



## Wimbledon School of English

### Part-time Programmes 2023

GENERAL ENGLISH WITH CAMBRIDGE EXAM PREPARATION

OCCUPATIONAL ENGLISH TEST · IELTS PREPARATION WITH ACADEMIC

ENGLISH · EFFECTIVE COMMUNICATION · GRAMMAR & WRITING

ONE TO ONE · TWO TO ONE · OTHER LANGUAGES

## General English

In School	Evening	General English with B2 First Preparation			Level Intermediate (B1) - Higher Intermediate (B2)
<b>3 lessons per week</b>		Book 1-12 weeks	Term Dates: 10 January - 28 March 18 April - 04 July 12 September - 17 October 07 November - 12 December <b>Start any Tuesday subject to English level and availability</b>	Tuesday 18.30-21.00	£45 per week or £270 for 6 week term £504 for 12 week term Plus Books (£45) Registration fee £60
Minimum Age	16				
Maximum Class Size	14				

  

In School	Evening	General English with C1 Advanced Preparation			Level Higher Intermediate (B2) - Advanced (C1)
<b>3 lessons per week</b>		Book 1-12 weeks	Term Dates: 10 January - 28 March 18 April - 04 July 12 September - 17 October 07 November - 12 December <b>Start any Tuesday subject to English level and availability</b>	Tuesday 18.30-21.00	£45 per week or £270 for 6 week term £504 for 12 week term Plus Books (£45) Registration fee £60
Minimum Age	16				
Maximum Class Size	14				

## IELTS Preparation with Academic English

In School	Evening	Level Higher Intermediate (B2) - Advanced (C1)			
<b>3 lessons per week</b>		Book 1-12 weeks	Term Dates: 10 January - 28 March 18 April - 04 July 12 September - 17 October 07 November - 12 December <b>Start any Tuesday subject to English level and availability</b>	Tuesday 18.30-21.00	£45 per week or £270 for 6 week term £504 for 12 week term Plus Books (£45) Registration fee £60
Minimum Age	16				
Maximum Class Size	14				

  

In School	Afternoon	Level Higher Intermediate (B2) - Advanced (C1)			
<b>4 lessons per week</b>		Book 2 - 12 weeks	<b>Start any Monday subject to English level and availability</b>	Monday & Wednesday 13:55-15:45 (includes two 10-minute breaks)	£64 per week 2-4 weeks £62 per week 5-11 weeks £60 per week 12 weeks No Materials fee Registration fee £60
Minimum Age	16				
Maximum Class Size	14				

## OET - Occupational English Test

In School	Evening	Level Higher Intermediate (B2) - Advanced (C1)			
<b>3 lessons per week</b>		Book 1 - 6 weeks	Term Dates: 28 February - 04 April 18 April - 23 May 30 May - 04 July 05 September - 10 October 07 November - 12 December <b>Start any Tuesday subject to English level and availability</b>	Tuesday 18.30-21.00	£45 per week or £270 for 6 week term Plus Books (£45) Registration fee £60
Minimum Age	16				
Maximum Class Size	14				

## Effective Communication - Grammar &amp; Writing

In School	Afternoon	Level Pre-Intermediate (A2) - Advanced (C1)			
<b>4 lessons per week</b>		Book 2 - 12 weeks	<b>Start any Monday subject to English level and availability</b>	Monday & Wednesday 13:55-15:45 (includes a 15-minute break)	£64 per week 2-4 weeks £62 per week 5-11 weeks £60 per week 12 weeks No Materials fee Registration fee £60
Minimum Age	16				
Maximum Class Size	14				

## One - To - One and Two - to One

In School

Online

Level **Pre-Intermediate (A2) - Advanced (C1)**

Our One-to-One and Two-to-One Programme puts you in charge of your learning. Our teachers will discuss what you need from your course and design a programme to enable you to achieve your goals. Because each course is designed exclusively for you, lessons can be organised to fit in with your schedule.

You can choose between 4 and 30 lessons per week, each lesson is 50 minutes. Minimum 2 lessons each session.

Face to face lessons are available Monday to Friday between 09:00 and 18:00 UK time

Online lessons are available Monday to Saturday between 07:00 and 22:00 UK time

Please contact us to discuss available times.

In School

OR

Online

One-to-One £69 per lesson

Two-to-One £52 per lesson per person

## Other Languages

Course Length

Dates

Lesson Times

Fees

### French - Italian - Spanish

In School

Evening

Level **Elementary (A1) - Intermediate (B1)**

**2 lessons per week**

10 weeks

10 January - 14 March  
25 April - 27 June  
12 September - 14 November

Tuesday 18.30-20.20  
(includes a 10-minute break)

Course fee £200  
including course book  
Plus Registration fee £60

Minimum Age **18**  
Maximum Class Size **12**

You can begin after the start date subject to availability. The fee is £20 per week for the remaining weeks plus the registration fee and the cost of the course book.

## Online Asynchronous Self-study

With e-wimbledon, your study doesn't have to end when your class does. We believe that language learning is a life-long activity, and the more we can help you study, the better you will learn. Your course with us gives you access to our online learning platform, e-wimbledon, from when you register with us, until 3 months after your course finishes. Here you can find over 300 hours of extra practice materials, including:

- Individual integrated study plan for your level
- Targeted grammar practice for your level
- Flashpoint news article lessons for every level
- Cambridge and IELTS exam practice

## Level Testing & Onboarding

Level testing is carried out before the start of the course. On booking, you will be asked to complete an online grammar and vocabulary test to ensure you are the right level for the course.



## Terms and Conditions 2023

### Part-Time Courses

#### Age

The minimum age is 16 years. There is no maximum age.

#### Payment

1. Your registration fee must be paid at the time of booking and your tuition fees a minimum of seven days before the course start date.
2. Your place will not be reserved on a course until we have received the full tuition fees.
3. We are not able to organise 1-1 classes until we have received the full tuition fees.
4. All fees are payable in pounds sterling and payment can be made as follows:
  - By UK Debit card (we do not accept credit card payments)
  - In cash at Wimbledon School of English
  - By cheque made out to Wimbledon School of English Limited.
  - By bank transfer directly to our account. Students are responsible for any bank charges, otherwise this will be charged to the student directly on arrival. Please email or fax us a copy of the remittance advice. Please indicate the student's name on the remittance.
  - International payments by Flywire: Wimbledon School of English has partnered with Flywire to make your international payments easier and safer. Flywire allows you to pay from almost any country by bank transfer, credit card and other local payment methods. How to make an international payment with Flywire:  
Go to [wimbledonflywire.flywire.com](http://wimbledonflywire.flywire.com)  
Select your country of origin and preferred payment method  
Enter your payment details and receive payment confirmation  
Track your payment from start to finish on your student dashboard

#### Returning Students

If you return to school for another course, you are not charged the registration fee.

#### Cancellation or and Booking Changes

1. If you cancel seven days or fewer before your course start date, your course materials & tuition fees, minus a cancellation charge of one week's tuition, will be refunded less any bank charges.
2. If you cancel more than seven days before your course start date, your tuition and materials fees will be refunded in full. Your registration fee is non-refundable.
3. If you have booked and paid through a representative the refund will be made to the representative.
4. If, in exceptional circumstances, the school cancels the booking because we are unable to open, you can receive either a full refund (minus bank charges), a credit note, valid for two years from the course start date, or transfer to an online course for the equivalent value.
5. For all courses booked online you can cancel within fourteen days of making the booking, (provided you have not already started the course within that period) and receive a full refund.

#### 1-to-1 Classes: cancellation and changes

1. If you need to cancel a 1-to-1 class you must give a minimum of seven days' notice in writing to Reception, otherwise you will be charged the full amount for that class.
2. If you need to change the time of a 1-to-1 class we require one week's notice in writing to Reception, otherwise it will be considered a cancellation and you will be charged the full amount for the original class plus the full amount for the rescheduled class.

#### Postponement

1. If you wish to postpone your course for any reason, you must inform Reception in writing a minimum of seven days before the course start date, otherwise the cancellation fees will apply.
2. 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.
3. You may only postpone by a maximum of one term.

#### Leaving Early

1. If you choose to stop your course early, your tuition and 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 group study to One-to-One or Two-to-One study.
4. If you booked through a representative we will send any refund to that representative.

#### Extensions

1. If you wish to extend your course you may do so, provided there is a place available. Extensions must be paid in full before a place can be reserved.
2. The course extension fee is the difference between the published price for the total weeks booked and the amount already paid.
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.

#### Holidays, Sickness & Absence

1. WSE is not open on Saturdays or Sundays or on UK public (bank) holidays.
2. Group classes missed as a result of a public holiday will not be refunded or made up.
3. Periods of absence due to holidays, accident, sickness or business commitments are non-refundable.

#### Shutdown

In the unlikely event of a Government shutdown, all courses will be moved online. If you do not wish to transfer to online courses, you will be offered a credit note valid for one year from your last day studying with us.

#### Accommodation

Wimbledon School of English does not provide accommodation for students who are on part-time courses. Our accommodation is for students studying 20 hours per week or more.

#### Photographs and Filming

1. Classes cannot be filmed or otherwise recorded in any way without the permission (in writing) of either the Principal, Director of Studies 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.

#### Conduct

1. We expect all students to abide by UK Government and WSE safety guidelines, including any Covid 19 guidelines, at all times, as we accept students at the school on condition that they agree to do so and that they continually demonstrate that they are doing so.

2. We expect students to behave reasonably and respectfully (including when online or using any form of messaging or social media) at all times towards other students and school staff and to respect cultural, racial and religious differences. We expect all students to uphold the core British values of democracy, individual liberty, tolerance, and the rule of law.

3. WSE 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, unsatisfactory attendance or work, or any other reason deemed necessary by the Senior Management Team such as an undisclosed physical or mental medical condition.

4. The school expects students to adhere to the standards and rules we set.

5. WSE expects students to behave responsibly online and follow the school's guidelines on internet use, including not downloading or sharing any illegal or inappropriate material.

6. If a student is asked to leave the school for poor attendance or conduct, their fees will not be refunded.

7. Students have to pay for any damage they cause on the school premises.

#### Resolution of disputes

All complaints will be fully investigated as per our "Complaints Procedure" providing:

1. The complaint is made while the student is attending our school.
2. The complaint is registered in writing with the Director of Studies or Operations Director
3. All invoices relating to the student making the complaint have been settled in full. We do not accept complaints received after the student has finished their course.

#### Liability

1. WSE does not accept any liability in the event of illness, accident, loss or damage to personal effects or property occurring on the school premises, except where such liability is imposed under UK law.

2. WSE does not accept liability for losses or additional expenses a student might incur because of cancellation or delays to their travel services.

#### Other

1. 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 one week.
2. 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 of all fees. If the student decides not to take the alternative course offered, we will not be liable for any losses incurred by the student for cancelled travel arrangements.
3. Where there is only one person on a particular group course, we reserve the right to offer the cost-equivalent number of individual lessons instead of the group course.
4. If the student's English level is not suitable for the course they have booked, we reserve the right to move them onto a different course or to refuse them admission to the school.
5. The school reserves the right to change teachers at any time during the course.
6. The school reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
7. 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.
8. 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.
9. The Managers of the School reserve the right at their absolute discretion to refuse any application for enrolment of any 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.
10. We reserve the right at any time, to search students and inspect the contents of all vehicles, clothing,

bags, parcels, etc., belonging to or in the possession of any students whilst entering, leaving or on the organisation's premises or on organised excursions. Searches will always be conducted by two individuals, one of whom will be a person of the same sex.

#### Force Majeure

1. WSE 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 disasters 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, other utility, internet or telephone service. Refunds will not be made in such circumstances.
2. In the event of an outbreak of an 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.

#### Personal Information

1. We keep your information in electronic and paper format.
2. Under UK law we must give information to UK Visas and Immigration if required to do so.
3. 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. By accepting these Terms & Conditions you accept our right to use your personal information in this way. Students and/or parents and guardians 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.

#### Privacy Policy

Our Privacy Policy governs any kind of processing of personally identifiable information. This policy applies to our processing of data collected through any means, actively as well as passively, from persons located anywhere in the world. We will be guided by the following principles when collecting and processing data:

- We will only collect data for specific and specified purposes; we will make it clear at the point when we request your information, what we are collecting it for and how we are going to use it.
- We will not collect data beyond what is necessary to accomplish those purposes; we will minimise the amount of information we collect from you to what we need to deliver the services required.
- We will not use data for purposes other than that for which the data was collected, except as stated, or with prior consent;
- We will seek to verify and/or update data periodically, and we will accept requests for amendments of personal data;
- We will apply high technical standards to make our processing of data secure;
- Except when stated, we will not store data in identifiable form longer than is necessary to accomplish its purpose, or as is required by law.

**Wimbledon School of English**  
39-41 Worple Road, Wimbledon, London SW19 4JZ

