

eckersleyoxford

# english language training

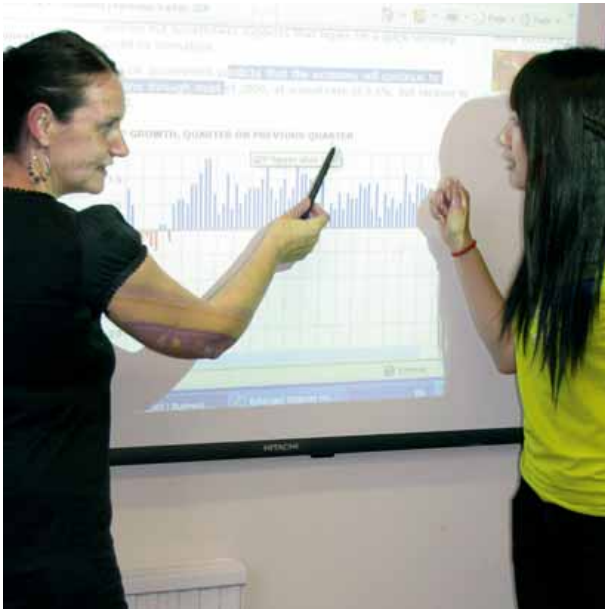
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## eckersleyoxford 2010

our past building your future



## our past building your future

Our school has been here in Oxford since John Eckersley founded it more than 50 years ago, so although we are always learning, we know something about language teaching by now!

The Eckersley Oxford team is here to ensure that your course is the very best one for you.

Our long tradition combines with a 21st century approach and state-of-the-art facilities. We have interactive whiteboards in many rooms, a brand new digital language laboratory and computer room and, of course, wireless access from just about anywhere in the building.

Our staff, both in the classrooms and in the office, are dedicated professionals, here to welcome you and to ensure that your experience with us is the best possible for you.

We think that while you are here in Oxford we can help you to achieve a balance between study and free time. We have the facilities for both and the right people to guide you in your choices.

Eckersley Oxford is well-known for its friendly family atmosphere and many of our students have made lifelong friends with people they met in class or at our great social events.

So you see, choosing Eckersley Oxford could be the best decision you make for your language-learning career!

Eckersley Oxford  
 14 Friars Entry Oxford OX1 2BZ UK  
 Tel +44(0)1865 721268 Fax +44(0)1865 233968  
 english@eckersley.co.uk

Accredited by the



## our teaching methodology

There is a difference between learning English in your own country and learning it in England. Here you will be immersed in the language and culture which means that what you see and hear in the classroom can be immediately tested and tried outside the classroom. That is why most of our classes use a communicative model - using language for communication.

We will give you as many opportunities to use the language through speaking, listening, reading and writing as we can, and we will also make sure that what we offer you is what you need.

Teachers in our General English classes will always do their best to ensure that they deliver what you need so our approach to teaching is flexible and responsive.

We also believe that the students should be the centre of the class, not the material or the teacher and so we will make sure that the learning focus is on you!

## sample schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9.20 - 10.50	Communicative tasks to review the language from last week	Games to practice grammar and vocabulary	Interactive and collaborative writing tasks	Putting grammar into practise	Review of the week's work and individual tutorials with your teacher
10.50 - 11.15	Morning break				
11.15 - 12.00	Grammar input	Intensive listening - the BBC news	Extended language game or simulation	Reading and discussing a newspaper article	Using your English outside the classroom - a visit to a place of interest in Oxford
12.00 - 12.45	Intensive pronunciation work in the language laboratory	Discussion and debate on topical subjects		Working with video	
12.45 - 14.00	Lunch break				
14.00 - 15.30	Learning by doing - preparing a short sketch	Language outside the classroom - conducting a street survey	Learning by doing - making a short film in English	Working in the language laboratory	Independent self-study

## key features

minimum age 16

mixed nationality classes  
*(over 50 different nationalities across 2009)*

maximum 15 students in a class  
qualified and experienced teachers

course material included  
certificate of attendance

state-of-the-art facilities

social programme

registration fee 65 GBP



## understand english, use english, learn english

Language is about communication, so General English classes will help you to use the language in real situations.

We aim to help you improve all aspects of your English: speaking, reading, writing, listening, vocabulary, pronunciation, grammar. Every week you will have a private tutorial with your teacher to discuss your progress.

In addition, you will have lessons with other teachers in order to give you a varied and interesting language-learning programme. You will use books, listen to recordings, watch and talk about videos, use our fantastic language laboratory and computers and talk to your teachers and to each other. You will have more than one teacher in order to get the most from your time here.

All our General English classes are calibrated to the Common European Framework descriptors.

## one-to-one tuition

If you would like to work intensively on any aspect of language, we can offer private tuition. This means you have a teacher working with you, one-to-one. If you prefer, you can combine working in a General English / Business or General English / Examination preparation class with private tuition. One-to-one programmes are always tailor-made so you can decide with our Academic Manager and your teacher what you need to work on.

General English Tuition fees (per week)			
Length of your course	1 - 12 weeks	13 - 25 weeks	26 - 50+ weeks
21 hours	225 GBP	210 GBP	195 GBP
15 hours	160 GBP	145 GBP	135 GBP

One-to-one Tuition fees (per hour)	
up to 10 hours	45 GBP
each additional hour	40 GBP

## a personalised programme of mixed classes and individual tuition

If you enjoy interacting with other students, but you also have some specific needs that you want to work on one-to-one with a teacher, then this is the course for you.

### the best of both worlds

Working in a group with other students gives you the maximum opportunity to practise your English with other people. You will focus on all aspects of English with the emphasis very much on using your English to communicate in real situations. You will also get the opportunity to make friends with students of different nationalities and find out about their cultures. Your teacher will try to make sure that your lessons are dynamic, interactive and a lot of fun. Working one-to-one with a teacher means you can focus on exactly what you need, without having to take account of other students' difficulties or wishes. One-to-one classes are tailor-made to exactly what you need. Lessons are intensive, focused and specific.

### working together to create a dynamic programme

You may think that there will be no connection between what you do in the mixed class and in your one-to-one lessons, but there will be plenty of links! You will see different teachers across the day, but they will coordinate with each other to make sure that your programme builds from lesson to lesson.

<b>PLUS one-to-one combination Tuition fees (per week)</b>		
Length of your course	1 - 2 weeks	2 - 4 weeks
GE15 + 10 hrs	560 GBP	540 GBP



[www.eckersley.co.uk](http://www.eckersley.co.uk)

## learn the language and exam techniques too

Eckersley Oxford can register students for the following internationally recognised examinations:

General English:	<b>University of Cambridge Examinations (FCE, CAE, CPE)</b>  <b>Trinity College Spoken Examinations</b>	Prepare for exams in March, June and December.  Eckersley Oxford is a Trinity College London recognised centre, so exams can be organised at the school. Please contact us for more information on dates and costs <a href="mailto:english@eckersley.co.uk">english@eckersley.co.uk</a>
University Entrance:	<b>IELTS</b>	Classes normally start at least 4 weeks before your examination date

Special preparation classes are not normally provided for **TOEFL** , **TOEIC** and **BEC** exams. However, the school can register candidates, as well as offering practice and advice.

### preparation classes

All examination candidates join General English classes on five mornings each week.

Special examination preparation classes take place in the afternoons.

In the morning classes, you study and practise all aspects of English – reading, writing, listening, speaking, grammar, vocabulary, etc. – in order to improve your general level of English, and so help you pass the exam.

In the Exam Preparation classes, on 4 afternoons a week, you use your English to practise the specific types of questions found in the exams.

### course dates and enrolment

Please see 2010 Calendar on [www.eckersley.co.uk](http://www.eckersley.co.uk) for dates of Registration, Preparation courses and Exam Dates.

It is usually possible to register for an exam at the beginning of a course. However, for students on short courses (for example four weeks) it may be necessary to register for an exam before their course starts. The school will do this for you when you send the examination fee and after checking your level.

Tuition fees (per week)			
Length of your course	1 - 12 weeks	13 - 25 weeks	26 - 50+ weeks
21 hours	230 GBP	215 GBP	200 GBP



## communication for international commerce

This is for you if you are or intend to be *in* business, *studying* business, or are just *interested* in business. You will study in a General English class in the mornings and a special business class in the afternoon.

The content of the course depends very much on what the students need, but focuses mostly on the following areas:

- business vocabulary (for example: marketing, finance, commerce)
- functional language for business situations (e.g. meetings)
- practising and role playing business situations
- understanding and writing business documents
- cultural differences and business etiquette
- discussion of business and political issues
- social English in a business context

All of these will be looked at using a variety of different material and facilities.

For example, you might use an interactive whiteboard to prepare and give a business presentation, guided by your teacher. You might read business articles from journals and newspapers, and discuss the issues raised, maybe comparing the situation in your country. You might visit businesses and meet local business people.

This course can also be combined with one-to-one tuition for those individuals who prefer a more intensive programme.

Email: [english@eckersley.co.uk](mailto:english@eckersley.co.uk) for a personalised schedule.

Tuition fees (per week)			
Length of your course	1 - 12 weeks	13 - 25 weeks	26 - 50+ weeks
21 hours	230 GBP	215 GBP	200 GBP



[www.eckersley.co.uk](http://www.eckersley.co.uk)

## fifty - fifty

This course combines General English lessons with a programme of daily activities and excursions.

It is an opportunity to spend time studying English in a mixed nationality class (please look at our General English course page) in the morning and then to improve your listening and speaking skills whilst taking part in a busy social programme in the afternoon.

Every day after classes you will meet our social programme organiser who will take you to do sport, punting, music, drama, swimming, singing workshops, cinema etc.

You will have the chance of spending more time with other students of different nationalities attending different classes in the morning and networking.



Tuition fees (per week)			
Length of your course	2 weeks	3 weeks	4 weeks
15 hours	600 GBP	850 GBP	1000 GBP

After-class activities, sample schedule				
<b>Monday</b> afternoon	<b>Tuesday</b> afternoon	<b>Wednesday</b> afternoon	<b>Thursday</b> afternoon	<b>Friday</b> afternoon
<b>oxford day</b> treasure hunts / university college tour / ghost tour	<b>creativity day</b> drama / dance / singing workshops	<b>nature day</b> river cruise punting on the Isis	<b>excursion day</b> Bath + entrance Stratford + entrance	<b>sport day</b> cricket / tennis / football etc in the University Parks
evening with your host family	pub evening (eck)	evening with your host family	ice skating disco	cinema

Please contact the School for more details [english@eckersley.co.uk](mailto:english@eckersley.co.uk)

## a true british experience

This programme is designed for ladies and gentlemen who want to have an English language-learning experience, but also want to combine this with a cultural adventure in the heart of England.

This course will offer you the opportunity to revitalise your English language in a relaxed and supportive environment with other people of a similar mind. In the mornings you will be engaged with the English language, while in the afternoons you will be out and about, in and around Oxford, visiting places of cultural interest and beauty.

Our aim is to provide you with interesting and stimulating excursions in this area of England crammed full of history, culture, academic importance and outstanding natural beauty. At the same time you will have ample opportunities to use your English in real situations that will not really feel like learning.

Programme details:

- arrival on Sunday
- classes from Monday - Thursday 9.30 - 11.00, 11.15 - 12.15 (10 hrs total)
- lunch provided
- excursions/visits: Monday - Thursday afternoons and all day Friday
- Saturday departure

## for group or individual applications

Tuition fees (per participant)	
Standard programme as detailed above	1 week
	450* GBP

*\*This course will run with a minimum of 4 participants. If you are applying as an individual, you will need to be flexible with dates.*

*The fee above is based on a standard programme. If you wish to make changes or add activities / lessons / excursions please contact us for a quotation.*

We can organise your accommodation as per fees described in the Accommodation page of this brochure.

Please contact the school for more information or should you wish to organise this programme for a closed group.

[www.eckersley.co.uk](http://www.eckersley.co.uk)



## update your knowledge of teaching and share ideas with teachers from around the world.

This course is designed for English language teachers from all kinds of backgrounds who want to re-think their classroom practice and improve their knowledge of up-to-date methods and techniques.

## a course to focus on methodology, on practical ideas, and much much more

As with all our courses, the content of sessions will be tailored to meet the needs of the individual course participants. The aim is to give you more confidence to try out different teaching ideas and experiment with different methodologies, and to renew or enhance your enthusiasm for the teaching profession. You'll read articles about teaching, try out activities and approaches, use different teaching tools of all kinds, improve your own language skills, and above all share your ideas with teachers from all over the world in many different teaching situations.

### typical course content

- Language sessions on idioms, collocations, colloquial language, slang ...
- An overview of English language teaching methodologies
- Practical teaching ideas
  - Using different technologies in the English language classroom
  - Ideas for professional development
  - Discussion of issues in the English language classroom
  - How to use other subjects to improve English language skills
  - Observation of teachers in the school
  - Working with students of mixed nationalities to guide them in project work
  - Visits to Blackwells bookshop, Oxford University Press

General Methodology Teachers' Update - Tuition Fees			Date
Length of your course	1 week	2 weeks	26 July - 6 August
21 hours	210 GBP	395 GBP	



If you are applying for funding for this course please contact us for more information at [english@eckersley.co.uk](mailto:english@eckersley.co.uk)

## trinity college london certificate in TESOL at eckersley oxford

Trinity College London Certificate in Teaching English to Speakers of other Languages (Cert. TESOL) is one of the most widely recognised, international, entry-level qualifications for this rewarding profession.

Our four-week course is challenging and intensive with much to cover from brain function in learning to linguistic theory and, of course, practical teaching techniques. The non-prescriptive nature of the Eckersley Oxford Cert. TESOL means that participants are able to discover for themselves what 'works' for them rather than trying to emulate other teachers' approaches and techniques. This can bring huge satisfaction when, having searched and found answers, one can then put them into action.

Contact us for an information pack with more details on all aspects of the course.

### one course, two sites

The Eckersley Oxford Cert. TESOL runs in Oxford and also in Mönchengladbach (North West Germany) twice a year.

For information on the Oxford course email: [tesol-uk@eckersley.co.uk](mailto:tesol-uk@eckersley.co.uk)

For information on the German course email: [tesol-de@eckersley.co.uk](mailto:tesol-de@eckersley.co.uk)

### enhanced learning credit scheme

Eckersley Oxford is an approved learning provider under the ELCAS scheme for the British Armed Forces. Our provider number is: 2834

### our course could be your passport to the world

<b>Oxford</b>	875* GBP	22 March- 17 April; 07 June - 3 July; 01 - 27 November
<b>Rheinhadlen (Germany)</b>	1,395 GBP	26 April – 22 May; 13 September – 09 October

\* plus Value Added Tax at the current UK rate



## eckPROJECT

is a part of Eckersley Oxford and has considerable experience in organising special courses for groups.

Students will participate in a programme of both English lessons and project work. They will improve their language skills not just in class but by researching, interviewing, videoing and producing short films, writing reports and speaking in front of an audience. Eckersley Oxford will carefully organise every aspect of the students' stay in Oxford such as the academic programme, the accommodation, weekend excursions and social programme during the week.

As a conclusion to the specialist courses a presentation to a relevant audience can be arranged and a CD/DVD with all the work done, photographs, videos and reports will be provided both as a souvenir of the students' experience and as material for further project development back at school in their home country.

## closed groups

We can tailor-make an English course for any group of students with a particular need.

Some examples:

A group of people working for the same company all need to improve the level of their English to function better in their work environment. We would assess what they used English for, and how well they used English already. Classes would focus on teaching them the relevant vocabulary and functions necessary for their work and practising the language in realistic situations. Our aim would be to increase their overall level and confidence and encourage interaction.

A group of students are about to embark on a course in which they will need to use English. They want to improve on many levels including reading texts, writing essays, dealing with examination questions, understanding the lessons they will have to follow, and interacting with teachers and other students.

A group of friends are planning to travel around the world and will be visiting some English-speaking countries. To make the most of their holiday, they want to be able to read and understand tourist leaflets, menus and price lists, book tickets, get the information they need from a tourist office, ask for and understand directions and chat to other tourists that they meet. All this can be concentrated into a stimulating course.

Please contact us for more details and prices. E-mail: [marcella@eckersley.co.uk](mailto:marcella@eckersley.co.uk)



whatever your needs, whatever the size of your group, we can cater for you.

[www.eckersley.co.uk](http://www.eckersley.co.uk)

## student benefit scheme

Welcome to the Eckersley Student Benefit Scheme! As a student of Eckersley Oxford you have access to a range of unique benefits and discounts in a number of local shops and restaurants. All you have to do is to show your Eckersley ID card. You can also use your ID card in other places where other student discounts are offered, e.g. bus to London. Just look for this logo to identify the shops and restaurants participating in our scheme. We are always expanding our discount scheme.



The details of particular discounts are available on our website.

## social programme

Every Monday after school we have a welcome tea party for new students so that you can meet teachers and other staff. Our Social Organiser plans a different social events calendar each week, sometimes in School and sometimes around Oxford.

The programme will depend on the time of year and the age range of the students in the school, but some typical events include:

- a guided visit to a museum or a University college
- barbecue in the gardens of our residence
- an evening in one of Oxford's historical pubs
- a picnic in the nearby University Parks
- sporting events such as football, rounders, frisbee
- international food evenings in the School
- a drama or a music workshop
- a film on the big screen in the Students' Room
- a quiz night
- a ghost tour

If you want to go somewhere at the weekend, we can book trips to London or other interesting places such as Stonehenge, Bath, Cambridge, Wales, Cotswolds or the south coast city of Brighton. The average price is about 32 GBP.

If you happen to be with us over a Bank Holiday or long weekend, we can help you to organise trips to another European country or up to Scotland.



[www.eckersley.co.uk](http://www.eckersley.co.uk)

## homestay (host family)

The school can arrange host family accommodation for you and this is a good way to practise your English outside class. Your homestay will provide a comfortable room, breakfast and dinner everyday and all meals at weekends. They will also do your laundry and generally look after you as part of the family. Most families live in the residential areas around the city and you will be able to take a bus into the centre where the Eckersley School is located.

Our Accommodation Manager, Catriona (who is also responsible for student welfare) personally visits each family and keeps in close contact during your stay. She will make sure everything runs smoothly and is always available to speak to. You may have a room with a family with children, a single person, a retired couple or a younger couple. Many different types of people enjoy hosting foreign students but we will try to find the best family for you. Just make your wishes clear.

Once your homestay is reserved we will send you the address and a brief description. Then it is simply up to you to make your way to Oxford.

## dover house (hostel for female students)

If you would like to stay in a large homely Victorian house in North Oxford we can accommodate sixteen students in shared or single study bedrooms in "Dover House". There you will have breakfast provided each day in the large living room and the use of a well-equipped kitchen to prepare your own meals in the evening. There is a TV and DVD player in the sitting room and Wi-Fi throughout the house. Bed linen and towels are provided and there is a washing machine and drying room in the basement. Helen Williams, the resident warden, takes a great interest in all the students and there is a pleasant international family atmosphere. Each student has their own key and there are only a few rules. No smoking is one of them!

The house is in a quiet residential street just 15 minutes' walk from the school and close to the beautiful University Parks, some of the Oxford colleges and museums.

## alternative accommodation

Some students prefer to stay in bed and breakfast or hotel accommodation. We are happy to recommend and book a guesthouse or hotel (in all price ranges) if you wish. We may also be able to book a self-catering flat if you prefer. When alternative accommodation is required (hotel, B&B, shared house, flat or any other) an additional one-off fee of 25 GBP applies.



<b>Homestay - weekly price</b>	
half board during the week and full board at weekend	
Single room	135 GBP
Shared room	120 GBP
Single en-suite room	170 GBP

<b>Dover House - weekly price</b>	
bed & breakfast, self-catering	
Single room	140* GBP
Shared room	125* GBP

\* plus Value Added Tax at the current UK rate

## what to do when you get here

Try to arrive at 9.00 on your first day and please bring your passport or ID card with you. When you arrive come to reception and a member of staff will greet you and register you in the school. Everybody gets a school folder with lots of information about the school, your timetable and the social activities.

## what is your english like?

The first-day test is important: it helps us to place you in the right class for your level of English. At Eckersley Oxford, we don't call our classes by a name (Advanced, Beginner, etc.) - we use the results of the test to group together students who have a similar level, following the guidelines provided by the Common European Framework for Languages (CEF). The CEF levels go from A1 (around beginner) to C2, which is around Cambridge Proficiency level. Our classes start at A2. If you are at A1 level you will probably need some one-to-one lessons before you can join a class.

## lunchtime - time to relax.

At 12.45, we stop for lunch. Most people buy a sandwich from one of the nearby shops, or go to a café. We don't usually have a big meal at lunchtime in Britain. Many students like to eat in the students' room at school, where there's a TV, and newspapers to read.

## tea party - meet everyone else!

The teachers and other members of the staff organise a 'Tea Party' every week, usually on a Monday. It is an opportunity to welcome new students and for students and staff to meet socially and provides a fitting end to your first day!

[www.eckersley.co.uk](http://www.eckersley.co.uk)



## a famous university city

Oxford is famous as one of the oldest university cities in the world and the college buildings create a unique atmosphere. But Oxford is not only a centre of study; it is also a beautiful city of parks, open spaces and rivers, all of which you can enjoy during your stay here. If you are feeling energetic, you can walk to the top of South Park to see the famous view of the Oxford spires.

## a great choice of places to visit

Two rivers meet in Oxford, the Cherwell and the Thames, which means that you can go boating or punting (which could be part of our extensive social programme) or just walk along the riverbank.

But Oxford is more than colleges and parks; there are plenty of theatres, and great shopping facilities, including a fantastic Victorian Covered Market.

If you want to go out with your friends, you will find a huge choice of restaurants and pubs for all ages and tastes. In short, there's something for everyone!

## a perfect central location

Oxford has always been a safe environment for students; a place to enjoy everything such a famous city has to offer. And because Oxford is so central, you are never too far from other interesting places: London is only 50 minutes away by train, Wales is about 2 hours from us and there's plenty of choice if you fancy a day by the sea. Even Scotland is not too far to go for a long weekend.



## where is the school

Eckersley Oxford is right in the city centre near the Oxford University colleges, shops, theatres and museums.

We are just 1 minute's walk from the Gloucester Green bus station where buses from the airports arrive.

We are 10 minutes' walk from the railway station.

Buses from all parts of Oxford stop near the School.

## how to get to oxford

Oxford is 90km from London and is easy to get to by coach, train or car.

### Coach

There are express coaches from Heathrow & Gatwick airports and central London 24 hours a day.

The coaches arrive in the centre of Oxford, a short distance from the School. You can take a bus or a taxi to your host family.

London Heathrow Airport	Every 20 minutes	Journey time: 90 minutes
London Gatwick Airport	Every 20 minutes	Journey time: 180 minutes

### Train

There is a good train service from London to Oxford.

London Paddington	Every 30 minutes	Journey time: 60 minutes
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## airport meeting service

When you enrol, please tell us if you want a car to meet you at the airport. We can book this for you and then tell you the name of the taxi company and how to meet the driver. It costs about 110 GBP from London Heathrow and Luton to your host family, about 145 GBP from London Gatwick and about 150 GBP from Stansted.



[www.eckersley.co.uk](http://www.eckersley.co.uk)

## terms and conditions

Please read this; it is an agreement between the school and the student.

### Before you arrive:

The registration fee and deposit must be paid to the school when you enrol. Accommodation fees and the balance of tuition fees must be paid in full not later than 7 days before your course starts. We will organise accommodation when we receive the registration fee and deposit.

### Cancellation and refund:

You must notify the School of cancellation immediately.

- 1) If the course is cancelled more than two weeks before the start date, we will refund everything except the registration fee. (see 3)
- 2) If the course is cancelled less than two weeks before the start date, all fees paid will be refunded except the registration fee and the deposit (see 3)
- 3) In case of cancellation, all "extra" costs involved in the booking (e.g. courier costs, hotel cancellation charge, accommodation one-off/cancellation fee etc) will be charged or retained.
- 4) If cancellation is due to visa refusal or if your refused entry to the UK, we need to see the original refusal letter in order to refund the fees paid. Students must apply for a refund within six weeks of refusal date. (see 3)
- 5) If the course is cancelled or is shortened after arrival, no refund is offered in any circumstances. However in certain circumstances a credit voucher on tuition fees may be given to be used for a future course within an agreed period.
- 6) If refunds are made by bank transfer, bank charges will be deducted from the sum refunded.
- 7) If refunds are made on a credit card, there will be a 3% surcharge.
- 8) Refunds will take account of any Agency fees paid by the school.
- 9) Neither registration fees nor exam fees are refundable

### Student age limits:

The minimum age is 16; there is no maximum age.

### Class Sizes:

General English classes will not exceed 15 students.

### Timetabling:

The school reserves the right to alter the timetable, transfer students from one class to another, to merge or cancel classes if necessary.

### Extending your course:

We cannot guarantee that your accommodation arrangements will remain the same if you extend your course.

### Changing your course:

It may be possible to change your course but you must speak to the Academic Manager who will help you with your decision. It is not usually possible to reduce the hours you have booked.

### Shortening your course:

No refunds are offered if you wish to shorten your course unless you can provide proof of family emergency or similar. No refunds are offered for booked accommodation.

### Taking holidays:

You can take a holiday by arrangement but we need at least 2 weeks' notice. If you arrange the holiday when you book your course, you will not be charged for the weeks of your holiday.

### School Holidays:

Please note that the school will be closed on English public holidays (usually a Monday). The school will also be closed from Friday to Monday at Easter. Fees for these weeks will be at the normal weekly rate. The school will be closed completely for two to three weeks at Christmas and New Year.

### Accommodation:

We will do our best to find the right accommodation for students but the school reserves the right to:

- refuse an unreasonable request for accommodation
- charge an extra fee (25 GBP) if a student has particular requirements which need extra time and effort to fulfil
- charge an extra fee (25 GBP) if an accommodation change is requested
- ask a student to leave accommodation if their behaviour is considered inappropriate

Your accommodation will be reserved from the Sunday before your course begins until the Saturday after it ends. You will be charged for complete weeks, but your last week will be 6 nights.

### When you are here:

- you should try to be on time for classes
- you should behave in a reasonable way inside and outside the school
- if your behaviour is considered unacceptable they will receive a written warning. The school reserves the right to expel students and in this case no refund will be offered.
- you should look after your property; the school is not responsible for it.



# application form

Please write in CAPITAL LETTERS

## Contact Details

Family name: .....  
 First name: .....  
 Gender: male  female   
 Date of birth (day/month/year): .....  
 Occupation: .....  
 First language: .....  
 Nationality: .....  
 Address: .....  
 City: .....  
 Country: .....  
 Post/Zip code: .....  
 Telephone: .....  
 Fax: .....  
 email: .....

Please give the details of who to contact in an emergency

Name: .....  
 Telephone: .....  
 email: .....  
 Relationship to you: .....

## Personal Information

Have you got any medical condition which the school needs to know about?  
 .....  
 How did you hear about Eckersley Oxford?  
 .....

## Course Information

Name of the course: .....  
 Hours per week: 15  21   
 Start date (day/month/year): .....  
 Finish date (day/month/year): .....  
 Number of weeks: .....  
 Are you a beginner in English? Yes  No   
 If you would like to take an exam please indicate which one:  
 FCE  CAE  IELTS  Other .....

## Passport

Passport number: .....  
 Visa type: .....  
 Date of Visa expiry (day/month/year): .....

## Flight Details

If you have booked your flights please write the details here:  
 Airport: ..... Terminal: .....  
 Date: ..... Arrival time: ..... Flight number: .....  
 Date: ..... Departure time: ..... Flight number: .....

## Airport Transfer

Do you want the school to arrange taxi transfer from the airport?  
 Yes, please arrange my transfer from the airport to Oxford   
 Yes, please arrange my transfer back from Oxford to the airport   
 No thank you. I will arrange my own transfers.

	Reg/Dep
	S
	G

For office use

## application form

### Accommodation

Please complete this part of the form if you would like the school to arrange accommodation for you. We will be able to do this when we have received the registration fee and deposit.

Your accommodation will be reserved from the Sunday before your course begins until the Saturday after it ends.

Arrival date (Sunday - day/month/year):

.....

Departure date (Saturday - day/month/year):

.....

Do you have any allergies or dietary requirements?

.....

What are your hobbies or interests?

.....

Other information

.....

### Homestay

The following information will help us to find the most suitable family for you.

Do you smoke? Yes  No

If you don't smoke, would you accept a family where people smoke?

Yes  No

Would you accept a family with young children?

Yes  No

Would you accept a family with a pet (dog, cat, bird etc)?

Yes  No

**Dover House** (Non-smoking hostel for female students)

single room  shared room

### Other

Please arrange accommodation for me in a hotel/B&B/guesthouse

I understand that an additional fee of £25 applies.

### Payment of Registration Fee and Deposit

We need a registration fee (£65) and a deposit (£200) to confirm your enrolment and to book your accommodation.

Please choose a method of payment.

Cheque      Make cheques payable to: The Eckersley School of English  
British bank cheques only

Bank transfer      National Westminster Bank  
Cornmarket Street, OXFORD OX1 3ES  
Sort Code: 54-21-23      Account: 08314179  
Swift code: NWBKGB2L  
IBAN Number: GB64NWBK54212308314179

Please make sure that your name appears on the transfer document. Please pay all bank charges. If charges are deducted in Britain, we will ask you to pay them when you arrive.

Credit card      Visa  Mastercard  JCB

There will be a 3% surcharge for all card payments.

Name of card holder: .....

Signature of card holder: .....

Expiry date: .....

Card number:

Debit from my account 265 GBP registration fee and deposit.

Debit from my account the balance of tuition and accommodation fees 7 days before the start of my course (We will confirm the amount when we receive this form).

Person or organisation paying the fees:

Myself  Parent  Other: .....

**I accept the Conditions of Enrolment. I agree to pay the rest of the fees not later than 7 days before the start of my course** (For students under 18 years old, a parent or legal guardian should sign).

Please tick this box if you do not wish your photograph, taken in connection with your course, to be used for promotional purposes (i.e. website, presentations, etc.)

Signature: ..... Date: .....

Print name: .....



## delivering language to your door

The Flying Squad is a unique service designed to help you get what you need for your students.

Of course it's always better to visit the UK if you want to update your English language, but now we can deliver a face-to-face course wherever you are!

If you are a company or a school or can simply put together a group but would prefer not to send students to the UK, we will come to you instead. We will send a teacher (or teachers) and work with your students in their context to ensure that you get a great service from professionals at a cost which is accessible for all.

You can also book a period of Flying Squad (perhaps to bring your learners up to a particular level) followed by a group course here in Oxford. A truly innovative and cost effective way to give your English Language students exposure to current language.

We tailor-make our FS courses so that your students receive exactly what they need.

Courses range from 20 hours upwards and costs are to be negotiated. Email: [marcella@eckersley.co.uk](mailto:marcella@eckersley.co.uk) for more information



[www.eckersley.co.uk](http://www.eckersley.co.uk)

## a personalised and effective programme for the corporate business

As a long established school, Eckersley Oxford has learned a lot about what its clients require. For that reason we have a simple structure for our professional courses: nothing complicated; what you see is what you get. For example, an hour is an hour, not 55 minutes; so 30 hours per week means exactly that. A one-to-one means you have 100% attention from one tutor during your lessons.

We also know that different clients have different language needs and that's why we cannot tell you what you'll be studying until we know something about you. We will design your course according to the information you give us, not according to a course-book or a generic level test.

If you need training which is complementary to language, for example you might be interested in specific tools to enhance your communication skills, we will do our best to organise that for you as a content-based module within your language course <sup>(1)</sup>

### more options for our professional programme

#### **One-to-One**

If you need intensive study in a particular area, this could be the right course for you

#### **Two/Three/Four-to-One**

If you need communicative English rather than intensive practice, this programme may be the right one for you because it is designed for small groups (2 - 4) from the same company.

Details of the programme for both options

5 days a week, 9.30-12.45 with a 15-minute coffee break. Lunch is 12.45-14.00.

The afternoon lessons are from 14.00 to 17.15, again with a 15-minute break.

You will have 30 hours of language input per week.

<b>Weekly tuition fees for One-to-One programme</b>	<b>Weekly tuition fees for Four-to-One programme</b>
1,200 GBP <sup>(2)</sup> per student	4 students: 500 GBP <sup>(2)</sup> per student 3 students: 600 GBP <sup>(2)</sup> per student 2 students: 700 GBP <sup>(2)</sup> per student

(1) Special content-based training may attract a surcharge

(2) Add 15% for course fees in July and August

everything will be organised for you

## facilities

- well-appointed classroom, equipped with state-of-the-art interactive whiteboard
- computer room equipped with printer, free internet
- wireless internet access point
- digital language laboratory
- daily newspapers and business / specialist periodicals on demand

## extra curricula

If required, we can arrange evening and weekend activities, with or without an accompanying tutor, and excursions, sporting or cultural activities. We are also happy to suggest ideas if you're not sure what's available.

## accommodation

We have a selection of accommodation from which to choose for your stay with us. There are plenty of hotels and good quality B&Bs. If you want some peace and quiet we recommend a fully furnished short-stay apartment. If you prefer to stay with an English family, we can organise that too.

## airport transfer

We will be happy to organise an airport pickup for you or tell you about other means of transport to Oxford.

## pre-booking

We don't expect you to book immediately. We would like you to tell us what you want and then we will give you the options and a cost breakdown. We may ask to talk to you via VOI or telephone so that we can assess your needs more accurately.

For pre booking or further information:

[proenglish@eckersley.co.uk](mailto:proenglish@eckersley.co.uk)



[www.eckersley.co.uk](http://www.eckersley.co.uk)

