

Tourist 2014

Tariff Explained

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School holidays 2014: UK Schools

Christmas 2013	21 Dec 2013 - 05 Jan 2014 (school re-opens on 06 Jan 2014)
Good Friday	18 Apr
Easter Monday	21 April
Bank Holiday	05 May
Bank Holiday	26 May
Bank Holiday	25 Aug
Christmas 2014	21 Dec 2014 - 4 Jan 2015 (school re-opens 5th Jan 2015)

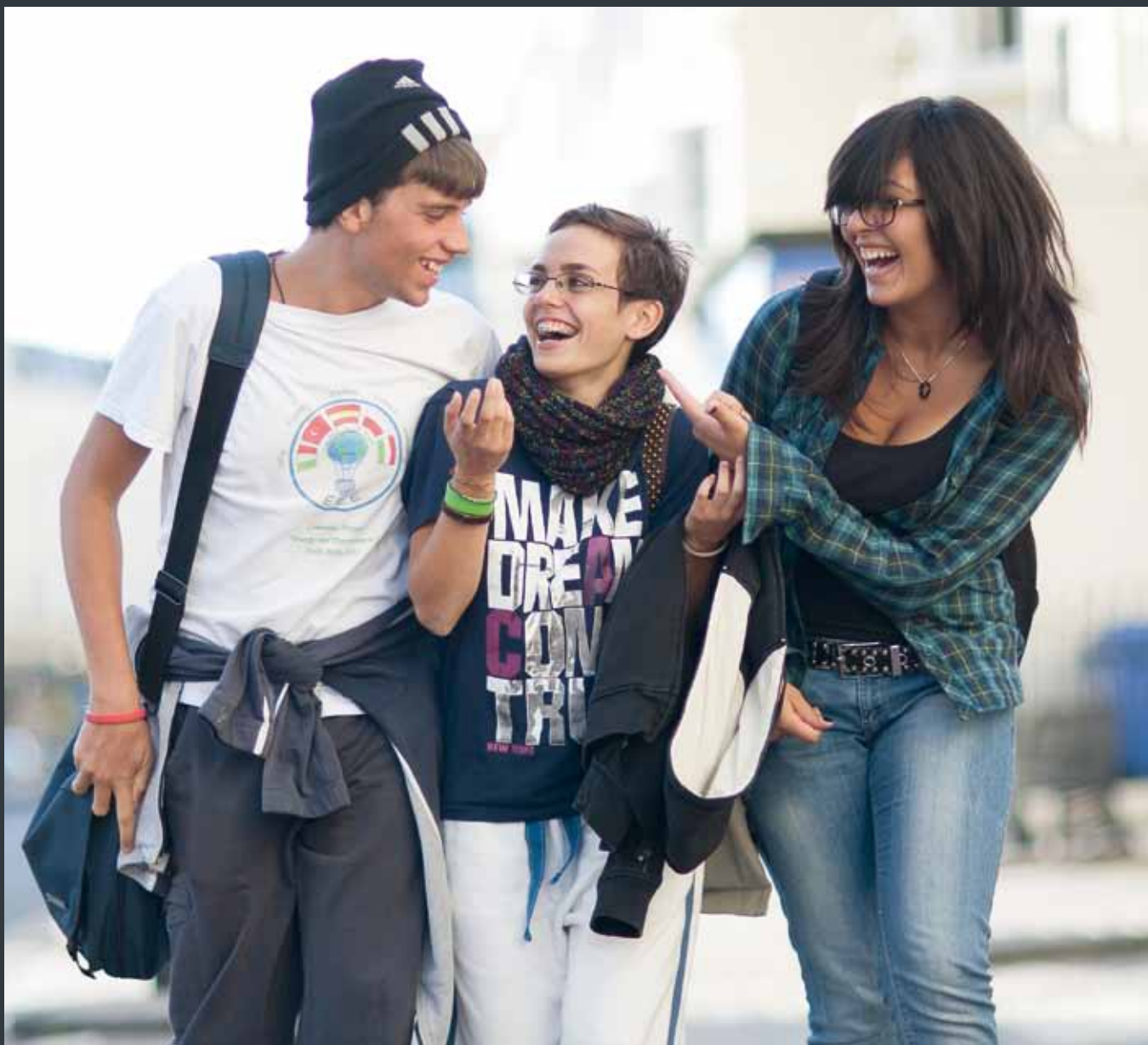
School holidays 2014: Canadian Schools

New Year's Day	01 Jan
Family Day	10 Feb*, 17 Feb**
Professional Development Days	10 Feb**, 17 Feb*, 20 Jun 26 Sep, 12 Dec
Good Friday & Easter Monday	18 Apr & 21 Apr
Victoria Day	19 May
Canada Day	01 Jul
Civic Day	04 Aug
Labour Day	01 Sep
Thanksgiving Day	13 Oct
Remembrance Day	11 Nov
Christmas Day	25 Dec
Boxing Day	26 Dec

*Vancouver school only **Toronto school only

UK Schools: Prices valid from 1st December 2013 for any bookings with a start date in 2014

Canadian Schools: Prices valid from 1st October 2013 for any bookings with a start date in 2014



ISIS Greenwich

All prices are per week and in GB Pounds unless otherwise stated. £45 - Enrolment fee. £40 - Course materials including first course book, student book, guided learner support, use of guided E-learning throughout the course, one year's subscription to guided e-learning post course.

Course Title	Hours	Time Period	Max. class size	Description	1-4 wks	5-8 wks	9-12 wks	13-23 wks	24+ wks
Morning 15	15	9.30 - 12.45	15	15 General English lessons	198	182	167	160	149
Morning 20	20	9.30 - 14.30	15	20 General English lessons	237	215	193	182	171
Afternoon 15	15	1330 - 17.00	15	15 General English lessons	105	105	105	105	105
Full day 30	30	9.30 - 12.45/ 13.30 - 17.00	15	30 General English lessons	298	281	259	249	237
Cambridge Exam 15	15	9.30 - 12.45	12	15 Exam Preparation Lessons	198	182	167	160	149
IELTS Exam 15	15	9.30 - 12.45	12	15 Exam Preparation Lessons	198	182	167	160	149
Cambridge Exam 20	20	9.30 - 1430	12	15 Exam Preparation Lessons + 5 General English lessons	237	215	193	182	171
IELTS Exam	20	9.30 - 14.30	12	15 Exam Preparation Lessons + 5 General English lessons	237	215	193	182	171
Business 15	15	13.00 - 17.00	10	15 hours of Business English lessons	198	182	167	160	149
Intensive Plus 3	20 + 3			Morning 20 General English class + 3 hours one to one in the afternoons	402	380	358	347	336
Intensive Plus 5	20 + 5			Morning 20 General English class + 5 hours one to one in the afternoons	512	490	468	457	446
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 local restaurant				1250 per week				

Homestay		
Homestay self-catering	Single	140
Homestay B&B	Single	150
Homestay Half Board	Single	170
Homestay self catering	Twin	120
Homestay B&B	Twin	130
Homestay Half Board	Twin	150
Executive Homestay Half Board	Available on Request	

Airport Transfers	
Heathrow	95
Gatwick	95
Luton	105
Stansted	105
London City	55

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.

Student Residence, self catering (minimum age 18)	
McMillan Student Village Studio room with en-suite with private kitchenette. Available all year round.	250
McMillan Student Village Rooms with shared kitchen - Available Jul-Aug - Single room, en-suite	
Canada Water - Single room with shared bathroom	200
Shared student house, self catering (minimum age 18)	
Clock Tower, Greenwich Central - Single room, en-suite	205
Clock Tower, Greenwich Central - Double room, en-suite	185
Clock Tower, Greenwich Central - Single room, shared bathroom	195
Clock Tower, Greenwich Central - Twin room, shared bathroom	175
Superior shared student house - En suite or shared bathroom (single or twin rooms)	Available on Request

Accommodation is subject to availability. Please contact us for more details and other accommodation options.

Accommodation runs from Sunday to Sunday, check-in from 2pm onwards, check out 10am, unless otherwise agreed. However please always refer to the booking confirmation for final details of check-in procedure. Peak season supplement of £20 per week during July and August in all centres on homestay accommodation. Twin rooms are not available to individual students travelling alone.

ISIS London - UIC

All prices are per week and in GB Pounds unless otherwise stated. £45 - Enrolment fee. £40 - Course materials including first course book, student book, guided learner support, use of guided E-learning throughout the course, one year's subscription to guided e-learning post course.

Course Title	Hours	Time Period	Max. class size	Description	1-4 wks	5-8 wks	9-12 wks	13-23 wks	24+ wks
Morning 15	15	09.30 - 12.45	15	15 General English lessons	204	187	172	165	154
Morning 20	20	09.30 - 14.30	15	20 General English lessons	244	221	199	187	176
Afternoon 15	15	13.30 - 17.00	15	15 General English lessons	160	145	135	125	105
Full day 30	30	09.30 - 12.45/ 13.30 - 17.00	15	30 General English lessons	307	289	267	256	244
Cambridge Exam 15	15	09.30 - 12.45	12	15 Exam Preparation Lessons	204	187	172	165	154
IELTS Exam 15	15	09.30 - 12.45	12	15 Exam Preparation Lessons	204	182	167	160	149
Cambridge Exam 20	20	09.30 - 14.30	12	15 Exam Preparation Lessons + 5 General English skills lessons	244	221	199	187	176
IELTS Exam	20	09.30 - 14.30	12	15 Exam Preparation Lessons + 5 General English skills lessons	244	221	199	187	176
Business 15	15	13.30 - 17.00	10	15 hours of Business English lessons - Afternoons only	204	187	172	165	154
Intensive Plus 3	20 + 3	Morning 20 General English class + 3 hours one to one in the afternoons			409	352	337	330	319
Intensive Plus 5	20 + 5	Morning 20 General English class + 5 hours one to one in the afternoons			519	541	474	452	441
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 local restaurant				1250 per week				

Homestay & Shared House Price		Bed & B'fast	Half Board
Single occupancy	Zone 3 & 4	145	170
Single occupancy	Zone 1 & 2	200	225
Single occupancy	Private bathroom all zones	225	250
Twin/double	Zone 3 & 4	135	160
Twin/double	Zone 1 & 2	165	195
Twin/double	Private bathroom all zones	200	230
Self Catering			
House share	Single room	215	
House share	Twin share	150	

Airport Transfers	
Heathrow	125
Gatwick	150
Luton	130
Stansted	160
London City	170

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

Student Residence, catered (minimum age 18)	Half-board	Full-board
International Students House		
Quad room	232	288
Twin room	241	297
Single	302	358
Twin en-suite	293	349
Single en-suite	327	383
Student Residence, self catering (minimum age 18)		
Self-catering		
Stay Club, Camden - Single room en-suite	329	
Stay Club, Camden - Twin room	193	
Stay Club, Willesden - Single room	252 (off season), 301 (peak)	
Stay Club, Willesden - Twin room	151 (off season), 175 (peak)	
Canada Water - Single room with shared bathroom	200	
Woodland Court - Single ensuite	221	

Accommodation is subject to availability. Please contact us for more details and other accommodation options.

Accommodation runs from Sunday to Sunday, check-in from 2pm onwards, check out 10am, unless otherwise agreed. However please always refer to the booking confirmation for final details of check-in procedure. Peak season supplement of £20 per week during July and August in all centres on homestay accommodation. Twin rooms are not available to individual students travelling alone.

ISIS Oxford

All prices are per week and in GB Pounds unless otherwise stated. £45 - Enrolment fee. £40 - Course materials including first course book, student book, guided learner support, use of guided E-learning throughout the course, one year's subscription to guided e-learning post course.

Course Title	Hours	Time Period	Max. class size	Description	1-4 wks	5-8 wks	9-12 wks	13-23 wks	24+ wks
Morning 15	15 hours	09.30 - 12.45	15	15 General English lessons	176	159	143	131	126
Morning 20	20 hours	09.30 - 14.30	15	20 General English lessons	212	189	171	154	149
Afternoon 15	15 hours	1330 - 1700	15	15 General English lessons	105	105	105	105	105
Full day 30	30 hours	09.30 - 12.45/ 13.30 - 17.00	15	30 General English lessons	267	249	230	210	200
Cambridge Exam 15	15 hours	09.30 - 12.45	12	15 Exam Preparation Lessons	176	159	143	131	126
IELTS Exam 15	15 hours	09.30 - 12.45	12	15 Exam Preparation Lessons	176	159	136	131	126
Cambridge Exam 20	20 hours	09.30 - 1430	12	15 Exam Preparation Lessons + 5 General English lessons	212	189	171	154	149
IELTS Exam	20 hours	09.30 - 14.30	12	15 Exam Preparation Lessons + 5 General English lessons	212	189	171	154	149
Intensive Plus 3	20 + 3	Morning 20 General English class + 3 hours one to one in the afternoons			377	354	336	319	314
Intensive Plus 5	20 + 5	Morning 20 General English class + 5 hours one to one in the afternoons			487	464	446	429	424
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 local restaurant				1250 per week				
English + course specialism * (Minimum level B2)	Per hour of specialism	Afternoons	1 - 6	Combination of any of our 15 or 20 hour morning ISIS Courses with specialist tutorial style lessons taken at Oxford tutorial College.	75 per hour				

*English + with ISIS Oxford and Oxford Tutorial College

New English+ courses running at ISIS Oxford in conjunction with Oxford Tutorial College, students can study a choice of any of our 15 or 20 hour morning courses at ISIS Oxford and then combine these with any specialist subject taught either one-to-one or in small groups at Oxford Tutorial College. Specialist subjects include: International Relations, Introduction to Law, International Business Management, Art, Architecture, Photography, Accounting, Media Studies, Creative Writing and many more. For more information about Oxford Tutorial College please go to www.otc.ac.uk.

Homestay		
Homestay self-catering	Single	130
Homestay B&B	Single	150
Homestay Half Board	Single	165
Homestay self catering	Twin	N/A
Homestay B&B	Twin	130
Homestay Half Board	Twin	145
Executive Homestay Half Board		195

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

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

Student Residence, self-catering (minimum age 18)	
Oxford Mews - Single room, en-suite	200
Clive Booth Postgraduate Centre	Available on Request
Scott House & X-House	Available on Request
Shared student house, self-catering (minimum age 18)	
Single room, shared bathroom	Available on Request
Twin room, shared bathroom	Available on Request

Accommodation is subject to availability. Please contact us for more details and other accommodation options.

Accommodation runs from Sunday to Sunday, check-in from 2pm onwards, check out 10am, unless otherwise agreed. However please always refer to the booking confirmation for final details of check-in procedure. Peak season supplement of £20 per week during July and August in all centres on homestay accommodation. Twin rooms are not available to individual students travelling alone.

ISIS Brighton

All prices are per week and in GB Pounds unless otherwise stated. £45 - Enrolment fee. £40 - Course materials including first course book, student book, guided learner support, use of guided E-learning throughout the course, one year's subscription to guided e-learning post course.

Course Title	Hours	Time Period	Max. class size	Description	1-4 wks	5-8 wks	9-12 wks	13-23 wks	24+ wks
Morning 15	15 hours	09.30 - 12.45	15	15 General English lessons	176	159	143	131	126
Morning 20	20 hours	09.30 - 14.30	15	20 General English lessons	212	189	171	154	149
Afternoon 15	15 hours	1330 - 1700	15	15 General English lessons	105	105	105	105	105
Full day 30	30 hours	09.30 - 12.45/ 13.30 -17.00	15	30 General English lessons	267	249	230	210	200
Cambridge Exam 15	15 hours	09.30 - 12.45	12	15 Exam Preparation Lessons	176	159	143	131	126
IELTS Exam 15	15 hours	09.30 - 12.45	12	15 Exam Preparation Lessons	176	159	136	131	126
Cambridge Exam 20	20 hours	09.30 - 1430	12	15 Exam Preparation Lessons + 5 General English lessons	212	189	171	154	149
IELTS Exam	20 hours	09.30 - 14.30	12	15 Exam Preparation Lessons + 5 General English lessons	212	189	171	154	149
Intensive Plus 3	20 + 3	Morning 20 General English class + 3 hours one to one in the afternoons			377	354	336	319	314
Intensive Plus 5	20 + 5	Morning 20 General English class + 5 hours one to one in the afternoons			487	464	446	429	424
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 local restaurant				1250 per week				

Homestay		
Homestay B&B	Single	135
Homestay Half Board	Single	155
Homestay B&B	Twin	125
Homestay Half Board	Twin	135
Executive Homestay Half Board		195

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

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

Student Residence, self-catering (minimum age 18)	
Phoenix - Single room, en-suite	Summer only, prices to be confirmed
Brighton City Centre Residence	220
Shared student house, self-catering (minimum age 18)	
Single room, shared bathroom	Valley View (Sun - Sat) 170

Accommodation is subject to availability. Please contact us for more details and other accommodation options. Accommodation runs from Sunday to Sunday, check-in from 2pm onwards, check out 10am, unless otherwise agreed. However please always refer to the booking confirmation for final details of check-in procedure. Peak season supplement of £20 per week during July and August in all centres on homestay accommodation. Twin rooms are not available to individual students travelling alone.

Toronto

All prices are in Canadian dollars unless otherwise stated. \$175 - Enrolment fee. Course materials - \$50 per 12-week period or part thereof (non-refundable)

Course	1 wk	2 wks	3wks	4 wks	5 wks	6 wks	7 wks	8 wks	9 wks	10 wks	11 wks	12 wks	Additional wks (13-23)	Semester Program (24 wks)	Year Program (36 wks)	Year Program (48 wks)
Basic (Core Program) (20 lessons/wk)	336	672	1,008	1,224	1,530	1,836	2,142	2,400	2,700	3,000	3,300	3,456	288	6,600	9,612	12,816
Specialised intensive (25 lessons/wk)	406	812	1,218	1,476	1,845	2,214	2,583	2,920	3,285	3,650	4,015	4,200	350	8,064	11,664	15,552
Specialised Super-intensive (30 lessons/wk)	473	946	1,419	1,724	2,155	2,586	3,017	3,392	3,816	4,240	4,664	4,992	416	9,576	13,824	18,432
Intensive or Super-intensive Premier (includes private lessons)	653	1306	1,959	2,352	2,940	3,528	4,116	4,560	5,130	5,700	6,270	6,792	566	13,248	19,224	25,632

Additional Course Prices	
Specialized (Elective) Class Add-On	5 lessons/week - \$70
Private Lessons	1 lesson - \$100; 5 lessons/week - \$400
Language Co-op Program Placement Fee	\$1,200

Additional Fees.

High-Season Supplement \$25/week (applicable between Jun 24 and Aug 23). Accommodation Placement Fee \$230. Medical Insurance (Student Guard) \$1.85/day. Examination Fees IELTS - \$295; FCE - \$250; CAE - \$250; CPE - \$250; PET - \$250; KET - \$250; TOEFL - \$250. Airport Transfers Pick-up - \$150; Drop-off - \$100

Homestay		
	Full-board - \$223/week (\$44/day);	Half-board - \$209/week (\$41/day)
Residential		
Canadiana Residence	Nov to Jun \$333/week (extra night - \$57)	Jul to Oct \$378/week (extra night - \$63)
Primrose Residence	Sep to Apr \$363/week (extra night - \$59) (half-board)	May to Aug \$270/week (extra night - \$41) (no meals) (min. 4 weeks)

Vancouver

All prices are in Canadian dollars unless otherwise stated. \$175 - Enrolment fee. Course materials - \$50 per 12-week period or part thereof (non-refundable).

Course	1 wk	2 wks	3wks	4 wks	5 wks	6 wks	7 wks	8 wks	9 wks	10 wks	11 wks	12 wks	Additional wks (13-23)	Semester Program (24 wks)	Year Program (36 wks)	Year Program (48 wks)
Basic (Core Program) (20 lessons/wk)	336	672	1,008	1,224	1,530	1,836	2,142	2,400	2,700	3,000	3,300	3,456	288	6,600	9,612	12,816
Specialised intensive (25 lessons/wk)	406	812	1,218	1,476	1,845	2,214	2,583	2,920	3,285	3,650	4,015	4,200	350	8,064	11,664	15,552
Specialised Super-intensive (30 lessons/wk)	473	946	1,419	1,724	2,155	2,586	3,017	3,392	3,816	4,240	4,664	4,992	416	9,576	13,824	18,432
Intensive or Super-intensive Premier (includes private lessons)	653	1,306	1,959	2,352	2,940	3,528	4,116	4,560	5,130	5,700	6,270	6,792	566	13,248	19,224	25,632

Additional Course Prices	
Specialized (Elective) Class Add-On	5 lessons/week - \$70
Private Lessons	1 lesson - \$100; 5 lessons/week - \$400
Language Co-op Program Placement Fee	\$1,200

Additional Fees.

High-Season Supplement \$25/week (applicable between Jun 24 and Aug 23). Accommodation Placement Fee \$230. Medical Insurance (Student Guard) \$1.85/day. Examination Fees IELTS - \$295; FCE - \$250; CAE - \$250; CPE - \$250; PET - \$250; KET - \$250; TOEFL - \$250. Airport Transfers Pick-up - \$150; Drop-off - \$100

Homestay		
	Full-board - \$223/week (\$44/day);	Half-board - \$209/week (\$41/day)
Residential		
Buchan Residence	Sep to May \$269/week (min. 4 weeks) (extra night - \$44);	Jun to Aug \$635/week (extra night - \$98)
YWCA Residence	Nov to May \$475/week (extra night - \$71);	Jun to Oct \$525/week (min. 4 weeks) (extra night - \$80)



Enrolment Form

To register, simply cut out and complete the Enrolment Form and send it to **ISIS Education, 259 Greenwich High Road, London SE10 8NB** or fax it to **+44 (0)20 8293 1199** with the £150 deposit. Alternatively enrol by sending an email to: **admissions@isisgroup.co.uk**. Please contact **admissions@isisgroup.co.uk** to request our Under 18 Authorization Form for students aged 16 and 17. To register in Canada, send the completed Enrolment Form to **Eurocentres Canada, 250 - 815 West Hastings Street, Vancouver BC, V6C 1B4** or fax it to **1-604-688-7985** with the \$175 Registration Fee. Alternatively enrol by sending an email to: **info@languagecanada.com**. Please contact **info@languagecanada.com** to request our Parental Consent Form for students under 18.

Course Choice - Location

Please tick the school you wish to attend:

- | | |
|-----------------------------------------|--------------------------------------|
| <input type="checkbox"/> ISIS Greenwich | <input type="checkbox"/> ISIS London |
| <input type="checkbox"/> ISIS Brighton | <input type="checkbox"/> ISIS Oxford |
| <input type="checkbox"/> Toronto | <input type="checkbox"/> Vancouver |

Course Choice - Details

Start Date	<input type="text"/>
Latest Start Date	<input type="text"/>
End Date	<input type="text"/>
Number of weeks	<input type="text"/>
Hours Per Week	<input type="text"/>
Course Type	<input type="text"/>
Exam Required	<input type="text"/>
Other Requests	<input type="text"/>

Level of English

Please tick the school you wish to attend:

- | | |
|-------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Upper Intermediate |
| <input type="checkbox"/> Pre-Intermediate | <input type="checkbox"/> Advanced |

Personal Details

Gender (M/F)	<input type="text"/>
Nationality	<input type="text"/>
Surname	<input type="text"/>
First Name	<input type="text"/>
Date of birth	<input type="text"/>
Religion	<input type="text"/>
Passport No.	<input type="text"/>

For non EU students only. Please attach a copy of your passport and specify type of visa required below.

Type of Visa	<input type="text"/>
Address	<input type="text"/>
Town	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Emergency No.	<input type="text"/>

Please include international dialling codes

Next of Kin	<input type="text"/>
Skype	<input type="text"/>
Email	<input type="text"/>

Accommodation

Do you require accommodation:

- Yes No

Start Date	<input type="text"/>
Finish Date	<input type="text"/>
Number of Weeks	<input type="text"/>

Type of Accommodation

Please see information on accommodation in different locations and contact us to confirm availability.

- Single Room
 Twin Room sharing with ...*

- Shared Bathroom
 En Suite Bathroom*
 Standard Homestay
 Executive Homestay*
 Half Board - homestay only
 Bed & Breakfast - homestay only*
 Self catering - home stay*
 Residence (please specify) - Self Catering

- Shared Student House (please specify) - Self Catering

* Available UK Only

Enrolment - Continued

Health

Do you smoke?

Yes No

Do you have any allergies or medical conditions?

(Please specify in the space below)

Yes No

Most British families have pets. Are you allergic to any animals?

(Please specify in the space below)

Yes No

Do you have any special dietary requirements?

(Please specify in the space below)

Yes No

I authorise ISIS Education to take appropriate action in the event of an emergency.

Yes No

Additional information below:

Transfers

Airport transfer details required at least 2 weeks prior to arrival.

Do you require a transfer? Tick where appropriate

Arrival Departure

We need a contact number for use during transfers

Mobile Number

Card Payment

Please note there is a 2% surcharge applied to all card transactions except UK debit cards

We accept the following cards: Mastercard, Delta, Visa, Visa Debit

(Please tick appropriate)

MasterCard Visa
 Delta Visa Debit

Name on card

Card Number

Expiry Date

Security Code (Last three digits on the back of card)

Billing Address (Required for security reasons)

Post or Area Code

Bank Transfer Details

All bank charges must be paid in advance by the sender

UK Bank Details

Account Name: ISIS Language Centres

Account No: 73672157

Sort Code: 60-09-16

Swift Code: NWBK GB 2L

IBAN No: GB76NWBK 600916 73672157

Canadian Bank Details

Bank: CIBC - Canadian Imperial Bank of Commerce

Address: 400 Burrard Street, Vancouver BC, V6C 3A6

Bank Number: 010

Transit Number: 00010

Account Name: Vancouver Maple Leaf Language College

Account Number: 93-05513

Swift Code: CIBCCATT

ABA Number: 026009593

BIC Number: cc001000010

Signature

Signature

Signature of parents if under 18

Date

I give Citizenship & Immigration Canada permission to release any information regarding the status of my Visitor Visa and/or Study Permit.

Terms and Conditions

Notes

All prices are per week and in GB Pounds or Canadian Dollars unless otherwise stated. In England, course fees include Certificate of Attendance, Student Progress, Report Card and Welcome Pack. An Enrolment Fee of £35 and a Book Fee of £25 for the first course book will be added to each booking. Students may be required to buy additional books depending on the duration of their course or the number of hours per week.

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 overlaid with the £150 deposit (UK). Alternatively enrol by sending an email to: admissions@isisgroup.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 to: registrar@languagecanada.com. 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 aged 16 and 17: parents or guardians should also complete our Under 18 Authorization Form (in Canada, our Parental Consent Form). Please contact us for details.

Insurance

ISIS Schools require students to have adequate health, accident and travel insurance while attending an ISIS school. ISIS 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 ISIS. ISIS 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 UKBA 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 ISIS 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 ISIS 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. ISIS will not be responsible in case of any misrepresentation or willful omission of information on the student's part.

Disabled Students

ISIS Greenwich and ISIS Vancouver are equipped for disabled access. ISIS 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.

Exam Fees

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: IELTS Test £158, FCE Exam £135, CAE Exam £137, CPE Exam £140 (in Canada (CAD)); IELTS Test \$295, FCE Exam \$250, CAE Exam \$250). Please contact us for exam dates, exam booking forms and other exams 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. 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.

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 ISIS Education Head Office (see back cover). All ISIS schools in England are accredited by the British Council and are members of English UK. ISIS 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 ISIS 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, ISIS 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 ISIS cancels a programme after a student's enrolment, ISIS 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

ISIS 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, ISIS 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. ISIS 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): 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).

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 ISIS.
- 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 ISIS Education with all payments and specify: Student's name, Centre, Dates and Invoice number

Contact us

ISIS Education Head Office

259 Greenwich High Road
London
SE10 8NB

Telephone: +44 (0)20 8293 1188

Fax: +44 (0)20 8293 1199

Email: admissions@isisgroup.co.uk

Web: www.isisgroup.co.uk

Web: www.isisschools.co.uk

Please send all agent enquiries to our Head Office in Greenwich

Our Schools

ISIS Greenwich

259 Greenwich High Road
London SE10 8NB

Tel: +44 (0)20 8293 1444

Fax: +44 (0)20 8293 1199

ISIS London

76-78 Mortimer Street
London W1W 7SA

Tel: +44 020 70793333

Fax : +44 020 7637 5457

ISIS Brighton

10 Brunswick Place
Brighton BN3 1NA

Tel: +44 (0)1273 323220

Fax: +44 (0)1273 323290

ISIS Oxford

36-37 Pembroke Street
Oxford OX1 1BP

Tel: +44 (0)1865 791108

Vancouver School

#250-815 West Hastings Street
Vancouver, BC V6C 1B4

Tel: +1 (604) 688 7942

Fax: +1 (604) 688 7985

Toronto School

#220-111 Peter Street
Toronto, Ontario M5V 2H1

Tel: +1 (416) 542 1626

Fax: +1 (416) 542 9485

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