

English Classes

From January 2011

Fees and Dates

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk

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University of the
Highlands and Islands
Perth College

Perth College UHI Language School

English Classes – Fees and Dates from January 2011

Dates for 2011

Summer School: Arrive any Sunday for courses in July and August
Course – Sept 09 – June 10: Arrive any Sunday to begin course any Monday
(excluding holiday dates below)

The College is closed on the following dates:

- Friday 18 November 2011.
- Wednesday 15 February 2012.
- Tuesday 22 June 2012.

Fees for 2011/12

The price you pay depends on the number of weeks – there are substantial discounts for long courses. To qualify for the discounts, you must pay the full fees in advance. Otherwise you pay the ordinary price with no discount.

What you see is what you pay – there are no "enrolment fees", "administration fees" or "accommodation booking fees" to pay. The deposit is deducted from the total course fees.

All our teachers hold a recognised English Language teaching qualification and the course fees include:

- Tuition.
- End of course certificate.
- The Summer School also includes one half-day and one full day excursion a week.

Exams

Students can prepare for Cambridge Examinations at PET, FCE, CAE or CPE level. Entry for exams is approximately 8 weeks before the exam date and fees are approximately £55 each.

If you want host family accommodation, please send us the "with host family accommodation" fees shown below and we will pay your family for you.

Prices shown are per week, based on arrival on a Sunday and departure on a Saturday. Extra day's accommodation (host family) costs £14 per day.

	(18.5 hours per week)		Summer School (15 hours per week)		1:1 classes
	Without accommodation	With accommodation	Without accommodation	With accommodation (Full board)	
2-7 weeks	£175	£280	£205	£315	£50 per hour
8-11 weeks	£165	£270			£50 per hour
12-22 weeks	£160	£265			£50 per hour
23 weeks	£150	£255			£50 per hour

How to Pay

EU students booking more than 4 weeks before course starts should send us a deposit of £50.00 to reserve your place. Non-EU students should pay the full fee.

We then need to receive full payment for the balance of your fees at least 4 weeks before the course starts. You will be required to produce proof of payment of your fees **before** commencing classes.

Payment for accommodation must be made in advance for a minimum of 4 weeks accommodation.

If you book less than 4 weeks before the course starts, you will need to pay the full fees immediately. There are 2 possible ways to pay:

Bank Transfer

If you are paying by bank transfer (Airmail, Telex, Swift) please transfer to our bank as follows:

Bank: The Bank of Scotland
 Address: 10-16 King Edward Street, Perth, Scotland, PH1 5UT
 Account Name: Perth College International
 Account Number: 00706170
 Sort Code: 80-91-28

IBAN Number: GB51 BOFS 8091-2800-7061-70
 SWIFT/BIC number: BOFSGB21129

Please quote the reference "Language School" on the transfer along with the student name.

To be certain we receive your fees in time, please allow **at least 2 weeks** for your transfer to arrive. As a safeguard, please bring all payment documentation with you to the College. This is especially important if you enrol only a few weeks before arrival, or if you make a last minute booking. **You should also ensure that any bank charges are added to your payment.**

Bank Draft

Send us a bank draft payable to Perth College. The draft must be in pounds sterling and drawn on a UK bank. Send this direct to us at the College:

International Centre
Perth College UHI
Crieff Road
Perth
PH1 2NX
Great Britain

For more information, terms and conditions and application form, please see the website at www.perth.uhi.ac.uk or contact:

Janis Scott
International Centre Administrator

Telephone: +44 (0)1738 877806
Email: janis.scott@perth.uhi.ac.uk

Terms and Conditions

When you book a course at Perth College UHI's Language School, we ask you to accept the following terms and conditions. Most of these are designed to help clarify the position if problems or disagreements occur.

- 1 You must be aged 16 or over at the start of your course.
- 2 Bookings for students aged under 18 must be signed by a parent or guardian.
- 3 The College does not accept responsibility **in loco parentis** for students aged 16 or 17.
- 4 **A £50 deposit is necessary to secure your place for EU students and for non EU the full fee is required.**
- 5 **The balance of the fees is payable no later than 4 weeks before you arrive. You may not be able to start your course if fees have not been paid.**
- 6 If you book less than 4 weeks before you arrive, the full fees must be paid immediately.
- 7 To qualify for long stay discounts, you must pay the full amount for the length of your stay, in advance. For example to qualify for the 12-week price, you must pay for 12 weeks in advance. Long stay discounts cannot be given retrospectively. For example if you originally pay for 4 weeks and then extend for 8 weeks, you must pay the 8-week price, not the 12-week price.
- 8 If you cancel your course more than 4 weeks before the course start date, you lose your deposit. If you cancel your course less than 4 weeks before the course start date **or** after the course has started, you lose the total course fees. Any accommodation fees paid in advance will be refunded minus a cancellation penalty equal to one week's accommodation fee (£105).
- 9 Solely at the discretion of the College, you may be able to use the unused course fees to pay for a course at the College at a later date.
- 10 We strongly recommend that you take out insurance to protect you if you have to cancel your course for reasons beyond your control.
- 11 When you pay your fees and include host family accommodation, we take over responsibility for paying your host family each week for the duration of your course. You pay the same price as if you were paying the host family directly. You must pay a minimum of 4 weeks accommodation on booking and continue to make payments at least 4 weeks in advance.
- 12 If you are unhappy with your host family accommodation, we will find you an alternative family within one week. If you insist on moving immediately, you will have to pay the original family for the rest of the week, even though you are no longer staying there.
- 13 We reserve the right to expel you from the College for persistently disruptive or abusive behaviour. In cases involving drug-taking or criminal behaviour, we reserve the right to expel you immediately and without warning. If you are expelled, we will not refund any fees paid.
- 14 You must tell us if you suffer from any medical condition that may affect your ability to complete the course successfully.
- 15 We expect you to attend class regularly and punctually. We set homework regularly and also expect this to be completed on time.

The Language School

Enrolment Form

Personal Details

Title (please tick): Mr Mrs Miss Ms Other: _____

First name(s): _____ Surname(s): _____

Date of birth: ____ / ____ / ____

Sex (please tick): Male Female

Home address: _____

Phone number: _____ Fax number: _____

E-mail: _____

Nationality: _____ Mother tongue: _____

Please tell us if you suffer from disability or have any medical problems that we should know about:

Name, address and phone number of someone we can contact in an emergency:

How did you find out about Perth College UHI? _____

Your Course

Date of arrival: ____ / ____ / ____ Date of departure ____ / ____ / ____
(You should normally arrive on a Sunday and leave on a Saturday.)

Course start date: ____ / ____ / ____ Course end date: ____ / ____ / ____

Total number of weeks: _____

Course type (please tick): 18.5 Hours Summer School

Exam preference: (please note, your teacher will advise on suitable exam before the exam enrolment date)

Exam (PET) Exam (FCE) Exam (CAE) Exam (CPE)

Additional course elements (please tick if required):

Extra one-to-one lessons

For extra one-to-one lessons, please state number of hours per week _____

Transfer

Do you want us to arrange a taxi transfer from Edinburgh Airport to Perth? Yes No
If "yes", please tell us:

Flight date: _____ Time of arrival: _____ Your flight number: _____

Departure Airport: _____ Arrival Airport: _____

Accommodation

Do you want us to organise homestay accommodation for you (**£105 per week**)?
Yes No

For homestay accommodation, please complete the following:

Do you smoke? Yes No

Please tell us about any special dietary requirements you have:

Please tell us about any allergies you have:

What are your hobbies? _____

Homestay accommodation may be provided with:

Single lady Married couple With young children With older children

Family with pets Family that smokes

You must pay a **minimum** of 4 weeks accommodation on booking and continue to make payments at least 4 weeks in advance.

Your Level of English

How long have you studied English? _____

Where have you studied English? _____

Have you taken any English exams? If so, please tell us: _____

Please estimate your level of English: **Speaking/Listening** **Reading/Writing**

Beginner	<input type="checkbox"/>	<input type="checkbox"/>
Elementary	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate	<input type="checkbox"/>	<input type="checkbox"/>
Advanced	<input type="checkbox"/>	<input type="checkbox"/>

Payment

How do you want to pay? Bank transfer Bank draft

Please book my course as described above. I am over 18. I have read and accept the booking terms and conditions. I agree to pay the full fees at least 4 weeks before my course starts. I agree to Perth College UHI authorising emergency medical treatment for me if a medical practitioner advises it and I am unconscious or unable to authorise the treatment myself.

Signed: _____ Date: _____

If you are under 18, your parent or guardian should sign:

Please book a course for my son/daughter as described above. I have read and accept the booking terms and conditions. I agree to pay the full course fees and any accommodation fees at least 4 weeks before my course starts. I agree to Perth College authorising emergency medical treatment for my son/daughter if a medical practitioner advises it and I am unable to authorise the treatment myself.

Signed: _____ Relationship to student: _____

Date: _____