Enrolment Information 2011-2012

How to Enroll
For all courses except the Academic Year/Semester, Multi-Language Year and Advanced Diploma Programme.

Students may enroll by phone, online, by mail, at an EF office or with an EF representative. Please complete the Enrolment Form on the opposite page and send it to us with a copy of your passport and the non-refundable Enrolment Fee of £145. The Enrolment Fee may be paid by credit card.

Please note: for students enroling in a course that begins within 30 days, please send the Enrolment Form, passport copy, Enrolment Fee and Course Fee. A non-refundable Courier Fee of £65 may be charged in order to expedite student enrolment.

For Academic Year Abroad & Multi-Language Year
Students who wish to book an Academic Year Abroad or Multi-Language Year will be sent the appropriate enrolment information.

What is included in your Course Fee?
- Course of choice
- Digital learning media and academic materials
- Shared room in residence or homestay, depending on destination. Accommodation is reserved from Sunday to Saturday (am), unless informed otherwise
- Breakfast & dinner Monday-Friday with all meals at weekends in homestay
- For EF International Language Centres where residence accommodation is included in the Course Fee, meals vary, please refer to each destination page.

What is not included in your Course Fee?
- EF Course Books
- Travel from home country to EF International Language Centre (unless otherwise specified)
- Transfer from airport to accommodation (please book arrival transfer)
- Transportation to and from the EF International Language Centre
- Internet/Wi-Fi in homestay or residence is not guaranteed
- Meals and snacks outside of above specified meal plan
- Official language exam testing fees (i.e. TOEFL Ibt, Cambridge ESOL, etc.) Prices for exams vary but an average exam fee is £100
- Some activities and most excursions require a participation fee. Prices vary depending on type of activity and excursion but as a guide an average day trip is £25-35 and weekend £100-200.

For what is included in EF Junior course fees please see p.15

EF Course Books
EF Course Books are needed to follow EF course syllabi. Book prices are as follows:

English centres:
Weeks 1-6: £30; weeks 7-12: £55, weeks 13-18: £80
*each additional six week interval: £30
Business English: £20 per book

Methods of Payment
The enrolment fee, course and book fees can be paid:
1. To your local EF office or representative.
2. By credit card
3. By direct transfer from your bank to EF's bank:

All amounts in £GBP

Credit Suisse
Schwanenplatz 8, 6004 Luzern
Switzerland
BIC/Swift address: CRESCHZZ60A
IBAN: CH41 0483 5030 3195 2200 5
Account Number: 303195-22-5
Account Holder: EF Language Colleges, Ltd.

***All transfers should make reference to the full name of the student in order to ensure quick and proper credit to his/her account. In cases where credit card payments are accepted, a fee may apply.**

Payment Plan
As soon as we receive the Enrolment Form with the Enrolment Fee, we will send a booking confirmation, along with an initial invoice detailing the payment due. A final invoice will be sent requiring the remaining balance, which is due at least 60 days prior to the course start date. If final payment is not received 60 days prior to the start of the course, EF reserves the right to charge a late payment fee for any amounts overdue.

Arrival and Airport Transfers
The fee for this optional transfer from your airport of arrival to your destination is listed on the EF International Language Centre pages 22-29. This covers the cost of administration, communication, greeting services and transportation. The transfer service is offered between 0700 and 2100 hours local time on Sundays. If students arrive at any other time, we can arrange a special transfer at an additional cost of £60. Please note a transfer from London to Manchester will cost £400.

Age
EF International Language Centres are open to everyone aged 16 years and over. EF Junior Summer Camps are for students aged 13-16 years old. Parents and guardians of students under the age of 18 are required to sign a Medical Release Waiver.

EF's Learning Guarantee
The learning guarantee only applies to the EF Language Courses Abroad. To qualify for the learning guarantee, students must attend all classes and complete all assignments. 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.

If visa regulations prohibit a student from extending their stay in their study country, they can continue to study English for free when they return home online at Englishtown.com with teacher-led classes.

iLabs
iLabs are currently available at all EF International Language Centres of English. All EF General courses include access to the iLab upon enrolment, throughout the course and a 3-month online post-course. All EF Intensive courses include access to the iLab upon enrolment, throughout the course and a 6-month online post-course.

My EF™ web service
All EF students will automatically receive an online account for My EF™. Any correspondence, photos and other media used on My EF™ will be considered private and EF will not accept any responsibility for such correspondence or media. Parent/s or legal guardian-/s of students under the age of majority travelling with EF give their consent for the student to use the My EF™ web service.

Online One-to-One Package
This is a course supplement, available in combination with any EF Intensive or EF General course at our year-round English EF International Language Centres. The package includes six lessons of 40 minutes in length, with one teacher per student that is conducted online. Students can choose to take the lessons while at the EF International Language Centre or can also complete these lessons once returning home.

Course levels
A few weeks before students leave for their course, they will take the EF Level Placement Test online in iLab to assess their language level and ability. The results will be sent to their EF International Language Centre. On arrival they will be placed in the correct level at which they should begin their studies. When an EF International Language Centre has a General language lesson of five students or fewer, EF reserves the right to reduce the number of lessons per week.

Class Schedules and Duration of Lessons
EF language lessons have a duration of 40 minutes, (except where stated otherwise on individual destination pages).
Classes are offered at all EF centres worldwide in a block schedule format on weekdays from 8:00 to 20:00. In some centres, classes may take place on the weekends.

Public Holidays
EF International Language Centres are closed 25th, 26th December and 1st January. Missed classes will not be made up at a later date.

Travel and Medical Insurance
All students are required to have medical and accident insurance. We have negotiated tailor-made coverage for EF students with an international company expert in travel insurance - Erika Insurance Ltd. We strongly recommend this policy as it protects the student against expenses incurred through accident or illness, and provides coverage for loss or theft of baggage and personal effects. It also provides coverage against interruption of the student's EF course due to illness and includes Liability and Legal coverage. The cost of this insurance is £32 for the first two weeks, then £12 for each additional week. If the student does not wish to take this policy, they will need to provide EF with a copy in English of the alternative insurance policy they have taken out individually. Full policy details available on request.

Cancellations and Refund Policy
All cancellations and terminations must be made in writing to the nearest EF office, EF local representative or EF Centre Director. In all cases the Enrolment Fee and the Courier Fee are non-refundable.

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.

Cancellations
The Course Fee comprises two elements: Tuition Fee (40%) and the Student Services and Accommodation Fee (60%). The Tuition Fee is fully refundable if the student cancels more than 14 days prior to the course start date. Additional refunds will be made from the Student Services and Accommodation Fee as follows:
- If the student cancels 45 days or more before the start of the course the student will receive a full refund, except for the Enrolment Fee.
- If the student cancels less than 45 days prior to departure, EF will retain 40% of the Student Services and Accommodation Fee (maximum £1000) to cover the cost of pre-paid accommodation and services.

Late Arrivals and Absences
If the student arrives late or are absent during their course, no refund will be granted.

Withdrawals
All withdrawals need to be made in writing to EF. If the student wishes to withdraw from their course after arrival at the centre, they must inform the EF School Director and sign a copy of the course change notification form. Refunds are made by the EF office or representative where the course fees were paid.

If a student withdraws from their course after arrival at the centre they must give their EF School Director at least four (4) weeks advance notice. They will receive a full refund for all remaining weeks after the four-week notice period.

Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, EF will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

Cancellation Protection
EF Enrolment Fee includes Cancellation Protection and is non-refundable. If students are forced to cancel before departure due to illness, or illness in their immediate family, EF will refund the Course Fee. Cancellation must be given in writing at their local EF office no later than the course start date. A doctor's documentation must be provided within ten days of the claim.

Re-booking Fee
Each time a student requests a change of destination, course dates, or type of accommodation after the initial enrolment, EF will charge a re-booking fee of £35 which is payable immediately. (This does not apply to students who are extending their course.) If a student changes the booking to another destination where fees are lower, the difference in fees between the destinations will not be refunded.

Protection for Our Customers
In order to ensure the well being of our students, EF has established a Code of Conduct, which all students are expected to follow.

Any student claims of course dissatisfaction should be reported to EF destination staff during their period of stay. If these complaints are not satisfied, they should be reported within 30 days after course completion at the student's local EF office.

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.

By accepting EFs terms and conditions, the participant accepts that EF freely can use all photography, film and sound material that has been created by EF and or by EF's staff during the trip, without asking further approval from the participant.

Validity of Brochure Fees
Please note: the prices published in this brochure are based upon currency exchange rates in effect at the time of writing (23 May 2011). They are therefore subject to change, up to 30 days before departure. The prices in this brochure are valid until September 30, 2012.

EF Language Colleges Ltd. promotes travel and language courses supplied by EF Education First Ltd, Switzerland.

Course start dates

The following Intensive, General and Exam course start dates apply to the EF International Language Centres listed below:

London, Brighton, Manchester, Bristol:
2011: Sep 5, 19; Oct 3, 17, 31; Nov 14, 28; Dec 12, 26. **2012:** Jan 9, 23; Feb 6, 20; Mar 5, 19; Apr 2, 16, 30; May 14, 28; Jun 11, 25; Jul 2, 9, 16, 23, 30; Aug 6, 20; Sep 3, 17; Oct 1, 15, 29; Nov 12, 26; Dec 10, 24 **2013:** Jan 7, 21; Feb 4, 18, Mar 4, 18; Apr 1, 15, 29: May 13, 27

Oxford, Cambridge, Bournemouth:
2011: Sep 12, 26; Oct 10, 24; Nov 7, 21; Dec 5, 19. **2012:** Jan 2, 16, 30; Feb 13, 27; Mar 12, 26; Apr 9, 23; May 7, 21; Jun 4, 18; Jul 2, 9, 16, 23, 30; Aug 6, 13, 27; Sep 10, 24; Oct 8, 22; Nov 5, 19; Dec 3, 17, 31 **2013:** Jan 14, 28; Feb 11, 25; Mar 11, 25; Apr 8, 22; May 6, 20

Bath (Summer only):
2012: Jun 25; Jul 2, 9, 16, 23, 30; Aug 6, 13

Cambridge Clare College:
Dates vary based on course length, see individual destination page.

The following Basic start dates apply to the UK EF International Language Centres listed below:

Oxford, Cambridge, Bournemouth, London, Brighton, Manchester, Bristol:
2012: Jun 4, 11, 18, 25; Jul 2, 9, 16, 23, 30; Aug 6, 13*, 20*, 27*.

Bath (Summer only):
2012: Jun 25; Jul 2, 9, 16, 23, 30; Aug 6, 13

EF Academic Year Abroad Programme start dates

Following the academic calendar, these programmes have intakes on the following dates:

2012: Jan 6, Apr 13, Jun 8*, Sep 21
2013: Jan 4, Apr 12, Jun 14*, Sep 20

*Please note: June intakes are limited to select schools and programmes. Contact us for details.

Enrolment Form 2011-2012

Please complete this form and email, mail or fax it, together with the Enrolment Fee of **£145**, courier fee of **£65** (if you require visa documents as originals), a copy of your passport and a copy of your visa (if already obtained) to the address below. Please fill out this form in block letters.

Your personal data

❏ Male ❏ Female

First Name

Last Name

Passport number (mandatory)

Home Address

Country

Telephone (mandatory)

Mobile

Email Address (mandatory)

Fax number

Date of Birth (day/month/year)

Birth Country

Country of Citizenship

Your Occupation

School / University name or Employer

Where did you hear about EF?

What type of visa will you apply for? (Please send copy of current visa if applicable)

❏ General student Tier 4

❏ Student Visitor

Do you smoke? ❏ Yes ❏ No

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

If yes, please specify:

Optional travel services

Do you wish to take the Travel Insurance policy? ❏ Yes ❏ No

(If you already have Cancellation and Travel Insurance, please provide proof of these in English)

Do you wish us to arrange your onward 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 30 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 Date

(if applicant is under 21)

For more information:

EF Representative
Tel: +44 (0) 207 341 8777
Fax: +44 (0) 207 341 8788
Email: efenglishlanguage@ef.com

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

Refer-a-friend! Do you know someone interested in a language course with EF?

First Name Last Name

Home Address

Telephone Mobile phone

Email Address

Please mark your choice by filling in the square (❏)
*Please specify at left which exam.

Destination and Course Type

	Intensive Course	General Course	Basic Course	English for Business	Cambridge ESOL Exam Preparation*	TOEFL/TOEIC/IELTS Preparation*	Other Languages Exam Preparation*	Internship/Volunteer Exp. Program	Internship Plus Program 12+12	EF Academic Year Abroad	EF Advanced Diploma Program	One-to-One (Course supplement)	TESOL Program or TTC
Oxford – EF International Campus													
Brighton													
Manchester													
London													
Bournemouth													
Bristol													
Cambridge - Clare College													
Cambridge													
Bath													
Dublin													

Accommodation

	EF Homestay	Single Room	Twin Room	EF Homeshare	Twin/Triple/Quad	EF Campus	Single Room	Twin/Triple/Quad	EF Residences & Apts.	Single Room	Twin/Triple/Quad
Oxford – EF International Campus											
Brighton											
Manchester											
London											
Bournemouth											
Bristol											
Cambridge - Clare College											
Cambridge											
Bath											
Dublin											

Travel & Medical 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. To ensure the best possible travel abroad experience, we strongly recommend that students buy travel and medical insurance. Take advantage of our comprehensive package offered through experts, Erika Travel Insurance, with its tailor-made coverage for EF students, including:

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

Book now on the EF enrolment form!