

# Residential Summer English Language Courses 2005



Courses for Young Adults 16 years+

Junior Summer Courses 10 -16 years



St. Clare's, Oxford

[www.stclares.ac.uk](http://www.stclares.ac.uk)

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St. Clare's, Oxford was founded in 1953. It is an educational charity with the mission to advance international education and understanding.

## ST. CLARE'S, OXFORD SUMMER ENGLISH LANGUAGE COURSES



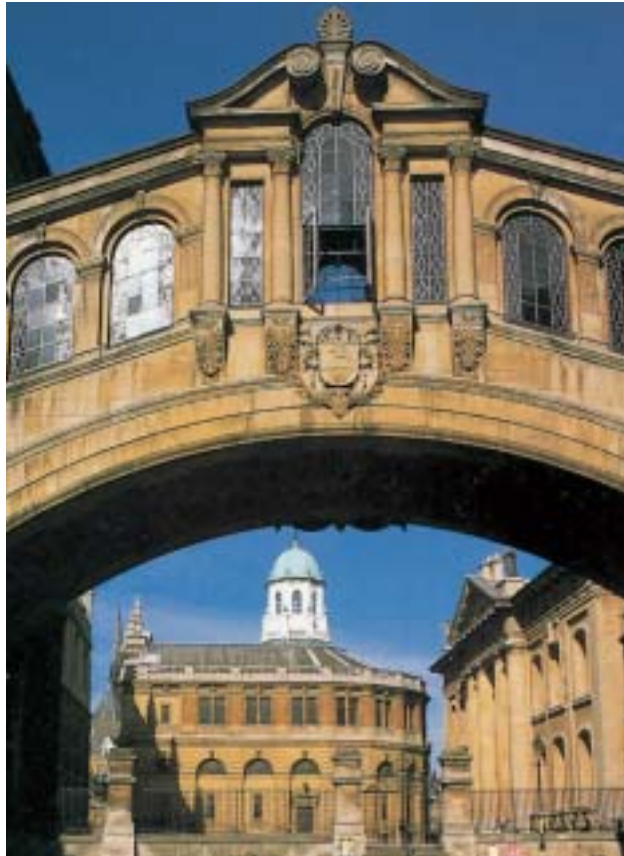
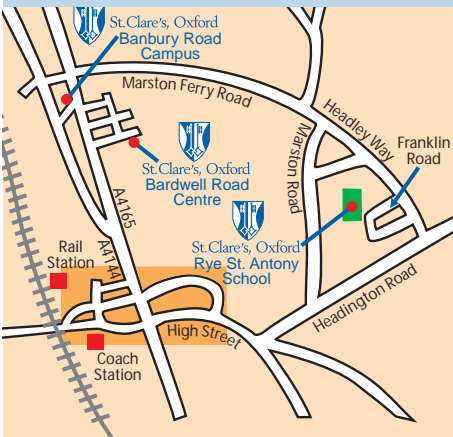
A range of quality courses specially designed to meet the needs of each age group.

- Young adults 16+ at our Banbury Road campus, residential or homestay
- Juniors 13 - 16 years; Young Juniors 10 - 12 years; separate residential centre
- 50 years' experience of running language courses for overseas students
- Students from over 50 countries worldwide
- Well qualified and experienced teachers
- Excellent facilities for study
- Interesting, informative and enjoyable lessons
- Comfortable and attractive college residences, or carefully selected homestay
- High level of personal attention from our caring and welcoming staff
- Action packed, exciting range of after class and weekend activities, sports and excursions
- Banbury Road campus buildings all located in a pleasant leafy residential area, just over 1 km from Oxford city centre



St. Clare's, Oxford





## WHY STUDY IN OXFORD?

Oxford is a beautiful city with a special atmosphere; it is home to the oldest university in England.

It has magnificent college and residential buildings, fascinating museums, large green parks, art galleries and a rich cultural life.

It is also a modern city with excellent shops, cinemas, theatres, boating and sports centres.

Oxford is in the centre of England surrounded by peaceful countryside but also close to many places of interest - Bath, Stratford, Windsor, London (1-1.5 hours away by bus or train) and London's Heathrow airport.

Oxford is a small, safe, cosmopolitan city with all the advantages of larger centres.

# SUMMER ENGLISH LANGUAGE COURSES

Courses for Young Adults (16+)

## GENERAL ENGLISH COURSE

Class size: maximum 15  
Level: Elementary to Advanced

### 2 WEEK COURSES:

18 June - 1 July  
25 June - 8 July  
2 July - 15 July  
9 July - 22 July  
23 July - 5 August  
30 July - 12 August

### 3 WEEK COURSES:

18 June - 8 July  
2 July - 22 July  
9 July - 29 July  
23 July - 12 August  
30 July - 19 August

### 4 WEEK COURSES:

25 June - 22 July  
23 July - 19 August

### SAMPLE DAILY PROGRAMME

#### General English Course

09.00 - 10.00	Language study
10.00 - 10.15	Break
10.15 - 11.15	Language study
11.15 - 11.30	Break
11.30 - 12.30	Language study
12.30 - 14.00	Lunch
14.00 - 15.00	Subject option class 3 days a week; otherwise activities
15.00 - 15.15	Break
15.15 - 16.15	Subject option class 3 days a week; otherwise activities

After class activities: see page 9

- One excursion per week is included. Others are offered at extra cost.



- 21 hours language tuition per week
- 2, 3, 4 week courses or longer
- Wide range of afternoon class options
- End of course Certificate of Attendance and Report

#### Morning classes

3 hours of language study, Monday to Friday.

- In your language study classes your teacher helps you develop the skills of listening, speaking, reading and writing with use of computers, videos, study visits and discussion activities

#### Afternoon classes

In the afternoon programme you develop English skills in a more specific context choosing one special subject for each week of your course.

Afternoon classes take place on 3 afternoons for a total of 6 hours each week. Examples of subjects to be offered:

- Drama workshop
- Poetry and short stories
- Vocabulary and Idiom
- British life and culture
- Study Skills
- In the news
- English for business
- Computer-assisted language learning
- Conversation
- Popular music and film
- Cambridge exam practice (writing)
- Pronunciation Workshop
- Grammar clinic
- English through art



# INTENSIVE ENGLISH COURSE



Class size: maximum 12  
Level: Intermediate to Advanced

## 3 WEEK COURSES:

2 July - 22 July  
23 July - 12 August

## SAMPLE DAILY PROGRAMME

### Intensive English Course

09.00 - 10.30	Language study
10.30 - 11.00	Break
11.00 - 12.00	Language study
12.00 - 13.00	Resource-based study
13.00 - 14.00	Lunch
14.00 - 15.00	Language study
15.00 - 15.15	Break
15.15 - 16.15	Language study

After class activities: see page 9

- One excursion per week is included. Others are offered at extra cost.

- 25.5 hours tuition per week
- Regular tests and homework assignments
- End of course Certificate of Attendance and Report

### Morning classes

3.5 hours per day Monday to Friday - 2.5 hours language study and 1 hour supervised resource-based study.

### Afternoon classes

8 hours per week on 4 afternoons (Monday - Thursday).

### Language study

- Your teacher helps you develop integrated language skills, concentrating on grammar, listening, speaking, reading and writing using a variety of textbooks, audio-visual and written materials, language laboratory/self-access centre and computers
- Your communication skills are developed in a wide variety of situations including projects which involve you in research and preparation. You present written and oral reports

### Features of the Intensive Course

- You take regular tests, and are given homework assignments which you are expected to complete
- You use our excellent language laboratory and library to undertake structured, supervised exercises and research
- You participate in study visits to complement skills developed in the classroom

## ENGLISH FOR ACADEMIC PURPOSES

Class size: maximum 12  
Level: Intermediate to Advanced

### 3 WEEK COURSE:

23 July - 12 August

### 4 WEEK COURSE:

23 July - 19 August

## ENGLISH PLUS SHAKESPEARE

Class size: maximum 12  
Level: Intermediate to Advanced

### 3 WEEK COURSE:

2 July - 22 July  
23 July - 12 August

- 21 hours tuition per week
- Preparation for pre-university and foundation year courses
- Superb Academic Resources Centre for developing study skills
- Computer rooms for internet access

This course will prepare you for a course of academic study in English eg A levels, International Baccalaureate, or other senior high school courses. It is also an excellent lead into St. Clare's University Foundation Course.

Morning classes: 3 hours of integrated language skills, Monday to Friday.

Afternoon classes: 6 hours per week on 3 afternoons

Classes will cover the following:

- Language development work relating to academic study
- Language-based study skills eg.
  - note-taking
  - using libraries
  - answering exam questions
  - understanding instructions
- Subject-specific language skills eg
  - technical and semi-technical vocabulary
  - essay writing
  - language and subject-related concepts
  - presenting information visually

This course consists of 15 hours a week of General English, (3 hours every morning Monday - Friday), plus 2 hours of Shakespeare studies on 3 afternoons, based on performance and critical techniques.

- Study of three plays in performance - theatre visits to London, Stratford and Oxford included
- Study of text as script
- Analysis of Shakespearean technique and stagecraft

No previous knowledge of Shakespearean texts is required: however students will need a good intermediate level of English language to take part.



## STUDENT WELFARE

### Young Adults 16+



We take the welfare and happiness of all our students very seriously. During their time at St. Clare's they will mix with a range of students from many nationalities. Your course director and director of studies will help with your programme of study; the college nurse is available if you become ill or need to make a doctor's appointment. Our team of activities staff are always on hand to ensure that you make the most of your free time and participate fully in our programme of sports, activities and excursions. All course fees include comprehensive medical and travel insurance.

#### Accommodation

You will stay in one of our single-sex college houses close to the main buildings. Each house has a resident 'house warden' who looks after you in the residence. If you are under 18 years old you must have returned to your house by 11pm Sunday - Thursday and by 12 midnight Friday and Saturday nights. We mix nationalities within the house as well as in individual bedrooms to encourage you to speak English at all times. The majority of rooms have twin beds, with some rooms taking 3 or 4 students. Single and twin rooms are normally allocated to the older students. Showers and toilets are shared. Bed linen and towels are provided weekly and there are laundry facilities on-site for washing and ironing personal clothes.

Homestay: we have a limited number of local host families available. Please ask for further details before completing your application form.

#### Meals

Our on-site dining hall and café snack bar provide a wide range of hot and cold food. The menu is designed to provide healthy and nutritious meals with vegetarian options, fresh fruit and a salad bar. Breakfast, lunch and dinner are provided for all residential students.



## ACTIVITIES PROGRAMME

- Exceptionally wide range of exciting activities, every afternoon and evening
- Social, cultural or sporting activities - something for everyone!
- Young, friendly team of full-time activities organisers
- One excursion per week of your course included. Choose as many others as you wish
- Tennis and horse riding lessons may be booked during your course at additional cost



## SAMPLE PROGRAMME

Fri	13.45	Explore Oxford with a camera
	15.30	Football
	16.00	Volleyball
	19.00	Ice-skating
	20.30	International Quiz Night
Sat	Arrivals	
	09.15	Trip to Bath
	09.15	Trip to Windsor Castle and Eton
	19.00	Exeter College Chapel concert (Oxford University)
	20.00	Latin 'funk' dance
21.30	'Blind Date' competition	
Sun	08.30	Trip to Brighton
	09.15	Trip to Winchester, Salisbury & Stonehenge
	10.30	Orientation meeting for new students
	14.00	Walking tour of Oxford
	20.00	Welcome disco
20.30	Movie night	
Mon	16.00	Oxford College gardens walk
	16.15	Harry Potter's Christchurch visit
	17.15	Trip to 'A Midsummer Night's Dream' at the Royal Shakespeare Theatre, Stratford-upon-Avon
	18.00	Aerobics
	20.00	Table Tennis tournament
Tue	15.30	International Show rehearsals
	16.15	Staff v. students volleyball
	20.30	Karaoke in the Sugar House student café
Wed	16.15	Ultimate frisbee
	16.15	Tennis
	16.30	Basketball
	16.30	International Show rehearsals
	17.00	Visit to "Laserquest"
	20.30	International Show
Thu	16.15	Programme Director's Farewell: certificates and prize giving for students
	19.00	Barbecue party
	20.30	Farewell disco



## ADDITIONAL COURSES



## INTERNATIONAL BACCALAUREATE INSTITUTE

We offer a range of courses which enable students to concentrate on their key IB Diploma academic subjects, to incorporate intensive language training or to follow an initial IB Diploma introductory programme.

IB Easter: Short targeted revision courses for students preparing for IB exams in 2005.

IB Summer Review: Revision courses and summer courses for students studying for the International Baccalaureate Diploma exams taken in 2006.

IB Summer Introduction: Introduction to the International Baccalaureate for IB exams taken in 2007.

IB Summer English B: Extra English language training for all students studying for the IB Diploma.

Full details of the IB Institute courses are available on our web site at [www.stclare.ac.uk/ibinstitute](http://www.stclare.ac.uk/ibinstitute)

## CLOSED GROUP COURSES

English plus academic subjects

St. Clare's is an international college with a major pre-university programme - the International Baccalaureate. We therefore have the staff and the facilities to offer a variety of academic subjects with advanced English to complement courses such as IGCSE or IB. Such combinations are popular with schools throughout the world, who bring groups of students during term time or during holidays. Other schools bring groups just for English classes, sometimes with specially arranged study visits.

## ENGLISH LANGUAGE COURSES FOR ADULTS

(18 YEARS+)

Our adult Bardwell Road Centre, is a 10 minute walk away from St. Clare's Banbury Road campus and operates throughout the year. If you are over 18, you may prefer to join one or more of our 2, 3 or 4 week summer courses.

- General, specialist and 1:1 courses
- Choose from a wide range of accommodation options including self-catering apartments
- Special social programme designed for adults, includes theatre and concert visits, and trips to local scenic pubs
- New tailored programme for examination preparation courses for IELTS and University entry
- Courses for families available

## TEACHER METHODOLOGY COURSES

Courses for non-native teachers of English take place at our adult Bardwell Road Centre during July and August. We also offer tailored courses for teachers throughout the year. Please contact us for further information on these courses.

# JUNIOR SUMMER COURSES AT RYE ST. ANTONY SCHOOL

Junior:  
13 - 16 years

Young Junior:  
10 - 12 years



## 3 WEEK COURSES:

9 July - 29 July

30 July - 19 August

## GENERAL INFORMATION

- Safe and secure junior campus
- Excellent on-site facilities include classrooms, dining hall, open-air swimming pool, tennis courts, gymnasium and extensive sports fields
- Fully inclusive price: residential English Language tuition plus an exciting programme of excursions, afternoon and evening activities
- Airport transfers included in price
- Convenient location – just 10 minutes from Oxford City centre

### On arrival

Your children are met at London Heathrow airport between 09.00 and 18.30 by our course representatives and transferred to the school by coach or taxi. From the moment they arrive in the UK our staff take care of their welfare and safety. On arrival at the centre, students are greeted by the course director and shown to their rooms. We look after passports, tickets, money and any medication. We ask all students to pay a £20 damage deposit which is returned to them on the departure day, provided that no damage has been caused.

### Accommodation

Our bedrooms are attractive and comfortable. Boys and girls are accommodated separately. Their roommates will be from other countries, so immediately they make friends but have to speak English! The course welfare officer, house wardens and some teachers live in residence and look after the students at all times.

### St. Clare's staff

Our staff are chosen for their experience, professionalism and warmth. All teachers are suitably qualified and there is at least 1 teacher for every 8 students.

### Course programme and students

We welcome students from all over the world who are keen to improve their English language skills as well as to learn about each other. The courses combine language tuition with a varied programme of exciting sports and social activities. Study goes hand-in-hand with FUN!

### On departure

At the end of the course our staff take the students back to London Heathrow airport and help them check in for their flight home, between 10.00 and 18.30.

### Our commitment to you

It is our aim that all students have a rewarding, exciting and enriching stay. Their welfare and security are as important to us as their language learning experience.

JUNIOR SUMMER  
COURSES AT  
RYE ST. ANTONY  
SCHOOL  
for 13 - 16 years

3 WEEK COURSES:

9 July - 29 July

30 July - 19 August



- 18 hours English language tuition each week
- Exciting range of activities, eg laserquest, water polo, drama workshops
- 3 excursions a week included, eg London, Chessington World of Adventures, Bath or Brighton

Class size: maximum 15

Level: Beginner to Advanced

Students learn English with their teachers for 3.5 hours on 4 mornings, and for 2 hours on 2 afternoons each week. All four language skills of speaking, listening, reading and writing are practised in a variety of situations using lively and interesting up-to-date teaching materials. Project work is included and topics introduced relate to outside class activities, ensuring a complete language learning experience.

#### Activities

A full range of trips, sports, cultural, social and art activities is offered to the teenagers, in the afternoons, evenings and at weekends. Most activities take place on-site, with others, such as laserquest, taking place locally in Oxford.

#### Supervision

Classes are compulsory and students are encouraged to participate fully in the activity programme, which is always supervised by St. Clare's staff. Older students may be allowed some independence on specified afternoons. Students are not allowed out unaccompanied in the evenings.

## ACTIVITIES PROGRAMME



### SAMPLE PROGRAMME

July course	Morning	Afternoon	Evening
Saturday	Arrivals and supervised activities eg. table tennis, badminton, cards and board games		Centre orientation; sports & fun games; film
Sunday	Welcome talk and placement test	Excursion: Warwick Castle	Welcome party: barbecue & 'ice-breaker' games; bouncy castle;
Monday	English classes	English classes/Softball; swimming; friendship bracelet making	Walking tour of Oxford; film night
Tuesday	English classes	Excursion: London Madame Tussauds plus theatre evening to musical 'Chitty Chitty Bang Bang'	
Wednesday	English classes	English classes/Nature trail relay; punting	Disco & limbo dancing
Thursday	Excursion: Chessington World of Adventures theme park		Water polo; softball; charades
Friday	English classes	Tie-dyeing t-shirts; laserquest; drama	'Stars in their Eyes' talent contest



YOUNG JUNIOR  
SUMMER COURSE AT  
RYE ST. ANTONY  
SCHOOL  
for 10 - 12 years



Class size: maximum 15

Level: Beginner to Advanced

3 WEEK COURSES:

9 July - 29 July

30 July - 19 August

SAMPLE DAILY PROGRAMME

08.00	Breakfast
09.00	Language class - getting to know each other
10.00	Language class - writing a postcard to an English friend
11.20	Language class - project work - class magazine
12.30	Lunch
14.00	Choice of swimming, treasure hunt, face painting or football
15.30	Trip to the Oxford Story Museum
18.00	Dinner
19.00	'It's a knock-out' -fun team games
20.30	Sing-a-long
22.00	Bedtime

- 15 hours English language study each week
- Action-packed programme specially suited to this age group
- 3 excursions per week included
- 24 hour supervision by caring residential staff

Children learn English for 3 hours on 4 mornings a week, and for 1.5 hours on 2 afternoons each week. Classes focus on using the language, talking about their everyday lives and finding out about the lives of their classmates from other countries. In addition to more traditional classes, children enjoy improving their English through songs, games, art, project work, storytelling and puppets. Our teachers are selected for their experience with this young age group.

After class activities:

Just some examples of the type of activities  
your children will enjoy

- Team games
- Treasure hunts
- Face painting
- Art and crafts
- Tennis
- Puppet making
- Swimming
- River trips and picnics
- Football

Supervision:

Classes are compulsory and your children choose from a range of after class activities as above. They are fully occupied from the moment they wake up to the moment they go to sleep! All young juniors are supervised at all times and may not go out unaccompanied at any time.

## FURTHER INFORMATION

### Course Dates and Fees 2005

#### "EARLY BIRD" DISCOUNT

Discounts of 5% of full fees (tuition and accommodation) are available if course is booked and paid for before 31/01/05

#### HOW TO APPLY

- 1) Select your course carefully. Make sure you choose a course suitable for your level of English.
- 2) Fill in the application form on pages 16 and 17 to register for a course. The form can also be downloaded at [www.stclares.ac.uk](http://www.stclares.ac.uk)
- 3) Return the application form with your deposit to our Short Courses Division. Please enclose 2 passport size photographs with your application form.

#### AIRPORT TRANSFERS

*(included in Junior and Young Junior prices as specified on p11)*

Arriving at London Heathrow

Single: £75      Return: £130

Arriving at London Gatwick

Single: £130      Return: £185

Transfers must be booked and paid for in advance

#### NOTES

1. When booking flights, please consider transfer times. The College closes at 12 midnight for arrivals, and residential staff are not available before 07.00 to help students on departure days.
2. It is usually possible to take non-residential students on any of our courses. Please contact us for tuition-only fees.
3. All courses are subject to St. Clare's Terms and Conditions (see page 18).
4. Travel insurance is included in the price of all courses.



Code	Dates	No. of Weeks	Fees (£)
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### GENERAL ENGLISH

GE1S	18 June - 1 July	2	£1070
GE2S	25 June - 8 July	2	£1070
GE3S	2 July - 15 July	2	£1070
GE4S	9 July - 22 July	2	£1070
GE6S	23 July - 5 August	2	£963
GE7S	30 July - 12 August	2	£963
GE1L	18 June - 8 July	3	£1560
GE3L	2 July - 22 July	3	£1560
GE4L	9 July - 29 July	3	£1560
GE6L	23 July - 12 August	3	£1404
GE7L	30 July - 19 August	3	£1404
LE2	25 June - 22 July	4	£2040
LE6	23 July - 19 August	4	£1836

### ENGLISH PLUS SHAKESPEARE

GE3 (Plus)	2 July - 22 July	3	£1620
GE6 (Plus)	23 July - 12 August	3	£1620

### INTENSIVE ENGLISH

IE3	2 July - 22 July	3	£1800
IE6	23 July - 12 August	3	£1620

### ENGLISH FOR ACADEMIC PURPOSES

EP6	23 July - 12 August	3	£1472
EP6L	23 July - 19 August	4	£1962

### JUNIOR COURSES

Y4 (10 - 12 years)	9 July - 29 July	3	£1935
J4 (13 - 16 years)	9 July - 29 July	3	£1935
Y7 (10 - 12 years)	30 July - 19 August	3	£1935
J7 (13 - 16 years)	30 July - 19 August	3	£1935

# APPLICATION FORM

## Summer Courses (A)



St. Clare's, Oxford

Please write clearly, especially your email address

Family name \_\_\_\_\_

First names \_\_\_\_\_

If under 18, full name of parent \_\_\_\_\_

Home address \_\_\_\_\_ First language \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Nationality \_\_\_\_\_  Boy  Girl (please tick) Date of birth \_\_\_\_\_

Course code	Course title	Course dates: start/finish	Fee (£)
_____	_____	_____	_____
_____	_____	_____	_____

### AIRPORT TRANSFERS

Please  as required. We will ask you for your full flight details later.

### OUTWARD

from London Heathrow to Oxford

from London Gatwick to Oxford

### RETURN

from Oxford to London Heathrow

from Oxford to London Gatwick

### ACCOMMODATION (16+ COURSES ONLY)

Please  box required.

Residential  Homestay

Accommodation not required

### LEVEL OF ENGLISH (all courses) Please one box.

\*Beginner

Lower Intermediate

Upper Intermediate

Elementary

Intermediate

Advanced

\* Junior/Young Junior courses only.

### How did you hear about St. Clare's? Please one box.

Agent

Friend

British Council

Internet search

School

Other

Please return this form with deposit and 2 passport size photographs to:

Short Courses Division

St. Clare's, Oxford, 139 Banbury Road, Oxford OX2 7AL, UK

Tel: +44 1865 552031 Fax: +44 1865 517386

Email: [summer.admissions@stclares.ac.uk](mailto:summer.admissions@stclares.ac.uk) Web: [www.stclares.ac.uk](http://www.stclares.ac.uk)

For Office Use Only	
Date Received	
Deposit Received	
Registration Number	

Agent Details (if applicable)

# APPLICATION FORM

Summer Courses (B)



St. Clare's, Oxford

Student's full name \_\_\_\_\_

A deposit of **£400** for each course is required with this registration form. You will then be invoiced for the balance of fees nearer the time. **We are unable to confirm your reservation until we receive your deposit.** The balance of fees must be paid at least 3 weeks before arrival. **Do not delay sending your deposit or you may lose your place on the course or in the accommodation of your choice.**

## PAYMENT OF DEPOSIT

Total amount of deposit £ \_\_\_\_\_

Please ✓ appropriate box

**Bank Transfer**  
Payable to: St. Clare's, Oxford, Account No. 90965383, Sort Code 20-65-18, Barclays Bank plc, Oxford Corporate Banking Centre, PO Box 858, Oxford OX2 OXP, UK.  
SWIFT ID ^ BARCGB22. IBAN number (Europe only) GB94BARC20651890965383.  
Payment made by this method should include reference to student name and number.  
*please tell your bank to charge you with all bank charges so that St. Clare's receives the full amount of the deposit (please enclose a copy of the bank transfer papers with the student's name marked clearly).*

**Cheque**  
In £ Sterling drawn on a British clearing bank payable to St. Clare's, Oxford.

**Sterling Travellers' Cheques or Cash**

**Credit Card Payment**  
 Visa  Mastercard  JCB  
Please note that a surcharge of 2% will be made for amounts above £1,000. We do not accept American Express or Diners cards.

**Debit Card Payment**  
 Delta  Switch/Maestro  Solo  Electron

Please charge my account with £ \_\_\_\_\_  
*(enter amount of deposit or full fees if booking 3 weeks or less before start of course)*

My card number is (please enter ALL digits of your card number):

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Valid from \_\_\_\_\_ Expiry date \_\_\_\_\_

Cardholder's name \_\_\_\_\_

Cardholder's signature \_\_\_\_\_

## CANCELLATION

Please contact us immediately if you have to cancel your registration.

The deposit is not refundable, except in special cases. Fees will not be returned less than three weeks before the course starts. The travel insurance included in your course fees covers costs if you have to cancel for good reasons before you leave home, as long as you have paid your course fees in full. The insurance also covers you if you are unable to complete your course, for good reasons.

Fees are not refunded if you are asked to leave the College because of unsatisfactory work or behaviour. Any additional costs such as airport transfer and replacement airline ticket will be charged to the student/parent.

## PAYMENT OF FEES

I have read the information relating to the conditions of payment and fees, which I accept. I undertake to pay the balance of fees at least 3 weeks before arrival.

Signature of parent (if student is under 18 years)

\_\_\_\_\_

Date \_\_\_\_\_

If you have paid your deposit by card, then you may also pay the balance of fees by card, 3 weeks before arrival. If you wish to do so, please sign below.

Please charge my card for the balance of fees, on the following date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year	

Cardholder's signature \_\_\_\_\_

## TERMS AND CONDITIONS SHORT COURSES



Enrolment deposits for tuition and accommodation are required for each course and must accompany the application form. The deposits are credited towards the full fees. If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposits are refunded.

Registration is by course. Deposits are required for each course for which a registration is being made.

If a student does not take up the accommodation or a place on the course the deposit is not refunded, unless there are exceptional circumstances. Refunds are at the discretion of St. Clare's.

When a completed application form and deposits have been received an invoice will be issued to the student for the balance of fees due. This amount should be paid at least 3 weeks before the course begins. Payment of the balance guarantees the course place and accommodation.

If the application form is submitted less than 5 weeks before the course begins the full fees of the course and accommodation must be paid at the same time.

St. Clare's must receive the full amounts of deposits and fees after all bank charges have been paid. Your bank should be instructed to pay all charges including those for the UK bank. Outstanding bank charges will have to be paid on arrival.

Students will not be permitted to occupy accommodation or begin courses until all fees due have been paid. Where a student wishes to extend a course all additional fees must be paid before commencement.

Fees not paid on time will be surcharged at 1% per month or part month for which they remain unpaid.

Fees are not refunded once a course has been started or accommodation occupied.

Fees are not refunded if a student is asked to leave St. Clare's because of unsatisfactory behaviour or work. Any additional costs associated with an early withdrawal will be charged to the student or parent.

St. Clare's reserves the right to make an administration charge of £20 for any changes to the original registration made by a student. If a student has paid for a course in advance but is unable to attend it may be possible to claim on the travel insurance. Students should read the travel insurance documents and contact the company themselves to establish whether there is a valid basis for a claim. If an insurance claim is not allowed St. Clare's will make the following refunds provided that written confirmation from the insurance company is submitted that it will not meet a claim:

for cancellation more than 3 weeks before the course starting date fees will be refunded, less any bank charges;

for cancellation in the 3 weeks before the starting date, or non-arrival half the fees will be refunded, less any bank charges;

fees will be refunded in full for students who cancel on grounds of illness – a certificate from a qualified medical practitioner is required;

If St. Clare's cancels the course a full refund of fees will be made to students.

The Travel Insurance Premium, which is mandatory and included, covers travel directly to and from St. Clare's and whilst at St. Clare's. The cover for the journey to and from St. Clare's is limited to 48 hours in each direction. Cover is provided for medical expenses, rescue, evacuation and repatriation, cancellation or curtailment, personal accident, personal property and money, delay abandonment and missed departure and personal liability claims. It covers trips organised by St. Clare's, including those involving outdoor activity pursuits. For full details of the extent of the cover and the exclusions see the Certificate of Insurance, the Summary of Cover and the Frequently Asked Questions document, which are available from the Sales and Registration Office, or at [www.stclares.ac.uk](http://www.stclares.ac.uk)

The Governors of St. Clare's reserve the right to alter the fees if costs make this necessary.

Acceptance and entrance to St. Clare's constitute a contract to pay all fees and associated charges due.



## USEFUL INFORMATION JUNIOR COURSE

- Arrival:  
Saturdays: rooms available from 1400 hrs. Flights should not arrive earlier than 06.00 or later than 2100
- Departure:  
Fridays: please leave your room by 1000 hrs. Flights should not depart earlier than 1000
- Teaching  
Teaching takes place Monday-Friday, except the week of departure, when last teaching day is Thursday
- Included in course fee
  - \* All tuition
  - \* Study visits as part of tuition programme
  - \* Teaching materials
  - \* Student folder
  - \* Full programme of social, cultural, sporting activities
  - \* Certificate of Attendance (awarded if student has attended a minimum 80% of classes)
  - \* Travel and medical insurance (see Terms and Conditions)
  - \* Full board (3 meals a day)
  - \* Bed linen & towels
  - \* Supervised accommodation
  - \* Supervision, from arrival to departure
  - \* Personal laundry
  - \* All excursions (3 per week) including entry fees
  - \* Airport transfers from London Heathrow at specified times
  - \* All costs for special sports (eg ice-skating, cinema visits etc.)
- Fees do NOT include
  - \* Personal spending money (eg for souvenirs etc.,. We advise £50 per week minimum)
  - \* Damage deposit of £20 (payable on arrival; refundable at end of stay)

## USEFUL INFORMATION YOUNG ADULTS 16+

- Arrival:  
Saturdays: rooms available from 1400 hrs. Flights should not arrive earlier than 0600 or later than 2100
- Departure:  
Fridays: please leave your room by 1000 hrs. Flights should not depart earlier than 1000
- Teaching  
Teaching takes place Monday-Friday, except the week of departure, when last teaching day is Thursday
- Included in course fee
  - \* All tuition
  - \* Study visits as part of tuition programme
  - \* Teaching materials
  - \* Student folder
  - \* Full programme of social, cultural, sporting activities
  - \* Certificate of Attendance (awarded if student has attended a minimum 80% of classes)
  - \* Travel and medical insurance (see Terms and Conditions)
  - \* Supervised accommodation in a St. Clare's house from day of arrival to morning of departure
  - \* Bed linen and towels
  - \* Meals (breakfast, lunch, dinner) from dinner on day of arrival to breakfast on day of departure
  - \* Use of Academic Resources Centre: (language laboratory, computers, library)
  - \* Excursions: one per week of study, of student's choice from list available
  - \* Theatre visits on Shakespeare course
- Fees do NOT include
  - \* Excursions, in addition to those included in the tuition fees: cost varies between around £8-£30
  - \* paper and pens/pencils
  - \* Personal spending money; we advise £70 per week for personal expenses and extra excursions

- \* Additional activities:  
eg horse riding, tennis lessons, ice-skating
- \* Examination fees (included for Intensive English courses)
- \* Airport transfers
- \* Personal laundry (coin-operated washing machines are available)
- \* Key/damage deposit of £30 (payable on arrival, refundable at end of stay)
- Airport transfers 16+
  - \* A regular coach service operates between London Heathrow/Gatwick and Oxford (approx. 1.5 hours)
  - \* A personal airport transfer can be arranged, if you prefer; transfer costs are:

Arriving at London Heathrow

Single: £75                      Return: £130

Arriving at London Gatwick

Single: £130                      Return: £185

- \* Transfers must be booked and paid for at least 2 weeks in advance

## NON-RESIDENTIAL STUDENTS

It is usually possible to take non-residential students on any of our courses. Please contact us for tuition-only fees

## YOUNG ADULTS 16+ NON-RESIDENTIAL STUDENTS

Some homestay accommodation is available, at the same price as residential accommodation: one week's notice is required of any change from homestay, otherwise a cancellation charge applies.



St. Clare's, Oxford

Short Courses Division

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