

## School Timetable and Courses 2014

| 9:00am   | 10:00am | 11:00am | 12:00noon  | 1:00pm | 2:00pm | 3:00pm | 4:00pm |
|--|---------|---------|--|--------|--------|--------|--------|
| <b>General English (9-12pm)</b>  |         |         | Improve your confidence and fluency in spoken English through a variety of topics and tasks. Develop your knowledge of grammar and vocabulary. Practise the 4 key language skills through interactive classroom activities, local cultural outings and guided self-study. Level of English: Elementary to Advanced.  |        |        |        |        |
| <b>Business English (9-12pm)</b>   |         |         | Develop your functional language skills for the workplace. Topics include: telephone skills, giving presentations, negotiating, informal and formal writing, the language of meetings, small-talk and more. Combine your Business English course with our Option, Skills and/or General English afternoon classes. You must have a good intermediate level and complete a pre-test prior to joining. |        |        |        |        |
| <b>General English Option Class (12-1pm)</b>   |         |         | Choose from one of our 3 Option classes:<br><ul style="list-style-type: none"> <li>• Pronunciation (intonation, word and sentence stress, isolated sounds)</li> <li>• Grammar (tense review, analysing structures and putting them into context)</li> <li>• Conversation (fluency, accuracy, discussion and debating skills)</li> </ul>  |        |        |        |        |
| You will focus on developing the 4 key English skills: Writing, Reading, Listening and Speaking. The lessons concentrate on a different skill each day with an integrated skills lesson on Friday.                                     |         |         | <b>General English Skills Class (1-2pm)</b>  |        |        |        |        |
| Practise the essentials in everyday English. This course complements the morning class with fluency and grammar development. The four key learning skills are practised and new vocabulary is introduced each day.                     |         |         | <b>General English (2-4pm)</b>   |        |        |        |        |
| <b>Exam Preparation: IELTS 20 (9-1pm)</b>  |         |         | A preparation course to help you achieve the score you need in the IELTS exam. Focus on the Academic paper looking at the 4 exam sections. Minimum 1 week course but 4 weeks recommended. You must complete a pre-test prior to joining this course.   |        |        |        |        |
| <b>Exam Preparation: FCE 25 &amp; CAE 25 (9-2pm)</b>   |         |         | An 8 week course to prepare you for your exam. The course is structured around a Cambridge endorsed coursebook with regular exam practice, progress checks, assessments and timed mock exams. You must complete a pre-test prior to joining this course.   |        |        |        |        |
| A one week course to prepare for the TOEIC exam on the Friday afternoon (Reading and Listening). INTENSIVE: add General English from 9-12pm for an intensive programme.  |         |         | <b>Exam Preparation: TOEIC (1-4pm)</b>   |        |        |        |        |
| Join our summer 4 week Exam Preparation course with the Cambridge exam taken during your final week. You must complete a pre-test prior to joining this course. INTENSIVE: add General English from 9-12pm for an intensive programme. |         |         | <b>Exam Preparation: FCE &amp; CAE (1-4pm) Summer only</b>   |        |        |        |        |

## General English Courses

Choose the number of lessons you wish to study, how many weeks, and your timetable (A,B or C) from the list below.

| Lessons per week | Times                                     | Number of study weeks |      |      |       |       |       |       |       |       |       |       |                   |
|------------------|---|-----------------------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------------------|
|                  |   | 1                     | 2    | 3    | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 12    | > 12 weekly price |
| 35               | 9am-4pm<br>(No long lunch break)          | £340                  | £636 | £954 | £1272 | £1590 | £1680 | £1960 | £2024 | -     | -     | -     | -                 |
| 30               | A 9-1pm & 2-4pm<br>B 9am-12noon & 1-4pm   | £294                  | £544 | £816 | £1088 | £1360 | £1452 | £1694 | £1776 | £1998 | £2220 | £2448 | +£204             |
| 25               | A 9am-2pm<br>B 9am-12noon & 2-4pm         | £275                  | £506 | £759 | £1012 | £1265 | £1362 | £1589 | £1664 | £1872 | £2080 | £2280 | +£190             |
| 20               | A 9-1pm<br>B 12-4pm                       | £220                  | £412 | £618 | £824  | £1030 | £1098 | £1281 | £1328 | £1494 | £1660 | £1824 | +£152             |
| 15               | A 9-12noon<br>B 1-4pm<br>C 12-1pm & 2-4pm | £165                  | £306 | £459 | £612  | £765  | £822  | £959  | £1000 | £1125 | £1250 | £1392 | +£116             |
| 10               | A 12-2pm<br>B 2-4pm                       | £110                  | £200 | £300 | £400  | £500  | £540  | £630  | £680  | £765  | £850  | £936  | +£78              |

## Business English Courses

This year the Business English courses are the same price as our General English courses! You can study 20, 25, 30 or 35 lessons a week by combining the Business English 15 morning class with the Option, Skills or General English afternoon lessons. Please use the prices in the General English table above.

| Lessons per week | Times      | Number of study weeks |      |      |      |      |      |      |       |       |       |       |                   |
|------------------|------------|-----------------------|------|------|------|------|------|------|-------|-------|-------|-------|-------------------|
|                  |            | 1                     | 2    | 3    | 4    | 5    | 6    | 7    | 8     | 9     | 10    | 12    | > 12 weekly price |
| 15               | 9am-12noon | £165                  | £306 | £459 | £612 | £765 | £822 | £959 | £1000 | £1125 | £1250 | £1392 | +£116             |

## Long-term Focus Courses

For those wishing to stay for a long period at Tti School to improve their English and study a variety of different aspects of the language. Courses include General English 20 morning or afternoon classes and, if required, Business English 20 lessons. (One week of holiday permitted for every 10 weeks of course booked).

| Lessons per week | Times             | Number of study weeks |       |       |       |       |
|------------------|-------------------|-----------------------|-------|-------|-------|-------|
|                  |                   | 15                    | 24    | 30    | 36    | 44    |
| 20               | 9am-1pm or 12-4pm | £2010                 | £3216 | £3900 | £4464 | £5016 |

We recommend all long-term focus students take an exam preparation course and sit an external exam during their stay. See below the special discounted rates we offer you:

| Optional Upgrades             |                        |              |                   |             |      |
|-------------------------------|------------------------|--------------|-------------------|-------------|------|
| IELTS 20 Course               | Minimum 2 week booking | £20 per week | FCE 25 & CAE 25   | for 8 weeks | £300 |
| FCE 15 & CAE 15 - Summer Only | for 4 weeks            | £100         | TOEIC Preparation | for 1 week  | £15  |
| FCE 30 & CAE 30 - Summer Only | for 4 weeks            | £200         |                   |             |      |

**i** For an intensive course choose 25 lessons or more

## Exam Preparation Courses

### IELTS Exam Preparation

| Course           | Number of study weeks |      |      |       |       |       |       |       |
|------------------|-----------------------|------|------|-------|-------|-------|-------|-------|
|                  | 1                     | 2    | 3    | 4     | 6     | 8     | 10    | 12    |
| <b>IELTS 20</b>  | £240                  | £452 | £678 | £904  | £1140 | £1520 | £1720 | £2064 |
| <b>IELTS 30*</b> | £314                  | £584 | £876 | £1168 | £1572 | £2096 | £2420 | £2688 |

Exam Fee: £150

\*Intensive course: includes 10 lessons of General English in the afternoon.

### FCE and CAE 25 Exam Preparation (8 weeks)

| Course start dates | FCE Exam date | CAE Exam date | Course Price | Exam Fee |
|--------------------|---------------|---------------|--------------|----------|
| January 20th       | March 14th    | March 15th    | £1826        | £135     |
| April 14th         | June 10th*    | June 11th*    |              |          |
| October 6th        | December 2nd* | December 3rd* |              |          |

\* 9 weeks accommodation required

### FCE and CAE 15 Exam Preparation (Summer only, 4 weeks)

| Course start dates | FCE Exam date | CAE Exam date | Course Price 15 lessons | Course Price 30 lessons* | Exam Fee |
|--------------------|---------------|---------------|-------------------------|--------------------------|----------|
| 30th June          | July 25th     | July 24th     | £672                    | £1168                    | £135     |
| 28th July          | August 21st   | August 22nd   |                         |                          |          |

\* Intensive course: includes 15 lessons of General English in the morning.

### TOEIC Exam Preparation (1 week)

| Course start dates | Course Price 15 lessons | Course Price 30 lessons* | Exam Fee |
|--------------------|-------------------------|--------------------------|----------|
| February 17th      | £182                    | £310                     | £85      |
| April 7th          |                         |                          |          |
| August 11th        |                         |                          |          |
| September 22nd     |                         |                          |          |

\* Intensive course: includes 15 lessons of General English in the morning.

#### Important Information:

- A £45 registration fee applies to all courses.
- All courses are from Monday to Friday.
- Lessons are 50 minutes in length.
- Minimum age is 16 for General and Exam courses and 18 years old for Business English and Work Experience programmes.
- Prices include all course materials, E-learning during your course and for one year afterwards. A weekly teacher led social programme which includes some free activities.

## Special Interest Courses

### English Plus Work Experience

Book a minimum 4 week course of 20 lessons each week and then choose either our Paid Work Experience or Internship package.

#### Paid Work Experience

8 weeks support to find a job within the hospitality industry in London. Minimum level of English: pre-intermediate (A2). Course fee + £280

#### Internship

Perfect for students in school, college or university wishing to gain valuable experience in a professional environment whilst improving their English.

Minimum level of English: Upper-intermediate (B2). Course fee + £600.

### Discover London

Combines our General English morning lessons with afternoon workshops and outings to discover more of London and British culture.

Topics include the Arts, British Politics, British Identity and Science & Technology.

| Course start dates | Lesson time                                     | Price 1 week | Price 2 weeks |
|--------------------|---|--------------|---------------|
| July 7th           | General English 9-12pm<br>Discover London 1-5pm | £365         | £676          |
| August 4th         |   |              |               |

### Over 40's Course

If you are aged 40 or over, this is the ideal opportunity to learn English and explore London with like-minded people.

The classes will concentrate on English for practical situations in everyday life, as well as British culture, society and politics.

| Course start dates | Lesson time                    | Price 1 week |
|--------------------|--------------------------------|--------------|
| April 18th         | 9-1pm +<br>2 organised outings | £250         |
| August 18th        |                                |              |
| October 20th       |                                |              |

### Christmas Course 2014

Improve your English while enjoying the festivities in London.

| Course start dates | Lesson time | Price 1 week | Price 2 weeks |
|--------------------|-------------|--------------|---------------|
| December 22nd      | 10-2:30pm   | £156         | £290          |
| December 29th      |             |              |               |



### Individual Tuition

Book private classes for individual attention from your teacher:

One-to-one: £58 per hour or £49 per hour when booking 5 hours or more.

Two-to-one (with a friend): £40 per person per hour or £32 per person per hour when booking 5 hours or more.

# Enrolment Details

## Summary of Terms & Conditions

### Payment

- Please send either the total fees for the course, or a minimum deposit of £245 for courses of four weeks or more, or £145 for courses of less than 4 weeks.
- Payment can be made by:
  - International Bank Transfer - you are responsible for all bank charges.
  - Sterling cheque drawn on an English bank in the UK.
  - Debit card
  - Credit card - subject to a 2% handling charge.
- The payment of the balance of the course fees must be paid on the date agreed when you register (normally 2 weeks before your course starts).
- **A registration fee of £45 is charged on all courses.** There is also a charge if a Confirmation of Acceptance of Studies (CAS) is required (General Student Visa - Points Based System).
- Course fees do not include the Social Programme (some activities are free).

### Age

- Minimum age: 16 for General English Courses.
- Minimum age: 18 for Work Experience and Business Courses.

### Cancellation Policy

- Deposits, Registration fees, CAS fee and courier fees are non-refundable and non-transferable.
- However in the case of unsuccessful visa applications, and providing the correct documentation is provided to support this, we will refund any fees paid, less the deposit, CAS fee and courier fees if applicable.
- At the discretion of Tti school and with at least three weeks' notice you can postpone the start of your course up to a maximum of one year, with no loss of fees or deposit.
- There is no refund of tuition fees after arrival in the UK. However, at the discretion of Tti School, if a course cannot be completed for a good reason a credit note valid for one year will be offered for the remaining weeks. However a minimum of 2 weeks' notice must be given and course credit notes are not transferable.
- All cancellation or postponement requests must be made in writing, and any repayment has to be made as it was received (i.e. to the originating credit card or bank account, or in cash if applicable).
- If a CAS has been issued, the school is required to inform the UKBA if a student cancels or finishes his or her course early.

### Attendance

- As a student you are expected to attend classes regularly and on time. You will lose tuition if you are late, absent or leave before a course ends.

### Student holidays

- Holidays can be taken by arrangement but two weeks' notice must be given.
- Holidays taken from your course must start on a Monday and end on a Friday.
- The amount of holiday you can take depends on the length of your course.

### Public Holidays

- There is no reduction in the course fees where the course includes a public holiday.

### Class sizes

- General English classes have a maximum of 15 students.
- Exam Preparation classes have a maximum of 12.
- Tti School of English reserves the right to cancel or alter a course if necessary and will offer an alternative if this happens.

### Exam Preparation Courses

- Examination preparation courses will only run as advertised if four or more students are enrolled.
- Examination preparation course fees do not include the external examination fee.

### Class length

- Each lesson is 50 minutes.
- One to one lessons are 60 minutes.

### Premises

- During busier periods of the year, classes may be held in our overspill classrooms.

### Promotional Photography

- Sometimes Tti School, or our representatives, take photographs and videos during our courses which may be used for promotional purposes. Please advise at the time of booking if you do not wish to appear in any promotional material.

### Data Protection

- In order to fulfill 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 appropriate. We also need to have your contact details both in London and at home and to know who your next of kin is. By enrolling you therefore agree to provide these and keep us informed of any changes. You also give permission to share these details at a time of inspection by an English UK inspector or government official.

### Accommodation

- All accommodation is subject to availability and early booking is advisable.
- If you require accommodation one weeks' rent plus the £50 finding fee is payable at the time of booking.
- Full payment for the accommodation booking must be received two weeks before arrival at the latest. Tti reserves the right to cancel accommodation if payment is received late.
- In the case of full or partial cancellation of accommodation before arrival, two weeks' notice must be given to the office staff during the normal office hours of Monday to Friday, not after office hours or over the weekend. If less than two weeks' notice is given two weeks' accommodation will be charged, plus the standard accommodation finding fee.
- If accommodation is cancelled after arrival, two weeks' payment will be taken, plus the accommodation finding fee.
- It is forbidden to smoke in any of the accommodation provided, however in some accommodation, an outdoor space may be available. (If required please request this at the time of booking).
- Bookings are Sunday to Saturday as standard, so in the case of a late arrival or an early departure, you will be charged for a full week.
- Any refund agreed will be made after the departure date as originally booked.
- If, in exceptional circumstances, the accommodation booked becomes unavailable for reasons beyond our control an alternative will be arranged, but details may differ.
- Tti School can only arrange homestay accommodation for students aged between 16 and 18 with written consent from either a parent or legal guardian.
- If our own accommodation is fully booked, Tti School of English reserves the right to place students in homestay or self-catering accommodation provided by an approved third party agency.
- Tti School of English arranges most of the accommodation directly with the accommodation providers. During busier periods accommodation agencies are used by the school to assist with the provision of accommodation.
- Tti School of English maintains a strict policy of not placing students of the same mother tongue in the same house whenever possible in order to encourage the use of English at all times. However, in our busy periods, this is not always possible. If it is very important to you not to be placed with someone of the same nationality please tell us at the time of booking.

### Admission

- Tti School of English reserves the right to refuse admission or dismiss any student without refund of fees in the event of misconduct, non-attendance, and repeated late arrival.
- Tti School of English also reserves the right to refuse to provide tuition or accommodation or any other service normally offered, if payment has not been made as agreed, either by an individual student, or an agent acting on his or her behalf.

### Insurance

- We recommend students take out health and travel insurance. The school is not able to accept responsibility for loss or damage to personal property.

### Internet Access

- The school has a wireless LAN Internet connection available that is free of charge, however the school cannot guarantee this service or provide individual technical support. You should use appropriate firewall and virus protection as the use of this service is at your own risk. This also applies to Tti accommodation.

### Complaints Procedure

- We aim to provide service of a standard that is acceptable to all students. If we fail to do this we want to know about it. This will enable us not only to deal with a specific problem but also to avoid it happening again. Our main objective is to respond promptly and effectively to any student dissatisfaction as it arises. If you are not satisfied with our service, please talk to us immediately. We shall try to solve the problem quickly and informally.
- If informal discussions do not solve the problem and a student wants to register a formal complaint the process is as follows:
  - 1) Make the complaint to the Principal either in writing or orally. The Principal will keep a record of the conversation. The Principal will attempt to resolve the matter in person or by letter within 5 working days.
  - 2) If the student wants to pursue the complaint further, they will be asked to put the complaint in writing to the Directors of Tti School of English, the letter should be marked 'private and confidential'.
  - 3) The Directors will respond to the complaint in writing within 5 working days. The written response will summarise what investigation has been carried out and what action is proposed in order to resolve the matter.
  - 4) All complaints will be recorded and kept on file. All complaints are subject to the school's confidentiality policy.
  - 5) If you are not satisfied with the response from Tti School of English, you can contact English UK for further advice.

Tti School of English reserves the right to change these terms and conditions - please refer to our website for the complete up to date version.

# Course information

## times, details and prices 2014



Tti School of English Ltd  
148 Camden High Street  
London NW1 ONE

Tel: +44 (0)20 7419 2300  
Fax: +44 (0) 207 428 0976

Web: [www.ttischool.com](http://www.ttischool.com)  
Email: [info@ttischool.com](mailto:info@ttischool.com)

Tti School of English Ltd 11/2013



Tti School of English  
Certification N°403  
Educational Oversight 2012  
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