



**RICHARD**  
LANGUAGE COLLEGE

Bournemouth, England



# Adult Courses (16+)

Dates, Fees, Enrolment Form & Terms  
and Conditions  
2020

Accredited by the  
**BRITISH COUNCIL**  
for the teaching  
of English in the UK

**IELTS**  
Official Testing Centre



**ENGLISHUK**  
member



Registration Fee: £ 80 for all courses

High season : 15 Jun 2020 to 28 Aug 2020

## English for General Purposes - Intensive

Price per week - Low Season - Tuition Only

Price per week - High Season

Weeks	1 - 4	5 -12	13 - 24	25 - 36	37+	Tuition + activities	
<b>21 hours (IGE)</b>	£ 285	£ 275	£ 265	£ 255	£ 245	<b>21 hours</b>	£ 345
<b>15 hours (GE)</b>	£ 275	£ 265	£ 255	£ 245	£ 235	<b>15 hours</b>	£ 300

## English for General Purposes - One to One

Price per week - Low Season - Tuition Only

Hours per week	20 lessons/ 15 hours	30 lessons/ 22.5 hours	40 lessons/30 hours
<b>Price</b>	£ 800	£ 1200	£ 1600

## Combination Courses

Price per week - Low Season - Tuition Only

Option A	Option B	Option C
8 lessons <b>IGE</b> + 20 lessons 1-2-1	20 lessons <b>ESP</b> + 10 lessons 1-2-1	20 lessons <b>IGE</b> + 10 lessons 1-2-1
£ 950	£ 750	£ 610

## English for Business - Focus on Communication

Price per week - Low Season - Tuition Only

Lessons	Hours	Price
28	21 hours	£ 550

## English for Exams - IELTS

Price per week - Low Season - Tuition Only

Weeks	1 - 4	5 -12	13 - 24
<b>21 hours</b>	£ 275	£ 255	£ 245
<b>15 hours</b>	£ 200	£ 185	£ 175

IELTS - Evening - Tuition Only

2 week course			4 week course		
Days/week	Timings	Total Price	Days/week	Timings	Total Price
<b>Mon/Tue/Wed</b>	7 - 9 pm	£ 230	Mon/Wed * 3 weeks Mon/Tue/Wed - 4 <sup>th</sup> week	7 - 9 pm	£ 260

## English for Exams - Cambridge

Price per week - Low Season - Tuition Only

Weeks	1 - 4	5 -12	13 - 24	25 - 36	37+
<b>20 hours</b>	<b>AVAILABLE ON REQUEST</b>				
<b>15 hours</b>					



## General Course Information

<b>Lessons per week</b>	
20 lessons (half day) <b>OR</b> 28 lessons (full day)	
<b>Lesson duration</b>	
45 minutes	
<b>Course duration</b>	
1 week - 37+ weeks	
<b>Minimum Age</b>	
16 +	
<b>Maximum Class Size</b>	
4 - 12	
<b>Levels</b>	
Beginner to Advanced <i>* IELTS classes require a minimum of Intermediate level</i>	
<b>Starting Dates</b>	
Any Monday (if not a public holiday)	
<b>Public Holidays 2020</b>	
Fri - 19 April	Mon - 13 Apr
Fri - 8 May	Mon - 25 May
Mon - 31 Aug	
<b>Christmas Break</b>	
Sat, 19 Dec 2020 to Sun, 3 Jan 2021	

## Course Fees Includes

✓ <b>Tuition</b> - for a specific course
✓ <b>First day</b> - placement test
✓ <b>Study folder</b>
✓ <b>Academic materials</b> including course books
✓ <b>Regular tutorials</b> for courses longer than 4 weeks
✓ <b>Progress test</b> - every 4 weeks
✓ <b>End of level test</b> - every 10 weeks
✓ <b>Regular homework</b>
✓ <b>Free Wi - Fi</b> and internet access
✓ <b>End of course</b> - Linguistic Profile & attendance certificate (only if above 80%)

## Lesson timetable Mon - Friday

Lessons	Time	Focus
1 & 2	9.15 -10.45	General English Language Skills
3 & 4	11.05 -12.35	
*5 & 6	14.00 - 15.30	Speaking and Writing focused

\* There are no lessons 5 & 6 on Fridays.

## High Season Course Information

<b>Dates</b>
15 Jun 2020 to 28 Aug 2020
<b>Fees</b>
Tuition + high season supplement
<b>Includes</b>
✓ Full day tuition
<b>FIRST DAY AT SCHOOL (MON)</b>
✓ Placement test
✓ Bournemouth Orientation Course
✓ Classes start from <b>Tuesday</b>

## Beginners/Starters:

You can only enrol as a starter on the first Monday of each month.

If you join at any other point then you will have to pay for private tuition till the beginning of next month.

## IELTS examination fees

You will have to book your exam and pay for it separately.

It is not included in the price of the preparation course.

Minimum level required for IELTS preparation courses is Intermediate (B1)

## 1 week course supplement

If you book only for one week then there is a supplementary charge of £40.



## Accommodation - Arrival/ Departure - Saturday - Saturday

Service		Information	Price / week
Homestay	Low Season	Dates: Sat 04/01 - Sat 13/06 & Sat 29/08- Sat 19/12	£ 155
	High Season	Dates: Sat 13/06 - Sat 29/08	£ 170
High Season Residential		Dates: July and August Included: Single room with en-suite, shared kitchen Not Included: Food or Bus pass	£ 190
Christmas & New Year		Dates: Sat 19/12 - Sat 02/01 Price £ 155 + £ 100 per week supplement	£ 225
Room Retainer		Students who go away <u>on holiday</u> but want to leave their luggage with the host family.	£ 50
Special Diet Requirements		Check availability before booking.	£ 40
What is included in the price for all the above		<ul style="list-style-type: none"> <li>✓ Breakfast and dinner included from Monday to Friday</li> <li>✓ Full Board at the weekends.</li> <li>✓ Light laundry once a week.</li> <li>✓ Single room 18+ all year round</li> </ul>	

### IMPORTANT

**Host families:** Carefully selected

**Host homes:** Walking distance of the college or one bus ride away

**16 - 17 year olds:** 11 pm curfew from Monday to Sunday

**Room Share during April and high season:** Under 18 year old students may share a room with another student of a similar age, same gender and different nationality (if requested).

### Taxi Service

From - To in any direction	1 person	2 people	3 people	4 people
	price per person			
Bournemouth to College	£ 30.00	£ 18.00	£ 13.00	£ 12.00
Southampton Airport Transfer	£ 100.00	£ 55.00	£ 40.00	£ 35.00
Heathrow Airport Transfer	£ 190.00	£ 100.00	£ 70.00	£ 50.00
Gatwick/Luton Airport	£ 205.00	£ 105.00	£ 75.00	£ 55.00
Central London Transfer	£ 220.00	£ 110.00	£ 80.00	£ 60.00
Stansted Airport Transfer	£ 245.00	£ 130.00	£ 90.00	£ 70.00

### IMPORTANT

**Pickup point:** We will tell/email you once you have confirmed we have the flight details.

**Waiting fee:** A waiting fee of £ 35 per hour will apply if the driver has to wait more than one hour after the plane has landed.

**Parental Consent:** It is required, by the UK Border Agency, for students who are under 18. The Agency may not allow you to enter the UK if you do not have a written parental consent to travel or proof of your onward travel arrangements.



## Conditions of Enrolment

### Enrolment

Please complete this form or ask your agent to complete it for you.

### Payment

Please pay all the fees for your course at least four weeks before your course starts. If your course starts in less than 30 days after enrolment, you must pay all the fees when your enrolment has been confirmed. Unfortunately, we cannot accept credit card payments.

### Accommodation

Richard Language College can arrange accommodation for all of our students who ask for it. If you want to arrange accommodation for less than a week, we cannot reduce the price.

### Parents not attending courses

If you are a parent travelling to the UK with your children, we cannot provide any supporting documents for your visa application if you are not studying a course with us.

### Holidays

In 2020 the college is closed for the following :

**Public holidays:** Friday 10<sup>th</sup> April, Monday 13<sup>th</sup> April, Friday 8<sup>th</sup> May, Monday 25<sup>th</sup> May & Monday 28<sup>th</sup> August.

**Christmas break:** Mon 21<sup>st</sup> December 2020 to 1st January 2021.

If you want to take more holidays on any other days, you will have to tell us about your holiday plans when you first enrol or tell the Client Services Manager four weeks before you intend to take your holidays. We cannot allow you to take any other holidays that you have not arranged with us and we cannot give you a refund or extend your course to allow for them.

### Cancellations

If you need to cancel your course you will have to inform us by sending us an email. We cannot refund the cost of your registration, which is £100. If it is less than 15 days before your course is due to begin, you will have to pay for a full week of your course and accommodation. If you are unable to get a visa, and cannot start your course we will refund your course and accommodation fees in full. However, we will not refund your registration fee of £100 and any bank charges.

### Finishing your course early

If you finish your course early, we will not give you a refund. You cannot extend your course or get a refund if you miss any lessons and you cannot transfer your course to any friends or family members

### Expulsion

You could be expelled from the college (told to leave) for the following reasons:

- Having attendance of 70% or less.
- Bullying or harassing any other students or members of staff.
- Stealing or deliberately damaging college property.
- Behaving badly in a way that is considered unacceptable by the college management.

**If you are expelled, the college will not give you any certificate of attendance or offer any refund of your course fees.**

### Homestay:

If you cause any damage to your homestay host's property, you will have to pay for the cost of repair or replacement in full. You will have one week in which to find the money to pay for this cost.

### Liability

The College is unable to take responsibility if you are unable to come to college or the college is unable to run your course for the following reasons: Public disturbances, industrial action, natural disasters and epidemics. The college does not take responsibility for the loss of your personal

items. Students should take out any insurance for their personal property or circumstances such as having to fly home in an emergency.

### Complaints

Students who have any problems or complaints should speak to the Principal or Client Services Manager immediately. The Principal or Client Services Manager will always try to help you with any problems or complaints as soon as possible.

### Special Needs

We will consider students with any special needs on a case by case basis. If you have any special needs, please contact the college before you book a course with us.

### Payment Methods

#### Payment by Flywire.

This is the method that we recommend as it has the guaranteed lowest international exchange rate compared with other methods such as International Bank Transfer, PayPal or card payments.

#### How to use Flywire:

Choose your country and the amount you need to pay in GBP.

Choose the method by which you want to pay Flywire. Make your payment to Flywire. Add the details of the student/s that you want to pay for and your own details to the Flywire payment. Track and confirm your payment by email, SMS or by logging on at [rlcgbp.flywire.com](http://rlcgbp.flywire.com).

Using Flywire has helped us to make payments faster and more easily. Also, by using Flywire, you can pay from any country and use any bank, usually in your own currency. When you use Flywire you can keep track of your payments and save on bank fees and exchange rate variations. Flywire has a multilingual support team that can help you with any questions. When you want to start your payment process go to [www.flywire.com/select-institution](http://www.flywire.com/select-institution) . Flywire can help you with your enquiries if you visit their website [www.flywire.com/help](http://www.flywire.com/help) .

### Legal agreement

Any students under the age of 18 are considered minors under UK law. I understand that by enrolling my son/daughter on an adult course they will not have any supervision outside of lesson times, for example at break or before and after school hours. They will also have to comply with all college rules and curfew times. I/My son/daughter wish(es) to attend Richard Language College for the period given and I agree to all the above terms and conditions.