

RESIDENTIAL PROGRAMME

1 Enrolment

Download the Enrolment and Parental Consent Form from:

<http://www.francesking.co.uk/courses/londonteenager.aspx> and send to us in one of the following ways:

- Email the completed form to:
info@francesking.co.uk
- Fax the completed form to:
+ 44 (0)20 7341 977
- Post the completed form to:
Frances King School of English,
77 Gloucester Road, London SW7 4SS, UK
- 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.

2 Payment Terms

- A deposit of £500 is payable on enrolment.
- The balance is payable at least 6 weeks before the arrival date in pounds sterling. If payment is made by credit card we will deduct the balance 6 weeks before the start of the course.
- For bookings made less than 6 weeks before the course start date, payment in full is required.

You can pay by:

- Credit Card (Visa or Mastercard). Please give 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 a British bank account

3 Fees

48 London Teenager Residential Package

2 weeks	3 weeks	4 weeks	6 weeks
£1855	£2783	£3710	£5565

What is included:

- Full board residential accommodation
- 20 x classes of 50 minutes weekly
- Activities programme and weekly excursions
- Supervision by resident staff
- Medical and travel insurance

What is NOT included:

- Transfers from airports or stations
- Incidental expenses and pocket money
- Key and damage deposit (£40, payable on arrival)
- Optional musical or concert

4 Transfers

Heathrow Airport

For 1-3 people booking together (for more than 3 people please ask)

Standard transfer: arrivals /departures, 9.00-15.00, return fee	Private transfer: arrivals /departures, at other times, return fee	Supplement before 05.00 and after 23.00
£75	£210	£30

Other Airports, private transfer

For 1-3 people booking together (for more than 3 people please ask)

Airport	Return transfer fee	Supplement before 05.00 and after 23.00
Gatwick/ London City	£250	£30
Luton/Stansted	£255	
London Southend	£270	
Southampton*	£570	
Bournemouth*	£630	
Birmingham*	£650	
Bristol*	£650	

*16 and 17 year olds only

St Pancras (Eurostar)

For 1-3 people booking together (for more than 3 people please ask): £110 return transfer

5 Medical and travel insurance

The following cover is included in course fees unless your agency has arranged an alternative policy.

The International Student Policy Covers:

Cancellation or Curtailment Charges
(documentary proof required) £3,000

Emergency Medical & Other Expenses

Emergency Medical Expenses £2,000,000
Emergency Dental Treatment £250
Funeral Costs Abroad £3,000
Personal Accident (Subject to Age) 30,000

Baggage

Baggage £1,000
Single Article Limit £200
Valuables Total Limit £250

Personal Money, Passport & Documents

Cash Limit £50
Other Money & Documents Limit £500
Passport £100
Personal Liability £1,000,000
Missed Departure £250
Overseas Legal Expenses & Assistance £10,000
Course Fees £5,000

- Cover applies whilst you are studying in the UK.
- The first £50 of each claim is not insured.
- A claim form must be completed and a medical certificate may be required.
- The policy is subject to the laws and practices of the UK.

Frances King School of English is an appointed representative of Endsleigh Insurance Services Ltd which is authorised and regulated by the Financial Services Authority. This can be checked on the FSA register by visiting its website at www.fsa.gov.uk

6 Programme information

What to bring

We will provide you with a list of things to bring with your confirmation.

Contact with family

Students are asked to telephone their families on arrival. We will help as needed.

Pocket money and valuables

Students are recommended to bring £60-£80 per week to pay for incidental expenses such as drinks and souvenirs. We will charge a handling fee should any extra pocket money be sent during the programme. On arrival, students are asked to hand airline/rail tickets, passport or ID and all cash to Frances King staff for safety. Any student found in possession of unsuitable items will have to hand them in to the Course Office until departure.

Laundry

Towels and bed linen are supplied and laundered weekly and personal laundry will be done once or twice a week. The laundry is available for students who would like extra washes. Clothing must be machine washable and labelled with your name.

7 School rules

Students are accepted on the understanding that they follow these important rules and are prepared to obey them at all times:

ALWAYS...

- Carry your Frances King student card with you on and off campus
- Hand all your money to the Centre Manager who will give it out regularly
- Be on time for classes, meals and activities everyday
- Take an active part in lessons and all activities
- Treat other students and staff members politely and kindly
- Be careful not to endanger others or yourself
- Stay in your room and be quiet after bedtime

- Keep your room and the kitchen/living room on your floor tidy
- Try to speak English at all times

NEVER...

- Leave the campus without Frances King staff or permission
- Smoke, drink, use drugs, steal or shoplift
- Use bad language or fight with anyone
- Use your mobile phone or any handheld equipment during lessons or activities
- Go into boys' floors/rooms if a girl or girls' floors/rooms if a boy
- Break any British law
- Behave in an anti-social way
- Eat chewing gum on campus

These rules must be obeyed at all times. Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. The student's family will be responsible for all extra costs arising.

8 Terms and Conditions

a) Cancellation policy

If you want to cancel your booking you must give notice in writing. Cancellation fee:

- More than 30 days before arrival – deposit of £500
- Less than 30 days – full fees
- Visa refusal received more than 30 days before course start date – £200
- Visa refusal received less than 30 days before course start date – £500

b) Valuables

Students are requested to avoid bringing valuables. Any valuables must be locked in your suitcase or handed to the school for safekeeping. We do not accept any liability for loss of money or valuables in our safekeeping or anywhere else.

c) School rules

Students are required to carefully obey all school rules. A serious transgression may lead to a student being returned early at his/her family's expense with no fee refund. Any crime committed will be immediately reported to the Police.

d) Other responsibilities

Students are accepted on the assumption that they are in good health. We do not accept responsibility for injury or loss of life, loss or damage to property, expenses due to delays in transport services or anything else out of our control. It is the student's responsibility to have a valid passport and, if required, visa. Students are responsible for the full cost of any damage they may cause.

e) Changes to or cancellation of programme

Frances King reserves the right to change or cancel course programmes in case of low enrolments or unforeseen events outside our control.

f) Promotional materials/photography

Sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Parents must advise us at the time of booking if they do not wish their children to appear in any promotional material.

g) Illness or injury

- In case of illness or injury Frances King will follow the advice of the attending medical consultant unless advised otherwise by a parent or guardian.
- Students may be charged for a medical consultation.
- Students from countries outside Europe are not entitled to free treatment but are insured under the insurance policy described above.
- Pre-existing conditions and the first £50 of any claim are not covered.
- In case of emergency all students are taken to the nearest Accident and Emergency Hospital, where treatment will initially be free.

- Our appointed First Aiders will administer common medicines, but not prescription medicines, unless we are advised not to by parents.

h) 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, pandemic and the like. Refunds will not be made in such circumstances.

DAY SCHOOL PROGRAMME

1 Fees

49 London Teenager Day School

2 weeks	3 weeks	4 weeks	6 weeks
£1077	£1552	£1978	£2758

What is included:

- 20 x classes of 50 minutes weekly
- Course materials and Frances King certificate
- Lunch
- Varied activities programme
- Weekly excursions in the London area

What is NOT included:

- Transfers from airports or stations
- Incidental expenses and pocket money
- Optional musical or concert
- Medical and travel Insurance

2 School rules, terms and conditions:

- Students must be accompanied to and from the campus by an adult of 21 years or over. Students should be dropped off at 8.30 and collected at 5.30.
- The school rules, except those relating to money and conduct in residential accommodation, apply to day school students.
- The terms and conditions also apply to the day school programme.