

English Classes

Session 2018/2019

Fees and Dates

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

Ask Student Services for details.

www.perth.uhi.ac.uk

Perth College is a registered Scottish charity, number SCO21209.

Accredited by the



for the teaching
of English in the UK



University of the
Highlands and Islands
Perth College

Perth College UHI Language School

English Classes – Fees and Dates

Dates for 2018/2019

Course – September 2018 – June 2019: Arrive any Sunday to begin course any Monday (excluding holiday dates below).

10 September 2018 – 07 June 2019

The College is closed on the following dates:

- 15 October – 19 October 2018 (Autumn Recess)
- 16 November 2018 (Staff Conference)
- 20 December 2018 – 08 January 2019
- 13 February 2019 (Staff Conference)
- 01 April – 12 April 2019 (Easter Recess)

Fees for 2018/2019

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 "homestay accommodation booking fees" to pay.

Course Duration	(18.33 hours per week)		
	Without Homestay Accommodation	With Half Board Homestay Accommodation	
2–7 weeks	£205	£325	1:1 Classes £50 per hour
8–11 weeks	£195	£315	
12–22 weeks	£190	£310	
23 weeks	£180	£300	

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

- Tuition.
- End of course certificate.
- Class Materials

Exams

Students can prepare for Cambridge English Examinations at KEY, Preliminary, First or Advanced level.

Entry for exams is approximately 8 weeks before the exam date and fees are approximately £80 each.

Accommodation

If you want homestay accommodation, please send us the "homestay accommodation" fees shown 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 homestay accommodation costs £17.14 per day for half-board term time accommodation, £20.71 per day for half-board term time special dietary requirement accommodation and the term-time private homestay rate is £12.14 per day.

How to Pay

We 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 homestay 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.

Bank Transfer

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.**

For more information, or to return your completed application, please see the contact details below:

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 I am over 18, or over 16, and have asked my parent or guardian to sign the form.
- 2 The College does not accept responsibility in loco parentis for students aged 16 or 17.
- 3 Students, aged 16 and 17 years of age, are required to use the nominated College Driver, for airport transfers at a cost of £140 to/from Edinburgh, unless they are accompanied by a responsible adult.
- 4 You will not be able to start your course if fees have not been paid.
- 5 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.
- 6 The course fees are non-refundable unless exceptional circumstances apply. Any homestay accommodation fees paid in advance will be refunded minus a cancellation penalty equal to one week's homestay accommodation fee.
- 7 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.
- 8 We strongly recommend that you take out insurance to protect you if you have to cancel your course for reasons beyond your control.
- 9 When you pay your fees and include homestay accommodation, we take over responsibility for paying your homestay provider each week for the duration of your course. You pay the same price as if you were paying the homestay provider directly.
- 10 If you are unhappy with your homestay accommodation, we will find you an alternative homestay provider within one week. If you insist on moving immediately, you will have to pay the original homestay provider for the rest of the week, even though you are no longer staying there.
- 11 All students must follow guidelines for behaviour in the Student Charter and Disciplinary Code and 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.
- 12 You must tell us if you suffer from any medical condition that may affect your ability to complete the course successfully.
- 13 We expect you to attend class regularly and punctually. We set homework regularly and also expect this to be completed on time.

Application 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: _____

E-mail: _____

Nationality: _____

Perth College UHI welcomes students with disabilities. We would encourage you to disclose any disability, health or medical condition and we will try to meet your needs where we reasonably can. (Please put a cross in the boxes that apply.) The information gathered is required for statistical purposes and to help us identify any support needs you may have.

I do not have any disabilities.	
I have a social/communication impairment such as Asperger's syndrome/other autistic disorder.	
I am blind or have a serious visual impairment uncorrected by glasses.	
I am deaf or have a serious hearing impairment.	
I have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy.	
I have a mental health condition, such as depression, schizophrenia or anxiety disorder.	
I have a specific learning difficulty such as dyslexia, dyspraxia, or AD(H)D.	
I have a physical impairment or mobility issues, such as difficulty using my arms or using a wheelchair or crutches.	
I have a disability, impairment or medical conditional that is not listed above.	
I have 2 or more impairments and/or disabling medical conditions.	
Information refused	

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 18.33 Hours

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

Cambridge English (KEY) Cambridge English (Preliminary) Cambridge English (First)
Cambridge English (Advanced)

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

Do you want us to arrange a taxi transfer (£70.00 one way journey) 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 (please circle)

Half Board term-time Accommodation (£120 per week) Yes No

Self-catering term time Accommodation (£85 per week) Yes No

Half Board Special Dietary Requirement (£145 per week) Yes No

(e.g. celiac, vegan, halal, wheat free, dairy free etc.)

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: (please tick ✓)

Family with pets

Family with no pets

Family that smokes

We cannot guarantee to provide you with a homestay option that meets all your requirements but we will try to accommodate your preferences if available.

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, at what level: _____

Please estimate your level of English:

Speaking/Listening

Reading/Writing

Beginner

Elementary

Intermediate

Advanced

Declaration and Confirmation of Application

Please book my course as described above. I am over 18. I have read and accept the booking terms and conditions. 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 below:

Please book a course for my son/daughter as described above. I have read and accept the booking terms and conditions. I am aware that the age of students range from 16 to over 60 with the majority of students being in their 20's and 30's. I agree to Perth College UHI authorising emergency medical treatment for my son/daughter if a medical practitioner advises it and I am unable to authorise the treatment myself.

In Scottish Law, Perth College UHI has additional responsibilities to look after 16 and 17 year old students safely, as a 16/17 year old is not considered an adult. For further information please refer to Perth College's Safeguarding Policy at <http://www.perth.uhi.ac.uk/aboutus/policyprocedure/Pages/Policies.aspx>. To enable Perth College UHI to fulfil its responsibilities I will ensure the college is kept informed of my personal contact information.

Signed: _____ Relationship to student: _____

Date: _____

Please complete the personal statement on the following page in support of your application

PERSONAL STATEMENT

Please describe, in no more than 200 words, why you have applied to study on this course.