

45
Years
Experience
in Teaching

Frances**King** 
School of English

London & Dublin

2018

**Enrolment
Information
for Adult
Programmes**

Course fees London 2018

Code	Course	Lessons per week	Timetable	Weeks	Start dates	Weeks					Minimum level
						1-3	4-7	8-11	12-24	25+	
English for Life and Experience											
E20	Standard General English	20	Morning	1-52	Every Monday ●	£297	£270	£248	£220	£193	A1
E28	Intensive General English	28	Morning & afternoon			£372	£337	£309	£275	£241	A2
EA20	Standard General English	20	Afternoon			£238	£216	£198	£176	£154	A1
PTE6	Part-time Evening General English	6	Evening			£55	£46	£42	£36	£36	A2
English for your Career											
C20	Club 8 Standard Professional English	20	Morning	1-12	Every Monday ●	£396	£330	£304	£304	-	B1
C28	Club 8 Intensive Professional English	28	Morning & afternoon			£495	£413	£380	£380	-	B1
C22+	Club 8 Combination	22+	Morning & afternoon			Fee as for C20 + special rate of £60 per private lesson (minimum 5 lessons/week)					B1
BA	Business Apprentice	28	Morning & afternoon	4/8/12 16/20/24	March 5; April 3, 30; May 21; June 18; July 16; August 13; September 10; October 8; November 5	-	£404	£370	£330	-	B1
English for your Education											
I8	Part-time IELTS	8	Afternoon	1-24	Every Monday ●	£119	£108	£99	£88	-	B1
I20	Standard IELTS	20	Morning	4/8	8 weeks: January 2, 29; February 26; March 26; April 30; May 14; July 2; August 28; September 24; October 22 4 weeks: July 2, 30	-	£270	£248	-	-	B1
I28	Standard IELTS	28	Morning & afternoon	4/8		-	£337	£309	-	-	B1
EI28	Intensive with IELTS	28	Morning & afternoon	1-24	Every Monday	£372	£337	£309	£275	-	B1
FCE28 CAE28	Intensive with Cambridge FCE or CAE	28	Morning & afternoon	4-8	FCE: January 15; April 16; October 22 CAE: January 22; April 30; October 15	-	£337	£309	-	-	FCE B2
SFCE20 SCAE20	Standard Summer Cambridge FCE or CAE	20	Morning	4	July 2, 30	-	£270	-	-	-	CAE C1
SFCE28 SCAE28	Intensive Summer Cambridge FCE or CAE	28	Morning & afternoon	4		-	£337	-	-	-	
AE	Academic English	20	Morning	2-16	Every Monday from March 5	£297	£270	£248	£220	-	B1
UE	Intensive University English	28	Morning & afternoon	12-36	Every Monday ●	-	-	-	£275	£241	A2
SA	Summer Academy	28	Morning & afternoon	3/6	3 weeks: July 9, 30; 6 weeks: July 9	£534	£486	-	-	-	B1

●When Monday is a public holiday, classes start on the following Tuesday. January 2; April 3; May 8, 29; August 28.

●The complete programme is 8 weeks but students can join the programme on any Monday during the first 5 weeks

Private Lessons					
Code	Course	Lessons/week	N. of people	Fees	
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 24 (1-2 weeks), December 31 (1 week)
Fees	1st week: £297, 12 lessons; 2nd week: £178, 16 lessons. 2-week course: £475 With residential accommodation: week 1: £653, week 2: £534; 2 weeks: £1187

Internship Programme Placement Fee	
2-16 weeks: £525. Supplement for 17 weeks or more: £150. For work sectors such as Law and Engineering: £575. To calculate the total fee, you must add course fee.	

Registration fee £75

Visa document courier £45

Optional medical, travel and course insurance £5.25/week Book at: www.guard.me/francesking

Examination fees

IELTS	£185
Cambridge FCE	£150
Cambridge CAE	£155

Courses fees include

- placement test and assessment
- welcome pack
- school certificate
- use of self-access study facilities
- some activities and workshops.

Course fees do not include

- bank charges
- travel and excursions
- some other social activities.

Students must buy course books for examination courses as directed by their teachers. Guide prices – £25-£35.

Class size

Maximum 14, except Club 8 Professional and Summer Academy afternoons maximum 8

Ages

Minimum age 16 except: Club 8 Professional English – 24
Business Apprentice -17
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

9.00-12.45 Monday-Friday

Afternoon – 20

13.40-17.30 Monday to Friday

Morning and afternoon - 28

9.00-12.45 Monday to Friday
13.40-15.25 Monday to Thursday

Part time afternoon – 8

13.40-15.25 Monday to Thursday

Part-time evening – 6

18.30-20.20 Monday, Tuesday, Thursday

Accommodation and transfers fees London 2018

Code	Accommodation type	Star rating	Price
Homestays			
A1	Private Home: Single Self-Catering	**	£141 / 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
Residences, Flatshares, Studios and Apartments			
A301	Mansion Chelsea: Single Studio Self-Catering	***	£434 / week
A302	Mansion Chelsea: Twin Room Self-Catering	***	£258 / week / person
A306	Pure Hammersmith: Single Studio Self-Catering	***	£355 / week
A360	The Curve: Single Room Self-Catering	**	£294 / week
A501	Budget Flatshare, Single Self-Catering	*	from £207 / week
A502	Budget Flatshare, Twin Self-Catering	*	from £144 / week / person
Studios and Apartments			
A410	Chelsea Cloisters: Studio (1-2 people), Self-Catering	***	£122 / night / studio
A411	Chelsea Cloisters: 1 Bedroom Apartment (1-3 people), Self-Catering	***	£154 / night / apartment
A412	Chelsea Cloisters: 2 Bedroom Apartment (2-4 people), Self-Catering	***	£209 / night / apartment
A910	Citadines: Studio (1-2 people), Self-Catering	****	£170 / night / studio
A912	Citadines: 1 Bedroom Apartment (1-4 people), Self-Catering	****	£253 / night / apartment
A602	Go Native: 2 Bedroom Apartment (2-4 people), Self-Catering	****	£244 / night / apartment

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	
	1-3 people travelling to same address	4-7 people travelling to same address
Heathrow	£95	£120
Gatwick	£115	£160
Stansted/Luton	£140	£160
London City	£95	£125
London Railway Stations	£80	£110

ACCOMMODATION NOTES

Special diets £30/week

Bookings which include weeks commencing December 24, 31 £25/week

Optional 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 Mansion Chelsea, where either 2 people can book together or we will place you with another student of the same sex.

Studio and apartment prices

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

Hotels

A range of hotels near our schools. Please ask for details.

Frances King Quality Ratings

* Budget
** Standard
*** Premium
**** Deluxe

TRANSFER NOTES

Supplement for transfer 23.00-5.00 £15

Waiting time

of 2 hours included. Extra time: £30 for every 30 minutes.

Arrival time

It is not always possible to arrive at accommodation before 7.00 or after (or 20.00 for flatshare). Please check with us before making travel arrangements.

Double fares apply December 24-26, 31; January 1

Course fees Dublin 2018

Code	Course	Lessons per week	Timetable	Weeks	Start dates	Weeks					Minimum level	
						1-3	4-7	8-11	12-24	25+		
English for Life and Experience												
E20	Standard General English	20	Morning	1-52	Every Monday [Ⓢ]	€220	€210	€200	€190	€160	A1	
E28	Intensive General English	28	Morning & afternoon			€295	€285	€275	€265	€215	A2	
EA20	Standard General English Afternoon	20	Afternoon			€180	€170	€160	€150	€140	A1	
WS20	Work & Study Standard	20	Morning			25	-	-	-	-	€150	A1
WSA20	Work & Study Standard Afternoon	20	Afternoon			25	-	-	-	-	€125	A1
English for your Career												
BA	Business Apprentice	28	Morning & afternoon	4/8/12 16/20/24	March 5; April 3, 30; May 21; June 18; July 16; August 13; September 10; October 8; November 5	-	€360	€350	€340	-	B1	
English for your Education												
I8	Part-time IELTS	8	Afternoon	1-24	Every Monday [Ⓢ]	€90	€85	€75	€70	-	B1	
I20	Intensive with IELTS	28	Morning & afternoon	4/8		€295	€285	€275	€265	-	B1	
SFCE28 SCAE28	Intensive with Cambridge FCE or CAE (Summer only)	28	Morning & afternoon	2+	Every Monday from June 25-August 13	€295	€285	€275	€265	-	FCE B2 CAE C1	
T8	Part-time TOEIC Preparation	8	Afternoon	1	March 26, April 23, June 25, July 23, September 24, October 22, November 26	€98	-	-	-	-	B1	
AE	Standard Academic English	20	Morning	2-16	Every Monday, From March 5	€220	€210	€200	€190	€160	B1	
UE	Intensive University English	28	Morning & afternoon	12/24/36	Every Monday	-	-	-	€265	€215	A2	

[Ⓢ]When Monday is a public holiday, classes start on the following Tuesday. January 2; March 20; April 3; May 8; June 5; August 7; October 30

Private Lessons					
Code	Course	Lessons/week	N. of people	Fees	
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	
Prices on application	

Registration fee €75

Visa document courier €50

Optional medical, travel and course insurance one year €125, up to 12 weeks €50
Book at: www.guard.me/francesking

Examination fees

IELTS	€210
Cambridge FCE	€190
Cambridge CAE	€195
TIE	€110
TOEIC	€140

Courses fees include

- placement test and assessment
- welcome pack
- school certificate
- use of Study Centre
- some social activities.

Course fees do not include

- bank charges
- travel and excursions
- some other social activities.

Students must buy course books as directed by their teachers.
Guide price - €35.

Class size
Maximum 15

Ages
Minimum age 16 except:
Business Apprentice -17
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
9.00-12.45 Monday-Friday

Afternoon - 20
13.00-17.00 Monday to Friday

Morning and afternoon - 28
9.00-12.45 Monday to Friday
13.40-15.25 Monday to Thursday

Part time afternoon - 8
13.40-15.25 Monday to Thursday

Accommodation and transfers fees Dublin 2018

Code	Accommodation type	Star rating	Price
Homestays			
D4	Private Home Single/Twin/Double, Self-Catering	**	€185 / week / person
D5	Standard Single, Half-Board	**	€200 / week
D6	Standard Twin/Double, Half-Board	**	€190 / week / person
D1	Premium Single, Half-Board	***	€235 / week
D2	Premium Twin/Double, Half-Board	***	€220 / week / person
D3	Premium Homestay: Private Bathroom Supplement	***	€40 / week
D8	Deluxe Single, Half-Board	****	€285 / week
D9	Deluxe Twin/Double, Half-Board	****	€265 / week / person
Residences and Flatshares			
D302	Baggot Street Twin room, Twin Share, Half-Board	**	€290 / week / person [Ⓜ]
D501	Budget Flatshares, Single Self-Catering	*	from €240 / week
D502	Budget Flatshares, Twin Share, Self-Catering	*	from €190 / week / person
D601	Aungier Street Single Self-Catering (summer only)	***	€305 / week
Studios and Apartments			
D901	Studios: Single / Twin, 1-2 people, Self-Catering	***	from €650 / week / studio [Ⓜ]
D902	Apartments: 1 Bedroom, 1-3 people, Self-Catering	***	from €850 / week / apartment
D903	Apartments: 2 Bedrooms, 2-4 people, Self-Catering	***	from €1,000 / week / apartment [Ⓜ]
D904	Apartments: 3 Bedrooms, 3-6 people, Self-Catering	***	from €1,200 / week / apartment
Apartments Shared with Frances King Students			
D201	Apartments: Single, Private Bathroom, Self-Catering	***	€395 / week
D202	Apartments: Single, Shared Bathroom, Self-Catering	***	€375 / week
D203	Apartments: Double, Private Bathroom, Self-Catering	***	€290 / week / person
D204	Apartments: Double, Shared Bathroom, Self-Catering	***	€260 / week / person

[Ⓜ]A booking fee of €20 applies to all bookings for Baggot Street

[Ⓜ]Price is for minimum occupancy. A charge of €90 per week applies for each additional occupant

Transfers (from/to)	Price / Single Transfer	
	1-2 people travelling to same address	3-5 people travelling to same address
Dublin Airport	€80	€145

ACCOMMODATION NOTES

Special diets €50/week

Bookings which include weeks commencing December 24, 31 €30/week

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.

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.

Hotels

A range of hotels near our schools. Please ask for details.

Frances King Quality Ratings

* Budget
** Standard
*** Premium
**** Deluxe

TRANSFER NOTES

Supplement for transfer 23.00-5.00 €25.

Waiting time

1 hour and 15 minutes included. Extra time: €10 for every 15 minutes.

Arrival time

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

Enrolment details, terms and conditions

London and Dublin 2018

ENROLMENT

You can book in the following ways:

1. Online at www.edurota.com
2. By email to info@edurota.com
3. Download the Enrolment Form from www.francesking.com/school-of-english-london/more-information/downloads
4. 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/€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-london>

Dublin: <https://secure.francesking.com/payment-dublin>

It is safe to give your credit card details on our secure server.

- International Bank Transfer to our bank:

London

Business Education Limited trading as Frances King School of English,
Bank sort code: 56 00 03
Account number: 17054524
IBAN BIC number (SWIFT): NWBKGB2L
IBAN number: GB62 NWBK 5600 0317 0545 24

Dublin

Frances King School of English (Ireland) Ltd Bank sort code: 90 14 90
Account number: 627831 19
IBAN BIC Number (SWIFT): BOFIIIE2D
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/fax 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 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

Dublin insurance:

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 will 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.

Semester/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 from during school holidays December 24, 2018-January 4, 2019

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.

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 £100 (London) / €100 (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 £70 (London) / €70 (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.

3 weeks' notice: London Residences: Mansion Chelsea, Pure Hammersmith

2 weeks' notice: London - Budget Flatshares. Dublin - Serviced Apartments, Aungier Street Residence, Baggot Street Residence, Budget Flatshares

1 week's notice: London and Dublin Homestays

24 hours' notice: London and Dublin Hotels

Citadines Studio & Apartments (A910,A912): 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 (A410-A412): 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.

Go Native (A201-A202): 7 days' notice is required for stays of 1 to 27 nights. When notice period is not given, students will be charged for 7 nights. For stays of 28 nights or more, there is a 14-day notice period and a 14-day cancellation charge if notice is not given.

Baggot Street Residence (D302): No refund is given if a stay is shortened or cancelled after arrival.

TRANSFER TERMS AND CONDITIONS

- Flight details 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 1½ hours (Dublin) / 2 hours (London) is included in the transfer price. If you do not contact the driver within 1½ 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, in which case waiting time will start from the actual flight arrival time
- For Flatshares in London the airport transfer may be to the flatshare office not to the flatshare. A supplement will apply if you request an extra transfer
- Please read your airport transfer confirmation documents carefully before departure as they include important arrival information

16 AND 17 YEAR OLDS

- Students 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 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 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.

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.

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.

2018 Calendar

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

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

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

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

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

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

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

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

September							
wk	M	T	W	T	F	S	S
35						1	2
36	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23
39	24	25	26	27	28	29	30

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

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

December							
wk	M	T	W	T	F	S	S
48						1	2
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24			27	28	29	30
1	31						

Holiday ■ LONDON ■ DUBLIN ■ BOTH

There are no classes on public holidays. There are no classes for 2 weeks from December 24, 2018-January 4, 2019, except for the Christmas Course and Family Programme in London. In 2019 the schools will open again on January 7.

Guide to English levels

I speak English fluently and understand almost everything, although I sometimes have difficulty with very colloquial English	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	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	B2	5.5-6.5	FCE	450-750	BEC Vantage	525 (500)	47-93
I understand and speak quite well in familiar everyday situations	B1	4.0-5.0	PET	300-450	BEC Preliminary	475 (450)	32-46
I can understand and speak basic English in familiar situations	A2	3.5	KET	125-300		425	29-31
I speak very little English	A1	3 or below		0-125			
I am a complete beginner	A0						