

**47**

Years'  
Experience  
in Teaching

Frances**King**  
School of English



**2020**  
**Enrolment**  
**Information**  
**for Adult**  
**Programmes**

**London and Dublin**

# Course fees London 2020

Registration fee £75, except evening classes £25

Code	Course	Lessons per week	Timetable	Weeks	Start dates	Price per week					Minimum level
						1-3	4-7	8-11	12-24	25+	
<b>English for Life and Experience</b>											
E20	Standard General English Morning	20	Morning	1-24	Every Monday ①	£315	£286	£263	£231	£199	A1
EA20	Standard General English Afternoon	20	Afternoon			£244	£221	£203	£180	£158	A2
E28	Intensive with Language for You!	28	Morning & afternoon			£394	£357	£328	£289	£248	A2
ELA28	Intensive with Language in Action	28	Morning & Afternoon	1-7	July 6, 13, 20, 27; August 3, 10, 17. The last day of the programme is August 21	£394	£357	-	-	-	A2
AY20	Standard Academic Year Morning	20	Morning	25-52	Every Monday ①	-	-	-	-	£199	A1
AYA20	Standard Academic Year Afternoon	20	Afternoon			-	-	-	-	£158	A2
IAY28	Intensive Academic Year	28	Morning & Afternoon			-	-	-	-	£248	A2
PTE6	Part Time Evening English	6	Evening			1-52	£74	£67	£62	£55	£47
<b>English for your Career</b>											
EBE28	Intensive with Business English	28	Morning & Afternoon	1-12	Every Monday ①	£394	£357	£328	£289	-	B1
C20	Club 8 Standard Professional English	20	Morning	1-12		£420	£350	£322	£319	-	B1
C28	Club 8 Intensive Professional English	28	Morning & Afternoon			£525	£438	£403	£399	-	B1
C22+	Club 8 Combination	22+	Morning & Afternoon			Fee as for C20 +£77 per private lesson or special rate of £60 for 5 or more private lessons per week					B1
<b>English for your Education</b>											
I20	Standard IELTS	20	Morning	4/8	4 or 8 weeks – February 10; April 14; June 29; September 1, 28; October 26 4 weeks – January 6; March 9; May 11; July 27, November 23	-	£286	£263	-	-	B1
I28	Intensive IELTS	28	Morning & Afternoon			-	£357	£328	-	-	B1
EI28	Intensive with IELTS	28	Morning & Afternoon	1-24	Every Monday ①	£394	£357	£328	£289	-	B1
I8	Part Time IELTS	8	Afternoon			£126	£114	£105	£92	-	B1
FCE20 CAE20	Standard Cambridge FCE or CAE	20	Morning	4	FCE: March 23; May 11; July 6; August 3; October 12 CAE: March 23; July 6; August 3; October 26	-	£286	-	-	-	FCE B2
FCE28 CAE28	Intensive Cambridge FCE or CAE	28	Morning & Afternoon			-	£357	-	-	-	CAE C1

① When Monday is a public holiday, classes start on the following Tuesday. April 14; May 26; September 1.

Private Lessons				
Code	Course	Lessons/week	N. of people	Price
P20	Standard Private	20	1-3	£1430 / week
P28	Intensive Private	28	1-3	£1815 / week
PF	Flexitime Private and Online Lessons	2+	1-3	£77 / lesson £60 / lesson for 5 or more lessons / week if you book a group programme for the same week

Christmas and New Year in London	
Start dates	December 21 (1-2 weeks), December 29 (1 week)
Fees	Week 1: £252, 16 lessons; week 2: £189, 12 lessons. 2-week course: £441 With residential accommodation: week 1: £554; week 2: £491; 2 weeks: £1045
Internship Programme Placement Fee	
	6-24 weeks: £540. For work sectors such as Law and Engineering: £619. Shorter placements in charity retail, social care and "Business Start" £439-£511. To calculate the total fee, you must add the course fee.



### Two City Experience

If you'd like to combine stays in London and Dublin please contact london@francesking.com Tell us how many weeks you'd like to spend in each city and your choice of course and accommodation. We'll get back to you with a price.

### PROGRAMME NOTES

Visa document courier £45

Optional medical, travel and course insurance £5.53/week  
Book at: [www.guard.me/francesking](http://www.guard.me/francesking)

### Examination fees

IELTS	£200
Cambridge FCE	£165
Cambridge CAE	£170
Linguaskill	All skills £80 Per skill £35

### Courses fees include

- placement test and assessment
- welcome pack
- school certificate
- use of self-access study facilities

### Course fees do not include

- bank charges
- travel and excursions

Students must buy course books for examination and business English courses as directed by their teachers.  
Guide prices – £35-£40/4 weeks.

### Activities

Some activities, such as guided walks, language workshops and museum visits, are free; others such as restaurant visits, some tourist attractions and excursions are charged. You can see the activity programme for the current month in Free Time on our website.

### Class size

Maximum 14, except Club 8 Professional maximum 8

### Ages

Minimum age 16 except:  
Club 8 Professional English – 24  
Internship, Evening courses, Christmas and New Year in London – 18  
Private lessons – 5

### Timetable

1 lesson = 50m  
6 lessons = 5h  
8 lessons = 6h 40m  
20 lessons = 16h 40m  
28 lessons = 23h 20m

### Morning – 20

9.00-12.50 Monday to Friday

### Afternoon – 20

13.45-17.30 Monday to Friday

### Morning and afternoon - 28

9.00-12.50 Monday to Friday  
13.45-15.30 Monday to Thursday

### Part time afternoon – 8

13.45-15.30 Monday to Thursday

### Part-time evening – 6

18.30-20.20 Monday, Tuesday, Thursday

### Discount for Returning Students

Students who have studied at Frances King before, can get a discount on their next course for 3 years.  
Contact london@francesking.com for details.

# Accommodation and transfers fees London 2020

Code	Accommodation type	Star rating	Price
<b>Homestays</b>			
A1	Private Home: Single Self-Catering	**	£150 / week
A2	Standard Single Bed and Breakfast	**	£156 / week
A3	Standard Twin/Double Bed and Breakfast	**	£138 / week / person
A5	Standard Single Half-Board	**	£214 / week
A6	Standard Twin/Double Half-Board	**	£175 / week / person
A7	Premium Single Bed and Breakfast	***	£192 / week
A8	Premium Twin/Double Bed and Breakfast	***	£162 / week / person
A9	Premium Single 4 Dinner Plan	***	£225 / week
A10	Premium Single Half-Board	***	£250 / week
A11	Premium Twin/Double Half-Board	***	£220 / week / person
A12	Premium Private Bathroom Supplement		£45 per week / room
A13	Deluxe Single Bed and Breakfast	****	£250 / week
A14	Deluxe Single 3 Dinner Plan	****	£290 / week
<b>Residences</b>			
A306	iQ Hammersmith: Single Studio Self-Catering	***	Jan-Aug £375 / week   Sept-Dec £386 / week
A370	Fulham Palace Studios - Single Studio Self-Catering	***	£340 / week
A371	Fulham Palace Studios - Twin Studio Self-Catering	***	£210 / week / person
A301	Lightfoot Hall: Single Studio Self-Catering	***	£446 / week
A302	Lightfoot Hall: Twin Room Self-Catering	***	£240 / week / person
<b>Studios and Apartments</b>			
A410	Chelsea Cloisters: Studio (1-2 people), Self-Catering	***	£121 / night / studio
A411	Chelsea Cloisters: 1 Bedroom Apartment (1-3 people), Self-Catering	***	£162 / night / apartment
A412	Chelsea Cloisters: 2 Bedroom Apartment (2-4 people), Self-Catering	***	£217 / night / apartment
A910	Citadines: Studio (1-2 people), Self-Catering	****	£178 / night / studio
A912	Citadines: 1 Bedroom Apartment (1-4 people), Self-Catering	****	£262 / night / apartment
<b>Hotels</b>			
Prices on request. Please supply arrival and departure dates and preferred star rating.			

## ACCOMMODATION NOTES

All types of accommodation are offered all year except Lightfoot Hall Single Studios which are offered in summer only.

### Homestay Supplements

- Special diets: £30/week/person
- Bookings which include weeks commencing December 21, 28: £25/week/person
- Full board supplement for students under age 18: £50/week (Standard/Premium)

### Arrival/departure

Accommodation is booked from Saturday to Saturday or Sunday to Sunday. Apartments, studios and hotels can be booked to start on other days.

### Extra nights

Subject to availability at 1/7th of weekly fee.

### Twin/double accommodation

For 2 people booking together for the same dates, except Lightfoot Hall, where either 2 people can book together or we will place you with another student of the same sex.

Twin rooms have 2 single beds, double rooms have 1 bed for 2 people.

### Studio and apartment prices

For bookings of 7 days or more, 1-6 night prices on request.

### Frances King Quality Ratings

- \*\* Standard
- \*\*\* Premium
- \*\*\*\* Deluxe

## Homestay travel zones and times

	Travel time	Zones
Deluxe	15-30 minutes	1-2
Premium	15-45 minutes	1-3
Standard	30-45/50 minutes	2-3
Self-catering	30-45/50 minutes	2-3

## Transfers (from/to)

## Price / Single Transfer

	Price / Single Transfer	
	1-3 people travelling to same address	4-7 people travelling to same address
Heathrow	£95	£120
Gatwick	£120	£160
Stansted/Luton	£130	£160
London City	£100	£130
London Railway Stations	£90	£120

## TRANSFER NOTES

**Supplement for transfer 23.00-5.00**  
1-3 people: £15, 4-7 people: £25.

### Waiting time

2 hours included. Extra time: 1-3 people £25 per 30 minutes, 4-7 people: £40 per 30 minutes.

### Arrival time

It is not always possible to arrive at accommodation before 7.00 or after 22.00. Please check with us before making travel arrangements.

Double fares apply on public holidays and December 24-26, 28, 31; January 1 2021

# Course fees Dublin 2020

Registration fee €75

Code	Course	Lessons per week	Timetable	Weeks	Start dates	Price per week					Minimum level	
						1-3	4-7	8-11	12-24	25+		
<b>English for Life and Experience</b>												
E20	Standard General English Morning	20	Morning	1-24	Every Monday ①	€233	€223	€212	€200	€170	A1	
EA20	Standard General English Afternoon	20	Afternoon			€191	€180	€170	€158	€148	A2	
E28	Intensive with Language for You!	28	Morning & Afternoon			€313	€302	€292	€278	€228	A2	
ELA28	Intensive with Language in Action	28	Morning & Afternoon	1-7	July 6, 13, 20, 27; August 4, 10, 17. The last day of the programme is August 21	€313	€302	-	-	-	A2	
AY20	Standard Academic Year Morning	20	Morning	25-52	Every Monday ①	-	-	-	-	€170	A1	
AYA20	Standard Academic Year Afternoon	20	Afternoon			-	-	-	-	€148	A2	
IAY28	Intensive Academic Year	28	Morning & Afternoon			-	-	-	-	€228	A2	
WS20	Standard Work and Study Morning	20	Morning			25	-	-	-	-	€150	A1-B2
WSA20	Standard Work and Study Afternoon	20	Afternoon				-	-	-	-	€123	A2-B2
<b>English for your Career</b>												
EBE28	Intensive with Business English	28	Morning & Afternoon	1-12	Every Monday ①	€313	€302	€292	-	-	B1	
<b>English for your Education</b>												
EI28	Intensive with IELTS	28	Morning & Afternoon	1-24	Every Monday ①	€313	€302	€292	€278	-	B1	
I8	Part Time IELTS	8	Afternoon			€95	€90	€80	€74	-	B1	
SFCE28 SCAE28	Intensive with Cambridge FCE or CAE	28	Morning & Afternoon	2+	Every Monday from June 22- August 10	€313	€302	€292	€278	-	FCE B2 CAE C1	

① When Monday is a public holiday, classes start on the following Tuesday. April 14; May 5; June 2; August 4; October 27

Private Lessons				
Code	Course	Lessons/week	N. of people	Price
P20	Standard Private	20	1-3	€1260 / week
P28	Intensive Private	28	1-3	€1680 / week
PF	Flexitime Private and Online Lessons	2+	1-3	€65 / lesson €60 / lesson for 5 or more lessons / week if you book a group programme for the same week

Internship Programme Placement Fee	
Internship placement fee: €525	



### Two City Experience

If you'd like to combine stays in London and Dublin please contact london@francesking.com Tell us how many weeks you'd like to spend in each city and your choice of course and accommodation. We'll get back to you with a price.

### PROGRAMME NOTES

Visa document courier €50

**Optional medical, travel and course insurance** one year €125, up to 12 weeks €50  
To book your insurance contact dublin@francesking.com

### Examination fees

IELTS	€210
Cambridge FCE	€185
Cambridge CAE	€195
TIE	€120

### Courses fees include

- placement test and assessment
- welcome pack
- school certificate
- use of Study Centre

### Course fees do not include

- bank charges
- travel and excursions
- course books - €35 for course of 3 weeks or more

### Activities

Some activities, such as guided walks, language workshops and museum visits, are free; others such as restaurant visits, some tourist attractions and excursions are charged. You can see the activity programme for current month in Free Time on our website.

### Class size

Maximum 15

**Ages**  
Minimum age 16 except:  
Internship - 18  
Private lessons - 5

**Timetable**  
1 lesson = 50m  
6 lessons = 5h  
8 lessons = 6h 40m  
20 lessons = 16h 40m  
28 lessons = 23h 20m

**Morning - 20**  
9.00-12.50 Monday to Friday

**Afternoon - 20**  
13.00-17.00 Monday to Friday

**Morning and afternoon - 28**  
9.00-12.50 Monday to Friday  
13.45-15.30 Monday to Thursday

**Part time afternoon - 8**  
13.45-15.30 Monday to Thursday

### Discount for Returning Students

Students who have studied at Frances King before can get a discount on their next course for 3 years.  
Contact dublin@francesking.com for details.

# Accommodation and transfers fees Dublin 2020

Code	Accommodation type	Star rating	Price
<b>Homestays</b>			
D4	Private Home Single/Twin/Double, Self-Catering	**	€185 / week / person
D5	Standard Single, Half-Board	**	€210 / week
D6	Standard Twin/Double, Half-Board	**	€195 / week / person
D1	Premium Single, Half-Board	***	€245 / week
D2	Premium Twin/Double, Half-Board	***	€225 / week / person
D3	Premium Homestay: Private Bathroom Supplement	***	€60 / week / room
D8	Deluxe Single, Half-Board	****	€290 / week
D9	Deluxe Twin/Double, Half-Board	****	€270 / week / person
<b>Residences and Flatshares</b>			
D602	The Point - Single Self-Catering	***	Jan-Aug €325 / week   Sept-Dec €335 / week
D302	Baggot Street Twin room, Twin Share, Half-Board	**	€300 / week / person
D501	Budget Flatshares, Single Self-Catering	*	From €255 / week
D502	Budget Flatshares, Twin Share, Self-Catering	*	From €205 / week / person
<b>Studios and Apartments</b>			
D901	Studios: Single / Twin, 1-2 people, Self-Catering	***	From €850 / week / studio
D902	Apartments: 1 Bedroom, 1-3 people, Self-Catering	***	From €1050 / week / apartment
D903	Apartments: 2 Bedrooms, 2-4 people, Self-Catering	***	From €1300 / week / apartment
D904	Apartments: 3 Bedrooms, 3-6 people, Self-Catering	***	From €1600 / week / apartment
<b>Hotels</b>			
Prices on request. Please supply arrival and departure dates and preferred star rating.			

When the price is stated as "from", this is the lowest price possible at quiet times. At busy times, such as summer, and for late bookings, prices will be higher. Please check with us.

Transfers (from/to)	Price / Single Transfer	
	1-2 people travelling to same address	3-5 people travelling to same address
Dublin Airport	€85	€150

## ACCOMMODATION NOTES

All types of accommodation are offered all year.

### Homestay Supplements

- Special diets: €50/week/person
- Bookings which include weeks commencing December 21, 28: €40/week/person

### Arrival/departure

Accommodation is booked from Saturday to Saturday or Sunday to Sunday. Apartments, studios and hotels can be booked to start on other days.

### Extra nights

Subject to availability at 1/7th of weekly fee.

### Twin/double accommodation

For 2 people booking together for the same dates, except Baggot Street, where either 2 people can book together or we will place you with another student of the same sex.

Twin rooms have 2 single beds, double rooms have 1 bed for 2 people.

### Studio and apartment prices

Prices vary depending on length of stay. Please check prices and availability with our bookings department

### Apartments shared with Frances King students

All rooms have double beds.

### Frances King Quality Ratings

- \* Budget
- \*\* Standard
- \*\*\* Premium
- \*\*\*\* Deluxe

## TRANSFER NOTES

Supplement for transfer 23.00-5.00 €25.

**Additional drop off at a different address €30.**

### Waiting time

1 hour and 15 minutes included. Extra time: car parking charge €9/hour plus €10 for every 15 minutes.

### Arrival time

It is not always possible to arrive at accommodation before 7.00 or after 22.00. Please check with us before making travel arrangements.

# Enrolment details, terms and conditions

## London and Dublin 2020

### ENROLMENT

You can book in the following ways:

1. Online at [www.francesking.com](http://www.francesking.com)
2. By email to [london@francesking.com](mailto:london@francesking.com) or [dublin@francesking.com](mailto:dublin@francesking.com)  
Download the Enrolment Form from [www.francesking.com/school-of-english-london/more-information/downloads](http://www.francesking.com/school-of-english-london/more-information/downloads)
3. Visit one of our schools  
London: 77 Gloucester Road, London SW7 4SS  
Tel: 020 7870 6533  
Dublin: 26 Merrion Square, Dublin 2  
Tel: 01 486 6000
  - Take a test, pay a deposit and reserve a place on the next course
  - Please bring your passport/ID card with you to make a booking

### PAYMENT

You must send payment with your enrolment. We can confirm your course or accommodation booking and send a letter of confirmation when you or your company have paid:

- Registration fee of £75 (or £25 for evening classes) / €75 and a deposit of
  - £200 (London) / €200 (Dublin) if you want to book a course
  - £500 (London) / €500 (Dublin) if you want to book a course and accommodation
    - 15 days before your arrival you need to pay the balance of your course and accommodation fees
    - Deposits are non-refundable and non-transferable
- Payment in full, in the following cases:
  - If you are applying for a Student Visa
  - If you are booking less than 15 days before arrival
    - Documents for visa applications will not be issued unless students have paid course and accommodation fees in full

You can pay by:

- Credit Card (Visa or MasterCard). Please request a card authorisation form or pay online at:  
London: <https://secure.francesking.com/payment/page010.aspx?city=LON>  
Dublin: <https://secure.francesking.com/payment/page010.aspx?city=DUB>  
It is safe to give your credit card details on our secure server.
- International Bank Transfer to our bank:

#### London

Nat West Bank  
Business Education Ltd, trading as Frances King School of English, National Westminster Bank plc, Piccadilly, London W1A 2DG  
Bank sort code: 56 00 03  
Account number: 17054524  
IBAN BIC number (SWIFT): NWBKGB2L  
IBAN number: GB62 NWBK 5600 0317 0545 24

#### Dublin

Bank of Ireland  
Business Education Ltd, trading as Frances King School of English (Ireland) Ltd, Bank of Ireland, Lower Baggot Street, Dublin 2  
Bank sort code: 90 14 90  
Account number: 62783119  
IBAN BIC Number (SWIFT): BOFIE2D  
IBAN number: IE18 BOFI 9014 9062 7831 19

- Frances King is not responsible for any bank transfer charges. Payment must be received in full– please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.
- You need to email a copy of the bank transfer with your Enrolment Form.
- Please make certain that your name appears clearly on the bank transfer.
- Sterling cheque drawn on an British bank account (for London) or Euro cheque drawn on an Irish bank account (for Dublin)

### CONFIRMATION

When we receive your Enrolment Form and payment, we check the availability of your course and accommodation and send your confirmation documents by email or post within 3-4 working days. We can also send your documents by courier (DHL): £45/ courier (for London) / €50/courier (for Dublin). We will contact you if the course or accommodation you want is not available and offer you an alternative.

If you would like us to arrange accommodation before your pre-entry visa is issued, you need to agree to our Accommodation Cancellation Policy, otherwise we will not arrange your accommodation until a visa has been issued.

If you want to book an airport transfer (either a single or return) you must email us your flight details and your phone number. We will then confirm that we have booked this for you.

Students aged 16 and 17 must book a return airport transfer unless a guardian (over 21 years) is meeting the student at the airport.

You must inform your homestay or other accommodation provider of your arrival time. If you do not do this, we cannot guarantee that your host/accommodation provider will be there to meet you.

### INSURANCE

Before you arrive in the UK/Ireland, you should take out insurance for your own financial and personal security. EU nationals should bring their European Health Insurance Card (EHIC) which allows you access to health care services.

- You can take out your own insurance or the International Student Policy offered by Guard.Me Insurance
- Learner Protection Insurance is included in the Dublin Work & Study Course but you will still need health and travel insurance

**For further details, please visit:**

**London insurance:**

[www.francesking.com/school-of-english-london/more-information/downloads](http://www.francesking.com/school-of-english-london/more-information/downloads)

**Dublin insurance:**

[www.francesking.com/school-of-english-dublin/more-information/downloads](http://www.francesking.com/school-of-english-dublin/more-information/downloads)

### COURSE INFORMATION

#### Passport/ID card

All students are required to present their passport/ID card on their first day and the school may retain a copy.

#### Contact details

You are required to provide, and keep up-to-date, your contact details in London/ Dublin and next of kin contact details in your own country and any other changes of circumstance that would affect your visa.

#### Your Course

Frances King cannot guarantee a particular course, timetable until you have finished the entry test at the school. In the event of insufficient enrolments for a course, the school reserves the right to offer an alternative course of equal value. Frances King also reserves the right to change course programmes and locations without prior notice in the event of unforeseen circumstances beyond our control or if in the best interests of the school.

#### Attendance

You are required to attend regularly and on time.

#### Homework

In addition to timetabled classes, students should also expect to spend a minimum of 6 hours / week on homework and self-study activities.

#### Academic Year

Students need to plan their holidays in advance – students will not pay for holiday time. Students can take holidays as follows:

- 25 week course: 4 weeks
- 28 week course: 4 weeks
- 36 & 42 week course: 6 weeks
- 48 & 52 week course: 8 weeks
- Extra 2 weeks' holiday for those present during school holidays December 21, 2020 - January 1, 2021

#### Private lessons

Requests for a change to your timetable must be made 48 hours in advance (during office hours, 9.00-17.00, Monday-Friday).

#### Photography/videos

Sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Please advise us at the time of booking if you do not wish to appear in any promotional material. It is your responsibility to absent yourself when photographs are being taken or videos made.

Unless directed by your teacher, classes cannot be filmed or otherwise recorded without the permission, in writing, of a Director, Principal or Academic Director. Teachers may organise filming and recording to enhance your educational experience.

#### Progress meetings

From time to time you will have a short, 5-minute meeting with your teacher.

#### Student holidays

- Course less than 12 weeks: no holidays
- 12 weeks or more except examination preparation courses: 2 weeks/12 weeks
- You must give 1 week's notice to the school
- Holidays may not be taken within the first 8 weeks of your course
- Homestay accommodation: you must give one week's notice to the school. Retainer fee to leave luggage: £50 / week (London); €50 / week (Dublin)
- All other accommodation: you will be charged the full weekly rate during your holiday period and may leave your luggage in your room
- Holidays and visas: if you book a course of 12 weeks or more and need a visa to enter the country and wish to take a holiday either during or after your course, you should request extra weeks when you apply for your visa

#### Public holidays

There is no reduction in course fees when a course includes a public holiday.

## ACCOMMODATION INFORMATION

### First and second choice of accommodation

Please always include a second choice of accommodation on the Enrolment Form. Where the first choice of accommodation is not available we will book the second choice.

### Accommodation arrangements

In arranging accommodation Frances King will be acting as agent for the supplier, as principal or a sub-agent. The status of Frances King in relation to specific accommodation will be explained on request. Frances King is not responsible for payment of any tax claimed from students by UK, Irish or foreign authorities.

## CANCELLATION

### a) Cancellation of group courses

**Before arrival:** If you want to cancel your booking before starting your course or before arrival in the UK / Ireland, you must give notice in writing. We will refund all fees minus the Registration fee £75/€75 and the deposit: £200 (London) / €200 (Dublin).

**Before arrival when a student is refused a visa:** If you want to cancel your booking before arrival in the country, you must send us a copy of your visa refusal letter issued by the respective Embassy/Consulate. All course fees will be refunded less registration fee of £75/€75.

**After arrival:** If you cancel or curtail your course after arrival in the country, there is no refund in any circumstances.

- Course credits may be given at the school's discretion
- No credit for course cancelled during the first 4 weeks
- If the course is longer than 4 weeks, you must give advance notice to cancel or postpone your course
- Credits are not transferable and must be used within 1 year
- Credits may be used to pay for group courses or private lessons at the school's discretion and if teachers are available, but may not be used to pay for accommodation

If you leave because you are ill or because of the death or serious illness of a close relative, you may be able to claim reimbursement of fees through your insurance.

No refund will be given if a student leaves for what is an insurable risk.

### b) Cancellation of private lessons

- You must give 1 week's notice in writing. You may apply for a credit for the unused part of the course. This may be used as part-payment towards any Frances King course within 1 year.
- To postpone lessons you must give 48 hours' notice (during office hours 9.00 -17.00, Monday-Friday). All late cancellations are charged at the full rate.

### c) Cancellation of bookings made at a distance

For course bookings made 'at distance' (e.g. via our website, telephone, email), you have the right to cancel, with a full refund of monies paid, without giving a reason, within 14 days (the Cancellation Period) of our confirmation. Cancellation must be made in writing by post or email within the Cancellation Period. We will not start providing services to you during the Cancellation Period unless you request us to do so in writing. We will refund fees paid within 14 days of the date of your cancellation request. In the event that you have confirmed in writing that you wish us to start providing services within the Cancellation Period, we will deduct from the refund, a reasonable sum for the services provided, based on the proportion of the course undertaken.

### d) Cancellation of accommodation

**Before arrival:** if you want to cancel your accommodation before arrival in the UK / Ireland you must give notice in writing. We will refund all fees minus the Accommodation Deposit, £300 (London) / €300 (Dublin) unless the accommodation fees for the notice period exceed that amount. If so you will be charged £300 (London) / €300 (Dublin) plus the difference. This also applies to students whose accommodation has been confirmed by the school and have had their visa granted.

**Before arrival when a student is refused a visa:** if you want to cancel your booking before arrival in the country, you must send us a copy of your visa refusal letter issued by the respective Embassy/Consulate. All accommodation fees will be refunded less an administration charge of £75 (London) / €75 (Dublin), provided the correct notice to cancel accommodation is given. If notice is insufficient you will be charged for the notice period. See notice period (below) to cancel accommodation.

**After arrival:** if you cancel or curtail your accommodation after arrival in UK / Ireland, you will be charged a cancellation fee of £75 (London) / €75 (Dublin). The notice period required varies according to your accommodation type. See Notice Period to cancel accommodation below. There is no refund for this period.

### e) Non-arrival

In case of non-arrival on booked dates, when the school has not received notice of cancellation in advance, there will be no refund or credit of course or accommodation fees.

### f) Refunds

Course and accommodation refunds may take up to 60 days to process. Refunds cannot be processed until the school has been paid in full for all services booked. Refunds will only be made to the person or organisation that paid in the first instance.

## NOTICE PERIOD TO CANCEL ACCOMMODATION

**Providers may vary notice periods during the year. If there is a change, we will inform you when you book. You must give notice as below, "the notice period", to cancel accommodation before arrival, otherwise you must pay for the period.**

**3 weeks' notice:** London Residences - iQ Hammersmith

**2 weeks' notice:** London Residences - Fulham Palace Studios, Lightfoot Hall. Dublin - Serviced Apartments, The Point, Baggot Street Residence, Budget Flatshares

**1 week's notice:** London and Dublin Homestays

**24 hours' notice:** London and Dublin Hotels

**Fulham Palace Studios, Lightfoot Hall & The Point:** 4 weeks' notice is required to shorten a stay after arrival.

**Citadines Studio & Apartments:** 48 hours' notice is required to cancel a stay of 7 to 14 nights, otherwise a cancellation fee will be charged of 2 nights; 6 days' notice is required to cancel a stay of 15-29 nights, otherwise a cancellation fee will be charged of 6 nights. 10 days' notice is required to cancel a stay of 30+ nights, otherwise a cancellation fee will be charged of 10 nights.

**Chelsea Cloisters Studios & Apartments:** 7 days' notice is required to cancel, otherwise a fee of 2 nights is charged. No refund is given if a stay is shortened or cancelled after arrival.

**Baggot Street Residence:** No refund is given if a stay is shortened or cancelled after arrival.

## TRANSFER TERMS AND CONDITIONS

- Flight details and your mobile telephone number must be received in writing before 14.00 (UK / Irish time) on the Friday before arrival
- To cancel or change an airport transfer you must inform us in writing 12 hours before the flight arrival or departure time or you will be charged for the transfer
- For last minute changes or cancellations, please phone +44 (0) 7768 325 391 (London) / +353 (0) 83 450 2204 (Dublin)
- A supplement of £15 (London) / €25 (Dublin) will be charged for an airport transfer service between 23.00- 05.00. A supplement will also be charged for airport transfers on public holidays (and during the Christmas period) - please ask for prices
- Waiting time of 1¼ hours (Dublin) / 2 hours (London) is included in the transfer price. If you do not contact the driver within 1¼ hours (Dublin) / 2 hours (London) of the flight arrival time, the driver will leave the airport and any request for a further transfer will be charged at the full rate. Waiting time starts from the scheduled time of arrival, unless the flight is early.
- Please read your airport transfer confirmation documents carefully before departure as they include important baggage allowance and arrival information

## 16 AND 17 YEAR OLDS

- Students of age 16 and 17 study alongside adult students with minimal or no supervision outside class times. If closer supervision is required, we recommend our Teenager Programme.
- Students of age 16 and 17 without a guardian in the country must stay with a homestay. We advise students to book full board. They must book a return airport transfer unless a guardian (21 years and over) is meeting them at the airport.
- Students of age 16 and 17 should carry a letter of consent to travel alone and present it, if requested, on arrival in the country. We will send a form letter with the confirmation documents.
- Please refer to "Information for Parents of Students aged 16 & 17 on an Adult Course" <https://www.francesking.com/school-of-english-london>

## COMPLAINTS AND CONDUCT

### Complaints

Problems and complaints with courses, accommodation and other services should be brought to our attention immediately so that we can help.

### Conduct

Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. Students will be responsible for all costs arising.

## PERSONAL INFORMATION

We will keep your information in electronic and paper format. Details will be passed to airport transfer accommodation and other providers as needed. Information will also be passed to UK or Irish visa and immigration and other government authorities if required.

## FORCE MAJEURE

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemics and the like. Refunds will not be made in such circumstances.

# 2020 Calendar

January							
wk	M	T	W	T	F	S	S
1			1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31		

February							
wk	M	T	W	T	F	S	S
5						1	2
6	3	4	5	6	7	8	9
7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23
9	24	25	26	27	28	29	

March							
wk	M	T	W	T	F	S	S
9							1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31					

April							
wk	M	T	W	T	F	S	S
14			1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30			

May							
wk	M	T	W	T	F	S	S
18					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31

June							
wk	M	T	W	T	F	S	S
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30					

July							
wk	M	T	W	T	F	S	S
27			1	2	3	4	5
28	6	7	8	9	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30	31		

August							
wk	M	T	W	T	F	S	S
31						1	2
32	3	4	5	6	7	8	9
33	10	11	12	13	14	15	16
34	17	18	19	20	21	22	23
35	24	25	26	27	28	29	30
36	31						

September							
wk	M	T	W	T	F	S	S
36		1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30				

October							
wk	M	T	W	T	F	S	S
40				1	2	3	4
41	5	6	7	8	9	10	11
42	12	13	14	15	16	17	18
43	19	20	21	22	23	24	25
44	26	27	28	29	30	31	

November							
wk	M	T	W	T	F	S	S
44							1
45	2	3	4	5	6	7	8
46	9	10	11	12	13	14	15
47	16	17	18	19	20	21	22
48	23	24	25	26	27	28	29
49	30						

December							
wk	M	T	W	T	F	S	S
49		1	2	3	4	5	6
50	7	8	9	10	11	12	13
51	14	15	16	17	18	19	20
52	21	22	23	24	25	26	27
1	28	29	30	31			

Holiday  LONDON  DUBLIN  BOTH

There are no classes on public holidays. There are no classes for 2 weeks from December 21 2020-January 1 2021, except for the Christmas Course and Family Programme in London. In 2021 the schools will open again on January 4.

## Guide to English levels

Your present level of English		CEFR	IELTS	Cambridge	TOEIC	BEC	TOEFL (Paper)	TOEFL (IBT)
I speak English fluently and understand almost everything, although I sometimes have difficulty with very colloquial English	Proficiency	C2	8.0	CPE	850-975		625-680 (600)	116-120
I am fluent and confident in expressing myself although I sometimes have problems with more complex ideas or unfamiliar situations	Advanced	C1	7.0-7.5	CAE	750-850	BEC Higher	575 (550)	94-115
I speak well but not fluently in a variety of situations. I can express quite complex ideas, but I find it difficult to understand fast speech of native speakers	Upper Intermediate	B2	5.5-6.5	FCE	450-750	BEC Vantage	525 (500)	47-93
I understand and speak quite well in familiar everyday situations	Intermediate	B1	4.0-5.0	PET	300-450	BEC Preliminary	475 (450)	32-46
I can understand and speak basic English in familiar situations	Elementary	A2	3.5	KET	125-300		425	29-31
I speak very little English	Beginner	A1	3 or below		0-125			
I am a complete beginner	Complete Beginner	A0						