



# The Essential English Centre

## School Information 2019

- We are open from Monday 7<sup>th</sup> January 2019 until Friday 20<sup>th</sup> December 2019.
- The school is closed for all public holidays in 2019. Public holidays are Friday 19<sup>th</sup> April, Monday 22<sup>nd</sup> April, Monday 6<sup>th</sup> May, Monday 27<sup>th</sup> May, Monday 26<sup>th</sup> August.
- Courses start any Monday throughout the year, except when the school is closed or on public holidays.
- Minimum age for adult courses = 16 excluding **English for Business**  
Average age = 22.
- Minimum age for business courses = 21  
Average age = 28.
- Maximum students in one class = 12 (14 in July and August)  
Average = 8.
- Students can expect to study in mixed nationality classes all year round.

## Payment details

- All course and accommodation fees **must be paid in advance**. If a student has not paid their fees they will not be permitted into the class or accommodation.
- Our preferred method of payment is through the payment portal *Flywire*. This is an easy, cost effective and secure way of making international payments in your own currency by either bank transfer or credit card. For full details see please visit our website [www.essentialenglishcentre.com/prices](http://www.essentialenglishcentre.com/prices)
- Students must use their Student ID Number as a reference on all payments made to **The Essential English Centre**.
- In all cases, the student **must cover the cost** of any bank charges.
- If you require additional payment options, please contact us and we will be happy to advise

Please read our full terms and conditions before booking and paying for a course [www.essentialenglishcentre.com/our-school/terms-and-conditions](http://www.essentialenglishcentre.com/our-school/terms-and-conditions)

## Making a Booking

- Students should apply via the online application form [www.essentialenglishcentre.com/apply](http://www.essentialenglishcentre.com/apply) or send a completed registration form to [contact@essentialenglishcentre.com](mailto:contact@essentialenglishcentre.com)
- A member of our dedicated team will respond within 24 hours and assist you with your booking.
- When bookings have been completed you will be sent an invoice for the full amount of course fees, registration fees, accommodation fees and any other services.
- The registration fee is non-refundable.
- All students **must** purchase the coursebook. One coursebook per level/class.
- Students who require a confirmation letter for visa application purposes must pay a minimum of 50% of the course fees and the registration fee is £100. The registration fee includes documentation sent for visa applications and is non-refundable.
- Bookings are **only** confirmed when fees have been received or when authentic proof of fee payment is sent to your bookings advisor [contact@essentialenglishcentre.com](mailto:contact@essentialenglishcentre.com)
- Fees should be paid **at least four weeks in advance** of the course and accommodation start date.
- Students who book Homestay accommodation will be matched with host families as carefully as possible, and although we strive to meet every request, we cannot guarantee all special accommodation requests.
- Students staying in our Homestay or Student Residence accommodation must sign an accommodation agreement contract during their enrolment.
- Accommodation and transfer details (if booked) will be provided approximately two weeks before the start of the course.
- Students who book an airport transfer must supply arrival information as soon as possible and **at least one week** before arrival.
- Students are allowed to take a holiday during the course, a maximum of one week for every twelve weeks' study. The holidays are given as course credits and must be used within a twelve month period.
- Courses are non-transferable and all tuition fees are non-refundable once the course begins.
- Homestay fees are refundable subject to one full week's notice.
- Student Residence fees are refundable subject to four weeks' notice.
- We guarantee all full-time programmes, however, where there are less than three students in a group class, we will adjust the hours as follows:
  - One student in lesson one and two. 1.5 hours instead of 3 hours. One student in lesson three and four. 1 hour instead of 2 hours.
  - Two students in lesson one and two. 2 hours instead of 3 hours. Two students in lessons three and four. 1.5 hours instead of 2 hours.
- All bookings are processed in line with our privacy policy which can be found at [www.essentialenglishcentre.com/our-school/policies/](http://www.essentialenglishcentre.com/our-school/policies/)

## Courses

### General English - 15 hours per week

Start any Monday. Minimum course length = 2 weeks. Maximum course length = 44 weeks. Price (per week). 15 hours of teacher-led study per week. Study Monday to Friday. Minimum age 16. Levels available: A1 - C1 (Beginner level subject to availability). Coursebook = £30 per level. Standard Registration Fee = £40.

1 - 7 weeks	8 - 12 weeks	13 - 23 weeks	24 - 35 weeks	36 - 44 weeks
£165	£160	£155	£150	£145

### General English - 25 hours per week

Start any Monday. Minimum course length = 2 weeks. Maximum course length = 44 weeks. Price (per week). 25 hours of teacher-led study per week. Study Monday to Friday. Minimum age 16. Levels available: A1 - C1 (Beginner level subject to availability). Coursebook = £30 per level. Standard Registration Fee = £40.

1 - 7 weeks	8 - 12 weeks	13 - 23 weeks	24 - 35 weeks	36 - 44 weeks
£240	£235	£230	£225	£220

### IELTS Preparation - 25 hours per week

Start any Monday. Minimum course length = 2 weeks. Maximum course length = 44 weeks. Price (per week). 25 hours of teacher-led study per week. Study Monday to Friday. Minimum age 16. Levels available: B1 - C1. Coursebook = £30 per level. Exam fee not included. Standard Registration Fee = £40.

1 - 7 weeks	8 - 12 weeks	13 - 23 weeks	24 - 35 weeks	36 - 44 weeks
£260	£255	£250	£245	£240

### Cambridge Exam Preparation - 25 hours per week

Start any Monday. Minimum course length = 2 weeks. Maximum course length = 44 weeks. Price (per week). 25 hours of teacher-led study per week. Study Monday to Friday. Minimum age 16. Levels available: B1 - C1. Coursebook = £30 per level. Exam fee not included. Standard Registration Fee = £40.

1 - 7 weeks	8 - 12 weeks	13 - 23 weeks	24 - 35 weeks	36 - 44 weeks
£260	£255	£250	£245	£240

### Academic Year Programme - 25 hours per week

Start any Monday. Minimum course length = 24 weeks. Maximum course length = 44 weeks. Price (per week). 25 hours of teacher-led study per week. Study Monday to Friday. Minimum age 16. Levels available: A1 - C1 (Beginner level subject to availability). Coursebook = £30 per level. Exam fee included for chosen IELTS or Cambridge exam. Additional academic tutorials and progress checks. University application service included. CV writing and preparation service included. Standard Registration Fee = £40.

24 - 35 weeks	36 - 44 weeks
£240	£235

### English Plus Business - 25 hours per week

Start any Monday. Minimum course length = 2 weeks. Maximum course length = 44 weeks. Price (per week). 25 hours of teacher-led study per week. Study Monday to Friday. Minimum age 21. Levels available: B1 - C1. Coursebook = £30 per level. Standard Registration Fee = £40.

1 - 7 weeks	8 - 12 weeks	13 - 23 weeks	24 - 35 weeks	36 - 44 weeks
£260	£255	£250	£245	£240

## Timetables

	← 3 hours →					
15 hours	08:30 - 09:00	09:00 - 10:30	10:30 - 10:45	10:45 - 12:15	12:15 - 13:15	13:15 - 16:30
	Self-study access	Lesson 1	BREAK	Lesson 2	LUNCH	Self-study access

	← 3 hours →				← 2 hours →		
25 hours	08:30 - 09:00	09:00 - 10:30	10:30 - 10:45	10:45 - 12:15	12:15 - 13:15	13:15 - 15:15	15:15 - 16:30
	Self-study access	Lesson 1	BREAK	Lesson 2	LUNCH	Lesson 3+4	Self-study access

## Visas

It is your responsibility to check you have the correct type of visa to study in the UK. Visa information can be found at <https://www.gov.uk/check-uk-visa>

Students who require a confirmation letter for visa application purposes must pay a minimum of 50% of the course fees and the registration fee is £100. The registration fee includes documentation sent for visa applications and is non-refundable.

If you do not have the correct type of visa to study, or lose your right to remain in the UK, your contract with the school will be cancelled and you will not be permitted to study.

If a visa is refused, you must send the visa refusal document to us. We will issue a refund application form and you can apply for a full refund minus the £100 registration fee. Please read our full terms and conditions [www.essentialenglishcentre.com/our-school/terms-and-conditions](http://www.essentialenglishcentre.com/our-school/terms-and-conditions)

## Private Groups

Throughout the year we welcome school groups and specialist groups who wish to have a bespoke programme, for example, for business purposes or for exam preparation. Groups wishing to book this option should contact us directly for more information.

A responsible, adult, group leader must accompany all students who are under 16 years old. Further safety and legal documents are required for all adults who lead a group where any student is under 18. We also require additional parental consent and contracts.

## One-One tuition

One-to-one tuition is available on request and prices are:

£40 per hour/1 - 10 hours,  
£36 per hour/11 - 20 hours,  
£32 per hour/21+ hours.

## First day

Please arrive at 9:30am on your first day.

- You will take a level assessment, meet the Director of Studies and have a school induction.
- Bring your photo ID and proof of entry to the UK with you.
- Bring a passport-sized photograph which will be used for your Student ID Card.

## Preparing & booking for an exam

You may wish to prepare for and take an English exam while you are in Manchester. The test centres for Cambridge: First (FCE), Cambridge: CAE (CAE), Academic and General IELTS are all within walking distance of our school. As part of our service, you can request to meet with our Director of Studies who can assist in processing applications for all external exams. We recommend joining one of our preparation courses before taking an exam. Please see our website for up-to-date examination dates and prices.

## Airport Transfer

- Transfers must be arranged at the time of booking your course.
- Transfers are available from **Manchester International Airport only**, however, we can give advice on arrivals to other UK airports.
- Our dedicated transfer company are based in each terminal at Manchester airport. Details of where to meet your taxi will be given at the time of booking.

Manchester International Airport	Collection on arrival	Collection on arrival and departure	Group transfer
	£50	£75	Prices on request

## Student Travel & Medical Insurance

We strongly advise students to take out travel and medical insurance before leaving for the UK. We can assist with this and can send you an example of a comprehensive policy. The policy can be purchased at the same time as booking your course. Having this policy means you are covered in the event of any loss or damage to personal possessions, illness and loss of tuition fees if you have to finish your course early. The insurance we provide is from a third party and we must abide by their terms and conditions.

Student Travel and Medical Insurance	Price per week
	£6.50

## Accommodation

### Homestay

- All Homestay accommodation is on a half-board basis (breakfast and dinner during the week, and breakfast, light lunch and dinner at the weekends).
- All students under 18 must stay in Homestay accommodation.
- We carefully select all of our Homestay providers and complete comprehensive safety checks, because of this we can match students well to their hosts.

- Students should arrive at the weekend on a Saturday afternoon or Sunday. Extra charges apply for mid-week arrivals.
- Students should expect to travel between 20 - 35 minutes from their Homestay to school. Hosts in Manchester live outside of the busy city centre and it is not possible to place students within walking distance from the school. Transport links to the city centre are excellent and a travel pass will cost approximately £15 per week.

Booking Fee	Homestay/single room/ shared bathroom/ weekend arrival	Homestay/single room with private bathroom/ weekend arrival	Special dietary requirements: e.g. halal meat, gluten free	Extra nights
£50 non-refundable	£140 per week	£195 per week	+£25 per week	£24 - £30 per night

### Student Residence

- We work with several professional residences in Manchester who provide a modern and well-maintained student residence for both British and International students. *\*Available all year-round subject to availability.*
- The price is inclusive of Wi-Fi, kitchen equipment, bed linen, bills and weekly clean of communal areas.
- 24 hour check-in and security on-site.

- We regularly inspect the residence to ensure it meets our high standards.
- All residence accommodation is self-catering.
- Minimum age 18.
- Students will have a private, single room, most residences have a shared bathroom and kitchen. En-suite is subject to availability. On site laundry facilities available at an extra cost.

Booking Fee	Price per night	
£50 non-refundable	Under 14 nights = £30 per night	Over 14 nights = £27 per night

# Registration Form

This form collects information required to assess your eligibility for the chosen course and the necessary personal data for processing your application. For further details on how this information will be used, please read our privacy policy, available at [www.essentialenglishcentre.com/our-school/policies/](http://www.essentialenglishcentre.com/our-school/policies/)

Do you agree for us to use this data to process your application?  Yes  No Do you agree to our terms and conditions?  Yes  No

Full terms and conditions are available at [www.essentialenglishcentre.com/our-school/terms-and-conditions/](http://www.essentialenglishcentre.com/our-school/terms-and-conditions/)

## Personal details

First name(s): ..... Middle name(s) (if applicable): .....

Surname(s): ..... Date of birth: ..... Age: .....

Email address: ..... Telephone number: .....

Nationality: ..... First language: .....

Passport expiry date: ..... Passport number: .....

Home address: .....

Do you require a short-term study visa?  Yes  No

Are you a private student or will your course fees be paid by a sponsor?

If sponsored, please give name or details of your sponsor: .....

What is your current level of English (if known)? .....

Name of course you have studied in the past: .....

## Course and accommodation details

Which course would you like to choose? Please tick one box.

General English 15 hours per week  General English 25 hours per week  English Plus Business English

IELTS Exam Preparation Programme 25 hours per week  Cambridge Exam Preparation Programme 25 hours per week

Course start date: ..... Course end date: ..... What is your level of English? .....

What is your most recent English examination score (if applicable)? .....

Do you require accommodation? Please tick one box.  Yes  No

If 'Yes', what type of accommodation? Please tick one box.

Homestay  Homestay/Private Bathroom  Student Residence

If you have chosen 'Homestay', do you have any special requirements? (for example halal diet, no pets, allergies etc.)

Accommodation start date: ..... Accommodation end date: .....

Do you require airport transfers? Please tick one box.  Yes  No Arrival and departure  Yes  No

Do you require student insurance? (Cost £6.50 per week)  Yes  No

Do you have any special requirements or a medical condition that the school should assist you with? All serious medical conditions should be disclosed in this application.  Yes  No

## Emergency contact details

This should be the name of the person we should contact in the event of an incident during your stay with us.

Name: .....

Email address: ..... Contact telephone number: .....

Relationship to you: ..... Country of residence: .....

## Any additional notes if required

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