

# Wimbledon School of English

## Information 2020



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(Beginners English; General English; 30+ English for Work & Life; Business English & Professional Skills; Medical English & OET; IELTS Preparation with Pre-sessional Academic English Preparation; IELTS Preparation with Pre-sessional Academic English Express; Academic IELTS Express; B2 First, C1 Advanced, C2 Proficiency)		e-wimbledon	
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## Standard courses 24 lessons (1 lesson = 50 minutes) / 20 hours

**24 Lessons**

Courses	Minimum Age	Maximum Class Size	Minimum Course Level/CEFR	Course Length (Weeks)	Starting Date	Public Holiday Dates	Finishing Date	Exam Date
<b>Beginners</b>	16	14*	Beginners (A1)	1-10	Mon 06 Jan Mon 24 Feb Mon 27 Apr Mon 08 Jun Mon 07 Sep			
<b>General English</b>	16	14*	Pre-Intermediate (A2)	1-50	Any Monday (Tuesday when Monday is Public Holiday)	Tue 01 Jan Fri 10 Apr Mon 13 Apr Fri 08 May Mon 25 May Mon 31 Aug		
<b>30+ English for Work &amp; Life</b> Including lunch with teacher on 2 days a week	30	<b>MAX 8</b>	Pre-Intermediate (A2)	1-12	Any Monday (Tuesday when Monday is Public Holiday)	Tue 01 Jan Fri 10 Apr Mon 13 Apr Fri 08 May Mon 25 May Mon 31 Aug		
<b>Business English &amp; Professional Skills</b>	18	14	Higher Intermediate Plus (B2+)	1-12	Any Monday (Tuesday when Monday is Public Holiday)	Tue 01 Jan Fri 10 Apr Mon 13 Apr Fri 08 May Mon 25 May Mon 31 Aug		
<b>Medical English</b>	20	14	Higher Intermediate Plus (B2+)	1-2	Mon 06 Jan			
<b>IELTS Preparation with Pre-sessional Academic English Preparation</b>	16	14	Intermediate (B1)	10 10 10	Mon 13 Jan Mon 23 Mar Mon 21 Sep	Fri 10 Apr; Mon 13 Apr; Fri 08 May; Mon 25 May	Fri 20 Mar Fri 29 May Fri 27 Nov	Sat 21 Mar Sat 30 May Sat 28 Nov
<b>IELTS Preparation with Pre-sessional Academic English Express</b>	16	14	Higher Intermediate Plus (B2+)	6	Mon 19 Oct		Fri 27 Nov	Sat 28 Nov
<b>Academic IELTS Express</b>	16	14	Higher Intermediate Plus (B2+)	4 4 4 4	Mon 20 Apr Mon 15 Jun Mon 13 Jul Mon 10 Aug	Fri 08 May Mon 31 Aug	Fri 15 May Fri 10 Jul Fri 07 Aug Fri 04 Sep	Sat 16 May Sat 11 Jul Sat 08 Aug Sat 05 Sep

All students will be required to pass the school entrance exam test before starting their examination course. Students cannot finish an examination course before the end date.

These IELTS courses prepare students for Academic IELTS examinations. Students may take the IELTS exam at the end of the course and we strongly advise you to enrol and pay for this when booking the course.

You must enrol for the full length of the IELTS course. Please note: If you book 2 Pre-Sessional or 2 Express courses, there may be some repetition in the course content.

<b>B2 First</b>	16	14	Higher Intermediate (B2)	10 12 6 12 6	Mon 06 Jan Mon 23 Mar Tue 05 May Mon 21 Sep Mon 02 Nov	Fri 10 Apr; Mon 13 Apr; Fri 08 May; Mon 25 May Fri 08 May; Mon 25 May	Fri 13 Mar Fri 12 Jun Fri 12 Jun Fri 11 Dec Fri 11 Dec	09-13 Mar 08-12 Jun 08-12 Jun 07-12 Dec 07-12 Dec
<b>C1 Advanced</b>	16	14	Advanced (C1)	10 12 12	Mon 06 Jan Mon 23 Mar Mon 21 Sep	Fri 10 Apr; Mon 13 Apr; Fri 08 May; Mon 25 May	Fri 13 Mar Fri 12 Jun Fri 11 Dec	09-14 Mar 08-12 Jun 07-12 Dec
<b>C2 Proficiency</b>	16	14	Proficiency (C2)	9 12 12	Mon 06 Jan Mon 23 Mar Mon 14 Sep	Fri 10 Apr; Mon 13 Apr; Fri 08 May; Mon 25 May	Fri 06 Mar Fri 12 Jun Fri 04 Dec	02-07 Mar 08-12 Jun 01-04 Dec

All students will be required to pass the school entrance exam test before starting their examination course. Students cannot finish an examination course before the end date.

Students can take a First or Advanced exam course only if they are staying until the end of the course and taking the exam immediately after.

You must enrol for the full length of the Cambridge Exam Preparation course.

### General Notes

[†] Wimbledon School of English strictly adheres to the published age limits for courses, but reserves the right to accept students who are 15 years of age on the General English course. These students must be travelling as part of a group with a group leader in attendance.  
Courses starting in the week of a UK public holiday will start on the Tuesday instead of Monday.

In very rare circumstances, the stated maximum class size might be exceeded. If this does happen it will only be by a maximum of one student for one week.

[\*] 16 in July and August

## Intensive courses 28 lessons (1 lesson = 50 minutes) / 23 hours 20 minutes

**28 Lessons**

Courses	Minimum Age	Maximum Class Size	Minimum Course Level	Course Length (Weeks)	Starting Date	Public Holiday Dates	Finishing Date	Exam Date
English for Law with TOLES Preparation	20	14	Higher Intermediate Plus (B2+)	1-3	Mon 06 Jan		Fri 24 Jan	Thur 23 Jan
				1-4	Mon 01 Jun		Fri 26 Jun	Thur 25 Jun
				1-4	Mon 27 Jul		Fri 21 Aug	Thur 20 Aug
				1-4	Mon 26 Oct		Fri 20 Nov	Thur 19 Nov

All students will be required to pass the school entrance exam test before starting their examination course. Students cannot finish an examination course before the end date.

Medical English & OET	20	14	Higher Intermediate Plus (B2+)	3	Mon 20 Jan		Fri 07 Feb	Sat 08 Feb
				3	Mon 06 Jul		Fri 24 Jul	Sat 25 Jul
				1	Mon 06 Jul		Fri 10 Jul	No exam
				2	Mon 06 Jul		Fri 17 Jul	No exam
OET Preparation (Occupational English Test)	20	14	Higher Intermediate Plus (B2+)	1	Mon 06 Jan		Fri 10 Jan	Sat 11 Jan
				1	Mon 30 Mar		Fri 03 Apr	Sat 04 Apr
				1	Mon 08 Jun		Fri 12 Jun	Sat 13 Jun
				1	Mon 06 Jul		Fri 10 Jul	Sun 11 Jul
				1	Mon 03 Aug		Fri 07 Aug	Sat 08 Aug
				1	Mon 21 Sep		Fri 25 Sep	Sat 26 Sep
B2 First Express	16	16	Higher Intermediate (B2)	4	Mon 06 Jul		Fri 31 Jul	27-31 Jul
				4	Mon 03 Aug		Fri 28 Aug	24-28 Aug
C1 Advanced Express	16	16	Advanced (C1)	4	Mon 06 Jul		Fri 31 Jul	27-31 Jul
				4	Mon 03 Aug		Fri 28 Aug	24-28 Aug

All students will be required to pass the school entrance test before starting their examination course. Students cannot finish an examination course before the end date.

**AYP**

Courses	Minimum Age	Maximum Class Size	Minimum Course Level	Course Length (Weeks)	Starting Date	Public Holiday Dates
<b>Academic Year Programme</b> <ul style="list-style-type: none"> <li>Standard 24 Lessons</li> <li>Intensive 28 Lessons</li> </ul>	16	14 *	Beginners (A1) (Beginners must start on dates listed. All other levels start any Monday except on Public Holidays when the course starts on Tuesday)	24+	Any Monday (Tuesday when the Monday is a Public Holiday. Beginners start dates on page 2)	Tue 01 Jan Fri 10 Apr Mon 13 Apr Mon 04 May Mon 25 May Mon 31 Aug

## 40+ English & Culture: Experience London

26 lessons (1 lesson = 50 minutes) / 21 hours 40 minutes

**26 Lessons**

Minimum Age	Lessons	Maximum Class Size	Course Level	CEFR	Course Length (Weeks)	Starting Date	Public Holiday Dates	Finishing Date	Excursions
40	26*	<b>MAX 10</b>	Intermediate to Higher Intermediate	B1-B2	2	11 May 20 Jul 17 Aug 28 Sep		22 May 31 Jul 28 Aug 09 Oct	6 Half-day 1 Full-day

\*Including 20 classroom lessons plus 6 lessons in and around London.

## Summer Family programme 20 / 24 lessons (1 lesson = 50 minutes)

**24/28 Lessons**

	Age	Lessons	Maximum Class Size	Minimum Course Level	Course CEFR Level	Course Length (weeks)	Starting Date	Finishing Date	Excursions/Activities
Child	8 to 15	20	16	Pre- Intermediate	A2	1-9	15 Jun	14 Aug	2 Afternoons 13:55 - 15:45
Parent	-	24	16	Pre-Intermediate	A2	1-9	15 Jun	14 Aug	-

Parents study on any 24 lesson course (supplement required for 30+ English for Work & Life). See Standard courses timetable on page 5 for details of when your child will be studying. When you have afternoon classes, your child will be taken on local excursions/activities. Children aged 16+ have the option to join Standard or Intensive courses. NB: All participants must stay in Standard Homestay only unless private accommodation has been arranged before.

**Key:**

General English courses

Professional/executive courses

IELTS exam preparation courses

Cambridge exam preparation courses

Tailor-made courses

Courses for mature students




Courses for under 16

## Online courses

Courses	Minimum Age	Class Size	Minimum Course Level	Course Length (Weeks)	Day	Dates	Times	Public Holiday Dates
<b>Flexible Live Online Learning</b>	16	Flexible One-to-One	A2 (Pre-Intermediate)	Flexible	Flexible	Monday to Friday (subject to availability)	09:00 - 21:00	Tue 01 Jan Fri 10 Apr
<b>Online OET</b> (2 online classes PLUS 100 minutes of self-study per week)	20	Maximum 14	B2+ (Higher Intermediate Plus)	4	Every Tuesday	07 Jan - 28 Jan	18:30 - 20:10	Mon 13 Apr
				4		17 Mar - 07 Apr	18:30 - 20:10	Fri 08 May
				4		26 May - 16 Jun	18:30 - 20:10	Mon 25 May
				4		13 Oct - 03 Nov	18:30 - 20:10	Mon 31 Aug

**Option courses** 4 lessons (1 lesson = 50 minutes) /3 hours 20 minutes  
Can be taken with a Standard course (see Pg. 2), or as a Part-Time course

**4 Lessons**

Options	Lessons	Maximum Class Size	Minimum Course Level/CEFR	Course Length (Weeks)	Starting Date	Finishing Date	Public Holiday Dates
<b>Basic Communication Skills</b>	4	14	Beginners (A1)	2-12	Any Monday (Tuesday when the Monday is a Public Holiday)		Tue 01 Jan Fri 10 Apr Mon 13 Apr Fri 08 May Mon 25 May Mon 31 Aug
<b>Communication Skills</b>	4	14	Pre-Intermediate (A2)	2-12			
<b>Pronunciation</b> 	4	14	Pre-Intermediate (A2)	2-12			
<b>Grammar and Writing Workshop</b>	4	14	Pre-Intermediate (A2)	2-12			
<b>Creativity, Mindfulness and Wellbeing</b> 	4	14	Pre-Intermediate (A2)	2-4			
<b>Medical English</b>	4	14	Higher Intermediate Plus (B2)+	2-12			
<b>IELTS Preparation (Academic) &amp; Academic Writing</b>	4	14	Intermediate (B1)	2-12			
<b>Cambridge Exam Preparation</b>	4	14	Higher Intermediate Plus (B2)+	2-12			
<b>One-to-One or Two-to-One</b> (This course has an additional charge)	4 5 6	1 or 2	Beginners (A1)	2-12			
<b>Football Academy</b>  This course has an additional charge, please see Fees booklet	4	16	Pre-Intermediate (A2)	1-8	Mon 06 Jul	Fri 28 Aug	

General Notes: When Monday is a public holiday, courses will start the following Tuesday e.g. 14 Apr; 08 May; 26 May; 01 Sep.

**Key:**

General English courses

Professional/executive courses

IELTS exam preparation courses

Cambridge exam preparation courses

Tailor-made courses

Courses for mature students

Courses for under 16

# Timetable

## Standard courses 24 lessons (1 lesson = 50 minutes) / 20 hours per week

All Levels			Beginners to Higher Intermediate			Higher Intermediate Plus to Proficiency		
Day	1st Session	2nd Session	3rd Session			3rd Session		
Monday	09:15 - 10:55	11:15 - 12:55	13:55 - 14:45      14:55 - 15:45			Free      Free		
Tuesday	09:15 - 10:55	Break	Free			13:55 - 14:45      14:55 - 15:45		
Wednesday	09:15 - 10:55		13:55 - 14:45			Free      Free		
Thursday	09:15 - 10:55		Free			13:55 - 14:45      14:55 - 15:45		
Friday	09:15 - 10:55		Free			Free      Free		

## Intensive courses 28 lessons (1 lesson = 50 minutes) / 23 hours and 20 minutes per week

All Levels			Beginners to Higher Intermediate			Higher Intermediate Plus to Proficiency		
Day	1st Session	2nd Session	3rd Session			3rd Session		
Monday	09:15 - 10:55	11:15 - 12:55	13:55 - 14:45      14:55 - 15:45			13:55 - 14:45 Options      14:55 - 15:45 Options		
Tuesday	09:15 - 10:55	Break	13:55 - 14:45 Options			13:55 - 14:45      14:55 - 15:45		
Wednesday	09:15 - 10:55		13:55 - 14:45			13:55 - 14:45 Options      14:55 - 15:45 Options		
Thursday	09:15 - 10:55		13:55 - 14:45 Options			13:55 - 14:45      14:55 - 15:45		
Friday	09:15 - 10:55		Free			Free      Free		

## 40+ English & Culture: Experience London

### 20 classroom lessons + 6 London lessons (1 lesson = 50 minutes) / 21 hours 40 minutes per week

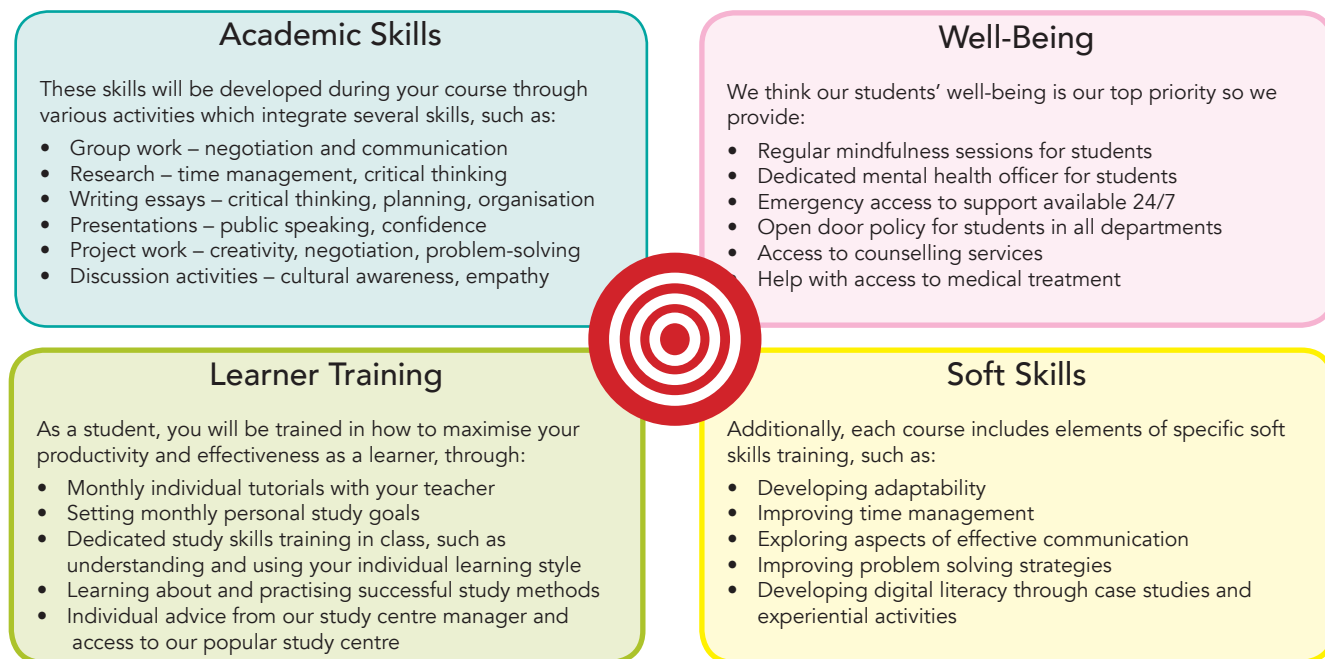
Day	1st Session	Break	2nd Session	Lunch	3rd Session	
Monday	09:15 - 10:55		11:15 - 12:55		Free	
Tuesday	09:15 - 10:55		11:15 - 12:55		Experience London - 14:00 - 15:40	
Wednesday	09:15 - 10:55		11:15 - 12:55		Experience London - 14:00 - 15:40	
Thursday	09:15 - 10:55		11:15 - 12:55		Experience London - 14:00 - 15:40	
Friday	09:15 - 10:55		11:15 - 12:55		Free	
Saturday (week one)		Full-day excursion				

The Experience London excursions are equivalent to 2 classroom lessons. Timings may vary depending on journey times to and from the destination.

BANK HOLIDAY DATES 2020			
Jan	Monday	06	School re-opens
Apr	Friday	10	School closed - Good Friday
Apr	Monday	13	School closed - Easter Monday
May	Friday	08	School closed - 75th Anniversary VE Day
May	Monday	25	School closed - Spring Holiday
Aug	Monday	31	School closed - Late Summer Holiday
Dec	Friday	18	School closes - Christmas and New Year
Jan 2021	Monday	04	School re-opens
Please note that there is no reduction in the course fees where a course includes a public holiday.			

# All our courses integrate 21st Century skills

Learning English isn't just about learning a language. At WSE, we don't just teach English. We prepare our students for life in an international world. The intercultural skills that our students need to thrive and succeed go beyond language. Several skills have been identified as crucial to succeeding in academia, business and life, and we incorporate these into every part of our programmes.



But perhaps the most important aspect of studying at WSE is that you will meet people from all over the world, with different lives, different families, different customs and traditions. You will explore not only UK culture, but cultures around the world. You will live, work and play together, in class, in our homestays and student houses, and on our busy social activity programme. There is no better teacher than experience (although we think our teachers are the best!), and the experience you gain at WSE will give you the tools you need to be the best you can be, in an international environment.

## Standard and Intensive courses

At Wimbledon School of English, we believe that effective communication is the key to language learning, as well as the goal. Therefore, on all our courses, you will be encouraged to maximise your communicative ability through pair, group and class work. As a serious academic school, we expect students to consolidate their learning with up to 2 hours of homework each evening, and we also monitor students' progress thoroughly, through weekly progress assessments, monthly tutorials, level tests and entry and exit texts.

### Beginners

24 Lessons

A1 Min Level

You will:

- Develop your basic English language skills and build your confidence when communicating in English
- Learn the basic structures of English
- Practise the language by doing pair work and role-plays
- Develop your reading, writing, listening and speaking skills
- Have regular tutorials with your teacher to discuss your progress
- Improve all areas of your English: grammar, vocabulary, speaking, listening, pronunciation, reading and writing.

### General English

24 Lessons

A2 Min Level

You will:

- Learn 'real' English using the latest course books and materials
- Improve your writing skills by analysing and producing documents such as emails, formal and informal letters and reports
- Learn, review and put into practice new language every day
- Develop your communication skills by working with other students in activities such as role-plays, pair work and group discussions
- Explore new techniques to help you improve your listening and reading.

### Cambridge English: B2 First, C1 Advanced, C2 Proficiency

24/28 Lessons

B2-C1 Min Level

Cambridge exams are internationally recognised as a reliable indicator of English language ability. These courses are designed and taught by experienced exam teachers.

You will:

- Benefit from a dedicated class that will prepare you for the B2 First, C1 Advanced or C2 Proficiency examinations
- Focus on developing strategies and techniques that will help you attain a good score in the examination
- Do practice tests under exam conditions and receive feedback on your performance
- Take the examination here at our exam centre

N.B B2 First and C1 Advanced students may join the 12-week course up to two weeks after the start date provided that there is space on the course and their level is appropriate. C2 Proficiency examination classes will include some students who are not taking the examination.



## IELTS Express (Academic)

24 Lessons

B2+ Min Level

This fast, dynamic course prepares you for the Academic IELTS examination if you are planning to go to an English-speaking university or college. Before entering an exam preparation class, students must pass an entrance test.

You will:

- Make rapid progress by focusing on the academic skills & exam techniques necessary to attain a good score in the IELTS exam
- Be taught by highly experienced teachers.
- Do practice tests under exam conditions and receive feedback.
- Study with others who share the same goal as you - achieving the highest possible score in the exam.

## IELTS Preparation with Pre-Sessional Academic English

24 Lessons

B1 Min Level

This course not only prepares students for the IELTS examination, but also gives guidance on academic study techniques for use at an English-speaking university.

You will:

- Benefit from a dedicated class that will prepare you for the IELTS examinations
- Develop academic study skills such as critical thinking, structuring arguments and online research, to prepare you for a course of study at an English-speaking college
- Have the opportunity to visit a British university and attend a lecture
- Develop your understanding of the features of Academic English, such as grammar structures or expressions
- Improve your confidence in academic speaking by taking part in presentations and debates

## Business English & Professional Skills

24 Lessons

B2+ Min Level

This course will prepare you for work in the 21st Century international business world by developing your language ability, intercultural awareness and soft skills.

You will:

- Focus on soft skills useful for business such as time management, teamwork and problem solving
- Study grammar through business contexts and examples
- Improve your skills through presentations, debates and case studies
- Practise various types of business speaking skills by doing presentations, debates, role-plays and surveys
- Study real cases from current affairs and business journals
- Work in dynamic classes with others who work, or plan to work, in business
- Improve your confidence in speaking in different business situations, such as networking or interviews

## English for Law with TOLES preparation (Level 3)

28 Lessons

B2+ Min Level

This course is aimed at legal professionals, lawyers, law graduates and law students. You will not only develop your English language skills within a legal context, but will also prepare for the TOLES examination (Test of Legal English Skills).

You will:

- Study the specific language used in various areas of law, including commercial law, property law, employment law, contract law
- Improve your understanding of different kinds of legal documents, such as letters, contracts and meeting minutes, and analyse the language
- Analyse language used in Lawyer/Client interactions
- Visit a court of law and see a real trial (subject to court schedules)
- Study strategies and techniques for the TOLES exam
- Practise writing letters and memoranda on legal matters
- Participate in situations typical of legal practice through role-plays

We strongly advise you to enrol and pay for the TOLES exam when booking the course. You must enrol for the full length of this course.

## OET Preparation (Occupational English Test)

28 Lessons

B2+ Min Level

If you are a qualified doctor, nurse or midwife looking to work in the UK, Australia or New Zealand, the OET is the most appropriate course for you. The OET exam assesses the language skills of healthcare professionals looking to register and practise in an English speaking environment. For further information, go to <http://www.occupationalenglishtest.org>

You will:

- Improve your understanding of the skills needed for the exam
- Learn about the use of English in various situations
- Improve your communication in challenging situations
- Improve your confidence in speaking through role-plays
- Develop your reading skills such as scanning at speed
- Receive feedback appropriate to your medical background
- OET exam registration closes 4 weeks prior to the exam

## Medical English / Medical English & OET

24/28 Lessons

B2+ Min Level

This concise course is designed for Medical Professionals. You will develop your English language skills in a variety of contexts, increasing your confidence when communicating with patients and their families as well as with colleagues. You will also have the opportunity to prepare for the OET exam.

You will:

- Study English typically used in medical situations
- Develop your communication skills when dealing with patients and colleagues
- Increase your awareness of specialised terminology
- Learn how to deal with challenging situations
- Visit one of London's excellent hospital museums
- Analyse real case scenarios
- Practise speaking in role-plays of medical situations

## 30+ English for Work & Life

MAX 8

24 Lessons

A2 Level

On this course, you will study in a small, professional group of no more than 8 students of a similar age to you (30+). If you would like to improve your level of English in smaller classes with students of a similar age, this course is for you.

You will:

- Develop all your language skills in a stimulating environment
- Explore and discuss a range of topics around current affairs
- Study in a small group of eight students maximum
- Enjoy networking opportunities with international students
- Discover more about British culture and history

Students have the opportunity to study additional Options Courses (see page 4) with students younger than 30. Includes lunch with teacher on 2 days per week (lunch = main course+soft drink+tea or coffee)

## 40+ English & Culture: Experience London

MAX 10

26 Lessons

B1 Min Level

This course is intended for more mature students wishing to combine learning English with spending time getting to know London and British culture. Lessons take place every morning, with excursions on Tuesday, Wednesday and Thursday afternoons with your teacher, plus one full day excursion on Saturday.

You will:

- Study with other mature students who have an interest in learning more about London and British culture
- In consultation with your classmates and teacher, select famous and interesting places in London and the local area to visit
- Learn the stories behind the places you visit through structured morning lessons, and improve your confidence in speaking through discussions
- Study practical language to use in various situations with an emphasis on fluency, and learn useful vocabulary

Students who are not at the correct level may take a combination of General English in the morning and English & Culture: Experience London in the afternoon. The price is the same as for the full-time English & Culture: Experience London course. Excursions may include a guided tour, a trip to a place of interest and a traditional English cream tea.

## Summer Family Programme

20/24 Lessons

A2 Min Level

Have a family holiday with a difference! Parents join any standard courses and children study in separate classes every morning from 09:15 - 12:55. Whilst parents study two afternoons each week, children take part in fun activities such as visiting a park, farm, museum or exploring London's Southbank (activities subject to change). See Standard courses timetable on page 5 for details of days and times that you and your children will be studying. **Please note:** those booking the Summer Family Programme must stay in standard homestay accommodation together, unless private accommodation is already arranged.

The parent will:

- Study on any of our standard courses
- Learn real, everyday English as it is spoken in the UK
- Focus on areas of interest and learn about the UK's cultural heritage

The child will:

- Study in closed groups arranged by age and level, 5 mornings each week
- Learn English as it is spoken in the UK and make new international friends
- Study using modern, up-to-date materials designed for young learners
- Take part in fun activities and learn about UK and international culture

## One-to-One & Two-to-One

Flexible Lessons

A1 Min Level

Benefit from individual teacher attention meaning that your teacher will really get to know you and your needs. Courses will be designed based on input from the students themselves in the form of a needs analysis, which is carried out before the beginning of the course. As the course progresses, it can be adapted to match students' development and changing requirements.

You will:

- Study exactly what you choose to focus on e.g. writing, specific projects related to your work or study
- Learn necessary skills to express yourself in international environments
- Use a variety of materials directly related to your profession or study
- Benefit from individual teacher attention and design your programme in collaboration with your teacher, with continuous guidance and development
- Learn a range of study skills to enable on-going language development

## Live Online Learning

Flexible Lessons

A2 Min Level

Do you want to study exactly what you need at a time that suits you? We offer live online face-to-face learning from 09:00 to 21:00 Monday to Friday. Each lesson is 50 minutes long and students can study one-to-one or with a friend/s.

Topics covered are:

- English grammar, vocabulary, reading, writing, speaking and listening
- Conversational English and pronunciation
- Soft skills and 21st Century skills i.e. time management
- Business English, English for Law, Medical English
- Exam Preparation - Cambridge Exams and Academic English with IELTS
- Teacher Training



## Options courses

### Basic Communication Skills

**Minimum level** Beginner (A1)

This course is for Beginner level students and those whose grammar level is Pre-Intermediate but have weak speaking skills.

You will:

- Be introduced to techniques to improve pronunciation
- Be trained in recognising and using intonation patterns
- Receive guided practice in a range of conversational situations
- Build your confidence by practising common social expressions

### Communication Skills

**Minimum level** Pre-Intermediate (A2)

This course is intended for you if you would like to improve your pronunciation and conversation skills.

You will:

- Focus on pronunciation, intonation and stress
- Improve your accuracy and fluency in spoken English
- Learn and practise new language in a variety of social contexts
- Take part in discussions, role-play, pair work and group work

### Grammar and Writing

**Minimum level** Pre-Intermediate (A2)

This course is for you if you wish to improve your writing skills and discuss any problems with particular grammar points.

You will:

- Identify your specific grammar and writing weaknesses and acquire new techniques to correct them
- Do plenty of written practice & receive feedback to help you improve
- Focus on a different area of grammar each week
- Integrate accurate grammar use into various writing styles

### Pronunciation

**Minimum level** Pre-Intermediate (A2)

This course is for students who would like to focus on improving their pronunciation.

You will:

- Practise sounds and rhythm of English and the pronunciation of difficult sounds
- Learn about stress and intonation and how they affect meaning
- Make your spoken English sound more natural
- Examine the English Phonemic Chart

### One-to-One or Two-to-One

**Minimum level** Beginner (A1)

One-to-One or Two-to-One classes are carefully designed to meet the needs and interests of each student. If you choose Two-to-One classes, you must book together with a friend.

You will:

- Study with a personal tutor and have a personalised study programme planned especially for you
- Make rapid progress in areas of English significant to you
- Work on the areas you wish to improve, such as grammar skills or a specialist area such as Business English

### Cambridge Exam Preparation

**Minimum level** Higher Intermediate Plus (B2+)

This course is for those students who are not able to commit to a full-time exam course but wish to receive grounding in the preparation for Cambridge B2+ and C1 Advanced exams. You will:

- Learn about the Cambridge examination format and develop strategies to tackle each question type
- Practise reading, writing, listening & speaking in the exam context and be given examination practice
- Review grammar & vocabulary required for the Use of English sections

### IELTS Preparation (Academic)

**Minimum level** Intermediate (B1)

This course is for you if you are planning to go on to take the IELTS (Academic) examination, study Academic English, or study at a British university or college.

You will:

- Gain a good foundation in academic study skills while improving your academic English
- Learn techniques to help you achieve a good score in the IELTS (Academic) examination
- Focus on language skills to help with each part of the exam
- Be given examination practice and feedback so you identify and develop areas where you are weakest

### Medical English

**Minimum level** Higher Intermediate Plus (B2+)

This course is for those studying or working in medicine and wishing to communicate more effectively with colleagues and patients in a variety of contexts. Minimum age 20.

You will:

- Study language associated with medical situations
- Learn specialised terminology
- Focus on interpersonal skills relevant to your field
- Study the language of Patient/Doctor interaction

### Creativity, Mindfulness and Wellbeing

**Minimum level** Pre-Intermediate (A2)

This course is for you if you would like to learn techniques for mindfulness, to improve your mental wellbeing and develop your creative side

You will:

- Develop relaxation techniques
- Develop your interpersonal skills through improved listening & other techniques
- Explore some simple meditation techniques
- Learn how to use mindfulness to develop your creativity

### Football Academy

**Minimum level** Pre-Intermediate (A2)

Our dynamic Football Academy is perfect for all budding football stars and run by Premier League football club Crystal Palace. This professional training covers both theory and practice.

You will:

- Improve your knowledge of the language used in football
- Study football theory and strategies, and analyse football matches
- Improve your practical skills

## Academic Year programmes (AYP) from 24 weeks

The Academic Year programme is designed for long-term English language training. It provides excellent value for money and a flexible approach to your studies. Choose from a wide range of courses which will help you prepare for future study at a UK university or develop your business career. Choose from Standard AYP 24 lessons per week or Intensive AYP 28 lessons per week (1 lesson = 50 minutes).

### Benefits:

Create your own programme from any of our courses

Discounted tuition fees

Start any Monday (or Tuesday when the Monday is a Public Holiday)  
(Level A2 and above. Beginners start on published dates: See page 2 for full details)

Flexible course length: 24 weeks or longer

Regular tutorials with your teachers and advice from the Academic Management team

Exam preparation at no extra cost

Advice on university selection and application

Flexible holiday break of up to 6 weeks  
(You can take 2 weeks' holiday per 12 weeks of study)

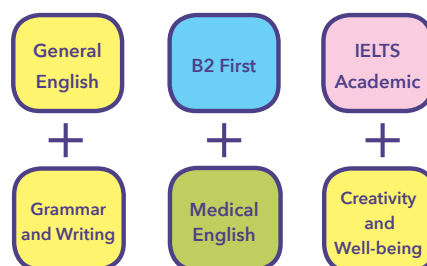
Detailed progress report

Suitable for all levels  
(fixed start dates for beginners; see page 2 for full details)

### Sample Standard Programmes



### Sample Intensive Programmes



You will make your final choice when you arrive, in discussion with our Director of Studies.

## English Plus Unpaid Internship - For EU, EEA and Swiss nationals only

This programme is ideal for students and young people, aged between 18-32, who would like to take an unpaid work placement after their English language course and gain valuable work experience in their chosen profession and sector.

The school works together with a specialised, highly experienced agency to arrange the programme. We offer a range of options for the internship, including:

### WORK START & SHORT TERM PROGRAMMES

Charity Retail: 2-4 weeks  
Social Care: 2-4 weeks  
Business Start: 4-5 weeks  
Child Care: 4-5 weeks

Cancellation charges apply.  
For all prices, see Fees Booklet

### REGULAR PLACEMENTS include:

Business Administration	Marketing
Chef	PR
Digital Marketing	Tourism
Fashion	Museums & the Arts
Graphic Design	IT
Hospitality	Events Management
Web Design	Electrician
Educational Administration	

Minimum placement: 6-12 weeks, depending on the sector; Maximum placement: 24 weeks  
Cancellation charges apply  
For all prices, see Fees Booklet.

### SPECIALIST PLACEMENTS include:

(Students need to be enrolled on a degree or vocational programme in the relevant area and ideally have practical experience already)

Architecture	Human Resources
Broadcast Media & TV	Journalism
Engineering	Law
Finance	Science/Laboratory
Graphic Design	Teaching
IT programming	Other sectors available on request

Minimum placement: 12 weeks  
Maximum placement: 24 weeks  
Cancellation charges apply  
For all prices, see Fees Booklet.

For other specialist placements, please enquire at: [info@wimbledon-school.ac.uk](mailto:info@wimbledon-school.ac.uk)

- Minimum age: 18 Maximum age: 32
- Minimum study period at WSE before the internship placement: 4 weeks
- Minimum level at start of internship placement: IELTS 5.0 or above, depending on the sector
- For most placements, students must be either university graduates or undergraduates
- Location: UK wide including London, Brighton, Manchester, Edinburgh, Oxford and Bournemouth
- Accommodation: our internship partner can help you find accommodation through their partner accommodation agencies
- Any booking received less than 10 working days before placement start date will be subject to a surcharge of £50 + VAT.

**For the English Plus Unpaid Internship Programme we must receive the application 3 months before the placement start date, and all documents at least 10 weeks before the placement start date. We cannot process any bookings for this programme until we have received the placement deposit of £360**

# On Demand English for Specific Purposes (ESP) & Specialist Closed Groups

Flexible Timetable

In addition to our Business & Professional English, Medical English, Legal English and OET Programmes, we offer tailor-made courses for groups and individuals in the following areas:

- Aviation
- Oil & Gas Production
- The Military
- Finance
- Management
- Journalism
- Teacher Training
- Exam Preparation
- Presentation and Soft Skills

Over the years we have designed and run courses for companies and organisations such as Hitachi, UBS, the Italian Air Force, the Finnish Association of Journalists and the Omani Ministry of Justice. For further information or to discuss a possible course, please contact our Director of Studies at [dos@wimbledon-school.ac.uk](mailto:dos@wimbledon-school.ac.uk)

## BENEFITS

On these courses you will:

- Be trained in how to apply your existing knowledge to an international environment.
- Read a variety of articles and documents related to your professional field.
- Work with other students whose background is similar to your own.
- Practise role-plays and simulations.
- Examine case studies taken from current journals.
- Study a range of industry-specific language applicable to your profession.
- Learn study skills for ongoing development.

## KEY FACTS

Minimum age:	18
Lessons per week:	Flexible
WSE course level:	All levels
Course length (weeks):	1 and above
Start date:	On request
Minimum group size:	3

## Groups at WSE

Every year we welcome groups from all around the world, creating tailor-made packages to suit their needs. Our groups have different options for study; they can join international classes, study in closed groups towards a specific goal, or a combination of the two.

### BENEFITS:

One free group leader place for every 12 students  
Additional social activities organised upon request  
Airport transfers provided  
Travel cards available on request  
Lunches organised upon request  
Homestay accommodation close to the school

Progress reports available upon request  
Certificate of attendance  
Leaving ceremony upon request  
Dedicated member of staff to manage your booking  
University and company visits subject to availability  
Take internationally recognised exams such as IELTS, Cambridge English, TOLES, Trinity, Pearson and OET

### INTERNATIONAL CLASSES

Available on advertised courses only

Start any Monday for General or Business English  
(When Monday is a Public Holiday, courses start on Tuesday)

Fixed timetables (24 or 28 lessons)

Join classes with students from other countries

Suitable for mixed level groups.  
Students assessed on arrival

Students can join all school-based social activities

16+ only  
We accept 15 year olds in General English international classes, if they are part of a group with a group leader in attendance

### CLOSED GROUPS

We design the course with you

Work towards specific language goals

Exam preparation outside of fixed course dates

Students can join all school-based activities

Only suitable for groups with similar level

Flexible timetable including mornings only

14 and 15 year olds are welcome in closed groups with the appropriate number of group leaders in attendance  
(maximum ratio 1:15)

For further information, please contact our Sales, Marketing and Groups Manager at [marketing@wimbledon-school.ac.uk](mailto:marketing@wimbledon-school.ac.uk)

## Study Centre

The Study Centre at WSE is available to students every afternoon. The Study Centre Manager is available every day from 13.30-16.30 to offer free help and advice.

In the Study Centre, you can:

- Receive help to set up a personalised study plan
- Access e-wimbledon
- Ask for advice on any English language problem you might have
- Practise exam techniques using past papers
- Use a range of computer programs (including Macmillan English Campus, see below) to improve your language skills
- Borrow books, DVDs and CDs for use at school or at home
- Use the reference library
- Receive guided self-study for specialised examinations (see below)
- Find a quiet space to do your homework

### After your course

The Study Centre Manager can give advice about the best websites and other resources you can use to keep studying after you have gone home. You will also receive our 'Keeping up your English' leaflet with useful advice on extra study materials to maintain your new skills.

### Macmillan Campus

If you have enjoyed using Macmillan English campus, you can purchase a year's subscription so you can access it wherever you are: On Macmillan English Campus, you can access:

- Activities to improve grammar and vocabulary
- Exam practice materials
- Exercises to improve all four language skills
- A clear and informative online dictionary
- News articles with tasks graded for all levels
- Tests for you to measure your progress

## e-wimbledon

**Available from 3 months before you start until 3 months after you finish your course**

e-wimbledon is **WSE's free online blended learning platform** and is available to all our students.

On e-wimbledon, you can access:	e-wimbledon: before your course:	e-wimbledon: after your course:
<p>Your individual study plan</p> <p>A record of your tutorials with your teachers</p> <p>Lessons based on English language news websites</p> <p>Exam practice for Cambridge English B2 First, C1 Advanced, C2 Proficiency and IELTS</p> <p>Updates about activities in the school</p> <p>Useful information about the school and local services</p> <p>Links to social programme activities and the chance to register online.</p>	<p>Take an online grammar test on e-wimbledon</p> <p>Gain immediate access to a detailed study plan appropriate to your level</p> <p>e-wimbledon will identify your weak areas and will set relevant grammar exercises to support your learning.</p>	<p>Receive a study plan at your new level to continue practising what you've learnt</p> <p>New Flashpoint lessons available every week - lessons based on real news articles</p> <p>Keep a record of all your work and progress reports</p> <p>Stay in touch with the school.</p>

## Self-Study

We are committed to helping you achieve your language goals, so we have developed a number of self-study resources which will support you before, during and after your course.

### Guided Self-Study for Specialised Examinations - Free in the Study Centre

Our Study Centre Manager can provide you with details of all major English language tests and examinations. A study plan can be designed to last between 1 and 12 weeks and will require approximately 6 hours of personal study per week. You can prepare for:

<b>TOEIC</b> Exam not available in the UK. Visit <a href="http://www.ets.org">www.ets.org</a> for more information	<b>TOEFL</b> Visit <a href="http://www.ets.org">www.ets.org</a> for exam dates	<b>C1 Business Higher</b> For exam dates, visit: <a href="http://www.londonexams.co.uk">www.londonexams.co.uk</a>	<b>Linguaskill</b> More information from the Study Centre Manager or visit <a href="http://www.londonexams.co.uk">www.londonexams.co.uk</a>
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Other guided self-study options are available upon request. If you would like to discuss your personalised self-study plan, please contact [Sean@wimbledon-school.ac.uk](mailto:Sean@wimbledon-school.ac.uk)

Don't forget you can stay in touch with the school via Facebook, Twitter and Instagram. We'd love to hear from you!



[www.facebook.com/WSE.London](https://www.facebook.com/WSE.London)



[www.twitter.com/WSE\\_London](https://www.twitter.com/WSE_London)



[www.instagram.com/wimbledonschoolofenglish](https://www.instagram.com/wimbledonschoolofenglish)



Wimbledon School of English

## Our Partner Colleges & Universities

### A-Levels

#### Cambridge Tutors College, London

If you need to take A-levels before going to University, we recommend our International College Partner: Cambridge Tutors College, London.

Cambridge Tutors College (CTC) is located in the South London Borough of Croydon, only 30 minutes by tram from Wimbledon and 20 minutes by train from central London. CTC was founded in 1958 by a graduate of Cambridge University and has steadily grown into an international college of academic excellence which educates over 250 students from around 30 different countries. CTC offers 2-year and 18-month A level courses as well as a one-year GCSE programme.

Cambridge Tutors College is a Tier 4 sponsor and Wimbledon School of English is their official UKVI partner. This means that students can apply for a Tier 4 visa for Cambridge Tutors College and include a Pre-Sessional English language preparation course at Wimbledon School of English. If you wish to take this option please tell Cambridge Tutors College when you apply.

CTC is consistently placed in the top 10% of the annual Financial Times Top 1000 Schools list. Around 75% of students gain entry into their first-choice university including Cambridge, Oxford, University College London and the London School of Economics.

They offer a very high level of care, guidance and advice to their students and a wonderful opportunity to progress and excel in a warm and friendly international community.

Principal: Dr Chris Drew  
principal@ctc.ac.uk

Telephone +44 20 8688 5284  
Fax +44 20 8686 9220  
Email info@ctc.ac.uk  
Website www.ctc.ac.uk

### University Pathways

If you would like to continue your studies at a UK university at foundation, undergraduate or postgraduate level, our Academic Managers will help you find the best course. Improve your English at WSE, then progress to international foundation, international first year, pre-masters programmes, undergraduate and postgraduate degrees. All foundation programmes are designed for international students, ensuring you are fully prepared to succeed at a UK university. **We have strong links with universities and offer pathways onto programmes at the following universities.** For full details, visit [www.wimbledon-school.ac.uk/university-partnerships](http://www.wimbledon-school.ac.uk/university-partnerships)



#### Kingston University London

Truly global and diverse university with over 3,000 international students  
Substantial work placement opportunities, including 12-month Postgraduate Work Placement Scheme  
95% of our graduates are in work or further study within six months of graduating (HESA 2016)  
Contact: [international@kingston.ac.uk](mailto:international@kingston.ac.uk) | T: +44 20 8417 3411 | [www.kingston.ac.uk/international](http://www.kingston.ac.uk/international)



#### Queen Mary University of London

International Foundation Programme in Humanities and Social Sciences, and Business and Management  
Science and Engineering Foundation Programme  
Pre-Masters Graduate Diploma in Humanities and Social Sciences, and Finance and Economics  
Contact: [foundationprogrammes@qmul.ac.uk](mailto:foundationprogrammes@qmul.ac.uk) | T: +44 20 7882 5555 | [www.qmul.ac.uk/study/foundation-courses](http://www.qmul.ac.uk/study/foundation-courses)



#### SOAS University of London

ICC Foundation at SOAS  
FDPS Pre-Masters at SOAS  
ELAS English Language and Academic Studies  
Contact: [ifcels@soas.ac.uk](mailto:ifcels@soas.ac.uk) | T: +44 20 7898 4800 | [www.soas.ac.uk/ifcels](http://www.soas.ac.uk/ifcels)



#### Sheffield Hallam University

Welcoming community of over 31,000 students from more than 120 countries. Among the largest universities in the UK  
700 programmes at foundation, undergraduate, postgraduate and research degree level  
Strong track record of work placements, with students completing almost 24,000 placements each year  
Contact:  
[international@shu.ac.uk](mailto:international@shu.ac.uk)  
T: +44 114 225 5555  
[www.shu.ac.uk/international](http://www.shu.ac.uk/international)



#### University of Worcester

Worcester - a beautiful cathedral city voted the safest city in England. Close to the Cotswolds, 40 minutes from Birmingham and 2 hours from London by train.  
10,000 undergraduate, postgraduate and research students. 7% are international students coming from 60 different countries  
7 institutes including Business, Law, Humanities and Creative Arts, Health, Education, Sports, Science  
Contact: [international@worc.ac.uk](mailto:international@worc.ac.uk) | [www.worcester.ac.uk](http://www.worcester.ac.uk)

## Visas - Do I Need a Visa?

### EU/EEA/SWITZERLAND - NO VISA NEEDED

Under 6 months	Visa nationals - you are required to get a visa before leaving your country (pre-entry clearance). You can apply for a Short-term Study Visa 6-months (Short-Term Study Visa Child if under 18).
	Non-visa nationals - you are required to get a visa, but you can get a Short-Term Study Visa on arrival in the UK. Make sure the Immigration Officer gives you the correct stamp in your passport when you arrive at the airport.
6 to 11 months	Visa nationals & Non-visa nationals - you are required to get a visa before leaving your country (pre-entry clearance). You can apply for a Short-Term Study Visa 11-months (Short-Term Study Visa Child if under 18). See below for more information.

## Which Visa?

### SHORT-TERM STUDY VISA (6 MONTH VISA)

Valid for courses of up to 6 months  
No work allowed  
No visa extensions allowed  
All levels are allowed  
**Minimum age: 18 (under 18s need a short-Term Study Visa Child)**

### SHORT-TERM STUDY VISA (11 MONTH VISA)

Valid for courses of 6 to 11 months (N.B. English language only)  
No work allowed  
No visa extensions allowed  
All levels are allowed  
**Minimum age: 18 (under 18s need a Short-Term Study Visa Child)**

You can apply for a visa up to 3 months before your date of travel to the UK. You should get a decision on your visa within 3 weeks. For details and an application form for a Short-term Study Visa 6 or 11 months, please go to <https://www.gov.uk/study-visit-visa/overview>

To find details of a Visa Application Centre in your country, go to: <https://www.gov.uk/find-a-visa-application-centre>

If you are unsure whether you need a visa, visit <http://www.gov.uk/check-uk-visa> or contact your agent or the school. This information can change without prior notice. For additional visa information, visit <https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Short-term-student-visa> Remember to read the guidance carefully and submit all necessary documents accompanied by any translations.

**N.B. Wimbledon School of English has chosen NOT to be a Tier 4 Sponsor and so cannot issue a CAS for a Tier 4 visa.**

The above information is correct at the time of publication.



## The London Exam Centre - Part of Wimbledon School of English

- Prepare for and take your exam here in Wimbledon
  - Test Centre for non-UKVI IELTS (Academic and General training)
  - Test Centre for Cambridge Assessment English exams
  - Paper based or Computer based exams - including IELTS, B2 First, C1 Advanced, C2 Proficiency, A2 Key (KET), B1 Preliminary, B1-C1 Business Preliminary, Vantage & Higher, Teaching Knowledge Test (TKT), Occupational English Test (OET), Test of Legal English Skills (TOLES), Trinity, PTE Academic, Association of Chartered Certified Accountants (ACCA) and Test of English for Aviation (TEA).
- For dates, fees and further information please go to [www.londonexams.co.uk](http://www.londonexams.co.uk)**

### Computer Based Examinations

Exam	Exam date	Exam	Exam date
B2 First	11 Jan; 22 Feb; 07 Apr; 23 May; 11 Jul; 31 Jul; 25 Sep; 17 Oct.	B1 Preliminary (PET)	25 Jul.
C1 Advanced	18 Jan; 15 Feb; 04 Apr; 14 May; 27 Jun; 18 Jul; 22 Aug; 19 Sep, 24 Oct.	PTE Academic	Every Wednesday
C2 Proficiency	29 Feb; 22 May; 11 Jul; 21 Nov	LINGUASKILL	On Demand
IELTS	Weekly	Language Cert	Monthly

### Paper Based Examinations

Exam	Exam date	Exam	Exam date
B2 First	13 Mar; 16 May; 09 Jun; 20 Jul; 30 Jul; 27 Aug; 01 Dec; 12 Dec.	C1 Business Higher	11 Jan; 01 Feb; 21 Mar; 18 Apr; 30 May; 20 Jun; 11 Jul; 25 Jul; 08 Aug; 22 Aug; 12 Sep; 24 Oct; 21 Nov; 05 Dec.
C1 Advanced	14 Mar; 16 May; 10 Jun; 20 Jun; 31 Jul; 28 Aug; 02 Dec; 12 Dec.	IELTS	11 Jan; 01 Feb; 21 Mar; 18 Apr; 30 May; 20 Jun; 11 Jul; 25 Jul; 08 Aug; 22 Aug; 12 Sep; 24 Oct; 21 Nov; 05 Dec.
C2 Proficiency	07 Mar; 09 May; 12 Jun; 28 Nov; 03 Dec.		
B1 Preliminary (PET)	27 Feb; 14 Mar; 04 Jun; 13 Jul; 04 Dec		

See pages 2-3 for some of our paper based exam dates. For additional dates, please visit [www.londonexams.co.uk](http://www.londonexams.co.uk)



## Levels

Wimbledon School of English Levels	Beginners	Pre Intermediate	Intermediate	Higher Intermediate	Higher Intermediate Plus	Advanced	Advanced Plus	Proficiency			
Common European Framework of Reference	A1	A2	B1	B2/B2+		C1		C2			
Cambridge equivalent exam score	Key		Preliminary		First		Advanced		Proficiency		
IELTS equivalent exam score	3	3.5	4	5	5.5	6	6.5	7	7.5	8	8.5
BEC equivalent exam score	Business Preliminary			Business Vantage			Business Higher				
Trinity Graded Examination in Spoken English (GESE)	Grade 2	Grades 3 - 4	Grades 5-6	Grades 5-6			Grades 10-11			Grade 12	
Trinity Integrated Skills in English (ISE)	ISE Foundation		ISE I	ISE II			ISE III				
PTE equivalent exam score	20	35	48	62			80			85	
TOEFL IBT equivalent exam score	56-86			87-109			110-120				
TOEIC equivalent Reading and Listening score	120	225	550	785			945				
TOEIC equivalent Speaking score	50	90	120	160			200				
TOEIC equivalent Writing score	30	70	120	160			200				

## Common European Framework of Reference

CEFR WSE Levels	Listening / Speaking	Reading	Writing	Interaction
A1 Beginners	Can understand basic instructions or take part in a basic factual conversation on a predictable topic.	Can understand basic notices, instructions or information.	Can complete basic forms, and write notes including times, dates and places.	Can interact in a simple way; can ask and answer simple questions.
A2 Pre-Intermediate	Can express simple opinions or requirements in a familiar context.	Can understand straightforward information within a known area, such as simple textbooks or reports on familiar matters.	Can complete forms and write short simple letters or postcards related to personal information.	Can communicate in simple and routine tasks that require direct exchanges. Can handle short social exchanges.
B1 Intermediate	Can understand the main points of familiar matters, with enough language to get by in everyday situations.	Can understand non-complex, routine information and articles.	Can write simple letters/texts on familiar topics with reasonable accuracy and express personal ideas and opinions.	Can deal with most situations likely to arise when travelling in an English speaking area. Can enter conversations on familiar subjects.
B2 Higher Intermediate	Can understand and express ideas with some fluency and reasonable accuracy in everyday contexts.	Can understand the general meaning of non-routine information within a familiar area.	Can produce longer texts, with paragraphs using a range of structures with a fair degree of accuracy.	Can interact with some fluency and spontaneity; can take an active part in discussion on familiar topics.
B2+ Higher Int. Plus	Can understand and express opinions on abstract/cultural matters in a limited way or offer advice within a known area and understand instructions or public announcements.	Can understand the main ideas of a complex text on both of concrete and abstract topics.	Can produce a clear, detailed text on a wide range of subjects and give advantages and disadvantages of various options.	Can account for and sustain a view; can defend ideas with increased fluency.
C1 Advanced	Can understand and express feelings, opinions and ideas with sufficient clarity to work in an English-speaking environment.	Can scan texts for relevant information and understand detailed instructions or advice.	Can make reasonably clear notes while someone is talking or write a letter including non-standard requests.	Can interact fluently and spontaneously without searching for expressions. Is able to use language flexibly for social and professional purposes.
C1+ Advanced Plus	Can contribute effectively to meetings and seminars within own area of work and keep up a casual conversation with a good degree of fluency, coping with abstract expressions.	Can read quickly enough to cope with an academic course, read various media for information and understand non-standard correspondence.	Can prepare/draft professional correspondence, take accurate notes in meetings or write an essay which shows a highly effective ability to communicate.	Can formulate ideas with precision and skill; can relate contributions to those of others. Can deal with communication and cultural problems through clarification and exemplification.
C2 Proficiency	Can advise on or talk about complex or sensitive issues, understand colloquial references and deal confidently with hostile questions.	Can understand documents, correspondence and reports, including the finer points of complex texts.	Can write letters on any subject and full notes of meetings or seminars with good expression and accuracy.	Can take part effortlessly in any conversation or discussion. Can backtrack and restructure as necessary to avoid misunderstandings.

# Accommodation Options

Room type, services & facilities	Homestay			Independent	Student House Share			Residence	Kingston Summer Residence
	Standard HB7 £200 BB £160	HB5 £180	Standard Plus HB7 £235 BB £195	HB5 £215	Superior HB7 £270 BB £230	HB5 £250			
	16	18	16	18	16	18	18	18 - 30	18*
	1		1		1		2		1
	✓		✓		✓		✓		✓
	✓		✓		✓		✓		✓
	HB7, HB5, BB			SC	SC			BB	SC
			✓		✓		✓		✓
	Some			✓	Some		✓		
				✓			✓		
	Free WiFi			Free WiFi	Free WiFi			Free WiFi	Free WiFi
	✓		✓		✓		✓		
	✓		✓		✓		✓		
	✓		✓		✓		✓		
				✓	Daily			Communal areas only	At an additional cost
				✓	✓		✓	✓	✓
	No			No	No			No	No

\* 16 and 17 year olds are accepted at the Kingston Summer Residence - One Penrhyn Road, provided that a group leader or an adult aged over 18 is staying in the residence also.

HB7 = Half board Mon to Sun (Breakfast & Dinner) HB5 = Half board Sun to Thurs (Breakfast & Dinner) BB = Bed & Breakfast SC = Self-catering

- Twin/Double rooms are available only for 2 students travelling together (this does not apply to the Kingston Summer Residence - One Penrhyn Road)
- Booking for Student Houses is from Saturday to Saturday only
- BB homestay: Minimum age 18
- Independent: Minimum age 18
- Walking distance (superior accommodation) = up to 25 minutes from school

Standard = Shared facilities, walking or bus/underground/train journey from school - maximum 25 minutes

Standard plus = Private bathroom or en-suite, bus/underground/train journey from school - maximum 25 minutes

Superior = Private bathroom or en-suite, up to 25 minutes' maximum walking distance from school

Premium Studio = Ensuite facilities, fully fitted kitchen (Not including kitchen pack - approx £30), private study area

To check availability in our student house shares, please contact our Accommodation Manager Julie Ransley: [julie@wimbledon-school.ac.uk](mailto:julie@wimbledon-school.ac.uk)

## Homestay

Most homestay accommodation is in single rooms, but we can provide twin rooms for 2 people booking and travelling together. Meal options are:

- Breakfast and dinner (half board), either 7 days a week (HB7) or 5 days Sunday to Thursday (HB5)
- Breakfast only (BB - N.B. no use of kitchen). Minimum age 18
- Independent (SC; you can use the kitchen to prepare your own meals). Minimum age 18

Homestay providers can be very different but they have two things in common:

- A genuine desire to welcome people into their homes and lives.
- A clean and comfortable home.

Students should not expect a replica of their own home. Homestays offer a taste of Britain and students may have to adapt to different homestay environments while they are in the UK. Students should also remember that the UK has a rich history and is proud of its cultural diversity. Our homestay providers are a reflection of our society and come from different backgrounds, age groups and socio-economic groups. We do not discriminate but welcome all homestays that fit our basic criteria. London is a multi-ethnic society and some homestay providers are not of English origin but all speak English to native speaker standard. We try to match students with host families and to find the right homestay for everyone.

- It is important to book early and to tell us about your requirements, e.g. diet, smoking, children and pets.
- There will be no more than 4 students in the family.
- You may arrive and leave the homestay accommodation on a Saturday or Sunday.

N.B. There is an additional charge for an extra night.

### Please note:

- Many of our host families are non-smokers.
- Many British people have pets - usually a cat or a dog.
- If you are in Bed and Breakfast or Independent homestay you may not have as many opportunities to practise your English as you may not be sitting down for a meal with your host(s).
- If you are in Superior accommodation, the maximum journey time from your homestay to school is 25 minutes walking. If you are in Standard or Standard Plus accommodation, the maximum journey time from your homestay is 25 minutes by bus, 2 stops on the underground or 2 stops on the train (in peak times there maybe 3 stops).

### Dietary requirements:

There is a £30 per week supplement for each of the following special diets: halal, gluten-free (celiac) and vegan.

There is a £50 per week supplement if you wish to stay in homestay over the 2-week Christmas and New Year holiday period. If you are in a student residence over Christmas and New Year, charges remain the same.

## Superior Student Houses - Kings Lodge (9 bedrooms) & Queens Lodge (6 bedrooms)

The rooms are bright, well decorated and equipped with TVs. All bedrooms are ensuite or have a private bathroom.

- Communal Facilities**
- A large, well-equipped kitchen/dining/seating area
  - All facilities including cooker, microwave, dishwasher, fridge/freezer, TV & DVD player
  - Laundry room with iron, washing machine and clothes dryer
  - Outside garden
  - Wi-Fi access throughout the building

- Services**
- Please bring your own towels
  - Bedding is provided
  - Communal areas are cleaned daily; study-bedrooms and bath/shower rooms are cleaned weekly

### Standard Plus Student Houses

Cottenham Park 1

Cottenham Park 2

Standard Room	Ensuite Room	With Private Bathroom
2	2	2
2	2	2

Each bedroom in the Standard Plus Student Houses is bright, well decorated and has a TV.

- Communal Facilities**
- Modern kitchens equipped with cookers and washing machines
  - Gardens
  - Wi-Fi access throughout the buildings
  - TV
  - Sitting/dining rooms
  - Shower rooms

- Services**
- The houses are cleaned once a week
  - Please bring your own towels
  - Bedding is provided

Please note that in [all](#) Student House accommodation

- We do not allow smokers to stay in any of our student house-share accommodation
- There is no member of staff in the house-share
- There is a £60 charge for late or Sunday check-in
- We cannot check-in students after 8pm
- Student House Share accommodation is from Saturday to Saturday only
- Check-in Saturday 13: 00 to 17.00 and Check-out 10.00 to 12.00
- There is a £300 deposit for all Student Houses. This deposit is refundable if there has been no damage or other issue
- We can reserve a room in one of the Student Houses for up to 48 hours

**Please give a first and second choice for all accommodation options**

## Struan House Catholic Hostel (Religious of Mary Immaculate) - Female only residence (18 - 30 years)

Situated very near the famous Wimbledon Lawn Tennis Club and only 2 minutes from Southfields Station (only 2 stops on the underground from Wimbledon) this is a very safe, budget-priced residence for ladies only. Everything is light, modern and clean. The hostel can accommodate up to 60 ladies in single or twin study bedrooms, some en-suite. The shared rooms are on 2 separate floors connected by a staircase; one female sleeps on the top floor and one on the bottom floor. Breakfast is provided; other meals are self-catering.

### Facilities

Large, well equipped kitchens  
TV room  
Coin operated laundry room  
Library  
Visitors room  
Internet access  
Gym.

### Please note:

- The Hostel is for unmarried women only
- All women must be home by: 11pm Sunday to Thursday, and 12am Friday & Sunday
- Towels and bed linen are not provided
- You are responsible for cleaning your own room
- Upon arrival, you pay a deposit of two weeks in cash only. This will be returned on the day of your departure subject to an inspection of your room by the sisters
- Bookings or enquiries should be made directly with Struan House. Visit [www.rmilondonhostel.org](http://www.rmilondonhostel.org)

## Kingston Summer Residence (One Penrhyn Road)

For students over 18 years of age, our Summer Residence is a luxury residence located in the heart of Kingston and just minutes away from the river, cafes and shopping centre. It is only 12 minutes by train to Wimbledon. Premium studios are available at a discounted rate to WSE students and have everything you need to enjoy your student experience, including ensuite facilities, a fully fitted kitchen and a perfectly crafted private study area. They also come with a comfy double bed. Double occupancy is also an option at an additional cost. Alternative room types are also available at a different price.

### Facilities

Overnight guests for up to 3 nights per week  
24-hour security  
Common room with pool tables and TVs and study area  
The chance to meet and practise your English with international students from other countries  
Excellent transport links

### Please note:

- Smoking is not allowed inside or outside the building
- WSE students can stay in a Premium Studio room for £250 per week providing this room type is available. Alternative rooms are available at different prices. Please contact [julie@wimbledon-school.ac.uk](mailto:julie@wimbledon-school.ac.uk) to book.
- Visit [www.onepenrhynroad.london/room/](http://www.onepenrhynroad.london/room/) for more information.

## Self-Catering Houses, Flats and Apartments

If you would like to rent a house or flat in Wimbledon, then we suggest you contact Foxtons, a local estate agent, [Airbnb](#) or the Apartment Service. The minimum period you would be able to rent a house or flat for is normally 6 months, but shorter periods can be arranged with the Apartment Service

Corporate Services, Foxtons  
T: +44 (0)20 7893 6198  
F: +44 (0)20 3249 4017  
[www.foxtons.co.uk](http://www.foxtons.co.uk)

The Apartment Service, with more than 30 years experience, is the largest European provider of cost-effective and flexible temporary accommodation solutions worldwide. In Wimbledon they offer three locations with luxury fully furnished serviced apartments, close to all amenities and public transport. For more information, please visit: [www.apartmentservice.com](http://www.apartmentservice.com)

[airbnb.co.uk](http://airbnb.co.uk) is a website featuring homes, apartments, host families and B&B providers.

## Hotels and Guest Houses

There are a number of very nice hotels and guest houses in Wimbledon. The following are a selection:

<p>AirBnB Holiday lets and homes <a href="http://www.airbnb.co.uk">www.airbnb.co.uk</a></p> 	<p>The Justin James Hotel (next door to the school) <a href="http://www.justinjameshotel.com">www.justinjameshotel.com</a> or call +44 (0)20 8947 4271</p>	<p>The Dog &amp; Fox Hotel (10 minutes' walk) <a href="http://www.dogandfoxwimbledon.co.uk">www.dogandfoxwimbledon.co.uk</a> or call +44 (0)20 8946 6565</p>	<p>The Rose &amp; Crown Hotel (10 minutes' walk) <a href="http://www.roseandcrownwimbledon.co.uk">www.roseandcrownwimbledon.co.uk</a> or call +44 (0)20 8947 4713</p>	<p>Cannizaro House (20 minutes' walk) <a href="http://www.hotelduvin/locations/wimbledon">www.hotelduvin/locations/wimbledon</a> or call +44 (0)330 024 0706</p>
<p>Antoinette Hotel Wimbledon Broadway (15 minutes' walk) <a href="http://www.antoINETTEhotel.com/wimbledon">www.antoINETTEhotel.com/wimbledon</a> or call +44 (0)844 567 8955/ +44 (0) 208 546 1044</p>	<p>Travel Lodge - Raynes Park (25 minutes' walk) <a href="http://www.travelodge.co.uk">www.travelodge.co.uk</a> or call +44 (0)871 559 1871</p>	<p>Premier Inn Wimbledon (15 minutes' walk) <a href="http://www.premierinn.com">www.premierinn.com</a> or call +44 (0)208 049 8437</p> 	<p>Marple Cottage (15 minutes' walk) <a href="http://www.marple-cottage.co.uk">www.marple-cottage.co.uk</a> or call +44 (0)2089 471487</p>	<p>Goodenough Guest House (10 minutes' walk) <a href="http://www.goodenoughguesthouse.co.uk">www.goodenoughguesthouse.co.uk</a> or call +44 (0)20 8946 9265</p>

### Please note:

The school is not responsible for the flats, hostels, apartments, hotels & guest houses listed. If you wish to stay in a self-catering flat, house, hotel or guest house, please book directly. The school is not able to reserve this accommodation for you. Please ask if you would like a list of hotels & guest houses in Wimbledon.

## Insurance

Before you arrive in the UK, we **strongly recommend that you take out insurance** for your own financial and personal security. You can take out your own insurance or take out the **International Student Policy** offered by One Education, which has been **specially designed** for overseas students studying in the UK.

The International Student Policy covers:

- emergency medical expenses
- repatriation
- cancellation or curtailment charges
- personal money, passport and documents
- baggage
- course fees
- personal liability
- legal expenses

**N.B.** It is advisable to take out your student insurance at the time of booking your trip, as cover will commence for pre-departure cancellation from the policy issue date. This will, therefore, provide cover should you have to cancel your course for an insured reason such as illness or serious accident preventing you from travelling.

## Fitness Centre

The School has a special arrangement for a reduced membership fee, on a 1 month minimum contract, at Nuffield Health in central Wimbledon. Facilities include an indoor heated swimming pool, fully equipped gym and sauna. The membership fee includes free classes such as Les Mills, Aerobics, Dance, Yoga and Pilates. If you are interested in this service, please ask in Reception to organise a free trial.

## Airport Transfer

The School is able to arrange for our students to be met at any of the London International Airports or St. Pancras International Station. Please send your flight details to the school at least 4 days before arrival. Flight details must be sent in writing by email.

**Our representative will wait for a maximum of 2 hours after the arrival time given.**

## British Council Publishable Statement

"This private language school offers courses in general, academic and professional English for adults (16+) and for closed groups of under 18s and adults (16+). Strengths were noted in the areas of strategic and quality management, staff management, student administration, publicity, premises and facilities, learning resources, academic staff profile, academic management, course design, learner management, teaching, care of students, accommodation, leisure opportunities, and safeguarding under 18s. The inspection report stated that the organisation met the standards of the Scheme."

If you would like to see the publishable statement for Wimbledon School of English, please go to: [https://www.britishcouncil.org/sites/default/files/wimbledon\\_soe\\_full\\_2018\\_revised.pdf](https://www.britishcouncil.org/sites/default/files/wimbledon_soe_full_2018_revised.pdf)

If you would like to see the recent 2016 publishable statement for the WSE Junior Summer Centre, please go to: [https://www.britishcouncil.org/sites/default/files/wimbledon\\_summer\\_school\\_spot\\_2016\\_revised.pdf](https://www.britishcouncil.org/sites/default/files/wimbledon_summer_school_spot_2016_revised.pdf)

# Terms & Conditions 2020

Wimbledon School of English Terms & Conditions are binding on all students, regardless of whether the booking is direct, or through a representative.

## Age

1. The minimum age for individual students is 16 years, but we do accept 15 year olds in General English international classes, if they are part of a group with a group leader in attendance.
2. The minimum age for students in closed groups is 12 years. There is no maximum age. Any closed group must have the appropriate number of group leaders (maximum ratio 1:15).
3. Please note: students aged under 18 are not supervised except in lessons and on class excursions.
4. Under 18s: Please read our 'Notes to parents and guardians of under 18s' at [www.wimbledon-school.ac.uk/the-school/under-18s.php/](http://www.wimbledon-school.ac.uk/the-school/under-18s.php/) Parents or guardians of under 18s MUST send us a completed 'Under 18 parental consent form' before the student arrives in school. Students aged under 18 must abide by the curfew times and other rules as per this form. Failure to do so may result in their being sent home.
5. All group leaders with any under 18s in their group must provide us with a police 'certificate of good conduct' or 'certificate of criminal record' from their country of residence.

## Payment and Bookings

1. A place in classes at WSE is only guaranteed once we have received your full payment.

### EEA students

Please note that letters of acceptance and accommodation details are normally sent via e-mail and cannot be issued until we have received:

- I. Registration fee.
- II. Tuition fee deposit of £300.
- III. Accommodation deposit of £300 for host family accommodation or 4 weeks' accommodation fees for student house-share and residential accommodation if applicable. (This will be deducted from your subsequent payment of accommodation expenses)

### Non-Visa Nationals, and Visa Nationals

1. Please note that students applying for a Short-Term Study Visa (Short-Term Study Visa Child for under 18s), original letters of acceptance and other details including accommodation are sent via e-mail.
2. No documents can be issued until we have received the following:
  - I. Registration fee.
  - II. Course materials fee.
  - III. Full tuition fees.
  - IV. Accommodation deposit of £300 for host family accommodation or 4 weeks' accommodation fees for student house-share and residential accommodation if applicable. (This will be deducted from your subsequent payment of accommodation expenses)

## All Students

All fees are payable in pounds sterling and payment can be made as follows:

1. By bank transfer directly to our account. Please note that students are responsible for any bank charges, otherwise this will be charged to the student directly on arrival. Please email us a copy of the remittance advice. Please indicate the student's name on the remittance.
2. By cheque made out to Wimbledon School of English Limited.
3. By UK Debit card. All debit card payments can only be in pounds sterling. We only accept credit card payments for the tuition fee deposit. All other payments including all accommodation must be paid by bank transfer, UK debit card or cheque.
4. International payments by Flywire: Wimbledon School of English has partnered with Flywire to make your international payments easier and safer. Flywire allows you to pay from almost any country by bank transfer, credit card and other local payment methods. How to make an international payment with Flywire:
  - Go to [wimbledonflywire.flywire.com](http://wimbledonflywire.flywire.com)
  - Select your country of origin and preferred payment method
  - Enter your payment details and receive confirmation of your payment
  - Track your payment from start to finish on your student dashboard



We can send letters by special delivery service (DHL) at an extra cost. The cost of course books is covered by the course materials fee.

## Accommodation

1. All accommodation payments must be made through the school.
2. We cannot confirm a reservation for a room in one of our student houses until we have received 4 weeks' accommodation fees or for bookings for fewer than 4 weeks, the full fees.
3. Accommodation is arranged for students only while they are studying on full-time courses at the school.
4. If you leave school early for any reason, you will be asked to leave your accommodation.
5. All accommodation is subject to availability and early booking is advisable.
6. You must always indicate your first and second choice of accommodation on the enrolment form.
7. If the first choice of accommodation is not available the school will book your second choice.
8. If you decide to leave your accommodation early, you must give 7 days' notice in writing for homestay and 28 days' notice in writing for all student house and residential accommodation.
9. Refunds will only be made for full calendar weeks. This applies to all accommodation options.
10. Under special circumstances we may need to move you to alternative accommodation at short notice and the school reserves the right to do this. Although we will do our best to find you new accommodation in the same category as your original accommodation, we cannot guarantee this.

11. If you only book accommodation for part of your stay (e.g. you book 4 weeks accommodation but have enrolled on a 24 week course) and you decide to extend your stay in school accommodation, we cannot guarantee that there will be accommodation available, especially during busy periods. You will not normally be able to stay in the same accommodation. You should always book accommodation for the full length of your study period unless you have already booked private accommodation.
12. After 3 requests to change accommodation, Wimbledon School of English reserves the right not to provide further accommodation.
13. Any student who behaves in an unacceptable manner will be asked to leave their accommodation immediately. If this is part-way through a week they will still be liable for that week's payment. In these circumstances we cannot guarantee that we will be able to find alternative accommodation.
14. If you book your own accommodation you must give your accommodation address and a contact telephone number to the Registrar before you come.
15. If you are a full-time WSE student but staying in private accommodation and would like to move to WSE accommodation, we require 2 weeks' notice to find you suitable accommodation.

## Homestay

1. The school's accommodation service acts as an agent in introducing course participants to hosts. The contract is between guest and host.
2. Homestay accommodation may be booked from Saturday/Sunday to Saturday/Sunday. If you wish to arrive or depart on a different day you must book hotel accommodation for the extra nights. If you arrive on a Saturday and leave on a Sunday and are in the homestay for the whole period, you will be charged for the extra night.
3. Host families cannot accept students between 23:00 and 07:00. If you have a late flight you will need to book a hotel for your first night.
4. If your homestay accommodation involves extra days, you will be charged a daily rate for up to 4 days. 5 or 6 extra days will be charged at the full weekly rate.
5. If you take any holiday during your stay and you are away from your homestay, you will be charged half of the weekly rate for accommodation for each calendar week of absence. This includes holiday taken over the Christmas period when the school is closed. Please give 2 weeks' notice in writing to Reception if you wish to take holiday from your homestay.
6. All accommodation payments must be made to the school. You should send the money to us at least 10 days before your arrival.
7. If you are unhappy with your homestay accommodation, the school will relocate you to a new family as soon as possible (but see note 12 above).
8. The school can only book homestay accommodation for students studying here. If you wish to have a friend to stay with you for a few days you must arrange this with your host yourself. Your host may ask your guest to pay for their accommodation.
9. Please note: because of death, illness or other unforeseen circumstances it may be necessary to change your accommodation at very short notice before you arrive or once you are here and the school reserves the right to do this. We guarantee to provide accommodation for the period you have booked but not necessarily with the same family or in the same category of family for the whole period.

### Please note:

There is a £30 per week supplement for special diets, such as halal, gluten-free or dairy free.

There is a £50 per week supplement if you wish to stay in homestay over the 2 week Christmas and New Year holiday period.

## Student House Shares, Catholic Hostel and Kingston Summer Residence

1. Students will be asked to sign an accommodation contract and abide by the terms and conditions of the contract. Failure to do so means they will be asked to leave the premises and no refund will be given.
2. Students will be asked for bank card details with their booking. This is to cover the cost of any breakages or other damage to the property up to a maximum of £300. If we do not receive these details with the booking, students must provide credit card details to reception on their first day of school.
3. These accommodations are available only for complete calendar weeks (Saturday to Saturday). If you arrive before or leave after Saturday you will need to book a hotel room for the additional night(s).
4. Check-in is on Saturdays only between 13:00 and 17:00. There is a charge of £50.00 for check-ins outside these times, but please note we cannot check in students between 20:00 & 08:00.
5. If you take a holiday during your stay and are away you will still be charged the full rate for the period of absence.
6. Payments must be made to the school. For periods of 4 weeks or less, full payment must be made at the time of booking. For periods of 5 weeks or more, payment for the first 4 weeks must be made at the time of booking and all subsequent payments must be made in advance for a minimum period of 4 weeks per payment. No student house share or residence will be reserved until payment has been received.
7. Payments for student house share and residence accommodation must be made 4 weeks in advance throughout your stay. If you fall behind with your accommodation payments you will be asked to leave your accommodation.
8. We cannot postpone bookings for student house and hostel accommodation if you inform us 28 or fewer days before your arrival date. If you do you will still be liable for the fee for your original accommodation dates.
9. The wireless connection (Wi-Fi) in our student houses is 801.11g standard protected with WEP 64bit encryption. This is the most widely used standard, and it is supported by most operating systems. We have full reception throughout the buildings. In order to connect, your computer must be capable of connecting to this standard. We cannot guarantee a connection since it is dependent on your system. We can arrange technical support from our IT consultant for a fee (POA).

## Returning Students

If you return to school for another course, you are not charged the registration fee.

## Pre-arrival Cancellations & Refunds

We strongly recommend that students take out insurance to cover fees and costs in case of cancellation or leaving early.

1. The registration fee is non-refundable under any circumstances.
2. Cancellation:
  - I. If you cancel up to 30 days before your course start date, your course materials & tuition fees, minus a cancellation charge of £300 + your accommodation deposit, will be refunded less any bank charges. Your registration fee will not be refunded. If applicable, your homestay fees, minus deposit, will be refunded less any bank charges. The first 4 weeks of student house, studio apartment and hostel accommodation is non-refundable.
  - II. If you cancel 31 days or more before your course start date, your course materials, tuition fees, and accommodation deposit fee will be refunded less any bank charges. Your registration fee will not be refunded. The first 4 weeks of student house, residence and hostel accommodation is refundable at 50%.



III. If you have booked the Unpaid Internship programme there is an additional cancellation charge of up to £360 if you cancel the programme after the school has submitted your documents & the application process has begun. (\*the amount depends on the stage of the application process. See page 12 for full details).

3. If you cancel your course because your visa application has been refused you will need to provide documentary evidence from the relevant embassy before any refund can be considered. You must return your letter of enrolment. Once we have received a copy of all pages of the visa refusal letter including the last page with the signature of the Entry Clearance Officer & date of refusal, plus our original letter of enrolment, we will refund all monies received except the registration fee, minus bank charges.
4. If you have booked and paid through a representative the refund will be made to the representative.
5. If you have applied to the EU for a grant for a Teachers' Methodology course, you must inform us if your application is unsuccessful a minimum of 3 weeks before the start of the course. If you inform us less than 3 weeks before the start date, normal cancellation charges will apply.

## Postponements and other Booking Changes

1. If you decide to change your course dates, your accommodation dates or make any other changes to your booking, there is a charge of £50 for each time you make a change, to cover the administration cost of making the changes. We cannot issue your new documents until we have received the £50 change of booking fee. This charge will not be due for any date changes made because of visa problems. However, if you require a visa for the UK please allow enough time for the visa application process before your course start date (a minimum of 15 working days).
2. If you wish to postpone your course for any reason, for example, if you need a visa and are still waiting for the visa to be issued, you must let us know at least 2 weeks before you are due to arrive, otherwise you will be charged a £300 cancellation fee. We cannot confirm a new starting date until we have received this.
3. You may not postpone the Unpaid Internship programme after the school has submitted your documents and the application process has begun.
4. You may only postpone your course if there is space available on the new course dates you wish to attend. Please also ensure that the course you wish to take is available on the new dates you wish to attend. You can postpone your course to start up to 6 months after the original start date.
5. For a postponement of longer than 6 months we will not refund the registration fee and the accommodation deposit. We will charge the cancellation of £300 if you then have to cancel the course.
6. You cannot postpone bookings for student house and residence accommodation if you inform us less than 28 days before your arrival date. If you do you will still be liable for the fee for your original accommodation dates.

## Cancellation/Change of Course after Arrival

1. If you have to stop your course early, your tuition and materials fees are non-refundable under any circumstances.
2. We are unable to offer credits to students who leave early.
3. Fees are non-transferable. This means you cannot transfer your fees to another person. You cannot convert full-time group study to One-to-One or Two-to-One study.
4. Accommodation will be refunded as per our notice period.
5. If you booked through a representative we will send any refund to that representative.
6. We require 7 days' notice in writing to Reception for cancellation of additional One-to-One lessons. If you cancel less than 7 days before your lesson, you will be charged full fees
7. We require 7 days' notice in writing to Reception for cancellation of tennis or horse-riding lessons. If you cancel less than 7 days before your lesson, you will be charged full fees.
8. Periods of absence due to accident or sickness are non-refundable.  
**Please note:** A good student insurance policy will refund the remaining fees if a student has to go home early for a medical or other serious reason. We strongly advise all students to take out insurance.

## Extensions

1. If you wish to extend your course you may do so, provided there is a place available. As the school is often full we advise booking an extension at least 1 month in advance. Extensions must be paid in full before a place can be reserved. Please note it will probably not be possible to stay with the same host family or in the same Student House or Hostel.
2. The course extension fee is the difference between the published price for the total weeks booked and the amount already paid.
3. Students who extend their course may be liable for an additional materials fee, depending on the length of their original course and the length of the extension.
4. If you have booked and paid through a representative, your course extension fee must be paid to the representative.
5. If you wish to extend your stay in WSE accommodation, for periods of 4 weeks or less, full payment must be made at the time of booking. For periods of 5 weeks or more, payment for the first 4 weeks must be made at the time of booking & all subsequent payments must be made in advance for a minimum of 4 weeks per payment.

## Holidays

1. WSE is not open on Saturdays or Sundays or on UK public (bank) holidays.
2. Classes missed as a result of a public holiday will not be refunded or made up.
3. If you wish to take a holiday, you must give 28 days' notice in writing to Reception. Please note that we do not give refunds for holiday periods, but you can extend your course. Extensions for holidays can only be made on certain courses and if you are studying for 12 weeks or more. The maximum holiday extension is 2 weeks for every 12 weeks of study. NB If you have a visa, extensions cannot be made beyond your visa expiry date. Extensions can only be made for full calendar weeks. No extensions will be given for students who take holidays during courses with set dates or examination courses. Students should not take holidays during examination courses.
4. Students on long-term courses are advised to give their holiday dates at the time of booking.
5. If you are a non-EU student you must ask in Reception for the School Holiday Visa letter before going on holiday. You need this letter to show at UK Immigration on your return to the UK. Please note: the school is not liable either if you are delayed at the border or if you are not allowed back in to the UK for any reason.

## Attendance

1. We are a serious school and expect every student to be on time, attend every lesson and do all their homework. Latecomers are not allowed into class.
2. We keep attendance registers.
3. Any student who is sick must
  - I. For absences of up to 6 school days, complete a self-certification sickness form on their return.
  - II. For absences of 7 school days or more, provide a certificate from their doctor.
4. If a student misses a lesson, regardless of the reason, we cannot give a refund or allow them to take the lesson at another time.
5. If a student is absent for 10 consecutive days or more, or is repeatedly absent (e.g. 1 or 2 days per week), without authorization, they will be reported to their sponsor if they are a sponsored student, and they may be asked to leave the school.
6. If a student is asked to leave the school for poor attendance or conduct, their fees will not be refunded.
7. Students will only receive a leaving certificate if their attendance has been 80% or more.

## Visas

It is the student's responsibility to ensure that they have the correct visa type and appropriate leave to remain in the UK. In the event that we find that any student does not have appropriate leave to remain, we will terminate their course immediately and they will have to return to their country. In this case tuition and registration fees are non-refundable.

## Photographs and Filming

1. Classes cannot be filmed or otherwise recorded in any way by a student without the permission (in writing) of either the Principal, Director of Studies or Operations Director.
2. WSE may use film or still photographs of students for promotional purposes.
3. You (or your parents if you are under 18 years of age) must inform the school before your course starts if you will not allow us to use such images. Parents of under 18s will receive a Parental Consent form which must be completed and returned to us. Students over the age of 18 must inform us on day one of the course.

## Bank Account

If you are enrolled in school for 6 months or more, the school can arrange for you to open a bank account at a local bank.

## Conduct

- We expect students to behave reasonably at all times (including when online or using any form of messaging or social media) towards other students and school staff and to respect cultural, racial and religious differences. We expect all students to uphold the core British values of democracy, individual liberty, tolerance, and the rule of law.
- Wimbledon School of English reserves the right to refuse admission to any student or to dismiss any student from school or accommodation without refund of tuition fees in the event of misconduct, unsatisfactory attendance or work, or any other reason deemed necessary by the Senior Management Team such as an undisclosed physical or mental medical condition.
- The school expects students to adhere to the standards and rules we set.
- WSE expects students to behave responsibly online and follow the school's guidelines on internet use, including not downloading or sharing any illegal or inappropriate material.
- If a student is asked to leave the school for poor attendance or conduct, their fees will not be refunded and they will not be allowed to stay in WSE accommodation.
- Students have to pay for any damage they cause on the school premises or at their accommodation.

## Resolution of disputes

All complaints will be fully investigated as per our "Complaints Procedure" providing:

- I. The complaint is made while the student is attending our school.
- II. The complaint is registered in writing with the Director of Studies, Operations Director or Accommodation Manager.
- III. All invoices relating to the student making the complaint have been settled in full.

We do not accept complaints received after the student has returned to their own country.

## Liability

1. Wimbledon School of English does not accept any liability in the case of illness, accident, loss or damage to personal effects or property:
  - I. Occurring on the school premises, except where such liability is imposed under UK law.
  - II. Where accommodation or transport has been booked through the school.
2. Wimbledon School of English does not accept liability for losses or additional expenses you might incur because of cancellation or delays to your travel services.

We strongly advise all students to take out insurance before leaving their home country.

## Force Majeure

1. Wimbledon School of English is not liable for failure to perform its obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane, infectious diseases or pandemics or other natural disasters that are beyond the reasonable control of the parties), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity, internet or telephone service. Refunds will not be made in such circumstances.
2. In the event of an outbreak of an infectious disease, all students and/or parents/guardians are required to comply with rules regarding quarantine as set by government agencies or by the school.
3. If the school asserts Force Majeure as an excuse for failure to perform its obligations, then the school must prove that it took reasonable steps to minimise delay or damages caused by foreseeable events, that the school substantially fulfilled all non-excused obligations, and that the other party (student, agent etc.) was, where possible, notified of the likelihood or actual occurrence of the event.

## Other

1. In very rare circumstances the stated maximum class size might be exceeded. If this does happen, it will only be by one person and for one week.
2. The school reserves the right to cancel or alter a course. If we do so, we will offer either an alternative course or a refund of all fees. If the student decides not to take the alternative course offered, we will not be liable for any losses incurred by the student for cancelled travel arrangements.
3. Where there is only one person on a particular group course, we reserve the right to offer the cost-equivalent number of individual lessons instead of the group course.
4. If your English level is not suitable for the course you have booked, we reserve the right to move you onto a different course or to refuse you admission to the school.
5. The school reserves the right to change teachers at any time during the course.
6. The school reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
7. Classes take place in both the main school building and additional premises located near the school. The School reserves the right to move classes between rooms and premises as appropriate.
8. Students who cannot read or write Roman script: please note that we are unable to teach literacy in our group classes. Any student who requires lessons in literacy must book private lessons with the school for this purpose.
9. The Managers of the School reserve the right at their absolute discretion to refuse any application for enrolment of any student at any stage of the application or booking process. The School shall be under no obligation whatsoever to give reasons for the decision of the Managers. If an enrolment is refused, all paid fees will be refunded.
10. We reserve the right at any time, to search students and inspect the contents of all vehicles, clothing, bags, parcels, etc., belonging to or in the possession of any students whilst entering, leaving or on the organisation's premises or on organised excursions. Searches will always be conducted by two individuals, one of whom will be a person of the same sex.

## Personal Information

1. We keep your information in electronic and paper format.
2. Some of the personal information you supply will be passed on to accommodation providers or the airport meeting service.
3. Under UK law we must give information to UK Visas and Immigration if required to do so.
4. In order to fulfil our obligations to you, and, in some cases, to the British authorities, it is necessary for us to see and copy your passport (and visa if applicable), to have contact details for you in London (including a mobile phone number if you have one), and to have details of your next of kin in your country. You must therefore agree to provide these details and keep them up to date if they change.
5. By accepting these Terms & Conditions you accept our right to use your personal information in this way.

Students and/or parents are reminded of the need to disclose medical information about the student to the school when the application is made and to enquire prior to enrolling whether the school and accommodation facilities are suitable for the individual's needs.

## Privacy Policy

Our Privacy Policy governs any kind of processing of personally identifiable information. This policy applies to our processing of data collected through any means, actively as well as passively, from persons located anywhere in the world. We will be guided by the following principles when collecting and processing data:

- We will only collect data for specific and specified purposes; we will make it clear at the point when we request your information, what we are collecting it for and how we are going to use it.
- We will not collect data beyond what is necessary to accomplish those purposes; we will minimise the amount of information we collect from you to what we need to deliver the services required.
- We will not use data for purposes other than that for which the data was collected, except as stated, or with prior consent;
- We will seek to verify and/or update data periodically, and we will accept requests for amendments of personal data;
- We will apply high technical standards to make our processing of data secure;
- Except when stated, we will not store data in identifiable form longer than is necessary to accomplish its purpose, or as is required by law.

You can view our full Privacy Notice at [www.wimbledon-school.ac.uk/privacypolicy/index.php](http://www.wimbledon-school.ac.uk/privacypolicy/index.php)

Terms and conditions are correct at time of publication.



Wimbledon School of English 39-41 Worple Road Wimbledon London SW19 4JZ  
T +44 20 8947 1921 F +44 20 8944 0275 E [info@wimbledon-school.ac.uk](mailto:info@wimbledon-school.ac.uk) [www.wimbledon-school.ac.uk](http://www.wimbledon-school.ac.uk)