

Dates and Prices 2016

School dates

The English Language Centre will re-open on Monday 04 January 2016 and close for Christmas on Friday 16 December 2016.

Public holidays

All courses have lessons as normal on public holidays.

Tuition fees

Tuition fees include:

- all tuition
- all course materials/course books
- end-of-course certificate
- student card
- welcome pack and file
- use of the Self-Study Centre
- free internet access (Wi-Fi and PC)
- some social activities
- student 'kitchen' facilities
- guided e-learning from point of booking to 3 months after course finishes

Tuition fees do not include:

- exam fees (except on Study Year Programme)
- full day excursions or most social activities

Registration fee

There is a registration fee of £90 for all bookings.

Standard General English Lesson timetables

20 lessons (15 hours)	Mornings:	9.00-10.30, 11.00-12.30		
25 Lessons (18.75 hours)	Mornings:	9.00-10.30, 11.00-12.30	Afternoons:	13.30-14.45 (no lessons Weds & Fri pm)
30 lessons (22.5 hours)	Mornings:	9.00-10.30, 11.00-12.30	Afternoons:	13.30-15.00

General Student Visas

The English Language Centre Ltd has been licensed by UK Visas and Immigration as a Tier 4 Sponsor to enrol international students under the Points Based System for its centres in Brighton and Eastbourne.

Sponsor Licence Number P783NJ766.

Dates and Prices Index

Page 1	Registration Fee	Page 6	Accommodation fees
Page 2	General English courses		Airport Transfers
	Summer Vacation courses		Exam fees
Page 3	Study Year Programme		CAS fee
	Examination courses		Courier Letter Fee
Page 4	Teachers' courses		Insurance
Page 5	Executive courses	Page 7	Terms & Conditions of Enrolment
	One-to-One courses		
	Private Lessons		

GENERAL ENGLISH COURSES

General English Course prices

Code	Lessons/week	Weeks	2-4	5-7	8-11	12-15	16-19	20+
GEA	25	Price per week	£296	£288	£276	£266	£249	£234
GEB/GEW/GES/GET	30	Price per week	£355	£345	£330	£314	£297	£279
GEO	30	Price per week	£710	£710	£710	£710	£710	£710

*If a combination of GE courses is purchased, the total price will be based on the total number of weeks booked and paid for before arrival. Any course extensions will be charged at the weekly rate based on the total number of weeks booked.

General English (GEA/GEB) – Beginner to Advanced

GEA = 25 lessons/week (18.75 hours); GEB = 30 lessons/week (22.5 hours)

Available 04 January 2016 to 16 December 2016. Start any Monday. Students must book a minimum of 2 weeks.

General English + Exam Skills (GES) – Intermediate to Advanced

GES = 30 lessons/week (22.5 hours)

Available 04 January 2016 to 16 December 2016. Start any Monday. Students must book a minimum of 2 weeks.

General English + One-to-One (GEO) – Beginner to Advanced

GEO = 30 lessons/week (22.5 hours) – 20 lessons GE + 10 lessons 1:1

Available 04 January 2016 to 16 December 2016. Start any Monday. Students must book a minimum of 2 weeks.

General English + TOEIC Preparation – Intermediate to Advanced

GET = 30 lessons/week (22.5 hours)

This afternoon option is run for 2 weeks with fixed start dates:

Code	Dates	Code	Dates
GET8	11 April – 22 April	GET16	01 August – 12 August
GET12	06 June – 17 June	GET18	29 August – 09 September
GET14	04 July – 15 July	GET24	21 November – 02 December

General English + English for Work (GEW) – Intermediate to Advanced

30 lessons/week (22.5 hours)

This afternoon option is run for 2 weeks, every 4 weeks. Option dates:

Code	Dates	Code	Dates
GEW1	04 January – 15 January	GEW13	20 June – 01 July
GEW3	01 February – 12 February	GEW15	18 July – 29 July
GEW5	29 February – 11 March	GEW17	15 August – 26 August
GEW7	28 March – 08 April	GEW19	12 September – 23 September
GEW9	25 April – 06 May	GEW21	10 October – 21 October
GEW11	23 May – 03 June	GEW23	07 November – 18 November

SUMMER VACATION COURSES

The Summer Vacation Courses are run at our summer centre, Loxdale, about 10 minutes' drive from our main centre.

Summer Vacation Course (V) – Beginner to Advanced

20 lessons/week (15 hours) Minimum age 16 - typical age 16-22

Available between 20 June 2016 and 19 August 2016. Start any Monday. Minimum stay 2 weeks.

June	July	August		Lessons only	Activities package
20, 27	04, 11, 18, 25	01, 08	Price per week	£220	£75

Activities Package includes 1 activity per day Monday to Friday + 1 full day guided excursion at the weekend.

Summer Vacation Junior Course (VJ) – Beginner to Advanced

20 lessons/week (15 hours) + full activities programme Monday-Friday. Age range 13-15.

Available between 20 June and 12 August 2016. Start any Monday. Minimum stay 2 weeks. Only for students who come with an adult who is studying on an ELC course at the same time.

Price inclusive of afternoon activities programme Monday to Friday.

June	July	August		2 weeks	3 weeks	4 weeks
20, 27	04, 11, 18, 25	01	Total price	£609	£871	£1071

NB Lessons and activities on the Summer Vacation Junior Course are delivered by our partner, Loxdale English Centre.

STUDY YEAR PROGRAMME (SYP)

25 or 30 lessons/week (18.75 or 22.5 hours) – Beginner to Upper-Intermediate*

Students can start any Monday. Students must book a minimum of 24 weeks.

*level on arrival (courses at Advanced level available)

Number of weeks	SYP25	24 – 33	34+	SYP30	24 – 33	34+
Price per week		£210	£195		£245	£230

- Cost of 2 exam fees included (FCE/CAE/CPE, LCCI, IELTS) for students studying on an examination course as part of the programme (or only 1 free exam in the case of IELTS SELT)
- Choice to study on a variety of courses, depending on level, at no extra cost:
 - **SYP25** - variety of 25-lesson courses including GEA and examination courses (IBE, IELTS and CC). In addition, students can choose up to 4 weeks of 30-lesson courses for bookings of up to 33 weeks and 8 weeks of 30-lesson courses for bookings of 34+ weeks
 - **SYP30** – variety of 30-lesson courses including GEB, GES, GEW, GET and FCE/CAE (summer). In addition, students can study on 25-lesson exam courses (IBE, IELTS and CC) but there is no refund of tuition fees for fewer lessons.

EXAMINATION PREPARATION COURSES

Cambridge Examination Preparation Courses (CC)

25 lessons/week (18.75 hours) [30 lessons/week (22.5 hours) in July/August*]

Fixed length courses. Students must enrol for full length of course. Exam fees not included.

Code	Lessons/week	Dates	Weeks	Course Fees (total)
CC1 – FCE/CAE	25	04 January – 11 March	10 weeks	£2760
CC1 – CPE	25	04 January – 04 March	9 weeks	£2484
CC2 – FCE/CAE/CPE	25	21 March – 10 June	12 weeks	£3192
CC3* – FCE	30	04 July – 29 July	4 weeks	£1450
CC3* – CAE	30	27 June – 22 July	4 weeks	£1450
CC4* – FCE/CAE	30	25 July – 19 August	4 weeks	£1450
CC5 – FCE/CAE/CPE	25	12 September – 02 December	12 weeks	£3192

CC1 – FCE exam Friday 11 March; CAE exam Saturday 12 March; CPE exam Saturday 05 March

CC2 – FCE exam Tuesday 07 June; CAE exam Wednesday 08 June; CPE exam Thursday 09 June

CC3 – FCE exam Thursday 28 July; CAE exam Thursday 21 July

CC4 – FCE exam Thursday 18 August; CAE exam Friday 19 August

CC5 – FCE exam: Tuesday 29 November; CAE exam Saturday 03 December; CPE exam Thursday 01 December

IELTS Exam Preparation

25 lessons/week (18.75 hours). Minimum Level B1 (Intermediate)

4-week intensive course. Students must book for all 4 weeks. Exam fees not included.

Exam will usually be held on Saturday after last day of the course.

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
IELTS1	04 January – 29 January	£1184	IELTS7	04 July – 29 July	£1184
IELTS2	01 February – 26 February	£1184	IELTS8	01 August – 26 August	£1184
IELTS3	07 March – 01 April	£1184	IELTS9	29 August – 23 September	£1184
IELTS4	04 April – 29 April	£1184	IELTS10	26 September – 21 October	£1184
IELTS5	02 May – 27 May	£1184	IELTS11	24 October – 18 November	£1184
IELTS6	30 May – 24 June	£1184	IELTS12	21 November – 16 December	£1184

Introduction to Business English (IBE)

25 lessons/week (18.75 hours) - Minimum Level B1 (Intermediate)

LCCI Exam Preparation. 4-week intensive course. Students must book for all 4 weeks. Exam fees not included.

Exam takes place at ELC on the final Friday of the course.

Code	Dates	Course Fees (total)
IBE1	01 February – 26 February	£1184
IBE2	02 May – 27 May	£1184
IBE3	01 August – 26 August	£1184
IBE4	24 October – 18 November	£1184

COURSES FOR TEACHERS OF ENGLISH

Aspects of Teaching English (AT)

30 lesson/week course (22.5 hours/week) Minimum level Intermediate

2-week intensive course. Students must book for both weeks.

Code	Dates	Course Fees (total)
AT1	04 January – 15 January	£700
AT2	18 January – 29 January	£700
AT3	21 March – 01 April	£700
AT4	04 July – 15 July	£700
AT5	18 July – 29 July	£700
AT6	01 August – 12 August	£700
AT7	10 October – 21 October	£700

Language, Methodology and Culture (LMC)

30 lesson/week course (22.5 hours/week) Minimum level Intermediate

2-week intensive course. Students must book for both weeks.

Code	Dates	Course Fees (total)
LMC1	04 January – 15 January	£700
LMC2	18 January – 29 January	£700
LMC3	21 March – 01 April	£700
LMC4	04 July – 15 July	£700
LMC5	18 July – 29 July	£700
LMC6	01 August – 12 August	£700
LMC7	10 October – 21 October	£700

Content & Language Integrated Learning (CLIL)

30 lesson/week course (22.5 hours/week) Minimum level Intermediate

2-week intensive course. Students must book for both weeks.

Code	Dates	Course Fees (total)
CLIL1	04 January – 15 January	£700
CLIL2	21 March – 01 April	£700
CLIL3	04 July – 15 July	£700
CLIL4	18 July – 29 July	£700
CLIL5	01 August – 12 August	£700
CLIL6	10 October – 21 October	£700

English in the Primary Classroom (EPC)

30 lesson/week course (22.5 hours/week) Minimum level Pre-Intermediate

2-week intensive course. Students must book for both weeks.

Code	Dates	Course Fees (total)
EPC1	04 January – 15 January	£700
EPC2	21 March – 01 April	£700
EPC3	04 July – 15 July	£700
EPC4	18 July – 29 July	£700
EPC5	01 August – 12 August	£700
EPC6	10 October – 21 October	£700

Teaching Business English (TBE)

30 lesson/week course (22.5 hours/week) Minimum level Intermediate

2-week intensive course. Students must book for both weeks.

Code	Dates	Course Fees (total)
TBE1	18 July – 29 July	£700
TBE2	01 August – 12 August	£700
TBE3	10 October – 21 October	£700

ENGLISH FOR BUSINESS COURSES

Executive Mini-Group (EMG) / Executive Mini-Group +One-to-One (EMGO)

EMG = 30 lesson/week course (22.5 hours/week)

EMGO = 40 lesson/week course (30 hours/week) – 30 x GE +10 x 1:1

Minimum level Intermediate

Available 04 January 2016 to 16 December 2016. Start any Monday. Minimum stay 1 week.

Price per week	EMG	£770
Price per week	EMGO	£1290

English for PAs and Secretaries (SEC)

30 lesson/week course (22.5 hours/week) Minimum level Intermediate

2-week intensive course. Students must book for both weeks.

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
SEC4	15 February – 26 February	£870	SEC14	04 July – 15 July	£870
SEC6	14 March – 25 March	£870	SEC15	18 July – 29 July	£870
SEC8	11 April – 22 April	£870	SEC16	01 August – 12 August	£870
SEC10	09 May – 20 May	£870	SEC19	12 September – 23 September	£870
SEC12	06 June – 17 June	£870	SEC23	07 November – 18 November	£870

English for Engineers (FE)

30 lesson/week course (22.5 hours/week) Minimum level Intermediate

2-week intensive course. Students must book for both weeks.

Code	Dates	Course Fees (total)	Code	Dates	Course Fees (total)
FE5	29 February – 11 March	£870	FE15	18 July – 29 July	£870
FE7	28 March – 08 April	£870	FE16	01 August – 12 August	£870
FE9	25 April – 06 May	£870	FE17	15 August – 26 August	£870
FE13	20 June – 01 July	£870	FE21	10 October – 21 October	£870
FE14	04 July – 15 July	£870			

Combined General + Executive English (CGX)

40 lesson/week course (30 hours/week) Minimum level Pre-Intermediate

Available 04 January 2016 to 16 December 2016. Start any Monday. Minimum stay 1 week.

Price per week	CGX	£557
----------------	-----	------

One-to-One Courses

OTA - 40 lessons/week (30 hours); OTB - 30 lessons/week (22.5 hours); OTC - 20 lessons/week (15 hours)

Beginner to Advanced

Available 04 January 2016 to 16 December 2016. Start any Monday. Minimum stay 1 week.

CODE	Lessons/week	Price per week
OTA	40	£2080
OTB	30	£1560
OTC	20	£1040

TAILOR-MADE COURSES / GROUPS

ELC can offer tailor-made courses for groups (eg small group business, high school groups, teachers' courses). Contact us for a detailed quotation.

ADDITIONAL PRIVATE LESSONS

These can be added to any course. Minimum 1 lesson when purchased with any course.

Price per 45-minute lesson	£52
----------------------------	-----

ACCOMMODATION FEES

Homestay accommodation fees – half-board, per person per week

Standard single:	£140	Standard Twin:	£119	Executive single (sole use of bathroom):	£210
------------------	------	----------------	------	--	------

Christmas supplement – 1 week's fees will be charged in addition to usual homestay fees for week including 25 December

Early departure – 50% of 1 week's fees will be charged unless 7 days' notice is given.

Standard twin is only offered for 2 people travelling together.

Although we can cater for many diets, we reserve the right to charge a supplement of GBP10 per week for special diets.

Residence – self-catering per person per week (over 18s only)

Britannia Study Hotel - Single room, ensuite with double bed (single occupancy):	£250
--	------

Student House – self-catering, per person per week (over 18s only)

Dyke Road – Single room, shared bathroom, shared kitchen (single occupancy):	£170
Dyke Road – Single room, ensuite, shared kitchen (single occupancy):	£200
Dyke Road – Studio flat, own bathroom, own kitchen (single occupancy):	£260
Dyke Road – Studio flat, own bathroom, own kitchen (double occupancy):	£165

Hotels – ELC's price (ensuite, bed and breakfast, per person per night)

	The Claremont	Kings Hotel	Imperial Hotel	Brighton Hotel	Courtlands Hotel	Langfords
Single	£70	£62	£60	£65	£60	£60
Twin/Double	£70	£47	£40	£48	£40	£40

NB ELC negotiates the cheapest rate it can in order to provide a uniform price per night throughout the year based on a minimum 6 nights' stay. On occasion, it may be cheaper to book directly with the hotel. There may be supplements to the rates given above for bookings made during bank holidays and conference periods. Please contact us for exact prices.

AIRPORT TRANSFERS

Gatwick:	£80	London City:	£135	St Pancras (Eurostar):	£130	Newhaven Port:	£40
Heathrow:	£125	Luton/Stansted:	£190	Ashford (Eurostar):	£130		

All fees are per person, one way. Contact us for prices for shared transfers.

EXAMINATION FEES

FCE	CAE	CPE	IELTS	BULATS	LCCI
£141*	£144*	£146*	£150#	£70	£85

* Price includes postage of certificate. #NB this is for 'standard' IELTS. We cannot book IELTS SELT – you must do this yourself.

SUNDRY FEES

Registration Fee	CAS Fee	Courier Documents	Insurance
£90	£21*	£50	£6.05*

* These prices are subject to change during the year. Please check our website for the most up-to-date prices.

How to book

1. Complete the Application Form (you can also book online at www.elc-brighton.co.uk).
2. Return to ELC with a deposit of £250 or full fees.
3. On receipt of the Application Form and payment, ELC will send you a confirmation of booking and an invoice. NB a registration fee of GBP90 will be applied to all bookings.
4. The deposit is part of the fees. Payment of the balance of fees should be made at least 21 days before the start of your course. If you book your course less than 21 days before the start of your course, total fees are payable immediately.
5. You are strongly advised to take out insurance against cancellation or curtailment of your course for any reason before you travel.

Payment

All fees to be received in pounds sterling. You can pay by:

1. credit card or debit card (MasterCard, Visa, Maestro) securely on our website at: www.elc-brighton.co.uk/balance
2. direct transfer to our bank:

Beneficiary: The English Language Centre, Ltd

Bank: Barclays Commercial

Bank Sort Code: 20-12-75

Account Number: 10362913

Bank address: PO Box 165, Crawley
West Sussex, BX3 2BB

SWIFTBIC Code: BARC GB22

IBAN: GB75 BARC 2012 7510 3629 13

Please state your full name on the bank transfer.

TERMS AND CONDITIONS OF ENROLMENT

Please check our website for the most up-to-date version of our terms www.elc-brighton.co.uk/terms

1. In registering with us, a student accepts ELC's terms and conditions of enrolment
2. A course is defined as the whole period of booking (and may include a combination of different types e.g. General English, IELTS etc)
3. Full fees are due 21 days before the start of the course. If a student books a course less than 21 days before the start of the course, total fees are payable immediately.

Cancellation and Refund Policy

4. Terms given for cancellation periods are based on the school's normal working hours (ie 08.30 – 17.30 Monday to Friday). If a cancellation request is received outside normal working hours, the notice period will be counted from the next working day.
5. Cancellation before arrival. ELC must receive cancellation in writing by post or email at least 14 days before the start of the course. In the case that 14 days or more notice of cancellation is given, any tuition fees paid will be refunded less the deposit of £250. In the case that less than 14 days' notice of cancellation is given, any tuition fees paid will be refunded less the deposit of £250 and 1 week's tuition fees.
6. Cancellation after arrival. Acceptance of an enrolment is made on the understanding that the student will remain for the duration of the course booked for the hours of study booked. Tuition and registration fees are non-refundable once you have started the course. Group-course tuition fees for cancelled weeks cannot be converted to equivalent 1:1 lessons. Course duration cannot be extended by reducing the number of hours per week studied. Tuition and registration fees are non-transferable.
7. For bookings made 'at distance' (eg via our website, by telephone, by email), you have the right to cancel with a full refund of monies paid, without giving a reason, within 14 days (the Cancellation Period) of our confirmation. We must receive your cancellation in writing by post or email within the Cancellation Period. We will not start providing services to you during the Cancellation Period unless you request us to do so in writing. We will refund fees paid within 14 days of the date we receive confirmation from you that you wish to cancel. However, in the case that you have confirmed in writing that you wish us to start providing services within the Cancellation Period, we can charge a reasonable sum for the services based on the proportion of the course undertaken and deduct this from any refund payable.
8. Tuition and registration fees are non-refundable in the case of late- or non-arrival for the course.
9. If you miss a lesson, regardless of the reason, we cannot give a refund or allow you to take the lesson at another time.
10. Homestay cancellation. In the case that fewer than 7 days' notice of cancellation of a homestay booking is given, a compensation fee of 50% of the weekly homestay rate will be charged and must be paid to the homestay. If accommodation costs have been paid to ELC, these will be refunded so long as adequate notice has been given, less any irrecoverable expenses (eg homestay compensation). Refunds will only be made for full calendar weeks.
11. Britannia Residence: A minimum 4 weeks' notice in writing must be given to cancel or curtail a booking in the residence. Refunds will only be made for full calendar weeks.
12. Student House: A minimum 4 weeks' notice in writing must be given to cancel or curtail a booking in the student house. Refunds will only be made for full calendar weeks.
13. Visas: in the case that fees have been paid prior to a visa application which is then refused, those fees will be refunded less any irrecoverable expenses (ie host family compensation, courier letter fees, CAS fee, exam fees). We will need to see a copy of the visa refusal letter in order to provide any refund.

Visas

14. It is your responsibility to ensure that you have the correct visa type and appropriate leave to remain in the UK. In the case that we find you do not have appropriate leave to remain, we will terminate your course immediately. In this case tuition and registration fees are non-refundable.
15. In the case of a student applying for a General Student Visa under Tier 4 of the Points-Based System, we will issue a CAS only on the understanding that it is the student's firm intention to study on the course booked and to complete the attendance requirements.

Liability

16. ELC is not liable for:
 - a. loss of tuition or other ancillary services due to factors outside our control such as acts, events, omission or accidents beyond our reasonable control or the reasonable control of our suppliers, including without limitation war, threat of war, riots, civil disturbances, actual or threatened terrorist activity and its consequences, industrial disputes, natural and nuclear disasters, fire, epidemics, health risks and pandemics, unavoidable and unforeseeable technical problems with transport for reasons beyond our control or that of our suppliers; closed or congested airports or ports, hurricanes and other actual or potential severe weather conditions, flood, and any other similar events
 - b. for loss of students' property
No compensation, costs or expenses will be paid by us in these circumstances. Nothing in these terms limits or excludes the liability of either party for death or personal injury resulting from negligence.

Conduct & behaviour

17. ELC reserves the right to refuse an enrolment, or in the case of unsatisfactory attendance, work or conduct, to dismiss a student from a course without refund.
18. ELC is not liable for any loss, damage, illness or injury to persons or property, however caused, except where statutory liability applies.
19. On completion of your course you will receive a certificate of attendance if your attendance has been 80% or more.
20. In the case of General Student Visa students, ELC is obliged to inform the UK Border Agency where attendance is unsatisfactory or when a course is curtailed.

Insurance

21. You are required to be covered by an insurance policy throughout your stay at ELC. This insurance should cover cancellation and curtailment, course fees, medical expenses, personal belongings cover, money, personal liability and personal injury. ELC is not responsible for any problems arising from lack of appropriate insurance on the student's part.

Promotional materials

22. From time-to-time we may take photographs or videos for use in our promotional materials or for marketing purposes. You (or your parent/guardian if you are under 18) must inform us in writing before the course starts if you do not allow us to use such images.

Applicants with Disabilities or Special Educational Needs

23. If you have any physical disability or special educational needs (eg dyslexia), we request that you advise us prior to booking a course so that we can advise you as to the suitability of the course and any reasonable additional support that we may be able to offer.

Students aged 16 and 17 booked on adult courses

24. All courses in our brochure or on our website are aimed at adults. We do accept students aged 16 or 17 on some adult courses (see brochure or course information on our website for details).
25. In the case that a student aged 16 or 17 wishes to book on an adult course, the parent(s) / guardian(s) and student will be required to sign the Application Form that acknowledges acceptance of the school's terms and conditions and to complete a Parental Agreement form. This form explains some of the legal restrictions that apply to under-18s (in particular with relation to alcohol and tobacco) and some of the school's rules that apply for us to accept a student aged under 18.

Homestay Accommodation

26. In locating and arranging homestay accommodation, ELC acts as an agent introducing course participants to host(s).
27. Homestay accommodation is usually booked and charged in units of 1 calendar week with arrival on the Sunday before the course starts and departure on the Saturday or Sunday after the course ends. Half-board homestay includes breakfast and dinner every day including weekends.
28. Unless otherwise requested, you will be the only student with your native language staying in the homestay.
29. Unaccompanied students aged under 18 must choose homestay accommodation (single room, half-board).
30. We take our responsibility for the care and safety of all our students very seriously, especially students aged under 18. Therefore, we will try to make sure that in the case of unaccompanied students aged under 18:
- We only provide homestay accommodation (single room, half-board). The student is treated as part of the hosts' family and they eat together every evening.
 - There will always be a responsible adult at home overnight.
 - The student will return home by 23.00 Sunday to Thursday and midnight on Friday & Saturday. Our homestays have been asked to contact the school if this rule is broken.
 - The student must provide written permission from their parents 1 week beforehand should they wish to stay out overnight or go on an overnight trip.
 - We request the parents and student sign a "Parental Agreement"

The school will inform the parents in the case that the student is not abiding by the agreed terms of the Parental Agreement.

Residence and Student House Accommodation

31. In locating and arranging residential or student house accommodation not owned by the school, ELC acts as an agent introducing course participants to host(s).
32. This accommodation is only available for bookings of complete calendar weeks (Sunday to Sunday) and is charged in units of 1 week.
33. If you take a holiday during your stay and are away, you will still be charged the full rate for the period of absence.
34. Payments must be made to ELC. Full fees must be paid in advance at the time of booking in order to reserve the room for the requested period of time. No student house or residence accommodation will be booked until full fees have been paid.
35. We cannot postpone bookings for the residence or student house if you inform us 28 or fewer days before the arrival date. You are still liable for the fees of your original accommodation booking, if you give us 28 days or fewer notice.
36. For student house accommodation, you will be asked for your credit card details at the time of booking. This is to cover the cost of any breakages or damage to the property up to a maximum of £300.
37. If you lose your key, you will be charged extra to cover the cost of replacement.

Other

38. The minimum age for attendance at the school on our advertised courses is 16. In the case of business and teachers courses where the specified minimum age is higher, we reserve the right to accept students who are slightly younger than the advertised minimum age provided they meet the other requirements of such courses. Applications from students outside the published age limits are treated on a case by case basis.
39. If your English level is not suitable for the course you have booked, we reserve the right to move you onto a different course or to refuse you admission to the school.
40. Our Summer Vacation Course takes place at our summer centre – Loxdale. All other classes take place in the main school buildings. On occasion we may use additional premises located near the main school.
41. These Terms & Conditions were correct at the time of going to print. However, ELC reserves the right to make changes to our terms without prior notice. Please check our website for the most up-to-date version of our terms www.elc-brighton.co.uk/terms