	£2293	£2661
2-3 weeks	£736	£1104	£1472	£1840	£2208	£2576
4-7 weeks	£711	£1079	£1447	£1815	£2183	£2551

Tuition / Classes

- 10, 15, 20, 25, 30 or 35 hours of individual tuition per week
- Beginner to Advanced
- Minimum age: 18 years

All timetables are samples and may be subject to change.

Course Dates

- Courses start every Monday throughout the year. Students should arrive in Edinburgh on the Sunday.

Sample Timetable: 25 individual lessons

09.00 - 10.00 - Grammar and Vocabulary
10.00 - 10.15 - Break
10.15 - 11.15 - Listening, Comprehension and Reading
11.15 - 11.30 - Break
11.30 - 12.30 - Oral Practice
12.30 - 13.30 - Lunch
13.30 - 14.30 - Reading and writing skills
14.30 - 15.00 - Break
15.00 - 16.00 - Competent Communication
All timetables are samples and may be subject to change.

■ Teacher Training Courses

Our teacher training courses are aimed at overseas teachers engaged in planning and/or delivering ELT programmes. The courses provide training and development for teachers whose first language is not English.

The Language and Methodology Refresher course aims to improve teachers' competence and confidence in English as well as updating their methodology, classroom management and practical teaching techniques.

The Active Methodology course focuses purely on learning and teaching methodologies. Participants will evaluate these for effectiveness and discuss ways of adapting them to fit in with their own teaching context.

The Content and Language Integrated Learning course offers secondary school teachers who teach curricular subjects (e.g. geography, maths, science) in English practical methods to support their learners.

European Union nationals can apply for funding for training courses through the Erasmus+ Programme. Please contact us for further information.



Language and Methodology Refresher (secondary/adults)

- 10 hours per week of language skills lessons (max 8 per class)
- 7.5 hours per week of Spoken Performance Workshop and Team Projects (max 12 per class)
- 10 hours of Teachers Methodology (max 12 per class)
- Upper Intermediate to Advanced

Course Start Dates

30.03.15, 04.05.15, 07.09.15, 05.10.15

Fees per two week course

2 weeks £1015

Language and Methodology Refresher (primary)

- 10 hours per week of language skills lessons (max 8 per class)
- 7.5 hours per week of Spoken Performance Workshop and Team Projects (max 12 per class)
- 10 hours of Teachers Methodology (max 12 per class)
- Upper Intermediate to Advanced

Course Start Dates

29.06.15, 13.07.15, 27.07.15

Fee two week course

2 weeks £1015

Active Methodology (secondary/adults)

- 20 hours per week of Teachers Methodology (max 12 per class)
- Upper Intermediate to Advanced

Course Start Dates

29.06.15, 13.07.15, 27.07.15

Fees per two week course

2 weeks £745

Content and Language Integrated Learning (secondary)

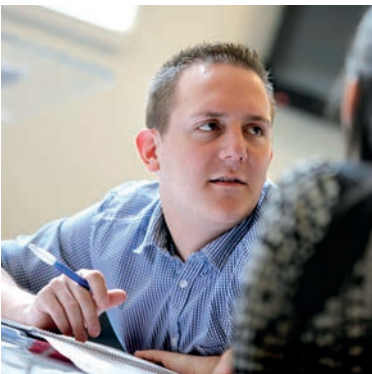
- 20 hours per week of Teachers Methodology (max 12 per class)
- Intermediate to Advanced

Course Start Dates

10.08.15

Fees per two week course

2 weeks £745



Accommodation, leisure and travel

Accommodation

Homestay

Edinburgh School of English has a range of homestay families who provide a friendly and welcoming environment in which to practise English. All our families are carefully chosen to ensure that high standards are maintained and our Accommodation and Welfare Officer visits our homestay providers on a regular basis.

All students have a single room and a quiet area to study. They are provided with breakfast and dinner, and are encouraged to speak English as much as possible. Some hosts are able to accommodate more than one student, but no two students of the same mother tongue are placed together unless specifically requested.

Self-catering

Edinburgh School of English can help students find self-catered accommodation in studio and shared apartments. We work closely with a number of agencies who offer such accommodation and which are in central locations close to the school. Shared apartment accommodation is available during the months of July and August. Information on studio apartments outside the summer season is available upon request.

Residential accommodation (available only during July and August)

Our residential accommodation is situated next to Edinburgh's stunning Holyrood Park, at Edinburgh University's Pollock Halls. Pollock Halls is close to the city centre; approximately a 25-minute walk to the school or a short bus ride. All the rooms are single study bedrooms with shared facilities and are serviced daily.

Accommodation Fees

Accommodation	Homestay	Executive Homestay (En suite)	Residence	Self-Catering Apartment
Fees per week	£185	£290	£390	£290*
Extra night	£38	£48	£60	£48

- Arrival Sunday prior to course start date, departure Saturday
- Accommodation in both homestay and residence is single room with half board
- * Self-catering rate is based on a shared apartment. Information on studio apartments available upon request



Leisure

A variety of social and cultural activities are available to students throughout the week, helping them to get to know Edinburgh and Scotland. To make the most of their time in Scotland, students can also choose from overnight and day trips at the weekends to famous castles and locations such as Loch Ness.



Sample weekly activities programme (summer)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
City Sightseeing Tour Approx. £12	Ceilidh or Scottish Dancing Approx. £8	Museum of Scotland FREE	Royal Botanic Gardens FREE	Scottish Pub Night FREE	Highlands and Loch Ness Trip Approx £120*	
						*Includes all travel and accommodation.

Activities occur DAILY in the summer and 3 times per week in the winter.

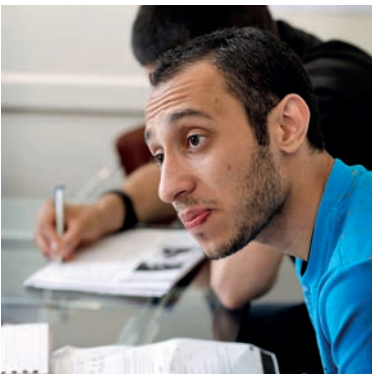
Travel

Edinburgh airport is conveniently located a short distance from the city centre. We are happy to provide an individual executive airport transfer service for students who would like to be met on arrival. There are also excellent bus and tram connections from the airport into the city centre, with a journey time of approximately 30 minutes.

Airport Transfer Service

One way	£52
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When staying in Edinburgh, the local bus service offers a frequent and far-reaching service to all parts of the city. A city bus pass will allow you unlimited travel on most of the city’s buses. These passes can be bought close to the school and are used by the majority of students at the school.



Courses for Young Learners

■ *Edinburgh: course for 14-17 years*

In a very short time, our Young Learners grow to love and feel at home in this vibrant capital city. We take them to places such as Edinburgh Castle and to the Royal Holyrood Palace. Without leaving the city, we climb hills, walk through gardens and run along the beach. We also learn about Scotland's great writers and artists.

The Edinburgh course is held at Stewart's Melville School, which is about 15-20 minutes from the city centre by bus. Each class has a maximum of 8 students. The school has spacious, modern classrooms. Modern amenities include astro turf playing fields, a large sports hall and a swimming pool. Cooked and buffet lunches, which are included, are provided in the school's dining hall.

There is a choice of accommodation options:

Homestay

Homestay accommodation is a great opportunity for students to live everyday life in Scotland. Our families are experienced and really enjoy welcoming students into their homes. We usually place two students with each family, where they stay in a comfortable twin room. We endeavour to place students of different nationalities together. We provide each student with a bus pass, which enables them to get around the city.

Residence

Our residential accommodation in Edinburgh is situated at Edinburgh University's Pollock Halls of Residence. The spacious campus provides lots of charming green areas for students to enjoy and the residence lies directly beneath Arthur's Seat, the extinct volcano that dominates the Edinburgh skyline. The single study bedrooms are bright and airy and the shared facilities are excellent. Students who choose to stay in residence are transferred to Stewart's Melville School by private transport, accompanied by our residential staff.

For families who are accompanying their children and have alternative accommodation organised, we can offer a 'No accommodation' option. Please contact us for further information.



Tuition

- 15 hours per week (20 lessons of 45 minutes)
- Small classes, maximum 8
- Loan of text books to be used in class
- Full class report and Certificate of Studies

Homestay accommodation

- Placement with families
- Includes full board (lunches in school Monday to Friday)
- Organised activities: four afternoons and three evenings per week
- Full day Saturday excursion

Residential accommodation

- Accommodation at Edinburgh's University Halls
- Single study bedrooms with wash basins
- Includes full board (lunches in school Monday to Friday)
- 24-hour supervision
- Coach transfer from residence to school
- Organised activities: four afternoons and seven evenings per week
- Full day Saturday excursion and half day Sunday excursion
- All Young Learners staying in residence must pay £50 caution money on arrival.



Course dates and fees *(including accommodation)*

2 week programmes	Homestay	Residential Option
28.06.15 – 11.07.15	£1596	-
05.07.15 – 18.07.15	£1596	£2220
12.07.15 – 25.07.15	£1596	£2220
19.07.15 – 01.08.15	£1596	£2220
3 week programmes		
28.06.15 – 18.07.15	£2394	-
05.07.15 – 25.07.15	£2394	£3330
12.07.15 – 01.08.15	£2394	£3330

- Arrival Sunday – Departure Saturday

Course details

Age

- 14-17 years

Activities

- Visits to Edinburgh Castle and National Museum of Scotland
- Guided walks
- Sports, including swimming, football and rounders
- Scottish Ceilidh with dancing

Activities shown are examples and may be subject to change.

Transport

- Bus pass provided

Airport Transfers

- Airport transfers included from Edinburgh airport on arrival and departure (standard transfer times: 09.00-20.00). Outside of these times a supplement of £62 each way is payable.



Courses for Young Learners

■ *St Andrews: course for 9-13 years*

St Leonards school occupies its own campus in a prominent position in the historic town centre of St Andrews, a thriving and charming university town on the Fife coast. St Andrews is well known for its colourful history, castle and cathedral ruins, miles of sandy beach and a long-established golf tradition. Its secluded yet central location offers our Young Learners the fun of open-air pursuits in freedom and safety.

With an indoor swimming pool, large sports hall, outdoor pitches, tennis courts and a theatre hall, it is the ideal setting for a great variety of sports and cultural activities.

St Leonards provides a first-class working environment and students study English in the mornings in bright, well-equipped and modern classrooms. They enjoy lessons that are designed to be challenging yet fun and to improve language accuracy, fluency and communicative skills. Our classes are limited in size in order to encourage maximum participation from each student.

In the afternoon our Young Learners enjoy sports and excursions, with planned entertainment in the evening. On this large campus, students can explore and enjoy the wide range of facilities as well as discovering the attractive town of St Andrews and its numerous visitor attractions. We also explore the hills and the coast, and we visit other parts of Scotland, such as the cities of Edinburgh, Stirling and Dundee.

Accommodation

St Leonards offers excellent residential accommodation on campus. The house comprises of comfortable single and double study bedrooms, ample shared bathroom facilities and a bright common room looking onto a private garden. Members of Edinburgh School of English staff stay on each floor of the residence so there is always an adult on hand for anything the students need.



Tuition

- 15 hours per week (20 lessons of 45 minutes)
- Small classes, maximum 8
- Loan of text books to be used in class
- Full class report and Certificate of Studies

Residential accommodation

- Accommodation on campus
- Single and twin study bedrooms with wash basins
- Includes full board
- 24-hour supervision
- Organised activities: four afternoons and seven evenings per week
- Full day Saturday excursion and half day Sunday excursion
- All Young Learners staying in residence must pay £50 caution money on arrival.

Course dates and fees (including residential accommodation)

2 week programmes	Residential
05.07.15 – 18.07.15	£1964
19.07.15 – 01.08.15	£1964
4 week programme	
05.07.15 – 01.08.15	£3928
• Arrival Sunday – Departure Saturday	



Course details

Age

- 9-13 years

Activities

- Traditional Scottish dancing
- Sports, including swimming, tennis and volleyball
- Beach trips
- Treasure hunt

Activities shown are examples and may be subject to change.

Airport Transfers

- Airport transfers included from Edinburgh airport on arrival and departure (standard transfer times: 09.00-20.00). Outside of these times a supplement of £137 each way is payable.



Services and Facilities for Young Learners

Caring for Young Learners at the Edinburgh School of English

We have learned from experience that happy students are the best learners; that's why we make welfare our top priority. We aim to provide the best possible care through good organisation, careful selection of staff and accommodation, constant supervision and swift attention to any problems, however small. All this adds up to optimum safety and happiness.

Our staff

Each of our teaching centres is run by a Course Director, responsible for all aspects of the programme, from academic content to entertainment and welfare. An important aspect of our Young Learners' courses is the high level of supervision, with an excellent staff to student ratio.

Teachers are chosen for their experience in working with young people as well as their ability and enthusiasm.

Our Activity Leaders are enthusiastic, energetic and keen to work with young people. Activity Leaders run the leisure programme after classes each day and ensure that Young Learners are carefully supervised at all times.

Medical treatment and emergencies

Students who are nationals of an EU country can receive free emergency treatment on the National Health Service. In the event of an emergency, if we cannot contact a child's parents, the Principal will make whatever decision is necessary for the child's wellbeing. Any expenses incurred in this way are payable by the student's parents.

Supervision

On all outings, students are escorted by our Activity Leaders. We do not allow any of our Young Learners, whether staying in residence or in homestay, to go out in the evening, except when they join the group for organised, supervised activities, or, in the case of 16 and 17 year olds, if parental permission is received.

Accommodation

In Edinburgh we offer accommodation with friendly homestay families and in residence at the University of Edinburgh. There are also fully residential courses at St Andrews in Fife, which has a wide variety of recreational facilities on campus, as well as being a centre for living and studying.

Homestay

Homestays, who offer traditional Scottish hospitality in their own homes in Edinburgh, are a popular choice. Families are very carefully chosen, and many have been welcoming our students for years. Our full-time Accommodation and Welfare Officer visits and inspects the homes regularly and all homestay families undergo Police Disclosure checks (PVG checks).

Students share a room with another young person. Homestays provide breakfast and an evening meal seven days a week, with lunch at the weekend. We provide cooked and buffet lunches in our teaching centre on weekdays. Students are shown how to get to school either on the day they arrive or on the first day of school and are made aware of travel arrangements.

Residence

Residences offer a friendly atmosphere for all students with supervision provided by residential staff. Single study bedrooms (twins also available at St Leonards) all have wash basins, and there are spacious common rooms, showers, baths and toilets as well as laundry facilities. In Edinburgh, students take breakfast and evening meals in residence during the week (lunch is provided at the teaching centre), with full board at weekends. Residential students in Edinburgh are accompanied by staff to school in the morning. A private coach takes them there.

Arrivals and Departures

For both Edinburgh and St Andrews, students should arrive on the Sunday before the course starts and leave on the Saturday after the course finishes. Standard transfer times are 09.00 - 20.00. For those who do not arrive on the Sunday or depart on the Saturday, or arrive or depart outside these times, transfer supplements are payable as follows:

Edinburgh – £62 one way St Andrews – £137 one way

Please send this form to:

Edinburgh School of English, 271 Canongate,
The Royal Mile, Edinburgh EH8 8BQ, UK

T +44 131 557 9200, F +44 131 557 9192

info@edinburghschoolofenglish.com, www.edinburghschoolofenglish.com

For Young Learner bookings please ensure that all sections are completed prior to arrival. We will be unable to accept the student to the programme without these.

PLEASE PRINT IN BLOCK LETTERS

1. Personal Details

Family name First name(s)

Date of birth (dd/mm/yyyy) / / Sex M ☐ F ☐

Nationality Mother Tongue

Address

City Postcode Country

Tel (home) Tel (work)

Fax Email

Name as it appears in Passport Passport number

Have you attended an Edinburgh School of English course before? Yes ☐ No ☐

If yes, which school (adults/young learners) and year(s):

2. Emergency Contact

Emergency Contact: Name in BLOCK CAPITALS

Relation to the student English spoken?

Tel (home) Tel (mobile)

*Please indicate the country code

3. Course Details

Course name

Course Start date / / Course Finishing date / /

English language level ☐ Elementary (A1) ☐ Pre-intermediate (A2) ☐ Intermediate (B1)

☐ Upper-Intermediate (B2) ☐ Advanced (C1) ☐ Proficient (C2)

*A1-C2 Common European Framework level descriptors

4(a) Adult Accommodation

Arrival date / / Departure date / /

Arrival transfer from Edinburgh airport ☐ Departure transfer to Edinburgh airport ☐

Accommodation: Homestay ☐ En-suite Homestay ☐ Residence ☐ Apartment ☐ Apartment ☐

(Shared bathroom) (Ensuite)*

Do you smoke? Yes ☐ No ☐ Would you prefer non-smoking accommodation? Yes ☐ No ☐

No accommodation required ☐ Please provide your contact address in Edinburgh:

Special requests*

*Subject to availability

4(b) Young Learners Accommodation

Accommodation: Edinburgh Residence ☐ Edinburgh Homestay ☐ St Andrews Residence ☐

Arrival date / / Departure date / /

Arrival transfer from Edinburgh airport ☐ Departure transfer from Edinburgh airport ☐

*Please send Young Learner flight details as soon as they are available

Enrolment Form

CONTINUED FROM PREVIOUS PAGE

5. Health

Please list any medical condition, special diet or allergies that school staff should be aware of:

Please give details of any medical treatments that need to be followed during your stay:

Young Learners only:

Previous illness: Chickenpox ☐ Measles ☐ German Measles ☐ Mumps ☐

Is the student asthmatic? ☐

6. Young Learners Authorisation

Daytime

No child under the age of 14 is allowed out unsupervised.

Students who are 14 years old and above have the opportunity to go shopping in small unsupervised groups.

Evening (16-17 Only)

I agree for my child to go out unsupervised in the evenings until 22.00 hrs ☐

OR

My child is not allowed out unsupervised in the evenings ☐

Sports

Sports not permitted

In the event of an emergency I authorise any responsible member of your organisation to give permission for an operation to be performed upon the participant if so advised by qualified medical staff.

Name of Parent or Guardian

Signature (Parent or Guardian)

7. Payment Details

Edinburgh School of English Fees of £ Deposit of £300 ☐

Method of Payment Bank Transfer ☐ Credit Card ☐

Please debit my: Mastercard ☐ Visa ☐ Other

Credit Card No.

Expiry Date MM/YY / CCV (3 digits on the reverse of the card)

Card Holder Name

Signature of Card Holder

8. Confirmation

I agree to the use of my/my child's personal information, including health and religious or dietary requirements, set out in the terms and conditions. Yes ☐ No ☐

I agree that you can send me occasional information about Edinburgh School of English courses and services. Yes ☐ No ☐

I confirm my acceptance of the Edinburgh School of English Conditions of Enrolment.

Signature Date (dd/mm/yyyy) / /

I heard about Edinburgh School of English

Please send this form to:

Edinburgh School of English, 271 Canongate,
The Royal Mile, Edinburgh EH8 8BQ, UK
T +44 131 557 9200, F +44 131 557 9192

info@edinburghschoolofenglish.com
www.edinburghschoolofenglish.com

Edinburgh School of English bank account:

HSBC, 65 Cornmarket Street,
Oxford OX1 3HY, UK
Account No: 72788152
IBAN: GB78MIDL40353472788152
BIC/SWIFT: MIDLGB2108P

Agent:

Terms and Conditions

How to book a course

To secure a place on an Edinburgh School of English course, please return the Registration Form together with payment of a non-refundable deposit or book online at www.edinburghschoolofenglish.com.

Payment of fees

On receipt of the application and deposit a letter of confirmation is sent with a Statement of Fees which should be settled at least 4 weeks before the course starting date. In the case of registration less than 6 weeks before the course starting date, the full amount of the cost of the course must be sent with the Registration Form. PLEASE NOTE: students will not be allowed to start their course unless FULL PAYMENT has been received by the School. All bank charges must be paid by the student.

PLEASE NOTE: If you require a visa the school will provide the visa letter or Certificate of Acceptance of Studies(CAS) only when full payment has been received by the school. All bank charges must be paid by the student. In the event of an unsuccessful application all fees will be returned in full, less the cost of the CAS.

Accommodation address

Students who have requested the School to book host family accommodation on behalf of the student will receive details of their host family address at least 5 days before the course starting date, unless they enrol late. This enables those students travelling independently to let the host family know of their approximate time of arrival.

Conditions for cancelling or changing a course by the Student

- If the School receives the cancellation before the course starting date, the School will retain the deposit.
- After the course has started, a student must give 10 days' written notice to the Principal of changes to or cancellation of a course. A cancellation fee equivalent to 1 week's course fees will be charged. Refunds cannot be made for non-attendance, absence due to illness or any other cause.
- If a student wishes to be absent from the course for 1 or 2 weeks for the purposes of taking a holiday s/he must give the Principal at least 2 weeks' notice in writing.
- Students who choose to exchange their original choice of course for one of greater value must pay the difference between the two at the time of requesting the upgrade.
- Any refund due when a course is changed or cancelled, or a holiday taken, will be paid to the person who paid for the student's course at his/her home address at the end of the course. 'End of the course' here is defined as the last date of the course specified on the booking form (i.e. if a student books a 12 week course and decides to leave after 4 weeks s/he will not be refunded until 12 weeks after the start of the course).
- If a student is denied a student visa or study permit and provides the School with a copy of the rejection letter on or before the first day of classes, the School will refund the course fees.

Change or Cancellation of a course by the School

Sometimes it is agreed between the School and a student that it would be beneficial for the student to be moved to another School course. When this happens only a course of at least equivalent cost will be offered by the School.

The School reserves the right to cancel a course, or make changes to course arrangements, without liability, if forced to do so for reasons beyond its control. If this happened, the School would seek to offer alternative arrangements, dates or venues.

If the School cancelled a course booked and paid for by a student in accordance with these terms other than for reasons beyond its control, and did not offer an alternative acceptable to the student, the School would pay compensation as follows:

- Where the cancellation is before the start of the course, compensation equal to the deposit paid by the student or
- Where the cancellation is after the start of the course, compensation equal to one week's fees.

Liability and Insurance

Students should make sure that they organise their own travel insurance to cover medical costs and repatriation costs in the case of an illness or accident.

The School acts only as an intermediary between its students and travel organisations and between students and host families. Unless and to the extent caused by the School's negligence, the School cannot be held responsible for any delay or accident during a journey nor for any incident which may happen during the student's stay with the host family. The School will, however, endeavour to defend the student's interests in the event of breach of contract on the part of the travel organisation or the host family.

The School reserves the right not to allow on the course a student suffering from any illness, medical condition, or mental or physical disability which has not been disclosed on the Registration Form.

This brochure, issued by the School, gives the only terms and information that can be referred to in the event of a disagreement between the student and the School. These terms and conditions are governed by Scottish law and do not affect your statutory rights under Scottish law.

Personal Information and Photographs

We use the personal information that you give us, including information about your health and religious or dietary requirements, to perform our contract with you. We may also use it to ensure that we comply with UK law, for internal training, or to send you further information about our courses and services. We do not share your details with third parties other than as necessary to perform our contract with you. The information you give us is kept securely on our computer system, and is accessible by the schools and offices in the group of companies to which the School belongs, including those outside the European Union. If you do not want to receive further information from us, please write to us at the address below. Please contact us if you want to see a copy of the information we hold, or have questions about our use of your information.

The School reserves the right to use photographs taken during courses to illustrate its promotional material. If a student wishes that his or her photo should not appear in this material, they should write to the School within one week of the photo-shoot. These photos have no commercial or contractual value.

Further conditions specific to Young Learners (9-17 years)

The School reserves the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' expense.

The School further reserves the right to send home without a warning letter any student committing a serious offence, especially one involving the police, and to include the following: theft, smoking in any School building, the possession of, purchase of or consumption of alcohol or illegal drugs.

For children who will stay with host families, parents may indicate on the Enrolment Form whether they authorise their child to stay out in the evenings without supervision. Generally, this means that children aged 15 and under are not allowed out unsupervised after their evening meal; those aged 16 and above must return by 22:00. However, students must also respect the house rules of the host family, where these times may inconvenience the family. Children on residential courses have evening activities and are not allowed to stay out unsupervised. Please note that the School cannot be held responsible for any incident whilst the student is out unsupervised.

Students aged 18 and over must register for an adult school. The School reserves the right to transfer an 18 year old from a Young Learners' Course.

Information about the School

The School is closed on 25 December, 26 December and 1 January. In these terms "the School" means the Edinburgh School of English School where you book your course.

In the UK, Edinburgh School of English courses are operated by Instill Education Limited, a company registered in England and Wales under company number 01293463 and with registered office at 38 Binsey Lane, Oxford, OX2 0EY United Kingdom.
Tel: +44 (0)1865 258300 , Fax: +44 (0)1865 244696

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