



St. Clare's, Oxford

ENGLISH LANGUAGE  
COURSES 2005

IELTS

General English

University Foundation Course

English Plus Subject Studies



Accredited by the



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All small photos  
in this brochure are  
of students and staff  
at St. Clare's during  
academic year 2004-05.



Accredited by the British  
Accreditation Council  
for Independent Further  
and Higher Education.



Since our foundation in 1953, more than 40,000 students from over 50 countries have joined St. Clare's world-wide family.

## ST. CLARE'S IS UNIQUE

There are many English Language providers, but none quite like St. Clare's. We are an educational charity with a mission to advance international education and understanding. Our English Language courses have an international reputation for the high quality of teaching and care of our students. Many of our applicants choose us because a former student recommended us.

We are also a long-established academic College. We prepare students for the International Baccalaureate Diploma and provide university-level courses. Our English Language students therefore benefit from our extensive resources and facilities, opportunities to take academic subject courses with English native speakers and an unusually wide range of activities, sports, excursions and pursuits.

We welcome students of all ages, from university students and professional people to young adults preparing for university; and, in summer, juniors from age 10. As there are never more than 12 students in each class, our highly experienced teachers give you individual guidance. St. Clare's has two sites in north Oxford within easy reach of the city centre. The Bardwell Road Centre is our adult teaching site and the Banbury Road campus has our art and music facilities and student café. Both sites have teaching and resource centres, accommodation, dining and social facilities, and have shops, cafés, bars, banks, etc. nearby.

We provide a wide range of comfortable accommodation in our residential houses. Adult students can choose full board or self-catering; and we provide our younger students with full board in separate supervised accommodation.

The historic city of Oxford is an ideal location: a world-renowned centre of academic excellence, a safe, vibrant city for young people and only 1.5 hours from both London and Heathrow by rail and bus. Many students keep in contact with us and the friends they made here, reflecting the values of Global Citizenship that are central to our mission.



Whatever your goals and needs, we ensure that you have the right programme of learning and give you personal support throughout your stay.

[ 2 ] Logan House: one of our adult residential houses.



## LIFE AT ST. CLARE'S

### Caring for our students

We believe in providing high quality care and support for our students to ensure that your stay is a happy, positive and successful time. Our Course Directors and staff are available to support and advise you throughout your time at St. Clare's.

You have the benefit of first-class learning and study facilities including our Self-Access Centre and Academic Resources Centre. You will also have a Personal Tutor or class teacher assigned to you to monitor your progress.

All students are registered with a local health centre, and the College has its own Nurse to offer assistance during term time should you need it. Before you arrive, we'll send you details on medical care and insurance. Our Student Services Officer can advise you on questions of accommodation, transfers and visas.

### Accommodation

Young adults and adults live entirely separately. All College houses are supervised by resident staff and are non-smoking. Bed linen and towels are provided. For personal laundry, there is a laundrette on site; some houses have coin-operated washing machines.

**For adults (age 18+):** Our adult students live in 5 residential houses, located within 15 minutes' walk of our adult Bardwell Road Centre or a short bus ride away. We provide a free bus pass for students based at Hampden Manor.

College rooms are 'standard' or 'superior' quality: 'Standard' usually means a twin room in a house or apartment with shared bathroom. There is a hand basin in most rooms. 'Superior' means a single or twin room with a private shower and toilet.

You can choose self-catering, where you cook for yourself in a shared kitchen, or you can buy meals in College. Breakfast, lunch and dinner are available most days at the Bardwell Road Centre dining room, with hot and cold choices (including vegetarian). If you wish, you can choose to pay for all College meals in advance.



We offer you a 'total language experience' which encompasses not just your lessons, but every aspect of your stay.



Our Academic Resources Centre contains a 35,000 volume library, internet facilities, language laboratory and specialist staff to help you.



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Sandwiches and snacks are available for all students at Bardwell Road and also at the popular Sugar House café bar at our Banbury Road campus. There are also facilities in our houses to make drinks and snacks, and student common rooms for socialising.

Although you can return to the house at whatever time you wish, there are a few house rules to safeguard the privacy, security and welfare of all residents.

A few students may prefer to live with a selected local family, or in a guesthouse or hotel. If this is the case, please let us know.

**For young adults (age 16-19):** We provide full board accommodation in our 14 residential houses for young adults, which are located within a few minutes' walk of the Banbury Road campus, where our 16+ courses are taught. Each house provides comfortable accommodation for 12-30 students. Most rooms are twins, although we have some single rooms. Your meals (with hot and cold choices, including vegetarian) are provided in the central dining room on campus. House Wardens are responsible for your care, welfare and for supervision in the houses. Students are asked to observe the house rules, which require you to return to the house by a specified time at night.

#### Keeping active

The more opportunities you have to use your English, the faster it will improve. That is why we offer an unparalleled variety of activities, directed by our full-time team of qualified specialists.

We organise a number of social events for you, such as a welcome party and a guided tour of Oxford when you arrive. You can also participate in a wide range of sports, as well as adventurous outdoor activities, creative arts and service activities. Some options are linked to your studies and may include visits to theatres, concerts, lectures or galleries. During the academic year we sometimes visit places of interest in the UK and abroad. In recent years, we've been to Barcelona, Prague, Scotland, Wales, Peru and Egypt.

A full programme is always on offer; you simply sign up for the activities that interest you. Many options are included in your course fees. Excursions, music lessons and some sports incur an extra charge.

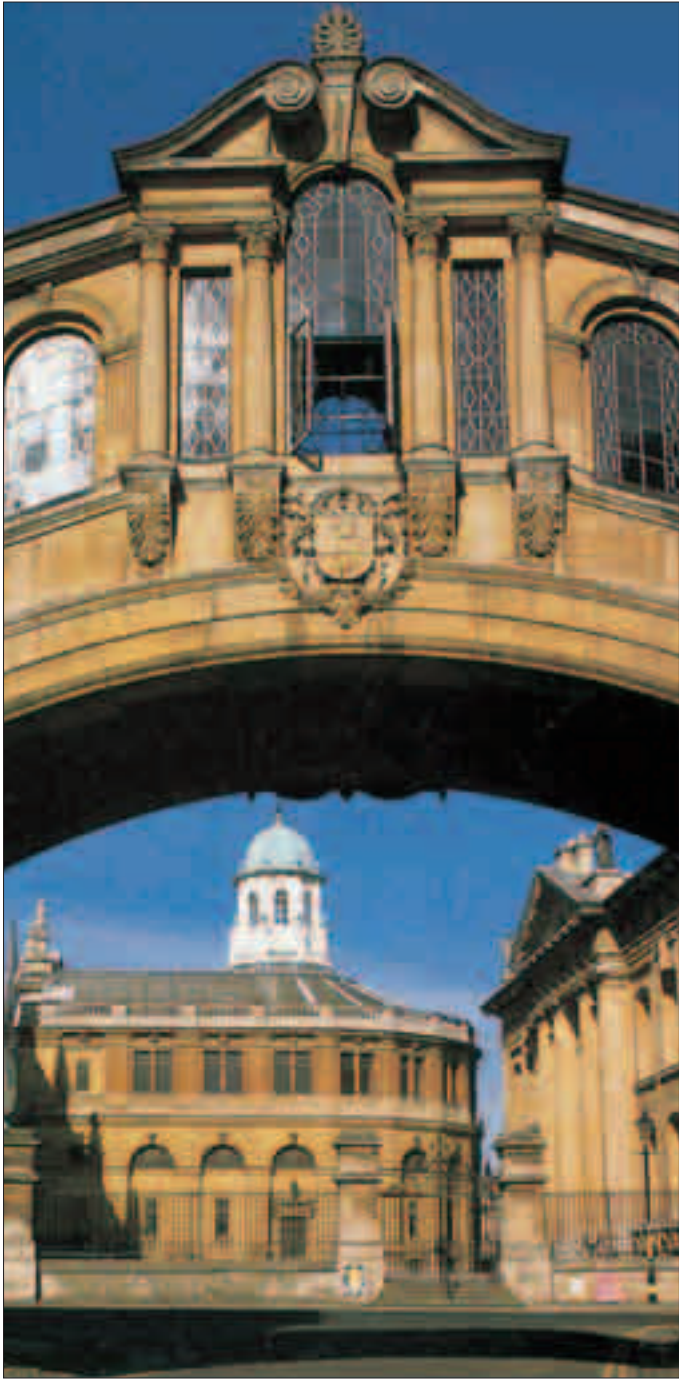
Whatever your interests and talents, you'll have the chance to develop new skills and make new friends.



We offer football, tennis, basketball, swimming, squash, table tennis, golf, badminton, volleyball, hill walking, camping, rock climbing, photography, art, music lessons, dance, Latin funk and capoeira - and more!



Oxford – a world renowned centre of academic excellence



## CHOOSING AND BUILDING YOUR COURSE

Each student is different and has individual aims, goals and reasons for improving their English Language. That is why we offer a wide range of courses with additional elements and options which can enhance your learning. We can advise you on the most suitable courses and options and you can tailor your course to suit your particular needs and interests.

Our Course Finder (see pages 20-21) will show you at a glance the different courses available, the requirements for each course and the qualifications you can prepare for.

### What is your level?

In order to place you in the appropriate group we must first establish your level of English. After your arrival at St. Clare's we will interview you and give you a written test. We will review your level as you progress, so that if your level improves faster than other students you can change to a higher group.

We use the ESU (English Speaking Union) system to describe language levels:

ESU level 9 - Educated Native Speaker

ESU level 8 - Near Native Speaker

ESU level 7 - Very Advanced

ESU level 6 - Advanced

ESU level 5 - Upper Intermediate

ESU level 4 - Intermediate

ESU level 3 - Lower Intermediate

ESU level 2 - Elementary

ESU level 1 - Beginner



All courses include regular sessions on Global Citizenship in accordance with the College's commitment to international education and understanding.



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Our teachers are highly experienced and have included respected examiners and authors of language teaching textbooks.



### Which examinations can you take?

Many students wish to work towards an examination. We offer a wide range of recognised qualifications, and most students choose to take one or more of the English Language examinations in this list. If you choose IELTS or TOEFL, you should let us know in advance, as you may have to apply before you arrive at St. Clare's.



Code	
PET	Preliminary English Test ESU level 3–4      Exam dates March, May, November
FCE	First Certificate in English ESU level 5–6      Exam dates March, June, December
CAE	Certificate in Advanced English ESU level 6–7      Exam dates March, June, December
CPE	Certificate of Proficiency in English ESU level 7–8      Exam dates June, December
CEIBT	Certificate in English for International Business and Trade ESU level 6–9      Exam dates June, December
IELTS	International English Language Testing System ESU level 5–9      Exam dates at frequent intervals. Students may not repeat the test within 3 months at any centre. For university entrance in UK, Australia, etc. Apply 4–6 weeks before test date.
TOEFL	Test of English as a Foreign Language ESU level 5–9      Exam dates at frequent intervals. Students may take the test once in a calendar month. For university entrance in USA and Canada. Apply 6 weeks before test date.
TOEIC	Test of English for International Communication ESU level 4–9      Exam dates at frequent intervals. For non-academic situations e.g. in business. North American English is used.

[ 8 ] Hampden Manor: one of our adult residential houses.





Our English Language tuition is based on a wide range of teaching methods.

## COURSES FOR ADULTS (AGE 18+)

### General English Courses for Adults

Whatever your reason for wanting to improve your English, our flexible General English programme can sharpen your skills and build your confidence. You can decide the length, level and content of your course.

These programmes are available throughout the year for students aged 18 and over, with no upper age limit. You can choose to stay for as little as 2 weeks or for as long as a full academic year.

Our teachers will help you design your course to achieve the right balance of skills and topics. You can choose our Basic programme which concentrates on language lessons, or you may choose our Standard or Intensive programme. These offer Complementary Studies subjects in order to gain further practice on specific topics. We can also arrange additional One-to-One English lessons.

An IELTS special option is available at Intermediate and Upper Intermediate levels for 6 hours a week. You will be taught with students on our new Bridge to Higher Education and IELTS Sprint courses.

You will practise the skills of speaking, listening, reading and writing, as well as grammar and vocabulary building. We have a strong academic reputation and therefore have high expectations of our students. Regular homework assignments are set, regular progress tests take place and a report and Certificate of Attendance are issued at the end of the course.

In addition to classroom lessons you will use computer-based, audio-visual and library resources for language learning. You will also have integrated study visits to places of local interest. Through a 'study diary' and regular Academic Tutorial, your teachers work with you to monitor and discuss your progress, and we encourage all our students to gain the 'Certificate of Learner Independence.'



Many students return to St. Clare's in subsequent years to 'top up' their language.



[ 10 ]

Our new Bridge to Higher Education and IELTS Sprint courses provide focused, high quality preparation for IELTS.

### IELTS Bridge to Higher Education

If your ambition is to study at a UK university, this course will give you the English Language skills you need. We also provide advice, support and information about Higher Education in the UK.

This course is for students who have a minimum ESU level 5. You can choose to study for 1, 2 or 3 terms.

Most UK universities require you to achieve an IELTS score of at least 6.0. On this course you will have 15 hours of IELTS lessons per week in the mornings. In the afternoons you can add a further 6 hours of IELTS examination practice per week if you wish. Alternatively, you can choose one or more Complementary Studies subjects, to add breadth to your learning.

In addition to achieving the IELTS score you will learn about the university entry system. We will also help you choose the right course at the right university for you.

Because of our extensive experience in preparing students for university, we can give you the very highest quality guidance and support. At St. Clare's we have a full-time University Entrance adviser who will give you an initial Higher Education assessment when you arrive. You will meet with the adviser at regular intervals to review your progress.

Our programme is designed to maximise your chances of success. To ensure that our students are prepared for the academic and social challenges of university, we provide regular information sessions on Higher Education, university entrance and university life. You will also be given advice on study skills and possible career paths.

### IELTS Sprint

For those with limited time, this is an intensive 4 week course to prepare you for IELTS examinations. For this course you will need a starting level of at least ESU 5. We will concentrate on examination practice, improving your technique and working on particular skills required for the examination.



IELTS options are also available on other adult courses.

St. Clare's Academic Resources Centre.







[ 12 ] St. Clare's has prepared students for university entrance for over 40 years.

### University Foundation Course

This 1 year programme is designed for students who need to improve their English and academic skills before applying to UK universities.

As most universities require an IELTS score of at least 6.0, this course consists of English Language study leading to IELTS. In addition, the Foundation Course offers two subject streams, Business or Social Studies. You choose 3 subjects from one stream. Your subject grades are based on coursework and final examination.

Teaching is in small classes, and you will work alongside students from many different countries, including English native speakers from American universities who are studying Liberal Arts subjects at St. Clare's as part of their degree.

You will be supported by a Personal Tutor who will oversee your personal welfare and academic progress. We also have a full-time University Entrance adviser for UK universities and an adviser for US university applications, as well as a comprehensive resource base on undergraduate courses in the UK and abroad.

St. Clare's has prepared students for university entrance for over 40 years. We have developed excellent relations with many leading UK universities, and each year we send around 80 students to British universities. Former Foundation Course students have been offered places at top universities such as University College and King's College London, Durham, Sussex, York, Edinburgh and many others. See [www.stclares.ac.uk](http://www.stclares.ac.uk) for more details.

This course is for students of 18 years or over who have completed secondary education in their own country. You must also have an appropriate level of English (for example a good FCE pass, GCSE English Language grade A, B, C, IELTS 5.5 or above with 5 in every skill, or TOEFL with a minimum score of 197, computer score, or 530 paper score). Our website gives examples of other accepted qualifications and our Admissions Office will confirm whether you are qualified to start the course. If you need to improve your English before applying, we may recommend one of our full-time English courses before you join the University Foundation Course.



Former Foundation Course students have been offered places at top UK universities.



British Council accreditation applies only to the English Language elements of the University Foundation Course.

#### University Foundation Course

##### Business Stream Subjects

1. Business Studies
2. Mathematics
3. Economics or Psychology

##### First semester:

September – December

10 hours – English Language

3 hours – English for Academic Purposes

3 hours – Introduction to Business

3 hours – Mathematics

3 hours – Introduction to Economics or Introduction to Psychology

##### Second semester:

January – June (revision period 5 weeks May - June)

10 hours – English Language

3 hours – Preparation for IELTS

3 hours – Introduction to Business 2

3 hours – Advanced Mathematics

3 hours – Economics (Development or International) or Psychology (Theories of Personality)

Business Stream Subjects can lead to university study in Business, Management, Economics, Travel and Tourism, Hotel Management etc.

##### Social Studies Stream Subjects

1. Economics
2. Philosophy
3. Politics
4. Psychology
5. Mathematics

##### First semester:

September – December

10 hours – English Language

3 hours – English for Academic Purposes

plus 3 from: 3 hours – Introduction to Economics

3 hours – Introduction to Politics

3 hours – Introduction to Philosophy

3 hours – Introduction to Psychology

3 hours – Introduction to Mathematics

##### Second semester:

January – June (revision period 5 weeks May – June)

10 hours – English Language

plus 3 from: 3 hours – Preparation for IELTS

3 hours – Development or International Economics

3 hours – Comparative Political Systems or European Union

3 hours – Ethics or Comparative Religion

3 hours – Theories of Personality

3 hours – Advanced Mathematics

Social Studies Stream Subjects can lead to university study in Economics, Psychology, Politics, Sociology, Social Anthropology, International Relations etc.



[ 14 ] Subject Studies are taught alongside English native speakers.

### Advanced Studies Programme

This is an intensive programme combining English Language and other academic subjects at university level. It is an ideal course for students studying at a university in their own country, or qualified for university entrance.

You can choose to take this course for 1 or 2 semesters. The Spring/Summer semester is from January to June 2005; the Autumn semester is from September to December 2005.

You will have 10 hours of English classes per week. In addition to this you choose 3 academic subjects from the table opposite. You will be taught in small groups and in your subject studies you will be taught alongside English native speakers from American universities.

The course work involves background reading, assignments and study visits. You will also have the chance to take English Language examinations, such as Cambridge Advanced (CAE), Cambridge Proficiency (CPE) or IELTS.

In order to apply for this course you must be at least 18 years old. You must also be either qualified for entry to university in your own country, already at university, or a graduate. Your level of English must be at least the level of Cambridge First Certificate (FCE), IELTS 5.5, TOEFL 197 (computer score) or 530 (paper score). Look at our website [www.stclares.ac.uk](http://www.stclares.ac.uk) from early 2005 for our new courses which will be offered from September 2005.

### English for Business (age 23+)

This is a 3 week course in July and August, designed for people who use English in a professional or business context.

The language programme emphasises the skills of communication in business situations using case studies, role-play and authentic materials. You will gain specific practice in the skills of presentation, negotiation, telephone, meetings and social situations.

If you would like to study English for Business at another time, we can arrange a programme of private lessons for you, or lessons with one or two other people.



People who use English in their professional lives can take a summer English for Business course.



Every aspect of your stay will contribute to your language skills, academic skills and personal development.

Advanced Studies Programme			
Code			
<b>English and Communications</b>			
EAP	English for Academic Purposes	B	N
CM1	European Media Analysis	B	Y
EL1	Shakespeare	B	N
EL3	Oxford through Literature	B	N
<b>History</b>			
HI1	Introduction to British History from 1485	B	N
HI4	Topics in World History since 1945	B	Y
HI5	Topics in European History since 1945	B	Y
POL1	Introduction to Politics	A	N
PSY1	Introduction to Psychology	B	N
PSY2	Theories of Personality	S	Y
SSC1	Introduction to Sociology	B	N
SSC2	Comparative Political Systems	B	Y
SSC3	The European Union	B	Y
SSC4	Urban Sociology of Oxford	B	N
<b>Economics and Business</b>			
EB1	Introduction to Economics	B	N
EB2	International Economics	B	Y
EB3	Development Economics	B	Y
EB4	Introduction to Business 1	A	N
EB5	Introduction to Business 2	S	Y-EB4
<b>Philosophy and Religion</b>			
PHL1	Introduction to Philosophy	B	N
PHL2	Ethics	B	Y
PHL5	Business Ethics	B	Y
REL1	Comparative Religion	B	N
REL2	The Concept of God	B	N
<b>Mathematics</b>			
MA3	Mathematics (for use in other subjects)	A	N
MA4	Advanced Mathematics	S	Y-MA3
<b>Art History and Studio Art</b>			
AHI1	Introduction to Art History 1	A	N
AHI2	English Art and Architecture 1	A	N
AHI4	Introduction to Art History 2	S	Y-AHI1
AHI5	English Art and Architecture 2	S	Y-AHI2
STA1	Fundamentals of Drawing	B	N
STA3	Painting	A	N



Course availability  
S = Spring  
A = Autumn  
B = Both Spring & Autumn

[ 15 ]

Previous study required?  
Y = Yes  
N = No  
If the course continues then the previous course number is shown, e.g. Y-EB4



[ 16 ] One-to-One tuition is geared to individuals' needs and pace.

## Extras and options

**One-to-One Tuition:** Students on any course can choose to have One-to-One lessons for extra English practice. These lessons are arranged around your course timetable and are geared to your individual needs and pace.

We offer One-to-One tuition in all types of language practice: examination preparation, conversation and pronunciation, reading and writing practice, special interest topics (such as Business, Law, Medicine etc.) and preparation for specific events. You could even devise an entire programme of up to 25 lessons a week of One-to-One tuition.

**Complementary Studies:** These options are available on several courses and provide opportunities to use your language skills in different contexts and topics, giving you more practice. Each Complementary Study option constitutes 3 one-hour lessons per week.

Examples of Complementary Studies options include: Business English, Britain Today, Art and Design, Extra Grammar and Vocabulary, Speaking and Pronunciation Practice, Grammar and Language Games, Vocabulary and Idiom, In the News, Discussing Global Issues, 21st Century Economics, Computer Skills, Individual Project Work, Popular Music and Film, Teacher-directed Self-Access.

**IELTS Preparation:** Some courses allow an additional option of 6 one-hour lessons per week to prepare and practise for the IELTS. We offer IELTS preparation for students whose language level is Intermediate (ESU level 4) and Upper Intermediate (ESU level 5).

**Subject Studies:** Academic subjects at university level are offered on our University Foundation Course and the Advanced Studies Programme. You will have the benefit of studying these subjects alongside native English speakers.



Complementary Studies options give you the opportunity to build your language skills in different contexts and topics.

### English for Abitur

St. Clare's runs highly successful courses to prepare students in years 12 and 13 of the German education system.

These courses take place in July and August. They last three weeks and consist of 21 hours of teaching per week. As well as English Language lessons you will be able to choose Complementary Studies options.

The course concentrates on developing knowledge and usage of grammatical structures, writing practice, improving spoken language through discussions and presentations, and listening to day-to-day language through classroom exercises.

You will be constantly improving your skills through interaction with English speaking staff and students. You will also gain a knowledge and experience of British life both in the classroom and through our programme of activities and trips.



A varied range of social, cultural, creative, outdoor and sporting activities are an integral part of the course.



Courses for non-native teachers of English take place at the Bardwell Road Centre during July and August. We also offer tailored courses for teachers throughout the year.

[ 17 ]

### COURSES FOR YOUNG ADULTS (AGE 16-19)

#### English Plus Subject Studies

Our courses for students aged 16 to 19 offer a full learning experience. As well as your English Language studies you will study other subjects with native English speakers and participate in a wide range of activities. Every aspect of your stay will contribute to your language skills, academic skills and personal development.

You can choose to study for 1, 2, or 3 terms. The course is suitable for students looking for an academic course in an English speaking environment, such as those preparing for the International Baccalaureate Diploma or A levels.

We will place you in a group according to your level after testing your English. You will study English Language for 12 hours a week, with the content specially adapted to your needs. At the end of your course you can take a recognised English Language examination, such as a Cambridge examination.



[ 18 ]

We have around 200 students studying for the 2 year International Baccalaureate Diploma.

Your subject studies include Science and Humanities for 4 hours each per week. You also have the option to replace some English lessons with another subject such as Mathematics, World Literature, Art, Music or Theatre. You will interact with British and American native speakers of English both in your subject studies and in the full and varied range of social, cultural, creative, outdoor and sporting activities that are an integral part of the course.

You will also have 'directed study' time, during which you will be able to use a wide range of learning materials, including online materials and the extensive library in our Academic Resources Centre. There will also be a number of practical study visits to places of interest in the region.

Your Personal Tutor will monitor your progress and deliver regular reports and feedback. You will complete homework assignments and take regular tests and assessments. The workload is substantial and the rewards are high!

### International Baccalaureate Diploma

The International Baccalaureate Diploma is widely accepted throughout the world for university entry. As well as offering a full programme of IB courses, we offer pre-IB and supplementary IB courses.

St. Clare's has more experience of the International Baccalaureate than any other school in England. We have around 200 students studying for the 2 year International Baccalaureate Diploma.

We also offer a Pre-IB year for students whose language skills need attention before they join the IB course. This course prepares students both in English Language and other subject areas.

If you are already attending an IB school, we can support your studies with short introductory and review courses in April and July/August. We also run training workshops for experienced IB teachers.

If you are interested in these courses, talk to our Admissions Registrar, or visit our website [www.stclares.ac.uk](http://www.stclares.ac.uk) for full details.



You will be constantly improving your skills through interaction with English speaking staff and students.



## COURSES FOR ALL THE FAMILY (CHILDREN AGE 10+)

We are offering new courses that enable families to combine language learning and summer fun.

Families often like to come to Oxford together in the summer, and at St. Clare's we are in a unique position to cater for families. You can be accommodated together in one of our self contained apartments, or different age groups can be accommodated separately.

Dates of courses are co-ordinated so that family members can study different courses at the same time. Children and young people can take part in our junior language and activity summer courses, or our courses for young adults, while parents can take an adult language course and enjoy the history and atmosphere of Oxford and its surrounding areas.

[ 19 ]



## COURSE FINDER



[ 20 ]

All courses:  
Include a weekly  
session on Global  
Citizenship

Summer courses:  
For information  
contact:  
summer.admissions  
@stclares.ac.uk

Tailor-made courses:  
Group courses  
available throughout  
the year.  
contact:  
english.admissions  
@stclares.ac.uk

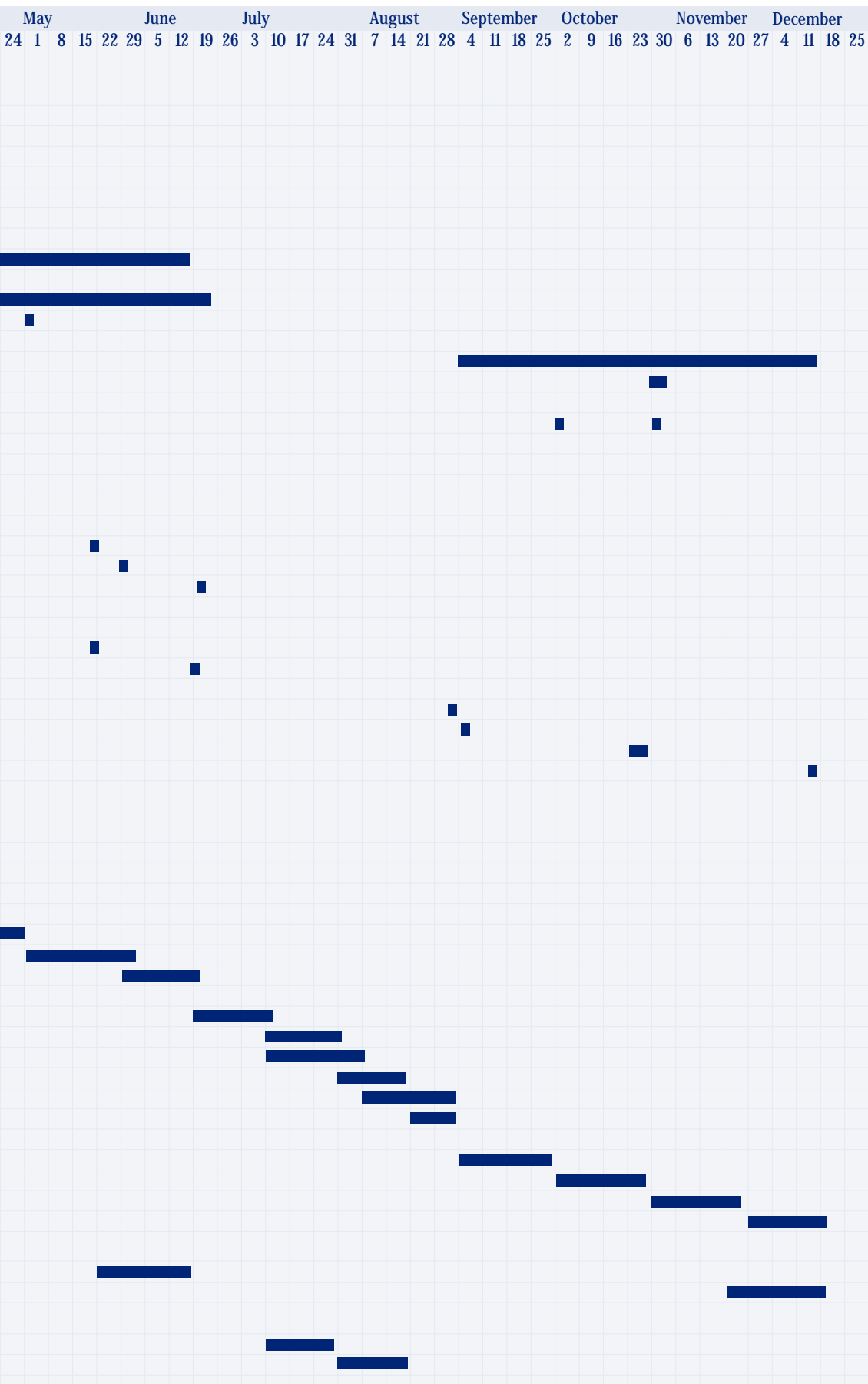
Courses	Duration	Entry requirements	Course breakdown
General English Minimum age 18 Maximum 12 per class	Year round courses Short courses: 2 – 7 weeks Long courses: 7 weeks – 1 year Summer courses: 2 – 4 weeks Combined courses: up to 11 weeks	ESU levels 2 – 8 (Elementary and above)	Basic Standard  Intensive
Bridge to Higher Education Minimum age 18 Maximum 12 per class	1, 2 or 3 terms (3 months – 1 academic year) September – June	ESU level 5 (Upper Intermediate)	Basic Standard
IELTS Sprint Minimum age 18 Maximum 12 per class	4 week courses	ESU level 5 (Upper Intermediate)	Fast track to IELTS
University Foundation Course Minimum age 18 Maximum 12 per class	1 year course 2 semesters: September – December January – June	Must have completed secondary school in own country. Proof of: equivalent of IELTS 5.5 TOEFL 197 (530), IGCSE, GCSE English grades A, B or C, FCE good pass	One year preparation for entry to leading universities in UK
Advanced Studies Programme Minimum age 18 Maximum 12 per class	1 or 2 semesters: September – December January – June	Qualified for university entry or already at university in own country. Equivalent of FCE, IELTS 5.5, TOEFL 197 (530) Phone interview/email/fax test	English Language plus other subjects
One-to-One Tuition Minimum age 18	Available all year Minimum 1 week	ESU levels 1 - 8 (Beginners and above)	Private English lessons
Business English Minimum age 23 Maximum 8 per class	2 x 3 week courses July and August	ESU levels 4 - 8 (Intermediate and above)	For people who use English in a professional, business context
Family Courses Minimum age 10 Maximum 12 per class	July and August	ESU levels 4 - 8 (Intermediate and above)	Summer courses
Young Adult Courses: English Plus Subject Studies Minimum age 16 Maximum 12 per class	1, 2 or 3 terms (3 months - 1 academic year) August - June	ESU levels 4 - 8 (Intermediate and above)	
English for Abitur Minimum age 16 Maximum 12 per class	2 x 3 week courses July and August	Years 12 and 13 of the German education system	

	Additional benefits
<p>15 hours per week: English Language</p> <p>21 hours per week: 15 hours: English Language 6 hours: 2 Complementary Studies or 1 Special Option</p> <p>26 hours per week: 15 hours: English Language 6 hours: Complementary Studies or 1 Special Option 3 hours: 1 Complementary Study or Monitored Project Work 2 hours: Teacher-directed self study</p>	<p>Regular academic tutorial</p> <p>Enhanced range of Complementary Studies subjects and study visits</p> <p>Extra 6 hours IELTS can be added at an additional cost:</p> <ul style="list-style-type: none"> <li>• can be taken as Special Option</li> <li>• is offered at two levels - Intermediate (ESU 4) and Upper Intermediate (ESU 5+)</li> <li>• is taught with students on Bridge to Higher Education course</li> </ul>
<p>15 hours per week: IELTS preparation</p> <p>21 hours per week: 15 hours: IELTS preparation 6 hours: further IELTS practice or Complementary Studies</p>	<p>Regular academic tutorial</p> <p>Higher Education information sessions</p> <p>Careers Counselling</p> <p>Study skills</p> <p>Academic/Social orientation</p> <p>Complementary Studies available on Standard course</p>
<p>21 hours per week: IELTS preparation</p>	<p>Regular academic tutorial</p> <p>Examination technique</p> <p>Self-access learning</p>
<p>22 hours per week: 13 hours: English Language 9 hours: Subject Studies from one stream*</p>	<p>All students tested before acceptance</p> <p>5 weeks IELTS preparation and subject revision in summer</p> <p>Higher Education guidance</p> <p>Integration with English native speakers in subject studies</p> <p>Two subject streams available: *Business Stream – Business studies, Maths, Economics/Psychology Social Studies Stream – Economics, Philosophy, Politics, Psychology, Maths</p>
<p>19+ hours per week: 10 hours: English Language 9 hours: 3 subjects x 3 hours each Additional individual project work</p>	<p>All students tested before acceptance</p> <p>Integration with English native speakers in subject studies</p>
<p>up to 25 hours a week up to 25 individual lessons</p>	<p>Can be offered alone, or combined with class programme</p> <p>Classes of 1, unless you wish to work with another student</p>
<p>21 hours per week</p>	<p>All students tested before acceptance</p> <p>You may add One-to-One lessons</p> <p>Business English can also be offered as a One-to-One programme.</p>
<p>21 hours per week: 10 hours: English Language up to 11 hours specialist studies and visits</p>	<p>Co-ordinated programmes for juniors, young adults and adults</p>
<p>20 hours per week: 8 hours: English Language study 1 4 hours: English Language study 2 2 x 4 hours: other subjects</p>	<p>Directed independent study</p> <p>Full activity programme</p>
<p>21 hours per week: 15 hours: English Language (within closed group) 6 hours: Complementary Studies (with students from other courses)</p>	

2005 YEAR PLANNER

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		January				February				March				April			
		2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17
General English Bridge to Higher Education English Plus Subject Studies (age 16 - 19)	Terms	Winter/Spring Term															
		Sunday 9 January to Wednesday 23 March (10 weeks & 2 days)															
		Half Term break Friday 18 - 20 February (no teaching on Friday 18 February)															
		Alternative Entry Dates (General English): Sunday 30 January (7 weeks & 2 days) & Sunday 27 February (3 weeks & 3 days)															
	Summer Term	New students early start:															
		Sunday 27 March to Friday 17 June (12 weeks)															
		Returning students later start:															
		Sunday 10 April to Friday 17 June (10 weeks)															
		Alternative Entry Dates (General English): Sunday 1 May (7 weeks)															
		Autumn Term															
University Foundation Course		Sunday 4 September to Friday 16 December (14 weeks)															
		Half Term break 24 to 28 October (no teaching on these days)															
		Alternative Entry Dates: (General English)															
		Sunday 2 October (10 weeks) & Sunday 30 October (7 weeks)															
	Spring Semester 2005	arrival Sunday 9 January															
		classes start Wednesday 12 January															
		mid-semester break Friday 18 - Sunday 20 February															
		Easter break Wednesday 23 March - Sunday 10 April															
		Academic course classes end Tuesday 17 May															
		UFC exam preparation begins Monday 23 May															
Advanced Studies Programme		Programme ends Friday 17 June															
	Spring Semester 2005	As University Foundation Course except:															
		Academic course classes end Tuesday 17 May															
University Foundation Course/Advanced Studies Programme		English classes continue until Friday 17 June															
	Autumn Semester 2005	arrival Saturday 3 September															
		classes start Monday 5 September															
General English (short courses) (minimum 2 weeks from any starting date)		mid-semester break Monday 24 - Friday 28 October															
		Semester ends Friday 16 December															
	Spring	Sunday 9 January to Friday 28 January (3 weeks)															
		Sunday 30 January to Friday 25 February (4 weeks)															
		Sunday 27 February to Wednesday 23 March (3 weeks & 3 days)															
		Sunday 27 March to Friday 8 April (2 weeks)															
		Sunday 10 April to Friday 29 April (3 weeks)															
		Sunday 1 May to Friday 27 May (4 weeks)															
		Sunday 29 May to Friday 17 June (3 weeks)															
	Summer	Sunday 19 June to Friday 8 July (3 weeks)															
	Sunday 10 July to Friday 29 July (3 weeks)																
	Sunday 10 July to Friday 5 August (4 weeks)																
	Sunday 31 July to Friday 19 August (3 weeks)																
	Sunday 7 August to Friday 2 September (4 weeks)																
	Sunday 21 August to Friday 2 September (2 weeks)																
Autumn	Sunday 4 September to Friday 30 September (4 weeks)																
	Sunday 2 October to Friday 28 October (4 weeks)																
	Sunday 30 October to Friday 25 November (4 weeks)																
	Sunday 27 November to Friday 16 December (3 weeks)																
IELTS Sprint		Sunday 20 February to Wednesday 23 March (4 weeks & 3 days)															
		Sunday 22 May to Friday 17 June (4 weeks)															
		Sunday 20 November to Friday 16 December (4 weeks)															
English for Business (age 23+) English for Abitur	Summer	Sunday 10 July to Friday 29 July (3 weeks)															
		Sunday 31 July to Friday 19 August (3 weeks)															



25 and 28 March,  
2 and 30 May  
29 August are Bank  
(Public) Holidays in  
2005. Teaching takes  
place as normal on  
these days.



## TUITION FEES

### All courses

Registration fee £50

- Non-refundable
- Send with application form

Adult courses (except UFC: see page 30)

Tuition deposit £200

Accommodation deposit £200

- Credited towards full fees

### 16+ courses

Deposit per term £400

- Refunded when student leaves

### All deposits

- Send with application form
- Refunded if we cannot offer a place or accommodation requested
- Not refunded if you do not take up a place or accommodation offered (unless there are exceptional circumstances)

### Included in the fees

- St. Clare's travel insurance
- Social, cultural, sports programme
- Higher education advice (where appropriate)
- Loan of textbooks

### Additional costs

- Examination fees
- Certain activities (music lessons, some trips)
- Purchase of textbooks (where required)



## General English/Bridge to Higher Education

	price per week	discounted price per term			
		Spring term 2005 11 weeks	Summer term 2005 10 weeks**	Summer term 2005 12 weeks †	Autumn term 2005 14 weeks
Basic Programme 15 hours per week	£295	£3,083	£2,803	£3,364	£3,924
Standard Programme 21 hours per week	£325	£3,397	£3,088	£3,705	£4,323
Intensive Programme* 26 hours per week	£365	£3,815	£3,468	£4,161	£4,585

\* Intensive course applies to General English only

\*\* 10 weeks for all returning students

† 12 weeks for new students wishing to take Cambridge examinations





#### IELTS Sprint

4 week course

21 hours per week – £325 tuition fees per week

£1,300 total tuition fee

#### University Foundation Course

Fees for the academic year 2005/06 will be set in May 2005

#### Advanced Studies Programme

£351 tuition fees per week:

Spring Semester 2005

22 weeks – £7,722 total tuition fee

Autumn Semester 2005

14 weeks – £4,914 total tuition fee

#### English for Business (age 23+)

21 hours English per week – £440 tuition fees per week

#### One-to-One Tuition

In addition to one of the above courses:

1 hour per week – £47

6 hours per week – £282

15 hours per weeks – £705

20 hours per week – £940

25 hours per week – £1,175

#### English Plus Subject Studies (age 16-19)

Spring Term 2005

11 weeks teaching, 20 hours per week – £4,840 total tuition fees

Summer Term 2005

10 weeks teaching, 20 hours per week – £4,400 total tuition fees

Autumn Term 2005

14 weeks teaching, 20 hours per week – apply to admissions office for total tuition fees

#### English for Abitur

3 weeks July or August

21 hours per week – £325 tuition fees per week

£975 total tuition fee





## COLLEGE RESIDENTIAL ACCOMMODATION FEES

### Accommodation options for adults (18+)

Option 1 – Single Superior (with private shower and toilet)

Option 2 – Single Standard

Option 3 – Twin Superior (with private shower and toilet)

Option 4 – Twin Standard

### MEALS INCLUDED

- Breakfast and dinner every day, lunch Monday to Friday
- Supervised College accommodation
- Bed linen and towels provided

### Fees per week

Options: 1 – £325    2 – £270    3 – £260    4 – £235

### Fees per Term

Spring Term 2005, 11 weeks

Options: 1 – £3,575    2 – £2,970    3 – £2,860    4 – £2,585

Summer Term 2005

10 weeks (returning students preparing for Cambridge examinations)

Options: 1 – £3,250    2 – £2,700    3 – £2,600    4 – £2,350

12 weeks (new students preparing for Cambridge examinations)

Options: 1 – £3,900    2 – £3,240    3 – £3,120    4 – £2,820

Autumn Term 2005, 15 weeks

Options: 1 – £4,875    2 – £4,050    3 – £3,900    4 – £3,525

### Fees per Semester

Spring Semester 2005

University Foundation Course – 22 weeks (does not include accommodation during Easter vacation)

Advanced Studies Programme – 22 weeks (until the end of Summer Term, includes Cambridge examination preparation)

Options: 1 – £7,150    2 – £5,940    3 – £5,720    4 – £5,170

Autumn Semester 2005

University Foundation Course – 15 weeks

Advanced Studies Programme – 14 weeks

Options: 1 – £4,875    2 – £4,050    3 – £3,900    4 – £3,525





### SELF-CATERING

- Room only
- Bed linen and towels provided
- Meals may be bought in College

#### Fees per week

Options: 1 – £235    2 – £180    3 – £170    4 – £145

#### Fees per Term

##### Spring Term 2005, 11 weeks

Options: 1 – £2,585    2 – £1,980    3 – £1,870    4 – £1,595

##### Summer Term 2005

##### 10 weeks (returning students preparing for Cambridge examinations)

Options: 1 – £2,350    2 – £1,800    3 – £1,700    4 – £1,450

##### 12 weeks (new students preparing for Cambridge examinations)

Options: 1 – £2,820    2 – £2,160    3 – £2,040    4 – £1,740

##### Autumn Term 2005, 15 weeks

Options: 1 – £3,525    2 – £2,700    3 – £2,550    4 – £2,175

#### Fees per Semester

##### Spring Semester 2005

University Foundation Course – 22 weeks (does not include accommodation during Easter vacation)

Advanced Studies Programme – 22 weeks (until the end of Summer Term, includes Cambridge examination preparation)

Options: 1 – £5,170    2 – £3,960    3 – £3,740    4 – £3,190

##### Autumn Semester 2005

University Foundation Course – 15 weeks

Advanced Studies Programme – 15 weeks

Options: 1 – £3,525    2 – £2,700    3 – £2,550    4 – £2,175

### YOUNG ADULTS (age 16-19)

Tuition, full board and College residential accommodation:

- Supervised College accommodation
- Bed linen and towels provided
- All meals included: breakfast, lunch and dinner every day
- Accommodation during Autumn Half Term break is NOT included, but is available by arrangement at additional cost

Spring Term 2005    11 weeks – £7,139

Summer Term 2005    10 weeks – £6,490

Autumn Term 2005    14 weeks – Please contact Admissions Registrar for Autumn 2005 prices

### Homestay

St. Clare's is committed to the benefits of residential accommodation, but recognises that a few students may prefer a homestay option. If this is the case, please let us know.

### Discounts

We are pleased to offer a range of discounts on our English Language courses:

1. 'Early Bird' discounts on English Summer courses (19 June – 2 September)  
5% discount on full fees (tuition and accommodation) if booked before 31 January 2005
2. Families discounts:  
10% discount on full fees for a second family member attending a course at the same time
3. June and August:  
10% discount on full fees for bookings for June and August for adult courses (18+)

### Scholarships and Bursaries

St. Clare's also offers a range of scholarships and bursaries on adult courses, up to 50% of the total course cost, awarded on academic merit and financial need. For more information contact the Admissions Office:  
english.admissions@stclares.ac.uk



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## ADDITIONAL FEES INFORMATION

Some course elements may incur additional cost:

### Examination fees

Fees for the following examinations are currently between approximately £30- £150. Please refer to Admissions Office for details

### Cambridge examinations

(may be taken each term except CPE and CAE)

Entry and fees are due about 3 months before the exam date.

- KET Key English test
- PET Preliminary English Test
- FCE First Certificate in English
- CAE Certificate in Advanced English
- CPE Certificate of Proficiency in English

### Other examinations

TOEIC, TOEFL (for further study in USA) SAT I, SAT II, (3 sets)

IELTS (for further study in the UK)

### Optional weekend trips / theatre visits / excursions, etc.

Day excursions at weekends – £20 to £25

(though some are free of charge)

Theatre tickets and transport – £10 to £30

Weekend trip with overnight stay (2 nights) – £70 to £300

Music lessons (per lesson) – £20 to £30

### Additional sports and other activities

Allow – £10 to £15 per week

### Stationery / book purchase (loan of books is included in fees)

#### Meals

College meals, if paying cash:

Breakfast – £2.91 Lunch – £5.97 Dinner – £5.97

Snacks priced individually

Prices valid until September 2005

### General spending money

Allow around – £60 per week

Remember, key deposit, police registration (for students from countries outside the EU) and book purchase all need to be paid for in the first week.

Travel insurance is included in the price of all courses







### English Plus Subject Studies (age 16-19):

1. Submit application form with £50 registration fee
2. Telephone Interview
3. Assessment of student reports
4. Offer of a place
5. Acceptance of place
6. Payment of deposit (within 3 weeks of offer)
  - £400 for a term
  - deposit returned at end of course

### Terms and Conditions

#### Adult English Language Courses (Age 18+)

The Registration Fee must accompany the course application form, and is non-refundable.

Enrolment deposits for tuition and accommodation are required for each term or 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 the term, for shorter periods within a term or by course. Deposits are required for each course, term or period 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 registration fee and the full costs 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.

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

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. Consult the travel insurance documents and contact the company to establish whether there is a valid basis for a claim. St. Clare's will make the following refunds:

- for cancellation more than 3 weeks before the starting date, full fees will be refunded, less the deposits and any bank charges;
- for cancellation in the 3 weeks before the starting date, or non-arrival, fees will be refunded, less two weeks' tuition and accommodation fees and any bank charges;
- fees and deposits will be refunded in full for students who cancel on grounds of illness - please note that 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.

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.

The cancellation conditions given above apply to each term, or part of a term or course for which a student is registered, i.e. if a student registers for two or more terms or courses and cancels, the deposit or two weeks'

fees is retained by St. Clare's from fees for each course or term before a refund is made.

A student wishing to change accommodation, cancel meals, or move out of St. Clare's accommodation must give four weeks' written notice. A charge is made for changes or cancellations made without giving the required notice period.

St. Clare's reserves the right to make an administration charge for any changes to the original registration made by a student.

The Travel Insurance Premium is mandatory and included, and covers travel directly to and from St. Clare's and whilst at St. Clare's, including half term breaks. The cover for the journey to and from is limited to 48 hours in each direction. Travel at half term breaks is limited to Europe and a maximum period of 10 days. There is no cover for the Christmas and Easter breaks other than the journeys to and from St. Clare's. 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 Admissions Office.

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

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

### Terms and Conditions

#### English Plus Subject Studies (age 16-19)

The Registration Fee must accompany the course application form, and is non-refundable.

Enrolment deposits for tuition and accommodation are required for each term or course and must accompany the application form. The deposits are refundable after the end of the course. If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposits are refunded.

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 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 registration fee and the full costs 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.

Fees not paid on time will be surcharged at 1% per



month or part month for which they remain unpaid.

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 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 starting date, full fees will be refunded, less the deposits and any bank charges;
- for cancellation in the 3 weeks before the starting date, or non-arrival, fees will be refunded, less two weeks' tuition and accommodation fees and any bank charges;
- fees and deposits will be refunded in full for students who cancel on grounds of illness - please note that a certificate from a qualified medical practitioner is required.

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 for any changes to the original registration made by a student.

The Fees Protection Scheme, which is mandatory, provides for proportional repayment of fees by St. Clare's to parents in cases of absence due to ill health for more than one academic week. A form may be obtained from the Bursary when the student has recovered from the illness. This should be completed by the student's doctor (whether at home or at school), and returned to the Bursary. St. Clare's will make a claim on its insurers and, if successful, will make a refund of fees to the parents or student.

The Travel Insurance Premium, is mandatory and included, and covers travel directly to and from St. Clare's and whilst at St. Clare's, including half term breaks. The cover for the journey to and from is limited to 48 hours in each direction. Travel at half term breaks is limited to Europe and a maximum period of 10 days. There is no cover for the Christmas and Easter breaks other than the journeys to and from St. Clare's. 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 Admissions Office.

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

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

#### [Terms and Conditions](#) [University Foundation Course](#)

The Registration Fee must accompany the course

application form, and is non-refundable.

Registration is for the course. It is not possible to register for only part of a course.

The enrolment deposit must be paid on formal acceptance of an offered place on the course. It is refundable after the end of the course. If a student accepts a place but 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.

Course fees are payable in two equal parts. The first part is due for payment in full 3 weeks before the start of the Autumn semester and the second part is due for payment 3 weeks before the start of the Spring semester.

If the application form is submitted less than 5 weeks before the course begins the registration fee and the full costs of the course and accommodation for the first semester 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.

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

Students wishing to withdraw from St. Clare's during the course must give notice in writing to the Principal by the end of the half term in the Autumn semester for withdrawal at the end of the Autumn semester.

Fees for each semester are not refunded once the semester has been started or accommodation occupied.

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 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 starting date, full fees will be refunded, less the deposits and any bank charges;
- for cancellation in the 3 weeks before the starting date, or non-arrival, fees will be refunded, less two weeks' tuition and accommodation fees and any bank charges;
- fees and deposits will be refunded in full for students who cancel on grounds of illness - please note that a certificate from a qualified medical practitioner is required.

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.

A student wishing to change accommodation, cancel meals, or move out of St. Clare's accommodation must



give four weeks' written notice. A charge is made for changes or cancellations made without giving the required notice period.

St. Clare's reserves the right to make an administration charge of £20 for any changes to the original registration made by a student.

The Travel Insurance Premium, is mandatory and included, and covers travel directly to and from St. Clare's and whilst at St. Clare's, including semester breaks. The cover for the journey to and from is limited to 48 hours in each direction. Travel at semester breaks is limited to Europe and a maximum period of 10 days. There is no cover for the Christmas and Easter breaks other than the journeys to and from St. Clare's. 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 Admissions Office.

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

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

#### Terms and Conditions Advanced Studies Programme

The Registration Fee must accompany the course application form, and is non-refundable.

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

Enrolment deposits for tuition and accommodation are required for each semester or course period and must accompany the application form. Acceptance on the Advanced Studies Programme is not automatic. If a student is accepted he or she will be sent a formal offer letter. The deposits will be 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.

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 registration fee and the full costs 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.

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

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 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 starting date, full fees will be refunded, less the deposits and any bank charges;
  - for cancellation in the 3 weeks before the starting date, or non-arrival, fees will be refunded, less two weeks' tuition and accommodation fees and any bank charges;
  - fees and deposits will be refunded in full for students who cancel on grounds of illness. Please note that medical documentation is required;
- If St. Clare's cancels the course a full refund of fees will be made to students.

Fees for a semester or course period are not refunded once the semester or 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.

The cancellation conditions given above apply to each semester or course for which a student is registered, i.e. if a student registers for two or more semesters or courses and cancels, the deposit, or two weeks' fees, is retained by St. Clare's from fees for each semester or course before a refund is made.

A student wishing to change accommodation, cancel meals, or move out of St. Clare's accommodation must give four weeks' written notice. A charge is made for changes or cancellations made without giving the required notice period.

St. Clare's reserves the right to make an administration charge for any changes to the original registration made by a student.

The Travel Insurance Premium, is mandatory and included, and covers travel directly to and from St. Clare's and whilst at St. Clare's, including semester breaks. The cover for the journey to and from is limited to 48 hours in each direction. Travel at semester breaks is limited to Europe and a maximum period of 10 days. There is no cover for the Christmas and Easter breaks other than the journeys to and from St. Clare's. 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 Admissions Office.

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

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



Advanced Studies  
Programme Include:  
• 2 passport size photos  
• Full transcripts of  
courses taken in the  
last two years (with  
reports and grades  
where available)  
• A short essay on a  
subject of your choice  
• Evidence of your  
English level (TOEFL,  
IELTS, Cambridge  
certificate etc.)

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Oxford OX2 7AL  
UK

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



St. Clare's adult  
teaching centre at  
Bardwell Road.