

Overseas Students Prices 2017

nacel LONDON
English School

Accredited by the
BRITISH COUNCIL



Nacel English School London
Certification N° 587
educationaloversight.co.uk/587
Educational Oversight 2016

Cambridge English
Exam Preparation Centre

ENGLISHUK
member

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E-mail: info@nacelesl.co.uk
www.nacelesl.co.uk

REGISTRATION FEE EU £45

REGISTRATION FEE Tier 4 & SSV £75
SSV = Short term Study Visa

Course Fees

ALL OUR COURSES ARE THE SAME PRICE, SO STUDENTS WILL NEVER HAVE TO PAY EXTRA TUITION FEES WHEN THEY ARE PROMOTED TO AN EXAM COURSE.

We charge the same for General English Courses as University of Cambridge ESOL Exam courses.

- GENERAL ENGLISH LANGUAGE COURSES FOR ALL LEVELS
- UNIVERSITY OF CAMBRIDGE ESOL EXAM COURSES
FCE, CAE & CPE • IELTS • BEC

Course Fees Price per week	Full Time Morning 15 hours per week* 9:30am - 12:45pm 5 days per week	Full Time Afternoon 15 hours per week* 1:45pm - 5:00pm 5 days per week	Full Time - Plus 21 hours per week* 9:30am - 12:45pm 5 days per week 1:45pm - 5:00pm 2 days per week	Semi Intensive 24 hours per week* 9:30am - 12:45pm 5 days per week 1:45pm - 5:00pm 3 days per week	Intensive 30 hours per week* 9:30am - 12:45pm 5 days per week 1:45pm - 5:00pm 5 days per week
1-2 weeks	£230	£190	£280	£310	£330
3-4 weeks	£210	£160	£255	£285	£310
5-8 weeks	£189	£147	£231	£258	£284
9-11 weeks	£179	£125	£221	£231	£252
3 month course (12 weeks)	£165 (£1,980)	£121 (£1,452)	£209 (£2,508)	£226 (£2,712)	£242 (£2,904)
6 month course (24 weeks)	£149 (£3,576)	£116 (£2,784)	£193 (£4,632)	£204 (£4,896)	£220 (£5,280)
1 academic year (36 weeks)	£132 (£4,752)	£110 (£3,960)	£176 (£6,336)	£182 (£6,552)	£198 (£7,128)
48 weeks or more	£121	£99	£154	£171	£193

Students can enrol throughout the year starting any Monday

ONE-TO-ONE Price per hour – £55

ENGLISH FOR SPECIFIC PURPOSES (ESP)

Medicine & Biology, Chemistry, Banking & Finance, Oil & Gas, Engineering, Executive Management & Marketing, Law

Course Fees Price per course	Full Time Morning 15 hours per week* 9:30am - 12:45pm 5 days per week	Full Time - Plus 21 hours per week* 9:30am - 12:45pm 5 days 1:45pm - 5:00pm 2 days
2 weeks	£1,800	£2,430
3 weeks	£2,685	£3,525
4 weeks	£3,520	£4,440

See Enrolment Form for course start dates
Reduced prices for groups of 5 students or more arriving and departing at the same time. Please enquire for group bookings.

TEACHER TRAINING REFRESHER COURSE

Refresher Course for overseas teachers

Course Fees Price per course	Full Time - Plus 21 hours per week* including classroom observation
2 weeks	£890
Starting dates: 16th January, 13th March, 10th July, 7th August, 20th November	

Reduced prices for groups of 8 students or more arriving and departing at the same time. Please enquire for group bookings.

* All the course timetables are three hours teaching plus 15 minutes break.

WORK EXPERIENCE INTERNSHIPS (FOR E.U. STUDENTS)

Unpaid work for experience (minimum English level - Intermediate): £450.

ADDITIONAL EXPENSES

Students are required to buy a course book per term. Approximate cost: £30 per book.
Externally moderated exam fees (e.g.: University of Cambridge) are payable by the student through the School at approximately £140 per exam.

HOLIDAYS - The School is closed on Bank Holidays. The UK bank holidays for 2017 are as follows: 2nd January, 14th April, 17th April, 1st May, 29th May, 28th August, 25th & 26th December. There are no discounts, refunds or credits for classes missed on Bank Holidays.
The School will be closed for Christmas holidays from: 16th December 2017 to 2nd January 2018. The School re-opens on 3rd January 2018.

Accommodation Host Family

LOCATION

Close to Nacel English School London (walking distance or a short bus/underground journey – maximum 4 underground stops)

DESCRIPTION

Our host families are not just a short distance away, but are also of the highest standard, as Nacel English School London is located in an excellent residential area of north London.

Host family accommodation (Homestay) is the best option for students. Not only is the location ideal, it is also the most affordable way to live in London. In addition, living with a host family enables students to practise English outside School, and helps them to integrate fully into the British way of life.

Knowing how important home life is for students, all of our Homestay families are carefully selected and regularly monitored by our Accommodation Officer.

Many of our host families have successfully worked with us over several years and students still keep in touch with their 'London' family long after they have finished their studies.

WE HAVE TWO TYPES OF HOMESTAY AVAILABLE

HOMESTAY (Half-Board)

This accommodation includes breakfast and evening meals, making this type of accommodation the most economical way to live in London.

HOMESTAY (BED & BREAKFAST – SELF-CATERING)

This accommodation includes breakfast only. The student will have access to the kitchen for drinks and the preparation of simple food.



Prices

Accommodation Placement fee	£55
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Half Board – breakfast and evening meal
7 nights a week

Duration	Single room per week	Shared room per week per person*
1-11 weeks	£185	£165
12-23 weeks	£180	£160
24+ weeks	£175	£155

Extra nights will be charged at a rate of £35

Bed & Breakfast – self-catering

7 nights a week	Single room per week	Shared room per week per person*
	£160	£150

Extra nights will be charged at a rate of £30

* Shared room only available to students arriving and departing at the same time.

A limited number of en-suite rooms are available on request at an extra charge of £55 per week. The upgrade to an en-suite can only be confirmed once flight details have been received.

During the 2 week Christmas holidays (16th December 2017 to 2nd January 2018) there will be an extra charge of £45 per week and full-board will be provided.

Summer supplement: £15 per week (From 25/06/17 – 27/08/17)

Accommodation - Halls of Residence

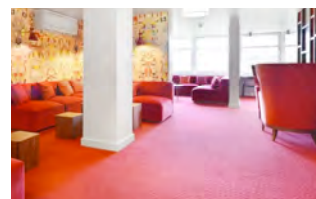
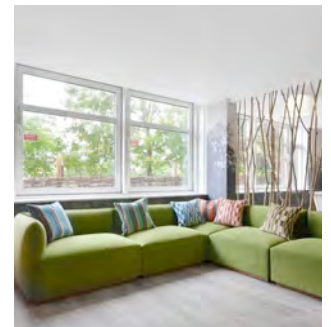
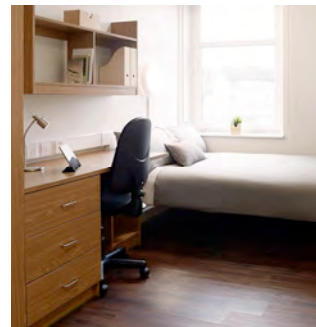
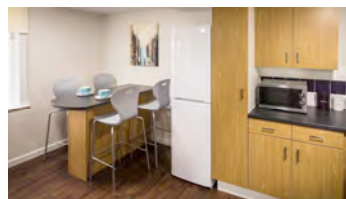
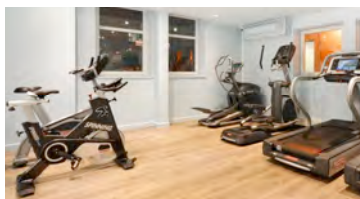
Tufnell House

LOCATION

This residence is a short walk to Archway underground station (Northern Line) and then approximately 8 minutes on the underground (4 stops) to Finchley Central Station. Travel to central London takes 10 minutes.

DESCRIPTION

Tufnell House offers modern spacious en-suite bedrooms in shared apartments, with a shared kitchen and living area. Refurbished to the highest standards, the residence stands in landscaped gardens and features an on-site gym, lounge areas with Sky TV and special study spaces. Bedding and linen is provided on arrival, however students are responsible for cleaning their own bedroom, bathroom and common areas and laundering their bed linen. This residence is located only a short walk away to Hampstead Heath, and Camden Town, famous for its markets and restaurants. Students are advised to bring bath towels.



Prices

Accommodation Placement fee	£55	
Per person per week.	Duration	
Self catering	13 weeks or more	Less than 13 weeks
En-suite Standard room	£263	£273
En-suite Superior room	£282	£289

Features

- Fully equipped kitchens ✓
- 24 hour reception with CCTV and secure door entry ✓
- Free WiFi ✓
- Landscaped gardens and BBQ area ✓
- Onsite laundrette ✓
- On-site gym ✓
- Utility bills included ✓
- Study and games rooms ✓
- Security bike storage ✓
- Lounge with Sky TV ✓

TERMS & CONDITIONS:

Minimum age 18.

Minimum stay 4 weeks. (For stays of 1, 2 or 3 weeks please enquire as we may be able to make an exception at the time of booking).

Stays departing in October, November or December will not be accepted. Details of refunds for cancellations before or after arrival are included in our Conditions of Enrolment (27e and 27f).

Please note that Residential Accommodation is provided by a third party Residential Accommodation Agency

Please read our full Conditions of Enrolment.

Accommodation - Halls of Residence Beaumont Court

LOCATION

Beaumont Court is approximately 10-minute walk from Camden Town underground station on the Northern line (6 stops – 15 minute journey). Mornington Crescent underground station on the Northern line is also a short walk away. Also easy access to King's Cross station.

DESCRIPTION

The residence consists of apartments of 5, 6 and 7 single rooms all with en-suite shower rooms (toilet, washbasin and shower cubicle) and fully equipped shared kitchen/sitting area with breakfast bar, stools and sofa.

Bedrooms are furnished with a large bed, chest of drawers, wardrobe, mirror, shelves, lights, curtains, desk, chair and fitted carpet. Corridors and kitchens are cleaned weekly. Students are responsible for cleaning their own bedroom and bathroom, and cleaning their bed linen (which is provided). Students are advised to bring bath towels.

There is an on-site launderette, common room with TV, CCTV and bike storage. Internet access is included in the price.

Prices

Accommodation Placement fee	£55	
Per person per week.	Duration	
Self catering	13 weeks or more	Less than 13 weeks
En-suite single room	£285	£295

Features

Fully equipped kitchens	✓
Student lounge with large TV	✓
Coin operated launderette	✓
CCTV	✓
Bike storage	✓
Free WiFi	✓
Cleaning of common areas	✓
Bed linen provided	✓



TERMS & CONDITIONS:

Minimum age 18.

Minimum stay 4 weeks. (For stays of 1, 2 or 3 weeks please enquire as we may be able to make an exception at the time of booking).

Stays departing in October, November or December will not be accepted. Details of refunds for cancellations before or after arrival are included in our Conditions of Enrolment (27e and 27f).

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Accommodation - Halls of Residence

The Stay Club Camden

LOCATION

Camden is one of London's most popular tourist destinations. The residence is close to Camden Lock, in the heart of the famous Camden Market and only a 5-minute walk to Camden underground station (6 underground stops on the Northern Line to Finchley Central - less than a 15-minute journey on the underground).

DESCRIPTION

The residence consists of Single and Twin/Double Occupancy Studios. The studios have a private kitchenette (fridge freezer, microwave, cooker, kettle, pans, cutlery, glasses, and cups), 2 double beds, desk, free Wi-Fi, en-suite showers, plenty of mirrored cupboard space and are decorated to a high standard. Students can hang out with friends in the 2 lounge areas, play a game of pool or enjoy the outdoor space.

There is also a lovely café where students can buy snacks and drinks or have full meals (breakfast, lunch and dinner).



Prices	
Accommodation Placement fee	£55
Per person per week.	
Single Occupancy Studio	£343
Twin/Double Occupancy Studio	£399
Features	
24-hour Reception	✓
CCTV	✓
Free Wi-Fi	✓
2 Lounge areas with a large TV	✓
Pool table area	✓
Café/Restaurant	✓
Outdoor Space with tables and chairs	✓
Study rooms	✓
Weekly cleaning of studios	✓
Weekly fresh linen and towels	✓
Daily cleaning of Communal parts	✓
Coin and Card operated Laundrette	✓
Bike storage	✓



TERMS & CONDITIONS:

Minimum age: 18 (At the Stay Club Camden students age 16 and 17 are accepted if accompanied by a responsible adult)

Minimum stay: 1 week

Details of refunds for cancellations before or after arrival are included in our Conditions of Enrolment (28c and 28d).

Please note that Residential Accommodation is provided by a third party Residential Accommodation Agency

Please read our full Conditions of Enrolment.

Accommodation - Halls of Residence

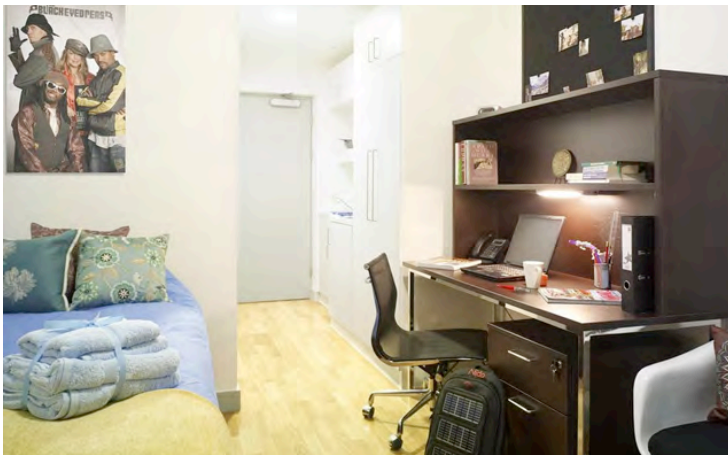
The Chapter King's Cross

LOCATION

Made famous as the 'Nido' building, this recently refurbished residence is just a 5-minute walk to King's Cross St. Pancras underground station and only 8 underground stops on the Northern Line to Finchley Central underground station (20-minute underground journey).

DESCRIPTION

This residence consists of Single and Twin en-suite rooms and large communal areas with free access to the Gym & Exercise Studio and shared kitchen. Students are advised to bring bath towels.



Prices

Accommodation Placement fee	£55
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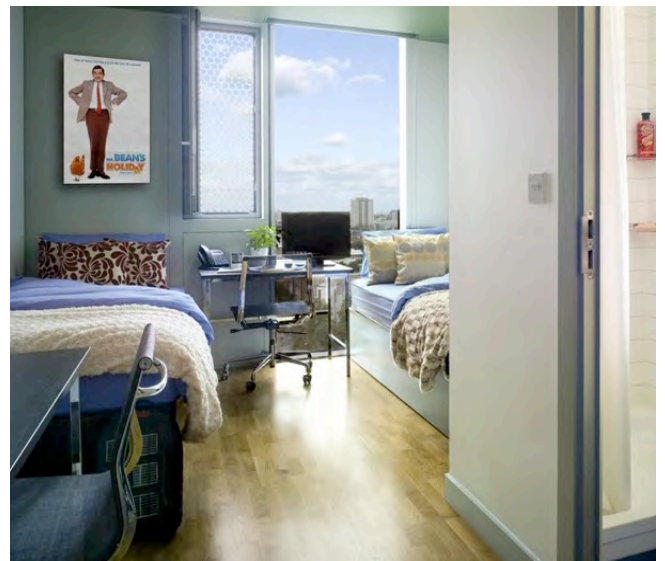
Per person per week. Self catering

Single en-suite room	£339
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Twin en-suite room	£450
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Features

24-hour Reception	✓
Fully equipped kitchens	✓
CCTV	✓
Free Wi-Fi	✓
Study Rooms	✓
Games Area	✓
Gym & Exercise Studio	✓
Outside Courtyard Space	✓
Weekly cleaning of rooms	✓
Daily cleaning of Communal parts	✓
Coin and Card operated Laundrette	✓



TERMS & CONDITIONS:

Minimum age: 18

Minimum stay: 1 week

Details of refunds for cancellations before or after arrival are included in our Conditions of Enrolment (28c and 28d).

Please note that Residential Accommodation is provided by a third party Residential Accommodation Agency

Please read our full Conditions of Enrolment.

Accommodation - Halls of Residence International Student House

LOCATION

This residence is located in the heart of London just opposite Regent's Park and only a 5-minute walk to Warren Street underground station (Northern Line, 9 stops - 20 minute journey to Finchley Central).

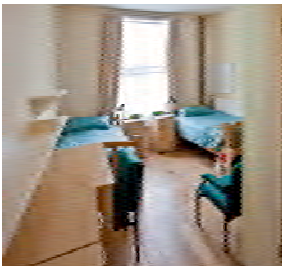
DESCRIPTION

The Residence consists of Single, Twin, Triple and Quad rooms, Dormitories with shared bathrooms. Single and Twin en-suite rooms are also available.

This residence provides daily breakfast which is included in the daily price rates.

Students can also buy lunch and dinner in the canteen style restaurant. The restaurant has a range of hot and cold meals, sandwiches, salads, desserts, confectionery and drinks. e.g. For half-board, add £8.50 per day and for full-board, £16.00 per day.

This residence does not have a shared kitchen.



Prices	
Accommodation Placement fee	£55
Per person per day - Including Continental Breakfast	
Single En-suite	£58
Single Room:	£50
Twin En-suite:	£42
Twin Room:	£37
Triple Room	£32
Quad Room	£30
Dormitory (8-10 beds)	£25
Features	
24-hour Reception	✓
CCTV	✓
Free WiFi	✓
Bar (for over 18s only)	✓
Canteen style restaurant open for breakfast, lunch and dinner	✓
TV Room	✓
Weekly Cleaning of Rooms	✓
Daily cleaning of Communal parts	✓
Coin/Card operated Laundrette	✓



TERMS & CONDITIONS:

Minimum age: 18 (students age 16 and 17 are accepted if accompanied by a responsible adult)

Minimum stay: 2 nights

Details of refunds for cancellations before or after arrival are included in our Conditions of Enrolment (29c and 29d).

Please note that Residential Accommodation is provided by a third party Residential Accommodation Agency

Please read our full Conditions of Enrolment.

Alternative Accommodation

- Local friendly Hotel (only 5-minutes' walk to the underground) with special prices for our students. Available for individuals or groups.
- Serviced flats (ideal for families)
- High-quality Hostel in two conveniently, centrally located areas of London (for group bookings only)

Further information on the above, other residences and flat shares, is available on request.

Studentguard+ Student Travel Insurance

Nacel English School London can book International Student Insurance for you for **£5.94** per week based on your dates of travel.

Please visit our website for policy information.

Airport Transfers

	Arrival	Departure	Both ways	Our representative will wait a maximum of two hours after the arrival time given. The transfer fee is not refundable in case of longer delays or any other circumstances.
Heathrow	£95	£65	£155	
Gatwick	£130	£95	£205	
Luton	£95	£70	£160	
Stansted	£105	£85	£185	
Additional passenger	£55	£35	£80	

Extra Curricular Courses

Professional Sports Coaching (admission fee: **£95**):

Yoga, Tennis and many others

4 hours: **£220** 8 hours: **£400** 10 hours: **£450**

Horse Riding (admission fee: **£95**)

6 hours **£424** (8 sessions of 45 minutes each)

Golf (admission fee: **£95**)

Private lessons

6 hours: **£330** 10 hours: **£550**

Gym available only two minutes walk from School.

Gym fees will apply.

Enrolment Form

Page 1 of 4. Please complete all pages.
PLEASE WRITE IN BLOCK CAPITALS IN BLACK INK

First name:

Surname:

Nationality: Country:

Passport Number: Date of Birth: Age:

Gender: Male Female

Marital Status: Married Single

Address in Home Country:

.....

.....

Telephone No: E-mail:

Occupation:

Do you have any Allergies / Medical Conditions, Illnesses? Yes No

(if yes, please give details)

.....

Are you taking any medication? Yes No

(if yes, please give details)

.....

Do you have any special dietary requirements? Yes No

(if yes, please give details)

.....

Do you smoke? Yes No

Would you prefer to live in a house with pets? Yes No

Would you prefer to live in a house with children? Yes No

Additional information:

.....

.....

What level do you consider your English to be? (lowest) 1 2 3 4 5 (highest)

DOCUMENTS TO BE SENT WITH APPLICATION FORM:

- Please send copy of passport
- Please send any English Language Certificates

PLEASE WRITE IN BLOCK CAPITALS IN BLACK INK

COURSE DETAILS

GENERAL AND EXAM ENGLISH COURSES:

Starting Date:

15 Hours per week Number of Weeks Morning Afternoon

21 Hours per week Number of Weeks

24 Hours per week Number of Weeks

30 Hours per week Number of Weeks

Additional information

ONE-TO-ONE COURSE: Total number of hours:

Starting Date:

Additional information

ENGLISH FOR SPECIFIC PURPOSES (ESP):

Full Time Morning (15 hours): 2 weeks 3 weeks 4 weeks

Full Time Plus (21 hours): 2 weeks 3 weeks 4 weeks

Starting dates:

• Medicine & Biology: 16th Jan, 3rd Apr, 24th Jul, 20th Nov

Starting Date:

• Chemistry: 16th Jan, 3rd Apr, 24th Jul, 20th Nov

Starting Date:

• Banking & Finance: 9th Jan, 27th Mar, 23rd Oct

Starting Date:

• Oil & Gas: 8th May, 31st July, 2nd Oct, 13th Nov

Starting Date:

• Engineering: 8th May, 31st July, 2nd Oct

Starting Date:

• Executive Management & Marketing: 3rd Jan, 3rd Apr, 4th Sept, 13th Nov

Starting Date:

• Law: 30th Jan, 3rd Apr, 3rd Jul, 20th Nov

Starting Date:

Additional information

TEACHER TRAINING REFRESHER COURSE:

Starting Dates:

• 16th January • 13th March • 10th July • 7th August • 20th November

Additional information

WORK EXPERIENCE INTERNSHIPS FOR EU STUDENTS (unpaid):

Additional information

EXTRA CURRICULAR COURSES:

Professional Sports Coaching

Number of Hours:

Additional information:

Horse Riding

Number of Hours:

Additional information:

Golf

Number of Hours:

Additional information:

PLEASE WRITE IN BLOCK CAPITALS IN BLACK INK

ACCOMMODATION

HOST FAMILY ACCOMMODATION: Yes No

Half-Board - Breakfast and dinner

Bed & Breakfast - Self-catering

Single Room Shared Room Shared room is only available to students arriving and departing at the same time.

Number of Weeks:

Arrival date: Departure date:

Additional information:

.....

RESIDENTIAL HALLS ACCOMMODATION: Yes No

Number of Weeks:

Arrival date: Departure date:

Tufnell House: Type of room:

Beaumont Court:

The Stay Club - Camden: Single occupancy: Twin/Double occupancy:

The Chapter - King's Cross: Type of room:

International Student House: Type of room:

Additional information:

.....

ALTERNATIVE ACCOMMODATION: Yes No

Please give details

.....

STUDENTGUARD+ Student Travel Insurance: Yes No

Please tick the YES box if you would like to take out **Studentguard+ Student Travel Insurance** for **£5.94** per week.

Please see our website for details of cover.

Number of weeks (please include the full period of your stay in the UK):

Policy start date: Policy end date:

Date you travel to the UK

Date you travel home

The policy will only be booked on your behalf once we receive full payment and your complete arrival and departure flight details.

Enrolment Form

Page 4 of 4. Please complete all pages.

PLEASE WRITE IN BLOCK CAPITALS IN BLACK INK

AIRPORT TRANSFERS: Yes No

Heathrow Arrival Heathrow Departure Heathrow Both ways
Gatwick Arrival Gatwick Departure Gatwick Both ways
Luton Arrival Luton Departure Luton Both ways
Stansted Arrival Stansted Departure Stansted Both ways
Additional passengers: Yes No Number

FLIGHT DETAILS – If known

Arrival Date: Flight number:
Time: Airport:
Departure Date: Flight number:
Time: Airport:
Additional information:

HOW DID YOU HEAR OF NACEL ENGLISH SCHOOL LONDON?

A friend Google Press Article English UK British Council
Local Agent Name:
Other Please specify

DO YOU NEED A VISA TO ENTER THE UK?

Yes No

If yes, which visa are you applying for?

Tier 4 (General) Student Visa Short-term Study Visa (SSV) 6 month 11 month

Applying for Visa

Nacel English School London is a Sponsor of Tier 4 Student Migrants within the Points Based System (PBS).

SPONSOR'S LICENSE NUMBER (SLN): 9KPRFBXH5

If you are applying for a Tier 4 (General) Student visa you will need a Confirmation of Acceptance of Studies (CAS) from the School. The cost is £25 and will be added to your invoice.

I WOULD LIKE TO RECEIVE MY LETTERS OF ENROLMENT BY:

e-mail (PDF) Post Courier (DHL/FedEx) £48

I agree to attend the above course requested and supply the school with a medical certificate if I am ill or have a valid and supported reason to be absent. I understand my name may be struck from the register if I fail to meet these requirements. I also understand that the fees are not REFUNDABLE OR TRANSFERABLE under any CIRCUMSTANCES and have read, understood and agree to Nacel English School London conditions of enrolment.

Name Signed Date
(BLOCK CAPITALS)
(if under 18, parent or guardian must sign)

ENROLLING

1. A place can be reserved on a course by completing an enrolment form and returning it by post, e-mail or completing the form on-line on our website, together with the booking deposit of £200 plus registration fee, which will go towards the cost of the course.
 2. Full payment for the course must be received by the School at least 14 working days before the start of the course.
No programme will start until the School is in receipt of all fees.
- 2a. For students requiring a student visa to the UK, the course fees must be paid in full before we issue any documentation to support the student visa application. Visa letters will not be issued unless students have paid the course fees in full.**
3. Students are required to present their passport of which we will retain a copy. Students are also required to provide the school with accurate and full contact details. It is the responsibility of the student to keep the School informed of any changes to their contact details both in the UK and abroad immediately.

PAYMENT

4. Methods of Payment: Bank Transfer; Credit card; Debit card

**It is imperative that the name of the student and the relevant invoice number is clearly stated on the bank transfer documentation
Payment must include both parties' bank charges and transfer costs . Please add £20 if paying by bank transfer.
All credit card transactions are subject to a surcharge of 3%**

CANCELLING YOUR COURSE

5. **Cancellation for students NOT requiring Visa / Leave to enter the UK must be received in writing (e-mail or post).
Course refunds depend on the amount of notice given and are specified below:**

At least 15 days before the start of the course	deposit (£200, plus registration fee) is non refundable
14 days or less before the start of the course	25% of course fee, (minimum £200, plus registration fee) is non refundable
10 days or less before the start of the course	50% of course fee, (minimum £200, plus registration fee) is non refundable
7 days or less before the start of the course	100% is non refundable

Cancellations received at the weekend, during public holidays or Christmas School Holidays will be considered to commence the next working day.

6. **Cancellation for students requiring Visa / Leave to enter the UK: Refunds are not granted except when the visa application has been unsuccessful.**
- 6a. **Cancellation due to Visa Refusals:** If the visa application is refused, providing we receive official documentation from the British Embassy or Consulate confirming this, we will refund the student in full with the exception of £250 administration fee and the course registration fee (The CAS fee is non-refundable). All bank charges incurred are to be paid by the student. Refunds will only be considered if applied for prior to the commencement of the course.
Please note that, for students who require a visa to the UK, once documentation has been issued to support their visa application, no refund will be given without official documentation confirming that the application has been unsuccessful.
7. **Course refunds (including all fees) may take between 3-5 weeks to process once full documentation has been received. Refunds cannot be processed until the School is in receipt of all monies owed. Refunds will only be made to the person or organisation that paid the initial payment. Our responsibility is only to refund that person or organisation that made the payment.**
8. **Once the course has started, fees are NOT refundable or transferable.**
9. **Courier (DHL/FedEx) fees or any other used fees eg insurance, airport transfers are non-refundable.**

ACCOMMODATION AND CANCELLING ACCOMMODATION

Homestay:

10. Accommodation fees are payable in advance **at least 14 working days before the start of the course.** If students wish to cancel their host family accommodation, they are required to give 2 weeks' notice in writing and will receive a full refund for the outstanding period booked, less a cancellation administration charge of £260 and the accommodation placement fee. Students need to leave the accommodation on the same day of the week on which they arrived. Students leaving their accommodation early will be charged at the weekly rate according to the number of weeks they stayed, not the weekly rate that they booked if the two rates are different.
11. Accommodation refunds (after arrival) may take between 3 – 5 weeks to process once full documentation has been received. Refunds cannot be processed until the School is in receipt of all monies owed. Refunds can only be given once the student has left the accommodation.
12. Students are liable for any damage that they cause at their accommodation.
13. Students are expected to respect their host family and accommodation; any behaviour deemed unsatisfactory will result in accommodation being terminated and no refund granted.

Residential:

14. Accommodation fees are payable in advance. The School has to be in receipt of all monies at least 4 weeks before the start of the course.
15. We will check the availability of residential accommodation at the time of booking, but it can only be guaranteed once full payment has been received and we issue the residential accommodation re-confirmation letter.

To avoid unnecessary costs to the student, we recommend that re-confirmation of residential accommodation is issued only once the visa to the UK has been granted and the arrival flight details have been received. Alternative accommodation, such as host family, another residential hall, or a refund will be offered to the student in case the residential accommodation originally chosen is no longer available for the dates requested. In this case, if payment has been received, we will do our best to hold the accommodation for as long as possible. All bookings are subject to availability at the time of reconfirmation.

16. The Halls of Residence (with exception of International Student House) charge by the full week (7 nights), i.e. Saturday-Saturday, Sunday-Sunday. As stays must be from weekend to weekend, additional nights which extend beyond a Sunday night cannot be pro-rated and will be rounded up to the next full week.
17. Students are liable for any damage that they cause to their accommodation. A refundable deposit may be asked by the residence (normally £250). If a credit or debit card is used for the deposit, it will have to be pre-authorized for the full amount. All credit card transactions are subject to a surcharge of 3%.
18. All students will have to follow the residence's policies and adhere to their specific rules and are subject to the terms and conditions of the accommodation provider. Residential Accommodation is not directly provided by Nacel English School London. We do not own or operate any of the residential accommodation. We only book the accommodation on behalf of the student and cannot be responsible for any third parties.
- We cannot be held liable for any damages, claims, liabilities, costs, losses (including indirect and consequential losses) or accidents incurred or suffered by students or to their property. Health and Travel Insurance must be taken out by all students.
19. We may, at our discretion, assist a student who may get into a dispute with a Residence. However, we shall not thereby be liable or become liable in any way in connection with such matter.
- 20. Relocating Students at the Request of a Residence.**
- In the case of a residence requesting that a student be relocated as a result of the student's behaviour being deemed "unacceptable" or due to the incompatibility of the student with others in the accommodation, Nacel English School London will do its best to relocate the student to a suitable similar accommodation, subject to availability. Should similar accommodation not be available, the School will relocate the student to the nearest alternative accommodation. The School will not be held responsible, financially or otherwise, for any inconvenience caused to the student as a result of relocation for reasons of "unacceptable behaviour" or compatibility, nor will the residence be liable to pay for any expenses, e.g. transportation costs incurred as a result of such a move being necessary
21. Students are expected to comply with the residence's rules and regulations; behaviour deemed unsatisfactory will result in accommodation being terminated and no refund granted.
22. All students have to ensure that they thoroughly understand what to expect, what is expected of them and what is not acceptable behaviour. If a student has any queries regarding the residential accommodation or what is expected of them or their behaviour, they must ask for clarification.
23. For group bookings additional terms and conditions may apply.
24. Residential rates are valid until 1st September 2017 and may be subject to change without notice.
25. Students will have to present their passport (or valid ID) on arrival at the residence and the residence will keep a copy.
26. **Cancellations:** Cancellation of a booking cannot be accepted unless received in writing (e-mail or post). It will take effect from the 1st working day received by Nacel English School London (the school is closed at weekends, bank holidays and 2 weeks during the Christmas holidays).
- 27. Tufnell House and Beaumont Court**
- 27a. Minimum stay 4 weeks. (For stays of 1, 2 or 3 weeks please enquire as we may be able to make an exception at the time of booking).
- 27b. Stays departing in October, November or December will not be accepted.
- 27c. Minimum age 18.
- 27d. A deposit of £250 is required by the above residences before arrival and will be refunded by the residence to the student at the end of their stay once it has been verified by the residence that no damage had been caused by the student to the residence property during the student stay. The deposit has to be paid before arrival and will be refunded within two weeks after departure. All credit card transactions are subject to a surcharge of 3%.
- 27e. **Cancellations before Arrival:** Once Residential accommodation is confirmed by us, cancellation, postponement or curtailment of stay will incur a penalty depending on notice given, and are specified below:
- More than 4 weeks: The £55 accommodation placement fee
 - Less than 4 weeks: 4 weeks' rent (or full stay) plus the £55 accommodation placement fee
- 27f. **Cancellations after Arrival:** There will be no refund for no-show, or any unused period of stay if a student cuts short their stay after arrival. No exceptions will be made in the case of medical or family emergency, as students are advised to purchase a travel insurance policy that covers course and accommodation cancellation.
- 28. The Stay Club-Camden and Chapter King's Cross**
- 28a. Minimum stay: 1 week
- 28b. Age: 18+ (At the Stay Club-Camden students age 16 and 17 are accepted if accompanied by a responsible adult)
- 28c. **Cancellations before Arrival:** Once Residential accommodation is confirmed by us, cancellation, postponement or curtailment of stay will incur a penalty depending on notice given, and are specified below:
- More than 4 weeks: The £55 accommodation placement fee
 - 8 working days to 4 weeks: 2 weeks' rent (or full stay) plus the £55 accommodation placement fee
 - 0 - 7 days prior to arrival: 3 weeks' rent (or full stay) plus the £55 accommodation placement fee
- 28d. **Cancellations after Arrival:** If accommodation is cancelled after arrival, there will be a penalty charge of 4 weeks (or full stay), plus the £55 accommodation placement fee. No exceptions will be made in the case of medical or family emergency, as students are advised to purchase a travel insurance policy that covers course and accommodation cancellation.
- 29. International Student House**
- 29a. Minimum stay: 2 nights
- 29b. Age: 18+ (students age 16 and 17 are accepted if accompanied by a responsible adult)
- 29c. **Cancellations before Arrival:** Once Residential accommodation is confirmed by us, cancellation, postponement or curtailment of stay will incur a penalty depending on notice given, and are specified below:
- 17 working days or more prior to arrival: The £55 accommodation placement fee
 - 8 - 16 working days prior to arrival: 10% of the total cost or the first night of accommodation payable (whichever amount is higher), plus the £55 accommodation placement fee
 - 0 - 7 days prior to arrival: 100% of the total cost payable plus the £55 accommodation placement fee
- 29d. **Cancellations after Arrival:** There will be no refund for no-show, or any unused period of stay if a student cuts short their stay after arrival. No exceptions will be made in the case of medical or family emergency, as students are advised to purchase a travel insurance policy that covers course and accommodation cancellation.

STUDENTS UNDER 18

- 30. The parents/guardian of the student must complete a Child Guardian Consent form prior to student's arrival.
- 31. Students under 18 years, without a guardian in the UK, must stay with a host family.

Up to 8 weeks	None
9 - 11 weeks	1 week
12 - 23 weeks	2 weeks
24 - 35 weeks	4 weeks
36 - 49 weeks	12 weeks

Please note that the School reserves the right to refuse requests for holidays. We close for Christmas holidays for 2 weeks. These two weeks must form part of the holiday entitlement. Students must always check their course timetable before enrolling. We must receive 2 weeks notice in writing for holiday requests (3 weeks holiday maximum per term).

HOLIDAYS

- 32. We are closed on public holidays. There are no discounts, refunds or credits given on tuition fees for courses that include public holidays.
- 33. The following details the weeks of study authorised maximum holidays:

ATTENDANCE

- 34. Students are expected to attend all their lessons. Any absence should normally be only for illness or authorised holidays. It is the responsibility of the student to inform the School of illness or other reasons for absence immediately. Students with continually poor attendance may be struck from the register.
- 35. **Course extensions or refunds will not be given for absence due to illness or any other reasons.**
 - 35a. Students who are absent for more than ten consecutive days and who fail to contact the School, may be struck from the register.
 - 35b. Any student who has been issued with a Tier 4 (general) student visa must comply with the regulations laid down by the UK Visas and Immigration. Please note that the UK Visas and Immigration treats unauthorised absence of 10 consecutive days from School as a failure to comply with the requirements of the student visa. This will result in a withdrawal of the student's right to remain in the UK. The School is required to report this absence to the UKVI.
- 36. Students have a responsibility to arrive punctually. Late arrivals are very disruptive to classes and entry is at the discretion of the School. Persistent lateness without good reason may result in expulsion. In this instance no refund will be given.
- 37. To cancel or re-arrange a one-to-one lesson, students must give 24 hours' notice. No refund or re-arrangement will be given for non-attended classes or when less than 24 hours' notice is given.

TIMETABLING

- 38. The School reserves the right to rotate teachers or appoint new ones; change times or rooms and combine classes if necessary.

COMPLAINTS

- 39. Queries and complaints should be brought to our attention immediately in order for us to deal with them. Complaints received after the course has finished cannot be considered.

MARKETING

- 40. Photographs of students may be used in the School's promotional and publicity material unless the student specifically objects when photographs are taken. The copyright to all photographs shall belong to the School.
- 41. All prices and details in marketing material and on the website are accurate at the time of publication and presented in good faith. However, they are subject to alteration without notice. The School also reserves the right to alter programmes in any way we see appropriate.

INSURANCE

- 42. Students must arrange full insurance cover before departure from their home country. It is the students' responsibility to ensure they are adequately insured.
- 43. Nacel English School London does not accept liability in case of illness, accident, loss or damage to personal effects or property.

EXPULSION FROM SCHOOL

- 44. Nacel English School London reserves the right to terminate the course of any student whose behaviour is judged to be unsatisfactory, without a refund. The management's decision is final.
- 45. Students are liable for any damage they cause while attending the School.
- 46. Students' statutory rights are not affected by the above conditions. This Agreement is governed by English Law.

All services are subject to availability and may change without notice

All students must abide by the Nacel English School London Terms and Conditions

I have read, understood and agree to the Nacel English School London Conditions of Enrolment as laid out in the above three pages.

Name Signed Date
(BLOCK CAPITALS) (if under 18, parent or guardian must sign)