

Terms & conditions

1. Who May Apply?

Courses are open to all students aged over 16 years at the time of course commencement.

2. Course Dates

Please see pages 12-22 for course dates available in individual centres.

3. Travel Arrangements

Please consult the course dates listed on pages 12-22 to determine when you should arrange to depart from your home country and to return home upon course completion. Please note that EF may advise you to travel up to two days before or after the dates listed. Contact our office for full information.

4. How To Enrol

Please complete the Enrolment Form on the opposite page, choosing your course centre and accommodation type and send it to us along with a copy of your passport and the non-refundable Enrolment Fee of £250 (plus courier fee of £50, if required).

For ILS courses the enrolment fee is £125. Courses fill up quickly, so we advise you to apply as soon as possible to ensure that you get into the school of your choice.

5. Academic Calendar

The EF Academic Year and Semester Programmes adhere to the following schedule:

EF Academic Year

7 January 2010 – 6 August 2010
15 April 2010 – 3 December 2010
10 June 2010 – 11 February 2011
23 September 2010 – 3 June 2011
6 January 2011 – 5 August 2011
14 April 2011 – 2 December 2011

EF Academic Semester

7 January 2010 – 4 June 2010
15 April 2010 – 3 September 2010
10 June 2010 – 3 December 2010
23 September 2010 – 11 March 2011
6 January 2011 – 3 June 2011
14 April 2011 – 2 September 2011

Please contact us for the start dates for the Rome school as they vary slightly from the above.

6. Holidays

Holidays vary from one course centre to another. For courses beginning in January or April there will normally be two breaks of one to two weeks. Please call our office for more details. In general, for courses beginning in June, there will be a one-week autumn break and a three-week Christmas break. For courses starting in September, there will normally be a three-week Christmas vacation and a one-week spring break.

Your accommodation is available during vacation periods. You therefore have the choice of (a) staying with your host family or in your residence/apartment; (b) participating in optional EF tours at an additional cost; or (c) travelling independently at your own expense.

7. What's Included in the Price?

Courses, accommodation and meal plans vary by school, please check the detailed list on pages 12-22.

8. Academic Materials

All EF Academic Year Abroad students are required to purchase the needed course books and materials. As a service to you, this fee will be included in your total invoice.

9. Internship Programme

The EF Internship Programme is available in all locations except Beijing, Shanghai, Munich and Rome for a fee of £270. Included in this fee is an internship preparation course and up to 100 hours of part-time unpaid work experience.

10. Validity of Brochure Prices

Prices published in this brochure are based upon currency exchange rates in effect at the time of printing (15 Jan 2010) and are subject to change, up to 30 days before departure.

11. Methods of Payment

The Enrolment fee and Programme fee can be paid in several different ways:

- 1) To your local EF office or representative
- 2) By direct transfer from your bank to EF's bank:
Credit Suisse
Schwanenplatz 4
6004 Luzern, Switzerland
Account Name: EF Language Colleges Ltd
Account Number: 4835-303195-22-5
IBAN No: CH25 0483 5030 3195 2200 5
Swift address: CRESCHZ260A

All transfers should make reference to the full name of the student or EF booking reference in order to ensure quick and proper credit to his/her account.

We must receive payment in full at the latest 30 days prior to course start.

All transfers should be in GBP. There is a 3% charge for payment by credit card.

12. Cancellation and Refund Policy

All cancellations and terminations should be made in writing to your nearest EF office, EF local representative or EF School Director. In all cases the Enrolment Fee, the Courier Fee and the optional Cancellation Insurance premium (see below) are non-refundable.

13. Cancellation

The Programme Price shown with each school description in this brochure comprises two elements: the Course Fee (40%) for tuition and the Student Services Fee (60%), which includes accommodation. The Course Fee is fully refundable if you cancel prior to arrival at the school. Additional refunds will be made from the Student Services Fee and Accommodation Package as follows:

- If you cancel 60 days or more before the start of the course you will receive a full refund, except for the Enrolment Fee, the Courier Fee, and the (optional) Cancellation Insurance.
- If you cancel less than 60 days prior to departure EF will retain 40% of the Student Services and Accommodation to cover the cost of prepaid accommodation and services.

In the event that the World Health Organization (WHO), or an international governmental health authority issues a country-specific travel warning or forbids travel, EF students have the right to postpone or re-book travel within a period of 365 days. If students wish to cancel, the above stated cancellation stipulations apply.

14. Withdrawals

- If you withdraw within the first 4 weeks of the programme, EF will retain the Course Fee for the first 4 weeks and refund all unused Course Fees. In addition EF will refund 75% of the Student Services Fee.
- If you withdraw after the first four weeks and before completing the first term of your course*, you must give the EF School Director four (4) weeks advance notice. EF will calculate on a prorated basis the unused portion of tuition and will refund 25% of the Student Services Fee.
- No refunds will be made for terminations occurring during the remainder of the course.

Refunds can only be made by the EF office or representative where the course fees were paid. The EF office or representative will process all refunds within 30 days of receiving written notification from you.

*Withdrawal dates are as follows:

January Academic Year & Semester 2010:
March 12, 2010

April Academic Year & Semester 2010:

June 5, 2010

June Academic Year & Semester 2010:

September 3, 2010

September Academic Year & Semester 2010:

December 17, 2010

January Academic Year & Semester 2011:

March 11, 2011

April Academic Year & Semester 2011:

June 3, 2011

June Academic Year & Semester 2011:

September 2, 2011

September Academic Year & Semester 2011:

December 16, 2011

Late cancellations should be done in writing, before 5 p.m. (Central European Time) on the Friday prior to course begin to avoid an additional £100 for waiting time in the case that you have booked a transfer. No shows are also liable for up to £1000 of the course fee.

If a student fails to maintain a 80% attendance record, the school will not be able to issue any course certificate or diploma. In the case a student behaves inappropriately in any manner to EF staff, host family, or other students, he or she may be asked to leave the programme. In such circumstances there is no refund due. The same policy applies to students involved in any illegal activities.

15. Rebooking Fee

Each time you request a change of course town, course dates, or type of accommodation after your initial enrolment, EF will charge you a rebooking fee of £40, which is payable immediately.

16. Duration of Lessons & Public Holidays

EF language lessons have a duration of at least 40 minutes. In the event of a public holiday in your host country, EF schools will normally be closed.

17. Class Schedules

In some schools classes may take place at the weekends, students will continue to have two consecutive days off. Lessons will be offered in both the morning and afternoon.

18. iLabs and the EF Efekta™ System

iLabs are currently available at all EF International Schools.

19. Cancellation Insurance

This premium must be paid at the same time as the Enrolment Fee and is non-refundable. If you choose to take Cancellation Insurance and are forced to cancel before departure due to illness, or illness in your immediate family, EF will refund all Programme Fees, irrespective of when notice is received. The insurance premium itself, the Enrolment Fee and the Courier Fee are non-refundable. Note: a doctor's certificate must be provided with each claim.

20. Medical and Baggage Insurance

9 months £300; 6 months £230

For the flexible language programmes, insurance is £30 for the first two weeks and £10 per week thereafter.

We strongly recommend that students attending any of our schools, including those in Europe, take similar precautions. We have negotiated favourable premiums and a tailor-made coverage for EF students with an international insurance company - Erika Travel Insurance. The policy protects you against expenses incurred through accident or illness, and provides coverage for loss or theft of baggage and personal effects, coverage against interruption of your EF programme due to illness as well as Liability. If you do not wish to take this policy, please indicate so on the Enrolment Form, and provide us with a copy in English of the alternative insurance policy you have taken out individually.

Please contact us for more detailed information.

21. Late Arrivals, Absences, Changes

No refund will be granted if you arrive late to, or are absent during your course. Periods of absence may not be made up with free extension of the course. Accommodation changes after your arrival at the school are subject to a fee and require the approval of the Programme Director. Mid-programme school transfers are also subject to a fee and space availability.

22. Country Specific Enrolment Information

Please note: Students will receive country specific enrolment information upon booking a course, when applicable.

23. EF's Learning Guarantee

If visa regulations prohibit you from extending your stay in your study country, you can continue to study for free when you return home online at EnglishTown.com with teacher-led classes. Students who choose to continue studying for free under our learning guarantee are responsible for all other costs, including but not limited to accommodation, meals, travel and visa fees. Due to local conditions beyond our control, we are unable to offer our learning guarantee in Italy and China. This in no way reflects the quality of the courses in these locations. The courses offered at these schools are of equally high quality to those offered at other EF locations.

24. Liability

EF will not be liable in any way to the student in the event of any service, contracted to be supplied by EF, becoming impossible to supply by reason of industrial dispute or other cause outside the control of EF. EF will not be liable for loss, damage, or injury to persons or property howsoever caused, save where the liability is expressly imposed beyond exclusion by statute. All courses are organised by EF Education First Ltd, Switzerland. EF Language Colleges Ltd is responsible to customers for and selling in the name of EF Education First Ltd.

Please fax or send a completed Enrolment Form together with a passport copy to:

EF Language Colleges Ltd. Central Admissions Office

Bärengasse 25
CH-8001 Zürich
Switzerland
Tel: +41 43 430 4200
Fax: +41 43 430 4210

Or to the office of the EF representative listed on the back of this brochure.

* Terms and conditions of free upgrade offer: The offer is valid for all bookings made through the UK sales office and for a minimum of eight weeks. Please contact us for more details.

Enrolment information

Please complete this form and mail or fax it, together with the Enrolment Fee of £250 (£125 if enrolling on our flexible language programmes) and a copy of your passport, to the address below. Please fill out this form in block letters.

Your personal data

Male Female

First Name.....

Last Name

Home Address

Country

Telephone..... Mobile.....

Email Address (mandatory)

Date of Birth (day/month/year)..... Birth Country.....

Country of Citizenship.....

Your Occupation.....

School name or Employer.....

Teacher's name

Do you smoke? Yes No

Do you have any existing medical conditions / allergies? Yes No

If yes, please specify:.....

Your programme information

Programme starting date (day/month/year)

Academic Year Semester Flexible language programme

Do you plan to take an exam? Yes No

- If so, which one?

Would you like to start your course earlier with a pre-course? Yes No

- If so how many weeks?

What is your language level? Beginner Intermediate Advanced

Optional EF travel services

Do you wish to take the Erika Travel Insurance policy? Yes

(If no, please attach a copy of your own insurance policy)

Do you wish for us to arrange your airport transfer? Yes No

Your signature

I authorise EF to take appropriate action in the event of a medical emergency.
I have read and agree to the conditions outlined on page 22 of this brochure. (The signature below of a parent/guardian will also constitute their consent required for the student to participate in all EF programmes, including activities, offered at the schools.)

Signature of applicant

Date

Signature of parent or guardian.....

(if applicant is under 21) Date.....

Mail this form to:
EF Language Colleges Ltd.
Central Admissions Office
Bärengasse 25
CH-8001 Zürich
Switzerland
Tel: +41 43 430 4200
Fax: +41 43 430 4210

or to the office of the EF representative listed on the back of this brochure. If you have questions, please email eflanguages@ef.com

School and programme type

Please mark your choice by filling in the square (☐)

	Programmes												
	EF Academic Year Abroad Intensive	EF Academic Year Abroad General	EF Multi-Language Year	EF Twin Centres	EF Master Business French [MBF]	EF Master Business Spanish [MBS]	EF MF for Hotel & Tourism [MFHT]	EF MS for Hotel & Tourism [MSHT]	EF MS for Energy & the Env [MSE]	EF MS in Hotel & Eco-Tourism [MSHT]	EF Exam Prep Other Exams	EF Internship Programme	EF Semester + 12 Week Internship
Singapore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Munich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barcelona	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malaga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quito	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playa Tamarindo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shanghai	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accommodation

Please mark your choice by filling in the square (☐)

	Homestay/ Homeshare		Residence	Apartment/ Hotel
	Single room	Twin room	Single room	Twin/triple/quadr room
Singapore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Munich	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barcelona	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malaga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quito	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playa Tamarindo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shanghai	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beijing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For EF Multi-Language Year, Please mark your choice of 2 or 3 schools and accommodation for each. We will then send you a complete enrolment package including terms of payment.

Travel insurance



While you can't do anything to prevent an unexpected storm from closing the airport, you can do something to help cover your course investment!

- ▶ Coverage for medical expenses
- ▶ Trip cancellation
- ▶ Course refund in case of illness
- ▶ Baggage & property coverage
- ▶ 24-hour emergency assistance

Book now on the EF enrollment form!

