

Tariff

2016-2017

Global Tariff
Course & Accommodation Fees
London Greenwich, Oxford and Brighton



Contents

London Greenwich	03
Oxford	04
Brighton	05
Terms and Conditions	06

Public Holidays and Term Dates

Schools will be closed on the Public Holidays listed below. Schools do not make up for lessons missed on these dates and there is no refund. Exceptions are made for One to One lessons, which will be made up.

School holidays 2017: UK Schools

Day after New Years Day	Mon 2nd Jan 2017
Good Friday	Fri 14th Apr 2017
Easter Monday	Mon 17th Apr 2017
Early May Bank Holiday	Mon 1st May 2017
Spring Bank Holiday	Mon 29th May 2017
August Bank Holiday	Mon 28th Aug 2017
Christmas Day	Mon 25th Dec 2017
Boxing Day	Tue 26th Dec 2017
School Closed	Fri 15th Dec - Tue 2nd Jan 2018

Term Dates 2017 UK Schools

Term 1	03 Jan - 31 Mar
Term 2	03 Apr - 30 Jun
Term 3	30 Jul - 29 Sep
Term 4	02 Oct - 22 Dec

UK Schools: Prices valid from 1st November 2016 for any bookings with a start date in 2017

FCE/CAE & IELTS Exam Preparation Courses 2017

Exam Preparation Course	Weeks	Course Dates	Exam date	London Greenwich	Oxford	Brighton
FCE	10	03 Jan - 10 Mar	10 Mar	✓	✓	✓
minimum entry level: Upper-Intermediate (B2)	10	27 Mar - 02 Jun	03 Jun	✓	✓	✓
	6	17 Jul - 25 Aug	24 Aug	✓	✓	✓
	10	02 Oct - 08 Dec	09 Dec	✓	✓	✓
CAE	10	03 Jan - 10 Mar	11 Mar	✓	✓	✓
minimum entry level: Advanced (C1)	10	27 Mar - 02 Jun	03 Jun	✓	✓	✓
	6	17 Jul - 25 Aug	25 Aug	✓	✓	✓
	10	03 Oct - 09 Dec	10 Dec	✓	✓	✓
IELTS	We usually have a continuous enrolment policy, this means students can start any Monday.			✓	✓	✓
minimum entry level: Upper-Intermediate (B2)				✓	✓	✓

Our Exam Preparation Courses run for 15 hours (20 lessons of 45 minutes each) per week and can also be combined with General English courses in the afternoon.

Entry on to these courses is dependent on passing the school pre-test to a sufficient level. A test will be emailed to the student at the time of booking, however all students will be tested again on arrival. Should students not be at the right level, our directors of studies may suggest they join a General English course until they have reached an adequate level.

Examinations can be arranged at a local Exam Centre by speaking to one of our School Administrators. We advise booking the examination at least 8 weeks in advance or as soon as possible, particularly during the summer months.

Examination fees are not included in the course price and the following costs include P&P and administrative fees: £150 for FCE and CAE; £158 for IELTS. Please contact us for exam booking forms and other exams available.

Please note all exam dates are provisional only and may be subject to change. Some parts of the exam may be taken before the end of the course. Schools do not make up for lessons missed on exam days and there is no refund.

Exam preparation for other exams can be arranged as One to One lessons.

Greenwich

Please note that the following applies to all courses in this booklet: Enrolment fee £50 - Course materials £55 (including text book for the first course. Students will have access to the Oxford International e Learning, learner support and school activity platform from the confirmation of booking to 3 months after their departure. For students who wish to extend their access a small further fee will be payable depending on the length of extension. Purchase of other course books may be necessary for courses going over more than one term).

All prices are per week and in GB Pounds unless otherwise stated. Examination fees are not included in the course prices and will be charged on request.

Course Title	Hours	Time Period	Max. Class Size	Description	1-4 wks	5-8 wks	9-12 wks	13-23 wks	24+ wks
General English (A0 /A1 classes are only available for new students to begin on the first Monday of every month)									
Morning 20	15 hrs	9.00 - 12.15	15	20 * 45 mins General English Lessons	£225	£206	£189	£181	£169
Morning 30	22.5 hrs	9.00 - 2.30	15	30 * 45 mins General English Lessons	£290	£263	£238	£226	£207
Afternoon 20	15 hrs	1.00 - 4.30	15	20 * 45 mins General English Lessons	£125	£125	£125	£125	£125
Full Day Intensive	30 hrs	9.00 - 4.30	15	40 * 45 mins General English Lessons	£335	£308	£291	£285	£266
Exam Courses									
FCE/CAE 20	Run as six week and ten week courses (20*45 mins Exam Preparation Lessons)				6 weeks: £1,235		10 weeks: £1,887		
FCE/CAE 30	Run as six week and ten week courses (20*45 mins Exam Preparation Lessons 10 Lessons General English)				6 weeks: £1,573		10 weeks: £2,377		
IELTS 20	15 hrs	9.00 - 12.15	15	20 * 45 mins Exam Preparation Lessons	£225	£206	£189	£181	£169
IELTS 30	22.5 hrs	9.00 - 2.30	15	20 * 45 mins Exam Preparation Lessons plus 10 * 45 mins General English Lessons	£290	£263	£238	£226	£207
Specialist Courses									
Business English 20	15 hrs	9.00 - 12.15	15	20 * 45 mins Business English Lessons	£225	£206	£189	£181	£169
One to one	Per hour	Afternoons	1	One student to one teacher	£60 per hour				
Total Immersion 30	15 hours one to one. 15 Hours Teacher accompaniment on cultural activities, including 2 paid lunches in a local restaurant				£1,365				

Residences in 2017 (minimum age 18)

Name	Occupancy	Facilities	Per week
McMillan	Single	En-suite studio room with private kitchenette	£270
McMillan	Double/Twin	En-suite studio room with private kitchenette	£200

Shared Student House Accommodation (minimum age 18)

Name	Occupancy	Facilities	Per week
Clock Tower Shared House	Single	Shared	£195
Clock Tower Shared House	Single	En-suite	£215
Clock Tower Shared House	Double/Twin	En-suite	£195
Clock Tower Shared House	Twin	Shared	£185
Superior Shared House (Zone 2)	Single	Shared	£217
Superior Shared House (Zone 2)	Single	En-suite	£242
Superior Shared House (Zone 2)	Double/Twin	Shared	£196
Superior Shared House (Zone 2)	Double/Twin	En-suite	£206

Homestay in 2017

Name	Occupancy	Facilities	Per week
Homestay self catering	Single	Shared	£148
Homestay B&B	Single	Shared	£158
Homestay half board	Single	Shared	£179
Homestay self catering	Twin	Shared	N/A
Homestay B&B	Twin	Shared	£137
Homestay half board	Twin	Shared	£158
Homestay Private Bathroom	Price on request		

Insurance is available at £7.00 per week

Transfers (one way)

Airport	Cost
Heathrow	£95
Gatwick	£95
Luton	£105
Stansted	£105
London City	£55

Work and Study Programme - Fees

Placement	Length	Fee
Standard	4 - 16 weeks	£450
Standard	17+ weeks	£550
Specialist*	12 - 16 weeks	£525
Specialist*	17+ weeks	£625

Our Work and Study Programmes offer excellent opportunities to allow students to improve their professional credentials by completing a period of unpaid work experience in a professional English speaking environment. Placements are combined with a language course to improve overall ability.

The programme is open to EU and Tier 5 students only and there is a non refundable deposit of £240.

Accommodation and Transfers - Important Notes

Twin rooms are only available for two students travelling together. We can arrange for individual students to share in some residences. Accommodation is subject to availability. Other accommodation options may be available on request; please contact us for details.

There is a Peak Season supplement of £20 per week for all homestay bookings in July and August.

Shared transfer (up to 3 students travelling on the same flight) - please add £10 for each extra passenger and £10 for each extra drop off. Our drivers will wait for one hour after the landing time of each flight. Further waiting time will be charged pro-rata at £16 per hour.

Accommodation is Sunday to Sunday unless otherwise specified.

Please note that the following applies to all courses in this booklet: Enrolment fee £50 - Course materials £55 (including text book for the first course. Students will have access to the Oxford International e Learning, learner support and school activity platform from the confirmation of booking to 3 months after their departure. For students who wish to extend their access a small further fee will be payable depending on the length of extension. Purchase of other course books may be necessary for courses going over more than one term).

All prices are per week and in GB Pounds unless otherwise stated. Examination fees are not included in the course prices and will be charged on request.

Course Title	Hours	Time Period	Max. Class Size	Description	1-4 wks	5-8 wks	9-12 wks	13-23 wks	24+ wks
General English (A0/A1 - subject to availability, please check with Admissions)									
Morning 20	15 hrs	9.00- 12.15	15	20 * 45 mins General English Lessons	£212	£193	£173	£158	£152
Morning 30	22.5 hrs	9.00 - 2.30	15	30 * 45 mins General English Lessons	£274	£244	£218	£197	£187
Afternoon 20	15 hrs	1.00 - 4.30	15	20 * 45 mins General English Lessons	£125	£125	£125	£125	£125
Full Day Intensive	30 hrs	9.00 - 4.30	15	40 * 45 mins General English Lessons	£327	£296	£266	£248	£239
Exam Courses									
FCE/CAE 20	Run as six week and ten week courses (20*45 mins Exam Preparation Lessons)				6 weeks: £1,158		10 weeks: £1,727		
FCE/CAE 30	Run as six week and ten week courses (20*45 mins Exam Preparation Lessons 10 Lessons General English)				6 weeks: £1,173		10 weeks: £2,176		
IELTS 20	15 hrs	9.00- 12.15	15	20 * 45 mins Exam Preparation Lessons	£212	£193	£173	£158	£152
IELTS 30	22.5 hrs	9.00 - 2.30	15	20 * 45 mins Exam Preparation Lessons plus 10 * 45 mins General English Lessons	£274	£244	£218	£197	£187
Specialist Courses									
One to one	Per hour	Afternoons	1	One student to one teacher	£60 per hour				
Total Immersion 30	15 hours one to one. 15 Hours Teacher accompaniment on cultural activities, including 2 paid lunches in a local restaurant				£1,365				
English + Course Specialism	Per hour	Afternoons	1 - 6	Combines Morning 20 or Morning 30 with specialist tutorial tuition from Oxford Tutorial College. There is a minimum level of B2.	English Course Price plus £75 per hour for Tutorial Lessons				

Residences in 2017 (minimum age 18)

Name	Occupancy	Facilities	Per week
Cambridge Terrace	Single	En-suite studio with private kitchenette	£265
Clive Booth Residence (Sun to Sat)	Single	En-suite	Jul & Aug only. Price to be confirmed

Transfers (one way)

Airport	Cost
Heathrow	£130
Gatwick	£155
Luton	£135
Stansted	£165
London City	£175

Shared Student House Accommodation (minimum age 18)

Name	Occupancy	Facilities	Per week
Hodges Court (Sun to Sat)	Single	Shared	£195

Homestay in 2017

Name	Occupancy	Facilities	Per week
Homestay self catering	Single	Shared	£143
Homestay B&B	Single	Shared	£158
Homestay half board	Single	Shared	£179
Homestay B&B	Twin	Shared	£137
Homestay half board	Twin	Shared	£158
Homestay B&B	Single	Private Bathroom	£227
Homestay half board	Single	Private Bathroom	£253

Insurance is available at £7.00 per week

Accommodation and Transfers - Important Notes

Twin rooms in homestay and residential accommodation are only available for two students travelling together. Accommodation is subject to availability. Other accommodation options may be available on request; please contact us for details.

There is a Peak Season supplement of £20 per week for all homestay bookings in July and August.

Hodges Court is our shared accommodation 15 mins walk from school. Accommodation is subject to availability.

Shared transfer (up to 3 students travelling on the same flight) - please add £10 for each extra passenger and £10 for each extra drop off. Our drivers will wait for one hour after the landing time of each flight. Further waiting time will be charged pro-rata at £16 per hour.

Accommodation is Sunday to Sunday unless otherwise specified.

Brighton

Please note that the following applies to all courses in this booklet: Enrolment fee £50 - Course materials £55 (including text book for the first course. Students will have access to the Oxford International e Learning, learner support and school activity platform from the confirmation of booking to 3 months after their departure. For students who wish to extend their access a small further fee will be payable depending on the length of extension. Purchase of other course books may be necessary for courses going over more than one term).

All prices are per week and in GB Pounds unless otherwise stated. Examination fees are not included in the course prices and will be charged on request.

Course Title	Hours	Time Period	Max. Class Size	Description	1-4 wks	5-8 wks	9-12 wks	13-23 wks	24+ wks
General English (A0 /A1 classes are only available for new students to begin on the first Monday of every month)									
Morning 20	15 hrs	9.00- 12.15	15	20 * 45 mins General English Lessons	£207	£187	£168	£154	£149
Morning 30	22.5 hrs	9.00 - 2.30	15	30 * 45 mins General English Lessons	£267	£238	£211	£191	£182
Afternoon 20	15 hrs	1.00 - 4.30	15	20 * 45 mins General English Lessons	£125	£125	£125	£125	£125
Full Day Intensive	30 hrs	9.00 - 4.30	15	40 * 45 mins General English Lessons	£318	£287	£259	£242	£233
Exam Courses									
FCE/CAE 20	Run as six week and ten week courses (20*45 mins Exam Preparation Lessons)				6 weeks: £1,120		10 weeks: £1,675		
FCE/CAE 30	Run as six week and ten week courses (20*45 mins Exam Preparation Lessons 10 Lessons General English)				6 weeks: £1,427		10 weeks: £2,111		
IELTS 20	15 hrs	9.00- 12.15	15	20 * 45 mins Exam Preparation Lessons	£207	£187	£168	£154	£149
IELTS 30	22.5 hrs	9.00 - 2.30	15	20 * 45 mins Exam Preparation Lessons plus 10 * 45 mins General English Lessons	£267	£238	£211	£191	£182
Specialist Courses									
One to one	Per hour	Afternoons	1	One student to one teacher	£60 per hour				
Total Immersion 30	15 hours one to one. 15 Hours Teacher accompaniment on cultural activities, including 2 paid lunches in a local restaurant				£1,365				

Residences in 2017 (minimum age 18)

Name	Occupancy	Facilities	Per week
Brighton City Centre Residence (Sun to Sat)	Single	En-suite	£260
Phoenix Residence (Sun to Sat)	Single	En-suite	Jul & Aug only. Price to be confirmed

Shared Student House Accommodation (minimum age 18)

Name	Occupancy	Facilities	Per week
Terrie's (Sun to Sat)	Single	Shared	£200
Terrie's (Sun to Sat)	Twin	Shared	£190

Homestay in 2017

Name	Occupancy	Facilities	Per week
Homestay B&B	Single	Shared	£134
Homestay half board	Single	Shared	£155
Homestay B&B	Twin	Shared	£127
Homestay half board	Twin	Shared	£134
Homestay B&B	Single	Private Bathroom	£227
Homestay half board	Single	Private Bathroom	£248

Insurance is available at £7.00 per week

Transfers (one way)

Airport	Cost
Heathrow	£125
Gatwick	£85
Luton	£155
Stansted	£150
London City	£135

Work and Study Programme - Fees

Placement	Length	Fee
Standard	4 - 16 weeks	£450
Standard	17+ weeks	£550
Specialist*	12 - 16 weeks	£525
Specialist*	17+ weeks	£625

Our Work and Study Programmes offer excellent opportunities to allow students to improve their professional credentials by completing a period of unpaid work experience in a professional English speaking environment. Placements are combined with a language course to improve overall ability.

The programme is open to EU and Tier 5 students only and there is a non refundable deposit of £240.

Accommodation and Transfers - Important Notes

Twin rooms in homestay and residential accommodation are only available for two students travelling together. Accommodation is subject to availability. Other accommodation options may be available on request; please contact us for details.

There is a Peak Season supplement of £20 per week for all bookings in July and August. The supplement also applies to the City Centre Residence.

Shared transfer (up to 3 students travelling on the same flight) - please add £10 for each extra passenger and £10 for each extra drop off. Our drivers will wait for one hour after the landing time of each flight. Further waiting time will be charged pro-rata at £16 per hour.

Accommodation is Sunday to Sunday unless otherwise specified.

Terms and Conditions

Notes

All prices are per week and in GB Pounds unless otherwise stated. The following apply to all UK bookings: Enrolment fee £50 - Course materials £55 (including text book for the first course, access to Guided E-learning for duration of the course + 1 year once the student finishes - purchase of other course books may be necessary for courses going over more than one term).

In Canada, course fees include a Certificate in English Language, a JET Analysis and regular Progress Reports. A \$175 (CAD) Registration Fee and a \$50 Course Materials Fee (per 12 weeks of study) will be added to each booking. A \$25 (CAD) per week High-Season Supplement may also apply.

Enrolment

To register for a UK course, simply complete the Enrolment Form and fax or send it to our Head Office in Greenwich at the address overleaf with the £150 deposit (UK). Alternatively enrol by sending an email to: admissions@oxfordinternational.co.uk. You will receive written confirmation of your booking and an invoice for your fees by return. To register for a Canada course, simply complete the Enrolment Form and fax or send it to our Canadian Office in Vancouver with the \$175 (CAD) Registration Fee. Alternatively, enrol by sending an email. You will receive written confirmation of your booking and an invoice for your fees by return.

Visa students: please attach a copy of your passport.

Students who wish to apply for a General Student Visa will be required to fill in other forms and provide further supporting documents in line with the UK Visas and Immigration regulations at the time of the booking. Please contact us for more details.

Age

The minimum age is 16 years. Oxford International English UK are happy to welcome students aged 16 and 17 on their adult language courses, however it should be understood that Oxford International English do not provide supervision for students who book an adult course. Parents or guardians of students aged 16 and 17 should complete our Under 18 Authorization Form (in Canada, our Parental Consent Form). Please contact us for details.

Insurance

Our Schools require students to have adequate health, accident and travel insurance while attending a school. Our schools reserve the right to require proof of insurance and, where proof is not available, students must immediately purchase at least one week insurance from Oxford International English. Oxford International English reserves the right to claim this cost from uninsured students, and during this week students must purchase insurance for their entire stay. Uninsured students may not attend class until proof of insurance is available and will not be refunded for loss of lessons.

Visa Students

In accordance with UK Visas and Immigration guidelines, we require payment of fees in full prior to issuing a visa letter or Confirmation of Acceptance of Studies (CAS). Courier fees are £40-£70 subject to postal area and weight. Students must notify Oxford International English immediately in the case of refusal or any changes to their status. Refusal: If you fail to obtain your visa, you will receive a refund of the total amount except for a minimum £100 (\$175 (CAD) in Canada) administration fee only after we receive written documentation from the consulate of your visa denial. Please note that there will also be a charge of one week's homestay accommodation fees for any cancellation or postponement notified less than 14 days before the start of the course. Specific terms will apply to residential accommodation.

Health

Students must inform Oxford International English of any mental or physical condition, allergy, or disability that may interfere with the completion of their course, affect the health and well-being of others or require special accommodation or treatment. Oxford International English will not be responsible in case of any misrepresentation or wilful omission of information on the student's part.

Disabled Students

Greenwich and Vancouver are equipped for disabled access. Oxford International English is happy to give advice to disabled students and to assist them in choosing a programme that will meet their requirements. In order to assist we must, at the time of booking, be provided with full details in writing regarding any disability and any special requirements as a result of this.

Services

The company reserves the right to change details of its services, including courses, facilities, locations and course dates where circumstances beyond the company's control necessitate such changes, or where the number of enrolments is not enough to operate a course viably. **External Classrooms** - During busy periods, students may be taught off site. Further details will be available on the first day.

Exam Courses and Exam Fees

Unless otherwise stated, General English courses in the UK are A2 to C1 CEFR level. A0/A1 courses available for Morning Classes at selected centres. Examination fees are not included in the course price and will be charged upon registration for the exams. The exams are booked at local examination centres and the following costs include P&P and administrative fees: £150 for FCE and £150 CAE; IELTS £158 - these include postage and administrative fees. (In Canada (CAD): IELTS Test \$295, FCE Exam \$250, CAE Exam \$250). For 2016 Oxford International English will offer specific course dates for the exam courses across all schools. Please contact us for course dates, booking forms and other courses available.

WASP (Work and Study Programme) - UK

Our Work And Study Programmes offer excellent opportunities to allow students to improve their professional credentials by completing a period of unpaid work experience in a professional English speaking environment. Placements are combined with a language course to improve overall ability.

Unpaid placements are available in Brighton and London, and we also offer paid work placements where students will be able to improve their language skills in paid positions around the country. Please note work placement is only available to EU students or Youth

Mobility Scheme students - please contact us for more details.

When booking please state whether the placement is paid or unpaid, and how many weeks of language course are required.

We will also require a full CV, passport photo and cover letter for the enrolment. Once these documents have been received, our staff will be in touch to arrange a telephone interview with our Placement Officer. Please allow up to 4/6 weeks for the placement to be finalised.

All WASP Students must book a language course of 2 weeks or more which is not included in the fees. Please refer to our WASP student agreement for more details and specific Terms & Conditions.

Language Co-op Programmes (Paid & Unpaid) - Canada

Our Language Co-op Programmes provide students with a great chance to improve their English in a real-world setting, doing either an unpaid internship or paid work experience. Students must begin their Language Co-op Programme studying 25 or 30 lessons per week for a period of time equal to or greater than their planned work placement and must form an integral part of the program.

When booking please state whether the placement is paid or unpaid, and how many weeks of language course and Co-op Placement are required. We will also require a full CV and cover letter soon after arrival at the school. Please allow up to 4/6 weeks for the placement to be finalised.

Public Holidays and our term dates

Relevant dates can be found on the enrolment form. Schools do not make up for lessons missed on Published Bank Holidays and there is no refund for lessons missed.

Student Holidays

Long stay students can arrange a holiday break of 2 weeks per 12 weeks of study (maximum 2 weeks at any one time) with a corresponding extension of their course ending date (subject to visa conditions where applicable). All holiday must be taken at least 4 weeks before the course ending date and must be requested a minimum of 2 weeks (4 weeks in Canada) prior to the holiday period.

Social Programme

We organise a weekly social programme, including low cost weekend coach excursions and a selection of free and good value local activities and visits from Monday to Friday. On Wednesdays and Fridays activities are led by a staff member in Canada. For updated information on our weekly social programme schedule and approximate costs, please visit our School Facebook pages.

Resolution of Disputes

In the event of a dispute between a student and the school, procedures are in place to facilitate the resolution of the dispute. Complaints should first be made to the School Principal or Centre Manager. Each complaint will be fully investigated provided that it is received within 30 days of the course ending and all fees have been paid. If the matter is not resolved, the student should complain in writing to the Oxford International English Head Office (see back cover). All our schools in England are accredited by the British Council and are members of English UK. Schools in Canada are accredited by Languages Canada. These organisations will handle unresolved complaints about our service. Please ask our Head Office for addresses and telephone numbers.

Attendance

Students must attend a minimum of 80% of their classes otherwise they may lose their place on the course. No refunds will be given and where applicable the Home Office will be informed. Any student who does not meet this will not receive an end of course certificate of attendance. It is the responsibility of students to inform reception of all illness and absence.

Accommodation

Accommodation is subject to availability. Other accommodation options may be available on request; please contact us for more details. All accommodation charges must be paid to Oxford International English directly and all prices are per person per week unless stated otherwise. A Peak Season Supplement of £20 per week during July and August in all centres (except in Canada) will be applied on all accommodation.

Accommodation is reserved from the evening of the Sunday before the course begins until 10.00 am on the Sunday after the course ends, unless agreed otherwise. However, please always refer to the booking confirmation for final details of check-in procedure.

Students wishing to change their homestay accommodation must give 14 days' notice or pay up to 14 days in lieu. Specific terms will apply to residential accommodation.

Students requesting twin room accommodation and travelling without a companion may be required to book single room accommodation instead of twin room accommodation, should this not be available.

Where there is a special dietary requirement or other important requests, Oxford International English must be advised in writing as soon as possible. Whilst every effort will be made to meet these requests, they cannot be guaranteed.

Deposit and damage of property

In the event of damage to property, students must pay the full cost. Students booking residential accommodation may be required to pay a deposit on arrival. The deposit will be returned on the student's departure provided there is no damage, loss or extra cleaning to be paid for.

Changes to programmes and student behaviour

If Oxford International English cancels a programme after a student's enrolment, Oxford International English will refund all monies already paid by the student. However, we reserve the right to suspend or expel a student for misconduct deemed to be behaviour that repeatedly upsets the harmony of the school, without refund of fees.

Force Majeure

Oxford International English will not be responsible for any costs incurred by or on behalf of the student as a result of causes beyond our reasonable control. Such causes shall include but shall not be limited to riot, war, threat of war, civil strike, industrial dispute, terrorist activity, natural or nuclear disaster, unusually adverse weather conditions and infectious diseases.

Cancellation before arrival

To students cancelling over 14 days prior to the course or accommodation start date (whichever comes first), or to students who have had their visa application rejected, Oxford International English will refund fees received in full less a £100 administration fee (in Canada, the Enrollment Fee and Homestay Placement Fee). Students cancelling 14 days or fewer prior to the course or accommodation start date (whichever comes first) will be charged a cancellation fee equivalent to 1 week of tuition, 1 week of homestay accommodation and a £100 (UK) / \$150 Canada administration fee. Specific terms will apply to all cancellations which include residential accommodation. In Canada, the Enrollment Fee and Homestay Placement Fee are non refundable.

For students requiring a student visa invitation letter, refunds are only granted to those who have had a visa refusal and have provided a copy of the refusal letter. Cancellation should always be made in writing and you will receive confirmation of cancellation by return.

Cancellation, reduction or shortening of courses after arrival

Visa students: Students who require a visa may not be able to shorten or reduce the number of lessons of their course due to the terms of their visa. Oxford International English cannot alter any course that is required to be completed under the terms of the student's visa.

Accommodation fees: For bookings of 7 weeks or fewer, there will be no accommodation refund. For bookings of 8 weeks and over, students must give notice in writing 4 weeks prior to termination; otherwise a 4 week cancellation fee will apply. Specific terms will apply to residential accommodation.

Tuition fees (Non refundable or course credit): No refund or credit will be offered for students who wish to reduce their number of lessons per week. For courses of 1-7 weeks in the UK and all courses in Canada, tuition fees are non refundable and courses cannot be cancelled or shortened, or lessons reduced in number.

In the UK only, for courses of 8-23 weeks, students can shorten courses by a maximum of 2 weeks. Students must give a 2 week period of written notice. The resulting credit can only be used to upgrade tuition. Credit is not transferable or refundable. For courses of 24+ weeks, students can shorten courses by a maximum of 4 weeks. Students must give a 2 week period of written notice. The resulting credit can only be used to upgrade tuition.

Refunds

Any refunds due will be paid to the person or organisation who originally paid the fees and will be made within 45 calendar days of written confirmation.

Administration Fee (Canada Only)

There will be a \$110 (CAD) administration fee charged for any changes to course or accommodation type or duration, including cancellations.

Airport Transfers

Flight details including: date and time of arrival, flight numbers, airline and airport terminal must be advised 7 days prior to arrival. Students requesting an airport transfer should also provide their mobile number including the international area code. Airport transfer fees include a maximum of 1 hour waiting time (in Canada, 2 hours.) In the event of delays exceeding 1 hour, students will be charged the additional fee at the school. In the UK only, up to 3 students travelling on the same flight can request a shared transfer (please add £10 for each extra passenger and £10 for each extra drop off). For those students who have booked a transfer on arrival, we will send an Arrival Transfer Confirmation to reconfirm the student's flight details and arrival time. Students who have requested a departure transfer should speak to our School Administrators a few days before departure in order to agree a pick up time and collect their Departure Transfer Confirmation.

Payment

All course fees must be paid in full at least 14 days before your course start date. In the case of late bookings, you should pay immediately with your enrolment form in order to secure a place on the course.

The following methods of payment are acceptable: Cash in GB Pounds (Canadian Dollars in Canada) can only be accepted if paying in person and must be agreed beforehand with Oxford International English.

Visa or MasterCard A 2% surcharge applies to credit and debit card payments. (In Canada, a 3% surcharge applies to credit card payments only.)

Bank transfer in GB Pounds (Canadian Dollars in Canada). All bank charges must be paid in advance by the sender. Please send a copy of the transfer document to Oxford International English with all payments and specify: Student's name, Centre, Dates and Invoice number

Our Schools

Greenwich

259 Greenwich High Road
London SE10 8NB

Tel: +44 (0)20 8293 1444

Fax: +44 (0)20 8293 1199

Brighton

10 Brunswick Place
Brighton BN3 1NA

Tel: +44 (0)1273 323220

Fax: +44 (0)1273 323290

Oxford

36-37 Pembroke Street
Oxford OX1 1BP

Tel: +44 (0)1865 791108



Oxford International is a global education provider of language education, academic studies and educational tours.

Head Office
259 Greenwich High Road
London SE10 8NB

Tel: +44 (0)20 8293 1188

Fax: +44 (0)20 8293 1199

Web: oxfordinternational.com