

ENROLMENT

You can enrol in the following ways:

- **Email info@francesking.co.uk** to request an Enrolment Form which you can complete and return by email. Complete the payment section with your credit card details.
- **Visit www.francesking.co.uk** and enrol online. You can pay a deposit or make full payment on our secure server where it is safe to give your credit card details.
- **Post or fax your Enrolment Form** together with a deposit, full payment or a letter confirming your company is responsible for your payment to:
Frances King School of English, Enrolment Office,
77 Gloucester Road, London SW7 4SS, UK.
Fax: +44 20 7341 9771
- **Make an appointment to visit our London school** where you can take a test, pay a deposit and reserve a place on the next course. Please bring your passport with you to make a booking.

TEENAGER PROGRAMME

- Different terms and conditions apply. Please ask for London Teenager Programme – Enrolment Details, Terms and Conditions 2012.

PAYMENT

- 1 Before we can confirm your course or accommodation booking or send a letter of confirmation, you or your company need to pay either:

- **A deposit of:**
£200 if you want to book a course.
£500 if you want to book a course and accommodation, or
- **Payment in full:**
If you are applying for a Student Visa (GSV or SVV)
If you are booking less than 15 days before arrival
If you are booking A22, A35-A36, A39-A40 accommodation
- **All deposits are non-refundable and non-transferable.**
- **Documents for visa applications will not be issued unless students have paid course fees in full.**

- 2 15 days before arrival you need to pay the balance of your course and accommodation fees.

- 3 You can pay by:

- **Credit Card** (Visa or Mastercard). Please complete your card details on the Enrolment Form or pay online at:
www.francesking.co.uk/enrol/xtrapayment.asp
- **International Bank Transfer** to our bank:
Business Education Limited trading as Frances King
School of English
National Westminster Bank plc,
208 Piccadilly, London W1A 2DG, UK.
Bank sort code: 56 00 03 Account number: 17054524
IBAN BIC Number (SWIFT): NWBKGB2L
IBAN NUMBER: GB62 NWBK 5600 0317 0545 24
– Frances King is not responsible for any bank transfer charges.
Payment must be received in full – please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.
– You need to email/fax a copy of the bank transfer with your Enrolment Form.
– Please make certain that your name appears clearly on the bank transfer.
- **Sterling cheque drawn on an English bank account**

APPLYING FOR A VISA

- Before completing the Enrolment Form, please visit the UKBA website: www.ukba.homeoffice.gov.uk/studyingintheuk/ to ensure that you apply for the correct visa for your age, level of English and length of stay.
- **Frances King is an UK Border Agency (UKBA) approved education provider, Sponsor Licence Number: TQ853B248.**
- If you are applying for a General Student Visa (GSV) to take a course of over 6 months, you will need a Confirmation of Acceptance of Studies (CAS) from the school. The cost is £10 and will be added to your invoice.

CONFIRMATION

When we receive your Enrolment Form and payment:

- We check the availability of your course and accommodation and send your confirmation documents by fax, email or post within 3-4 working days. We can also send your documents by courier (DHL): £45/courier. We will contact you if the course or accommodation you want is not available and offer you an alternative.
- We do not arrange accommodation for students who are applying for a Student Visitor or General Student Visa (pre-entry clearance) until the visa has been issued. Please contact us as soon as your visa has been issued. If you would like us to arrange accommodation before your visa is issued, you need to agree to our Accommodation Cancellation Policy – see page 4 (point 2).
- If you want to book an airport transfer (either a single or return) you must fax or email us your flight details and we will then confirm that we have booked this for you.
- Students age 16 and 17 must book an arrival airport transfer unless a guardian (over 21 years) is meeting the student at the airport (see page 8, Airport Transfer).
- You must inform your homestay or other accommodation provider of your arrival time. If you do not do this, we cannot guarantee that your host/accommodation provider will be there to meet you.

MEDICAL, TRAVEL AND COURSE INSURANCE

- Before you arrive in the UK, you must take out insurance for your own financial and personal security. You can take out your own insurance or the International Student Policy offered by Endsleigh Insurance Services Limited.
- Insurance fees:

Weeks	Fee	Weeks	Fee	Weeks	Fee
1	£11.31	6	£28.28	14-16	£62.22
2	£13.57	8	£33.93	17-22	£76.92
3	£20.36	10	£42.98	23-29	£88.23
4	£22.62	12	£50.91	30+	£131.80

- For further details, please visit: www.francesking.co.uk/insurance

IF YOU ARE IN LONDON



We invite you to make an appointment to visit our school:
Frances King School of English
77 Gloucester Road,
London SW7 4SS
Office hours: 08.30-18.00
Gloucester Road underground station
on the District, Circle and Piccadilly lines.

Course Fees 2012



Course Number	Course Name	Lessons per week	Max Class Size	Weeks															
				1	2	3	4	6	8	10	12	16	20	24	28	36	42	48	
INTENSIVE GENERAL ENGLISH COURSES																			
1	General & Social English Plus	30	15	£420	£782	£1114	£1416	£1953	£2515	£3080	£3662	£4848	£6104	£7216	£7973	£9485	£11065	£12653	
2	General & Business English Plus	30	15	£420	£782	£1114	£1416	£1953	£2515	£3080	£3662								
3	General & Social English	25	15	£350	£652	£929	£1180	£1627	£2096	£2566	£3052	£4040	£5087	£6013	£6644	£7904	£9222	£10544	
4	General & Business English	25	15	£350	£652	£929	£1180	£1627	£2096	£2566	£3052								
SEMI-INTENSIVE GENERAL ENGLISH COURSES																			
5	General English & Conversation – Morning	20	15	£283	£528	£762	£971	£1354	£1739	£2127	£2510	£3343	£4193	£4948	£5497	£6599	£7698	£8806	
6	General English & Conversation – Morning	18	15	£480	£693	£873	£1190	£1565	£1914	£2260	£2510	£3010	£3771	£4464	£4961	£5954	£6946	£7938	
7	General English – Morning	15	15	£400	£579	£727	£992	£1304	£1595	£1889	£2508	£3143	£3721	£4134	£4962	£5789	£6614		
8	Value General English & Conversation – Afternoon	20	15	£370	£528	£660	£909	£1165	£1439	£1699	£2266	£2831	£3349	£3719	£4459	£5202	£5948		
9	Value General English & Conversation – Afternoon	18	15	£321	£471	£597	£834	£1071	£1307	£1535	£2047	£2549	£3021	£3360	£4033	£4705	£5361		
10	Value General English - Afternoon	15	15	£266	£393	£496	£695	£892	£1089	£1279	£1706	£2123	£2517	£2800	£3362	£3922	£4468		
11	Value General English & Conversation – Late Afternoon	18	15	£272	£397	£510	£690	£872	£1051	£1259	£1683	£2100	£2448	£2728	£3292	£3840	£4394		
12	Value General English – Late Afternoon	15	15	£226	£330	£424	£575	£726	£877	£1049	£1402	£1749	£2041	£2274	£2742	£3199	£3662		
13	Part-time English – Evening	6	15		£74	£107	£133	£182	£236	£279	£326	£431	£545	£643					
Timetable: Courses 1 & 2: 9.00-12.00 & 13.10-16.00; Courses 3 & 4: 9-12.00 & 13.10-15.00; Courses 5 & 6: 9.00-12.00 & 12.10-13.00; Course 7: 9.00-12.00																			
Courses 8 & 9: 12.10-13.00 & 13.00-16.00; Course 10: 13.00-16.00; Course 11: 14.00-14.50 & 15.00-18.00; Course 12: 15.00-18.00; Course 13: 18.30-20.30																			
SEMESTER AND ACADEMIC YEAR COURSES																			
14	Intensive Semester/Academic Year	25	15													£5863	£6611	£7714	£8345
15	Semester/Academic Year	20	15													£4824	£5483	£6397	£6967
16	Value Semester/Academic Year	20	15													£3266	£3719	£4339	£4708
<p>● 28 weeks, 24 weeks' tuition and 4 weeks' holiday ● 36 weeks, 30 weeks' tuition and 6 weeks' holiday ● 42 weeks, 36 weeks' tuition and 6 weeks' holiday ● 48 weeks, 40 weeks' tuition and 8 weeks' holiday (Programme length and holiday will increase by 2 weeks for students whose course runs over the Christmas holiday period)</p>																			
CAMBRIDGE EXAMINATION COURSES																			
17	Intensive FCE Preparation	20	15				£971				£2510								
18	Intensive CAE Preparation	20	15				£971				£2510								
19	Intensive CPE Preparation	20	15								£2510								
20	Value FCE Preparation & Conversation	18	15								£1535								
21	Value CAE Preparation & Conversation	18	15								£1535								
UNIVERSITY PREPARATION COURSES																			
22	General & Academic English	25	15				£1180	£1627	£2096	£2566	£3052	£4040	£5087	£6013	£6644	£7904			
23	Pre-Masters programme	26	15/1				£1417	£1983	£2571	£3160	£3764	£4989	£6274	£7438	£8306	£10041			
24	Intensive IELTS Preparation Plus	25	15				£1180		£2096										
25	IELTS Preparation – Morning	20	15				£971		£1739										
26	Value IELTS Preparation Plus	20	15						£998										
27	TOEFL Preparation – Morning	20	15				£971												
TOEIC PREPARATION COURSES																			
28	TOEIC Preparation Option	8	15	£83															
ENGLISH FOR BUSINESS AND PROFESSIONAL PEOPLE																			
29	Club 8 Intensive English	20	8	£381	£687	£987	£1242	£1665	£2000	£2498	£2972								
30	Club 8 Intensive & Business English	28	8	£510	£919	£1318	£1662	£2226	£2671	£3339	£3972								
31	Club 8 Combination Course	22 or more	8/1	Fees as for Course 29, plus special rate of £59 per lesson for One-to-One lessons															
32	Club 8 Intensive & Social English	28	8	£510	£919	£1318	£1662	£2226	£2671										
33	Club 8 Young Executive	20	8	£381	£687	£987	£1242												
34	Club 8 Young Lawyer	20	8		£687														
ONE-TO-ONE COURSES																			
35	One-to-One 40	40	1	£2577	£5154	£7731	£10308												
36	One-to-One 30	30	1	£1933	£3865	£5799	£7730												
37	One-to-One 20	20	1	£1288	£2577	£3865	£5154												
38	One-to-One Flexitime	2-45	1	£68 per lesson (£59 with concurrent group course)															
39	One-to-Two Flexitime	2-45	2	£40 per lesson per person (£31 per person with concurrent group course)															
40	One-to-One 9 day immersion	72	1	£4640															
HOLIDAY COURSES																			
41	Family Programme Junior Course	20	15	£288	£538	£776	£989	£1379	£1772	£2165									
42	Family Programme Adult Course	20	10	£381	£687	£987	£1242	£1665	£2000	£2335									
43	Value Junior Course – Afternoon	15	15	£209	£391	£563	£718												
44	Value Adult Course – Afternoon	15	10	£281	£508	£729	£919												
45	Family Winter Junior Course	20	15	£288	£538	£776	£989	£1379											
46	Family Winter Adult Course	20	10	£381	£687	£987	£1242	£1665											
47	Christmas Course	20/12	15	£281	£562														
48	London Teenager – Residential Package	20	15		£1855	£2783	£3710	£5565											
49	London Teenager – Day School	20	15		£1077	£1552	£1978	£2758											
BUSINESS TRAINING COURSES																			
50	Graduate Course (January, April)	24	20									£4394							
50a	Graduate Course (September)	24	20									£4614							
INTERNSHIP PROGRAMMES																			
<p>Internship Placement Fee: £495 for placements of less than 12 weeks. For work sectors such as Law and Engineering: £545. £150 supplement for placements of more than 13 weeks. To calculate the total price you must add the English course fee for Courses 1-12 or 14-16 as above.</p>																			

For prices for weeks not shown above, please visit our website: www.francesking.co.uk/prices

■ **Timetable: each hour consists on average of 50 minutes' tuition and a 10 minute break.** 72 lessons = 60 hours' tuition, 40 lessons = 33 hours' tuition, 30 lessons = 25 hours' tuition, 28 lessons = 23.5 hours' tuition, 26 lessons = 21 hours & 50 minutes' tuition, 25 lessons = 21 hours' tuition, 24 lessons = 20 hours' tuition, 20 lessons = 16 hours & 40 minutes' tuition, 18 lessons = 15 hours' tuition, 15 lessons = 12.5 hours' tuition, 12 lessons = 10 hours' tuition, 8 lessons = 6.5 hours' tuition, 6 lessons = 5 hours' tuition. Students should also expect to spend a minimum of 6 hours/week on homework and self-study activities.

■ **What is included:** placement test and assessment, 'Welcome Pack', school certificates, use of Study Centres (normal opening hours 12.00-17.30) and some social activities (see website for more details).

■ **What is not included:** medical, travel and course insurance, bank charges, examination fees, travel, excursions and some other social activities. Students must buy course books for Examination Preparation courses as directed by their teachers: Cambridge and IELTS: £23, TOEFL: £32. Supplementary materials are included. (All prices correct at time of print).



Accommodation Fees 2012

Facilities Fee, one payment: £60 per person or £110 per family or per apartment

Accommodation Number	Accommodation Name	Prices per person /week	Quality Rating	Notes	Minimum age	Location	Availability	
HOMESTAYS								
		Zone 1 & 2 (and zone 3 from June-September)	Zone 3 (October-May)					
A1	Private Home – Single Self-Catering	Not available	B1 £128	★★	With use of kitchen	16 years, children accompanied by a parent/guardian (21+ years)	Zone 3 only	
A2	Standard Homestay – Single Bed and Breakfast	£148	B2 £133	★★			All year – minimum stay 1 week	
A3	Standard Homestay – Twin Bed and Breakfast	£133	B3 £118	★★	Two people must book together			
A4	Standard Homestay – Single 4 Dinner Plan	£169	B4 £154	★★	Breakfast every day and dinner from Monday-Thursday			
A5	Standard Homestay – Single Half Board	£189	B5 £175	★★				
A6	Standard Homestay – Twin Half Board	£162	B6 £147	★★	Two people must book together			
A7	Superior Homestay – Single Bed and Breakfast	£181	B7 £166	★★★				
A8	Superior Homestay – Twin Bed and Breakfast	£153	B8 £138	★★★	Two people must book together			
A9	Superior Homestay – Single 4 Dinner Plan	£210	B9 £195	★★★	Breakfast every day and dinner from Monday-Thursday			
A10	Superior Homestay – Single Half Board	£231	B10 £216	★★★				
A11	Superior Homestay – Twin Half Board	£191	B11 £176	★★★	Two people must book together			
A12	Superior Homestay – Private Bathroom Supplement	£40	B12 £30	★★★	Price/room/week			
A13	Executive Homestay – Single Bed and Breakfast	£250	Not available	★★★★	A13-A14: with private bathroom			Zones 1 & 2 only
A14	Executive Homestay – Single 3 Dinner Plan	£283	Not available	★★★★	Breakfast every day and dinner on 3 evenings (arrange with the host)			
Use of kitchen is only available in B1 Private Home. In all other homestay accommodation (A2-A14, B2-B12), students are not able to use the kitchen to prepare meals.								
DELUXE/PREMIER SELF-CATERING STUDIOS AND APARTMENTS (WITH PRIVATE BATHROOM AND KITCHEN FACILITIES)								
A15	Deluxe/Premier Studio (2 people) – Self-Catering	From: £1000/studio	★★★★	Prices vary depending on length of stay. Facilities Fee, one payment: £110	18, children accompanied by a parent/guardian (21+years)	Kensington, zone 1	All year – prices will vary during the London Olympics	
A16	Deluxe/Premier Apartment (2-4 people) – Self-Catering	From: £1200/apartment						
SELF-CATERING STUDIOS (WITH PRIVATE BATHROOM AND KITCHEN FACILITIES)								
A17	The Residence: Budget Mini Studio – Single Self-Catering	£328	★★	Arrive Sunday, depart Saturday. Twin rooms: two people must book together	18, children (over 14 years) accompanied by a parent/guardian (21+years) in Winter and Easter	South Kensington, zone 1	All year – minimum stay: 2 weeks (4 weeks in July & August)	
A18	The Residence: Budget Mini Studio – Twin Self-Catering	£216	★★★★	Two people must book together	18, children accompanied by a parent/guardian (21+years)	Bayswater, zone 1	All year. Triple room: £375/person/week	
A19	Vancouver Studios: Studio – Single Self-Catering	£592						
A20	Vancouver Studios: Studio – Twin Self-Catering	£395						
RESIDENCES								
A21	Bowden Court: Budget Residence – Single Half Board	£240	★	Shared bathroom	18 years	Notting Hill Gate, zone 1	All year	
A22	Nido Spitalfields: Superior Residence – Single Self-Catering	£299	★★★	Shared bathroom and kitchen between two people. Linen pack & Kitchen pack: £17 each		Liverpool Street, zone 1	All year – minimum stay: 4 weeks (2 weeks, from June 2 - August 26)	
A23	IES: Standard Residence – Single Self-Catering	£425 (January - April)	★★	Private bathroom, shared kitchen. Twin room, for single use, for 2 people booking together or we will place you with another student of the same sex		Chelsea, zone 1	Minimum stay: 2 weeks. January 1 - April 29 & September - December only	
A24	IES: Standard Residence – Twin Self-Catering	£230 (January - April)						
SELF-CATERING FLATSHARES								
A25	London Solutions: Budget Flatshare – Single Self-Catering	£185	★	Shared bathroom and kitchen. Twin room for 2 people booking together or we will place you with another student of the same sex	18 years	Zones 1 & 2	All year – minimum stay: 4 weeks	
A26	London Solutions: Budget Flatshare – Twin Self-Catering	£130	★					
HOTELS								
A28	Three Star Hotel – Single/Twin Bed and Breakfast	From £60/person/night	★★★★	Prices vary seasonally and during the London Olympics	18, children accompanied by a parent/guardian (21+years)	Zone 1		
A29	Four Star Hotel – Single/Twin Bed and Breakfast	From £80/person/night	★★★★					
SUMMER RESIDENCES								
A30	Southside & Eastside: Superior Summer Residence – Single Bed and Breakfast	£320	★★★★	Private bathroom. No kitchen facilities. For evening meal, book A32 supplement. Twin rooms: two people must book together	18, children accompanied by a parent/guardian (21+years)	South Kensington, zone 1	Minimum stay: 2 weeks. July 1 - July 22 & August 13 (Monday) - September 23	
A31	Southside & Eastside: Superior Summer Residence – Twin Bed and Breakfast	£220						
A32	Southside/Eastside Evening Meal Supplement	£85/person/week						
A33	Evelyn Gardens: Budget Summer Residence – Single Self-Catering	£220	★★	Shared bathroom and kitchen. Twin rooms: two people must book together		Gloucester Road, zone 1		
A34	Evelyn Gardens: Budget Summer Residence – Twin Self-Catering	£190	★★★★	Private bathroom and kitchen	18 years	King's Cross, zone 1	Minimum stay: 2 weeks. June 2-August 26	
A35	Nido Kings Cross: Superior Summer Residence – Single Self-Catering	£330						
A36	Nido Spitalfields: Superior Summer Residence - Twin Self-Catering	£265						
A37	Metrogate: Budget Residence – Single Self Catering	£245	★★	Share bathroom with 1 other room. Shared kitchen		Gloucester Road, zone 1		Minimum stay: 2 weeks. June 2-August 19
A38	Schafer House: Budget Summer Residence – Single Self-Catering	£245	★★	Shared bathroom and kitchen	Near Regent's Park, zone 1	Minimum stay: 2 weeks. June 16-Sep 16		
SUMMER BUDGET SELF-CATERING APARTMENTS (WITH PRIVATE BATHROOM AND KITCHEN)								
A39	London Solutions: Budget Apartments (6 people) – 2 bedroom	£990/apartment	★★	6 weeks' notice to cancel. Facilities Fee, one payment: £110. Prices will vary during the London Olympics	18, children accompanied by a parent/guardian (21+years)	Zone 1 (subject to availability)	Minimum stay: 1 week. June 16 - September 22	
A40	London Solutions: Budget Apartments (7 people) – 3 bedroom	£1210/apartment						

TRANSFER FEES – LONDON AIRPORTS AND STATIONS

Transfer From/To	Price/Single Transfer (for 1-3 people travelling to same address)	Price/Single Transfer (for 4-7 people travelling to same address)	To/From	Transfer Terms and Conditions
Heathrow	£105	£130	Accommodation arranged by the school, in zones 1, 2 and 3	For Transfer Terms and Conditions and further travel information including other airports – see page 5
Gatwick	£125	£155		
Stansted/Luton	£135	£165		
London City Airport	£105	£130		
London railway stations	£90	£110		
London Southend	£135	£165		



Enrolment Details, Terms and Conditions 2012

COURSE INFORMATION

- **Starting day:** most courses start on a Monday (Tuesday, when Monday is a public holiday) and finish on a Friday. On your first day you may miss one or more lessons because of the time needed to administer the entry test, complete registration and travel to your Frances King school.
- **Passport/ID card:** all students are required to present their passport/ID card on their first day and the school will retain a copy. You are also required to provide and keep up to date your contact details in London and next of kin contact details in your own country.
- **Minimum age:** 16, except Courses 29-31, 42, 44, 46 age 21; Courses 32-34, 50, 50a age 20; Internship Programmes age 18; Courses 48-49 age 13; Courses 41, 43, 45 age 8.
- **Location and course:** Frances King cannot guarantee a particular course, timetable or Frances King school until you have taken the entry test at the school. Every attempt will be made however to place you in the school or course of your choice. In the event of insufficient enrolments for a course, the school reserves the right to offer an alternative course of equal value. Frances King reserves the right to change course programmes and locations without prior notice in the event of unforeseen circumstances beyond our control or if in the best interests of the school.
- **Personal meetings:** from time to time you will have a short, 5 minute meeting with your teacher. About 20-30 minutes per week of class time will be used for personal meetings, while the class carries on with work set by the teacher.
- **Student holidays:** if you are on a course of more than 12 weeks, except examination preparation courses, you may take a holiday of two weeks every 12 weeks without losing your course fee for this period, providing 1 week's notice is given. If you are staying in Frances King homestay accommodation and wish to take a holiday, you must give 1 week's notice to the school. To leave your luggage at your homestay during your holiday you must pay a £50 retainer/week. In all other accommodation, you will be charged the full weekly rate during your holiday period and may leave your luggage in your room. If you book a course of 12 weeks or more (and need a visa to enter the UK) you should request extra weeks when applying for your visa, if you wish to take a holiday either during or after your course. This does not apply to students on courses 14, 15 and 16.
- **Semester and Academic Year Courses (Courses 14, 15 and 16):** 28 week programme: 4 weeks' holiday, 36 and 42 week programme: 6 weeks' holiday, 48 week programme: 8 weeks' holiday. There is an extra 2 weeks' holiday for those present from December 24, 2012 – January 4, 2013.
- **One-to-One lessons:** requests for a change to your timetable must be made 48 hours in advance (during office hours, 09.00-17.00, Monday-Friday). Payment for One-to-One lessons must be made at time of booking. On Courses 35 and 40 participants meet the cost of their own and their teacher's lunch.
- **Photography:** sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Please advise us at the time of booking if you do not wish to appear in any promotional material.

ACCOMMODATION INFORMATION

- **Minimum age for accommodation:** 18, except A2-A14, B1-B12 age 16. Children taking course 41, 43, 45 may stay in A3-A11, A15-A16, A20, A28-A29 and in the summer only: A31 & A34, A39-A40, if accompanied by a responsible adult over 21 years. Children over 14 years, taking courses 41 & 45, (Winter and Easter Programmes only) may stay in A18, if accompanied by an adult over 21 years.
- **Arrival and departure:** Accommodation is booked from Saturday-Saturday or Sunday-Sunday (7 nights). A15-A16, A19-A20, A28-A29 can be booked from other days, subject to availability.
- **First and second choice of accommodation:** please always include a second choice of accommodation on the Enrolment Form. Where the first choice of accommodation is not available we will book the second choice.
- **Maximum booking length:** 12 weeks in all accommodation. We are happy to extend your accommodation for you after your arrival in London.
- **Accommodation only:** we are happy to organise accommodation for people who do not study with us (subject to availability). Accommodation only prices apply, inclusive of V.A.T.
- **Arrival times:** it is not always possible to arrive at accommodation before 07.00 or after 22.00. Please check with us before making travel arrangements.
- **Location of Frances King accommodation:** accommodation is located in zones 1, 2 and 3 with an approximate travelling time of 10-45 minutes (or longer in the summer) by underground, mainline train or bus. In July and August, for late bookings (and with the agreement of students) we may also use homestays in zone 4.
- **Accommodation arrangements:** in arranging accommodation Frances King may be acting as agent for the supplier, as principal or as a sub-agent. The status of Frances King in relation to specific accommodation will be explained on request.

16 AND 17 YEAR OLD STUDENTS

- Students age 16 and 17, study alongside adult students, with minimal supervision outside class times. If closer supervision is required, we recommend our London Teenager Programme (summer only).
- Students age 16 and 17, without a guardian in the UK, must stay with a homestay (A2-A14, B1-B12). They are also advised to book an arrival airport transfer unless a guardian (over 21 years) is meeting them at the airport (see page 8, Airport Transfer).
- Students age 16 and 17 should carry a letter of consent to travel alone and present it, if requested, on arrival in the UK. We will send a form letter with the confirmation documents.

COMPLAINTS AND CONDUCT

- **Complaints:** problems and complaints with courses, accommodation and other services should be brought to our attention immediately so that we can help. We do not accept complaints made after your course has finished.
- **Conduct:** Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. Students will be responsible for all costs arising.

PAYMENT TERMS

1. Before we can confirm your course or accommodation booking or send a letter of confirmation, you or your company need to pay either:
 - **A deposit of:**
£200 if you want to book a course
£500 if you want to book a course and accommodation, or
 - **Payment in full:** if you are applying for a Student Visa, booking less than 15 days before arrival or if you are booking A22, A35-A36, A39-A40 accommodation.
2. If you are applying for a General Student Visa (GSV) to take a course of over 6 months, you will need a Confirmation of Acceptance of Studies (CAS) from the school. The cost is £10 and will be added to your invoice.
3. 15 days before arrival you need to pay the balance of your course and accommodation fees. Full fees for course and accommodation must be received before you can arrive in your accommodation.
4. Payment must be received in full – please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.

CANCELLATION POLICY

1. **Cancellation of courses and accommodation BEFORE arrival in the UK:**
If you want to cancel your booking before arrival in the UK you must give notice in writing. We will refund all fees minus the £200 Course Deposit and £300 Accommodation Deposit. If the accommodation fees for the notice period exceed £300 you will be charged the difference. This also applies to students whose accommodation has been confirmed by the school and have had their visa granted.
 - **Notice period to cancel accommodation is:**

6 weeks' notice: A39-A40	4 weeks' notice: A22, A35-A36
3 weeks' notice: A38	2 weeks' notice: A17-A18, A21,
1 week's notice: A2-A14, B1-B12, A23-A24	A25-A26, A30-A31, A33-A34, A37
48 hours' notice: A15-A16	24 hours' notice: A19-A20, A28-A29
 - In A22, A35-A36, 4 weeks' notice is required to cancel a stay of 6 weeks or under, otherwise 1 week's rent will be the cancellation fee. Any student who cancels a stay of over 6 weeks will be charged 4 weeks' rent.
2. **Cancellation of courses and accommodation BEFORE arrival in the UK when a student is refused a visa:**
If you want to cancel your booking before arrival in the UK you must send us a copy of the visa refusal letter issued by the British Embassy/Consulate.
 - All course fees will be refunded less an administrative charge of £100.
 - All accommodation fees will be refunded less an administrative charge of £100, provided notice to cancel accommodation is given.
 - If you cancel your course and accommodation before arrival and have paid your fees in full, all fees minus an administration charge of £100 for the course and £100 for the accommodation, will be refunded, provided notice to cancel accommodation is given. See notice period (above) to cancel accommodation.
3. **Cancellation of courses AFTER arrival in the UK:**
If you cancel or curtail your course after arrival in the UK there is no refund in any circumstances:
 - If your course is longer than 4 weeks, you must give 4 weeks' notice in writing. Responses will be given in writing and discussions will not be entered into. You may apply for a credit for the unused part of the course. There is no credit for cancelled courses during the first 4 weeks of a course. The course credit may be used within 2 years and cannot be transferred to another student. Course credits may not be used to pay for One-to-One lessons or accommodation.
 - To cancel One-to-One Courses you must give one week's notice in writing. You may apply for a credit for the unused part of the course. This may be used as part-payment towards any Frances King course within 2 years.
 - To cancel One-to-One lessons you must give 48 hours' notice (during office hours, 09.00-17.00, Monday - Friday). All late cancellations are charged at the full rate.
 - If you leave because you are ill or because of the death or serious illness of a close relative you may be able to claim reimbursement of fees through your insurance.
4. **Cancellation of accommodation AFTER arrival in the UK:**
If you cancel or curtail your accommodation after arrival in the UK you will be charged a £60 cancellation fee. You must give notice, beginning at a weekend, to a Frances King Advisor.
 - **Notice period to cancel accommodation:**

6 weeks' notice: A39-A40	3 weeks' notice: A38
2 weeks' notice: A17-A18, A21, A25-A26, A30-A31, A33-A34, A37	1 week's notice: A2-A14, B1-B12, A23-A24
48 hours' notice: A15-A16	24 hours' notice: A19-A20, A28-A29
 - A15-A16: you must give 48 hours' notice and you will be charged a cancellation fee which will be approximately 1 night's fee for each week booked.
 - A22, A35-A36: it is not possible to cancel after arrival without losing full fees for the period that you have booked.
 - Where notice is not received, accommodation fees for the above periods will be added to the cancellation fee.
5. In case of non-arrival on booked dates, when the school has not received notice of cancellation in advance, there will be no refund or credit of course or accommodation fees.
6. Course and accommodation refunds may take between 30-60 days to process. Refunds cannot be processed until the school has been paid in full for all services booked. Refunds will only be made to the person or organisation that paid in the first instance.

FORCE MAJEURE

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemics and the like. Refunds will not be made in such circumstances.



Enrolment Details, Terms and Conditions 2012

TRANSFER TERMS AND CONDITIONS

- Flight details must be received in writing before 14.00hrs (UK time) on the Friday before arrival in the UK
- To cancel or change an airport transfer you must inform us in writing 24 hours before the flight arrival or departure time. For last minute changes or cancellations, please phone: 07768 325 391
- A £20 supplement will be charged for airport transfer service between 22.00 – 05.00hrs. A supplement will also be charged for airport transfers on UK public holidays, please ask for prices.
- Waiting time of 1½ hours is included in the transfer price. If you do not contact the driver within 1½ hours of the flight arrival time, the driver will leave the airport and any request for a transfer will be charged at the full rate. Extra waiting time: £20 per ½ hour. Waiting time starts from the scheduled time of arrival unless the flight is early in which case waiting time will start from the actual flight arrival time
- In A25-A26, A39-A40, the airport transfer is to the London Solutions office and not to the flatshare or apartment. A supplement will apply if you request an extra transfer

TRANSFER FEES – FOR AIRPORTS OUTSIDE LONDON

- During the London Olympics, students may find it cheaper to fly to/from airports outside of London

Airport Transfers & Approximate Time From/To central London	Price/Single Transfer (for 1-3 people travelling to same address)	Price/Single Transfer (for 4-7 people travelling to same address)	To/From
Southampton – 127 kms, 1 hour & 50 minutes	£285	£315	Accommodation arranged by the school, in zones 1, 2 & 3
Bournemouth – 168 kms, 2 hours & 20 minutes	£315	£345	
Birmingham – 180 kms, 2 hours & 25 minutes	£325	£355	
Bristol – 203 kms, 2 hours & 40 minutes	£325	£355	

PUBLIC TRANSPORT FROM AIRPORTS

- We recommend that students use public transport which is cheap and convenient. Please visit the Frances King website for more information:
<http://www.francesking.co.uk/prices/airporttransfers.asp>

Single Journey To/From central London	Approximate time & cost/single journey (all prices correct at time of print)			
	By Bus (to Victoria station)	By London Underground	By Train	By London Black Taxi
London City Airport (15 kms)	From £5.90 – National Express, 35 minutes		From: £4.00 – 25 minutes to Bank station	From £30
Heathrow (34 km)	From: £5.00 – National Express, 45-75 minutes	From: £5.00 – 45 minutes	£16.50 – Heathrow Express to Paddington Station, 15 minutes	From £50
Gatwick (45 kms)	From: £6.80 – National Express 45-70 minutes		£18.00 – Gatwick Express to Victoria Station, 30 minutes	From £78
Luton (56 kms)	From: £15.00 – National Express, 1 hour & 20 minutes		From: £14.00 – Thames Link to King's Cross Station, 25 minutes	From £80
Stansted (63 kms)	From: £10.00 – National Express, 1 hour & 45 minutes		£20.00 – Stansted Express to Liverpool Street Station, 46 minutes	From £85
London Southend (68 kms)	From £17.00 – National Express, 1 hour & 45 minutes		From £14.50 – National Express East Anglia to Liverpool Street Station, 1 hour & 10 minutes	From £90
Southampton (127 kms)	From £32.00 – National Express, 2 hours & 45 minutes		From £35.00 – Southwest trains to Waterloo or Southern Trains to Victoria, 1 hour & 10 minutes	From £170
Bournemouth (168 kms)	From £43.00 – National Express, 3 hours & 50 minutes		From £46.00 – Southwest trains to Waterloo, 2 hours	From £220
Birmingham (180 kms)	From £18.00 – National Express, 3 hours & 45 minutes		From £46.00 – Virgin Trains or London Midland to Euston, 1 hour & 30 minutes	From £250
Bristol (203 kms)	From £37.00 – National Express, 4 hours & 15 minutes		From £35.00 – First Great Western to Paddington, 2 hours & 30 minutes	From £270

GUIDE TO ENGLISH LANGUAGE LEVELS

Frances King levels	Your present level of English	CEFR	IELTS	Cambridge	TOEIC	BULATS	BEC	TOEFL (Paper)	TOEFL (Computer)	TOEFL (IBT)
G Advanced 2	I speak English fluently and understand almost everything, although I sometimes have difficulty with very colloquial English	C2	7.5+	CPE	905-990	90-100		625-680	263-300	113-120
F Advanced 1	I am fluent and confident in expressing myself although I sometimes have problems with more complex ideas or unfamiliar situations	C1	6.5-7.0	CAE	785-900	75-89	BEC Higher	575	232	90-91
E Upper Intermediate	I speak well but not fluently in a variety of situations. I can express quite complex ideas, but I find it difficult to understand fast speech of native speakers	B2	4.5-6.0	FCE	605-780	60-74	BEC Vantage	525	196	69-70
D Intermediate	I understand and speak quite well in familiar everyday situations	B1	3.5-4.0	PET	405-600	40-59	BEC Preliminary	475	152	49-50
B Elementary	I can understand and speak basic English in familiar situations	A2	3.0	KET	255-400	20-39		425	113	29-30
A Beginner	I do not understand or speak any English	A1	Below 3		10-250	0-19				

ENGLISH LANGUAGE EXAMINATION INFORMATION

Examination	Which level?	Date of examination	How to register	Do I have to take a special course?	Results	Fee
Cambridge FCE	D, E	4 week courses: July 27; August 23; September 28 12 week courses: March 24; June 9; December 8	4 week courses: we will reserve a place for you when you book a course. 12 week courses: register in Frances King reception during the first week of your course.	Yes, Course 17 or 20	2 months after examination	£117
Cambridge CAE	F	4 week courses: July 26; August 24; September 22 12 week courses: March 23; June 13; December 8	4 week courses: we will reserve a place for you when you book a course. 8 week courses: register in Frances King reception during the second week of your course.	Yes, Course 18 or 21	2 months after examination	£122
Cambridge CPE	G	12 week course: December 6	First week of course	Yes, Course 19	2 months after examination	£129
IELTS	C, D, E, F, G	The examination takes place on the Saturday after the end of the course, except for the 4 week course in July, when the examination takes place a week later. These dates are subject to availability and change. We will assist you to make alternative arrangements if necessary.	4 week courses: we will reserve a place for you when you book a course. 8 week courses: register in Frances King reception during the second week of your course.	Yes, Course 24, 25 or 26. Course Preparation can also be included in Semester, Academic Year, Pre-Masters programme	Within 2 weeks of examination	£135
TOEFL	D, E, F, G	Please check dates on www.ets.org/toefl . Available dates in London do not always coincide with the end of a course but this examination can be taken in many countries.	Students are advised to register in advance of their course at www.ets.org/toefl or by telephone +31 320 239 540. Payment is by credit card.	Yes, Course 27	2 weeks after the test	\$185
TOEIC	C, D, E, F, G	January 27; February 24; March 30; June 1; June 29; July 27; August 24; September 28; October 26; November 30	Two weeks before examination date	No, but we strongly recommend you take Course 28	Within 7 days of examination	£75
BULATS	B, C, D, E, F, G	On request	One week before examination date	No, but we strongly recommend you take One-to-One lessons	Same day as test (after one week for speaking and writing papers)	£35
Pearson Test of English	C, D, E, F, G	On request	Register in Frances King reception one week or more before	No, but we strongly recommend you take One-to-One lessons	Same day as test (after one week for speaking and writing test)	£140

- Examination fees are not included in the course price and must be paid by the date shown. Details and fees are set by examination authorities and subject to change without notice
- It is your responsibility to register for an examination after arrival at the school, except for 1) TOEFL – you must register yourself online. Please see information above. 2) 4-week FCE and CAE courses – register for the examination when you enrol for the school
- Cambridge Examination dates are for the reading, writing and listening papers. The speaking test will take place on another day during the same week, either before or after the other papers



Enrolment Details 2012

Course Number	Lessons /week	Course Name	Start Date	Level of English	
INTENSIVE GENERAL ENGLISH COURSES					
1	30	General and Social English Plus	Every Monday	B & over	
2	30	General and Business English Plus		C & over	
3	25	General and Social English		B & over	
4	25	General and Business English		C & over	
SEMI-INTENSIVE GENERAL ENGLISH COURSES					
5	20	General English with Extra Conversation – Morning	Every Monday for Elementary and above "First Steps" Course: Beginners and near beginners accepted on course 5 only and on these dates only: January 3; February 6; March 5; April 2; May 8; June 5; July 2; August 6; September 3; October 1; November 5	B & over	
6	18	General English with Extra Conversation – Morning	Every Monday		
7	15	General English – Morning			
8	20	Value General English with Extra Conversation – Afternoon			
9	18	Value General English with Extra Conversation – Afternoon			
10	15	Value General English – Afternoon			
11	18	Value General English – Late Afternoon			
12	15	Value General English – Late Afternoon			
13	6	Part-time English – Evening			Every Monday, except that there are no evening classes between July 2 – August 31
SEMESTER AND ACADEMIC YEAR COURSES					
14	25	Intensive Semester/Academic Year		Every Monday	B & over
15	20	Semester/Academic Year			
16	20	Value Semester/Academic Year			
CAMBRIDGE EXAMINATION COURSES					
17	20	Intensive FCE Preparation	4 week course: July 2, 30; September 3 12 week course: January 3; March 19; September 17	D/E	
18	20	Intensive CAE Preparation	4 week course: July 2, 30; August 28 12 week course: January 3; March 19; September 17	F	
19	20	Intensive CPE Preparation	12 week course: September 17	G	
20	18	Value FCE Preparation with Extra Conversation	12 week course: January 3; March 19; September 17	D/E	
21	18	Value CAE Preparation with Extra Conversation	12 week course: January 3; March 19; September 17	F	
UNIVERSITY PREPARATION COURSES					
22	25	General and Academic English	Every Monday	C & over	
23	26	Pre-Masters programme			
24	25	Intensive IELTS Preparation Plus			
25	20	IELTS Preparation – Morning	8 week course: January 3; March 5; May 8; July 2; August 28; October 22 4 week course: (Course 24 or 25 only) July 2, 30	C/D & over	
26	20	Value IELTS Preparation Plus			
27	20	TOEFL Preparation – Morning			
TOEIC PREPARATION COURSES					
28	8	TOEIC Preparation Option	January 23; February 20; March 26; May 28; June 25; July 23; August 20; September 24; October 22; November 26	C & over	

Course Number	Lessons /week	Course Name	Start Date	Level of English		
ENGLISH FOR BUSINESS AND PROFESSIONAL PEOPLE						
29	20	Club 8 Intensive English	Every Monday	B & over		
30	28	Club 8 Intensive and Business English				
31	22 or more	Club 8 Combination Course				
32	28	Club 8 Intensive and Social English	July 2 (1-8 weeks) July 9 (1-7 weeks) July 16 (1-6 weeks) July 23 (1-5 weeks) July 30 (1-4 weeks) August 6 (1-3 weeks) August 13 (1-2 weeks) August 20 (1 week)	C & over		
33	20	Club 8 Young Executive	July 2 (1-4 weeks) July 9 (1-4 weeks) July 16 (1-4 weeks) July 23 (1-4 weeks) July 30 (1-4 weeks) August 6 (1-3 weeks) August 13 (1-2 weeks) August 20 (1 week)	D & over		
34	20	Club 8 Young Lawyer	July 2, 16, 30; August 13			
ONE-TO-ONE COURSES						
35	40	One-to-One 40	Every Monday	All levels		
36	30	One-to-One 30				
37	20	One-to-One 20				
38	2-45	One-to-One Flexitime				
39	2-45	One-to-One Flexitime				
40	72	One-to-One 9 day immersion				
HOLIDAY COURSES						
41	20	Family Programme Junior Course			Easter programme: April 2 (1-2 weeks) April 10 (1 week) Summer programme: June 18 (1-11 weeks) June 25 (1-10 weeks) July 2 (1-9 weeks) July 9 (1-8 weeks) July 16 (1-7 weeks) July 23 (1-6 weeks) July 30 (1-5 weeks) August 6 (1-4 weeks) August 13 (1-3 weeks) August 20 (1-2 weeks) August 28 (1 week)	Junior All levels
42	20	Family Programme Adult Course				
43	15	Value Junior Course – Afternoon	Summer programme (1-4 weeks): July 2 (1-4 weeks) July 9 (1-3 weeks) July 16 (1-2 weeks) July 23 (1 week)	Adult B & over		
44	15	Value Adult Course – Afternoon				
45	20	Family Winter – Junior Course	2012: January 3 (1-4 weeks) January 9 (1-3 weeks) January 16 (1-2 weeks) January 23 (1 week) December 17 (1-7 weeks) December 24 (1-6 weeks) December 31 (1-5 weeks) 2013: January 7 (1-4 weeks) January 14 (1-3 weeks) January 21 (1-2 weeks) January 28 (1 week)	B & over		
46	20	Family Winter – Adult Course				
47	20/12	Christmas and New Year Course	December 17 (1-2 weeks); December 24 (1 week)	B & over		
48	20	London Teenager Programme – residential	2 week course (13 nights): July 1, 15, 29 3 week course (20 nights): July 1, 22 4 week course (27 nights): July 1, 15 6 week course (41 nights): July 1	B & over		
49	24	London Teenager Programme – Day	3 week course (20 nights): July 1, 22 4 week course (27 nights): July 1, 15 6 week course (41 nights): July 1	B & over		
BUSINESS TRAINING COURSES						
50	24	Graduate Course	January 3; April 10; September 18	F & over		

LEVEL OF ENGLISH KEY: A = Beginner B = Elementary C = Intermediate D/E = Upper Intermediate F = Advanced 1 G = Advanced 2

Timetable: 1 lesson = 50 minutes. 72 lessons = 60 hours' tuition, 40 lessons = 33 hours' tuition, 30 lessons = 25 hours' tuition, 28 lessons = 23.5 hours' tuition, 26 lessons = 21 hours & 50 minutes' tuition, 25 lessons = 21 hours' tuition, 24 lessons = 20 hours' tuition, 20 lessons = 16 hours & 40 minutes' tuition, 18 lessons = 15 hours' tuition, 15 lessons = 12.5 hours' tuition, 12 lessons = 10 hours' tuition, 8 lessons = 6.5 hours' tuition, 6 lessons = 5 hours' tuition. When Monday is a public holiday, courses begin on the following Tuesday: January 3; April 10; May 8; June 5; August 28.

CALENDAR 2012

January							
WK	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

February							
WK	M	T	W	T	F	S	S
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28	29				

March							
WK	M	T	W	T	F	S	S
10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
12	19	20	21	22	23	24	25
13	26	27	28	29	30	31	

April							
WK	M	T	W	T	F	S	S
14	2	3	4	5	6	7	8
15	9	10	11	12	13	14	15
16	16	17	18	19	20	21	22
17	23	24	25	26	27	28	29
18	30						

May							
WK	M	T	W	T	F	S	S
19	7	8	9	10	11	12	13
20	14	15	16	17	18	19	20
21	21	22	23	24	25	26	27
22	28	29	30	31			

June							
WK	M	T	W	T	F	S	S
23	4	5	6	7	8	9	10
24	11	12	13	14	15	16	17
25	18	19	20	21	22	23	24
26	25	26	27	28	29	30	

July							
WK	M	T	W	T	F	S	S
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29
	30	31					

August							
WK	M	T	W	T	F	S	S
31	1	2	3	4	5		
32	6	7	8	9	10	11	12
33	13	14	15	16	17	18	19
34	20	21	22	23	24	25	26
35	27	28	29	30	31		

September							
WK	M	T	W	T	F	S	S
36	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23
39	24	25	26	27	28	29	30

October							
WK	M	T	W	T	F	S	S
40	1	2	3	4	5	6	7
41	8	9	10	11	12	13	14
42	15	16	17	18	19	20	21
43	22	23	24	25	26	27	28
44	29	30	31				

November							
WK	M	T	W	T	F	S	S
45	5	6	7	8	9	10	11
46	12	13	14	15	16	17	18
47	19	20	21	22	23	24	25
48	26	27	28	29	30		


December							
WK	M	T	W	T	F	S	S
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24	25	26	27	28	29	30
1	31						

2012: The school starts on Tuesday, January 3, 2012. **Holidays in 2012:** January 2; April 6, 9; May 7; June 4; August 27. **Christmas 2012:** The school will be closed from Monday December 24 and will open again on Monday, January 7, 2013. When Monday is a public holiday, all courses start on the following Tuesday. Club 8 Business classes will be held from Tuesday to Friday and Part-time English classes on Tuesday, Wednesday and Thursday. One-to-One classes will be scheduled on different days by agreement with the school. There is no reduction in the fee when a course includes a public holiday.

Enrolment Form 2012



Please complete ALL sections of pages 7 & 8, using BLOCK CAPITALS and tick (✓) where appropriate

PERSONAL DETAILS Please write your name exactly as it is written in your passport		COMPANY OR SPONSOR DETAILS					
Family Name: _____		Do not complete this section if you are paying for yourself					
First Names: _____		Name of Company or Sponsor: _____					
Address in your country: _____		Address: _____					
_____ City: _____		_____					
Postcode: _____ Country: _____		_____					
Telephone: _____		Telephone: _____					
Mobile: _____ Fax: _____		Fax: _____					
Email: _____		Email: _____					
Nationality: _____ First Language: _____		EMERGENCY CONTACT					
Date of birth: <u> </u> / <u> </u> / <u> </u> day / month / year Age: _____		Family name: _____ First name: _____					
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male Occupation: _____		Relationship to you: _____					
Address in London (if known): _____		Telephone: _____					
_____		Mobile: _____					
Telephone in London: _____		Email: _____					
How did you hear of Frances King? <input type="checkbox"/> Studied at Frances King before: when? _____ <input type="checkbox"/> A friend <input type="checkbox"/> Frances King website <input type="checkbox"/> English UK <input type="checkbox"/> The British Council <input type="checkbox"/> Local Agent: name: _____ <input type="checkbox"/> Other website: _____							
Do you need to apply for a visa before entering the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you apply in your own country (pre-entry clearance)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which visa are you applying for? <input type="checkbox"/> General Student Visa (GSV) <input type="checkbox"/> Student Visitor Visa (SVV) <input type="checkbox"/> Child Visitor Visa (CWV)							
If you are applying for a visa, you must send a copy of your passport with the Enrolment Form. All students must bring their passport/ID card to the school on their first day.							
I would like to receive my visa letter by: <input type="checkbox"/> Fax <input type="checkbox"/> Email (PDF) <input type="checkbox"/> Post <input type="checkbox"/> DHL (£45)							
COURSE							
I would like to book:	Course Name	Course Number	Lessons per Week	Number of Weeks	Start Date	Finish Date	(For One-to-One only) Preferred Time
Level of English: <input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced You can test your level of English at: www.francesking.co.uk For a General Student Visa (GSV), your level of English must be minimum of CEF Level B1 (ready to start a course at B2). Please provide evidence of your level of English.							
ACCOMMODATION							
I would like to book:	Accommodation Name	Accommodation Number	Number of Weeks (Maximum: 12 weeks)	Arrival Date	Departure Date		
1st choice:							
2nd choice:							
Supplement:							
Homestay bookings only: Do you want? Internet access (WIFI) <input type="checkbox"/> Yes <input type="checkbox"/> No Private bathroom (A12/B12, weekly supplement) <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a strong dislike/allergy to: Cats? <input type="checkbox"/> Yes <input type="checkbox"/> No Dogs? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you eat meat? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you eat fish? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you happy to smoke outside the host's home? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any special requirements?(eg: disability, allergies, diet etc) _____							
PAYMENT							
I enclose: <input type="checkbox"/> Course only deposit of £200 <input type="checkbox"/> Course and accommodation deposit of £500 <input type="checkbox"/> Payment in full of £ _____							
By: <input type="checkbox"/> Pay online with a credit card: www.francesking.co.uk/enrol/xtrapayment.asp <input type="checkbox"/> Sterling cheque (drawn on an English bank in the UK) <input type="checkbox"/> International Bank Transfer							
Our bank account details are: Business Education Limited trading as Frances King School of English, National Westminster Bank, 208 Piccadilly, London W1A 2DG UK Bank Sort Code: 56 00 03 IBAN BIC NUMBER (SWIFT): NWBKGB2L Account number: 17054524 IBAN NUMBER: GB62 NWBK 5600 0317 0545 24 – Frances King is not responsible for your bank transfer charges. Please send/fax a copy of the bank transfer with your Enrolment Form – Please make certain that your name appears clearly on the bank transfer							
 <input type="checkbox"/> Visa Card <input type="checkbox"/> MasterCard Name on card: _____ Post code: _____ (Month) (Year)		Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Security code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Expiry Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Company Payment: my company will pay for my course and accommodation <input type="checkbox"/> Person responsible for payment: _____							



Enrolment Form 2012

Please complete ALL sections, using BLOCK CAPITALS and tick (✓) where appropriate

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PERSONAL DETAILS

Family Name: _____

First Names: _____

APPLICATION FOR ACCEPTANCE OF STUDIES (CAS) – ONLY for NON-EU students applying for a General Student Visa (GSV)

Why have you chosen the U.K. to study English? _____

Why have you chosen to study at Frances King School of English? _____

Why do you need to learn English? For my job/career To go to University in the UK For my studies in my country For travel/social life

Other, please state: _____

Do you plan to bring any dependants with you to the UK? Yes No If yes, please give details: _____

How do you plan to pay for your course and accommodation fees in the UK? Parental/family support Government grant

Savings Bank loan Other, please state: _____

Are you aware that:

You will need to pay your course fees in full (to apply for a CAS) and will also need to prove you have living costs of £800/month? Yes No

STUDY AND WORK HISTORY

Please describe your previous study of English language at:

High School (when, how long, level): _____

University/College (when, how long, level): _____

Language Schools (in your country or abroad, when, how long, level): _____

If you are currently in the middle of studying a course in your own home country, please give details (course name, where, how long until you finish): _____

Have you taken any of the following examinations? BULATS Cambridge KET Cambridge PET Cambridge First Certificate

Cambridge Advanced Certificate Cambridge Proficiency IELTS TOEFL TOEIC Results/Score: _____

Do you intend to take any of the following English examinations during your stay? BULATS Cambridge First Certificate

Cambridge Advanced Certificate Cambridge Proficiency IELTS TOEFL TOEIC

FUTURE PLANS

What is the relevance of the course you hope to do at Frances King to what you currently do or plan to do in the future?

What do you intend to do when you have finished your course at Frances King? _____

VISA AND TRAVEL HISTORY

Have you previously been refused a visa or entry to the UK? Yes No If yes, under what circumstances: _____

Have you lived in any other countries? Yes No If yes, please give details (why, where, when, how long) _____

TRANSFERS – AIRPORTS & STATIONS

Do you want the school to arrange a transfer for you? Yes No Arrival transfer only Arrival and return transfer

Arrival transfer: Arrival time/date/location: _____ Flight number: _____

Heathrow Gatwick Stansted Luton London City London Southend London Station: _____ Other airport: _____

Departure transfer: Departure time/date/location: _____ Flight number: _____

Heathrow Gatwick Stansted Luton London City London Southend London Station: _____ Other airport: _____

Students age 16 or 17 years must book an arrival airport transfer or give details of a guardian (over 21 years) who is meeting them at the airport:

Name: _____ Mobile telephone number: _____

(UK Border Agency officials may telephone the above person when you arrive in the UK to check that they are waiting to meet you)

MEDICAL, TRAVEL AND COURSE INSURANCE

Before you arrive in the UK, you must take out insurance for your own financial and personal security. You can take out your own insurance or the International Student Policy offered by Endsleigh Insurance Services Limited.

I would like Frances King to arrange insurance for me I will arrange my own insurance and will bring a copy of my insurance policy with me

DECLARATION

I understand and agree to the conditions of enrolment and I confirm that the above details are correct and complete.

Signature: _____ Date: _____ / _____ / _____
day month year

If the student is under 18, a parent or guardian must sign this form and in doing so, the parent or guardian agrees to the Terms and Conditions.