



Week beginning Sunday	10 JAN	17 JAN	24 JAN	31 JAN	7 FEB	14 FEB	21 FEB	28 FEB	7 MAR	14 MAR	21 MAR	28 MAR	4 APR	11 APR	18 APR	25 APR	2 MAY	9 MAY	16 MAY	23 MAY	30 MAY	6 JUN	13 JUN	20 JUN	27 JUN	4 JUL	11 JUL	18 JUL	25 JUL	1 AUG	8 AUG	15 AUG	22 AUG	29 AUG	5 SEPT	12 SEPT	19 SEPT	26 SEPT	3 OCT	10 OCT	17 OCT	24 OCT	31 OCT	7 NOV	14 NOV	21 NOV	28 NOV	5 DEC	12 DEC	19 DEC	26 DEC
English for Everyday Use ● indicates entry point	Spring Term: 11 weeks Arrival day: Sunday 10 January Departure day: Saturday 27 March				SPRING BREAK Monday 29 March – Friday 9 April												Summer Term: 10 weeks Arrival day: Sunday 11 April Departure day: Saturday 19 June				Summer Short Courses				Autumn Term: 14 weeks Arrival day: Sunday 5 September Autumn half term break: Monday 25 October – Friday 29 October Departure day: Saturday 18 December																										
English plus IELTS & Cambridge Examination preparation ● indicates entry point	Spring Term: 11 weeks Arrival day: Sunday 10 January Departure day: Saturday 27 March																Summer Term: 10 weeks Arrival day: Sunday 11 April Departure day: Saturday 19 June				Autumn Term: 14 weeks Arrival day: Sunday 5 September Autumn half term break: Monday 25 October – Friday 29 October Departure day: Saturday 18 December																														
English Combination Course ● indicates entry point	Spring Term: 11 weeks Arrival day: Sunday 10 January Departure day: Saturday 27 March																Summer Term: 10 weeks Arrival day: Sunday 11 April Departure day: Saturday 19 June				Autumn Term: 14 weeks Arrival day: Sunday 5 September Autumn half term break: Monday 25 October – Friday 29 October Departure day: Saturday 18 December																														
Advanced Studies Programme (English plus academic subjects) ■ indicates entry point	Spring Semester: 21 weeks Arrival day: Saturday 9 January Departure day: Saturday 19 June Alternative early departure dates: Saturday 27 March & Saturday 8 May																Continuation of Spring Semester				6 week ASP Compact				Autumn Term: 14 weeks Arrival day: Saturday 4 September Autumn half term break: Monday 25 October – Friday 29 October Departure day: Saturday 18 December																										
University Foundation Course ▲ indicates entry point	Spring Semester: 21 weeks Arrival day: Sunday 10 January Departure day: Saturday 19 June																Continuation of Spring Semester				Autumn Term: 14 weeks Arrival day: Saturday 4 September Autumn half term break: Monday 25 October – Friday 29 October Departure day: Saturday 18 December				Entry point: Sunday 31 October																										

Adult Courses Tuition & Accommodation Fees 2010

Tuition		Accommodation						College Meals	Tuition		Accommodation						College Meals
English for Everyday Use, IELTS & Cambridge Examination Preparation		College Self-catering Accommodation Meals not included				Homestay Meals included: breakfast & dinner every day		Breakfast & dinner every day: lunches Monday – Friday	Advanced Studies Programme		College Self-catering Accommodation Meals not included				Homestay Meals included: breakfast & dinner every day		Breakfast & dinner every day: lunches Monday – Friday
Hours per week	21	Single Superior	Single Standard	Twin Superior	Twin Standard	Superior	Standard		Tuition	Single Superior	Single Standard	Twin Superior	Twin Standard	Superior	Standard		
Price per week	£374	£265	£206	£196	£171	£198	£171	£108 per week	Spring Semester 21 weeks	£8,232	£5,565	£4,326	£4,116	£3,591	£4,158	£3,591	£2,268
Spring Term 11 weeks	£3,908	£2,915	£2,266	£2,156	£1,881	£2,178	£1,881	£1,188	Does NOT include accommodation during Spring break								£1,512
Summer Term 10 weeks	£3,553	£2,650	£2,060	£1,960	£1,710	£1,980	£1,710	£1,080	Autumn Semester 14 weeks	£5,488	£3,975	£3,090	£2,940	£2,565	£2,970	£2,565	£1,512
Autumn Term 14 weeks	£4,974	£3,975	£3,090	£2,940	£2,565	£2,970	£2,565	£1,512	Includes accommodation during Autumn half-term break								

Adult Summer Courses Tuition & Accommodation Fees 2010



Price Includes: Tuition, Standard Twin College room / Standard Single Host Family room & Activities

	Dates	No. of weeks	Fees
IELTS & Academic English Courses & English for Everyday Use	27 June - 10 July	2	£1090
	11 July - 24 July	2	£1090
	25 July - 7 August	2	£1090
	8 August - 21 August	2	£1090
	22 August - 4 September	2	£1090
	20 June - 10 July	3	£1635
	11 July - 31 September	3	£1635
	1 August - 21 August	3	£1635

	Dates	No. of weeks	Fees
English Combination Course 20 hours per week 15 x English for Everyday Use 5 x One-to-one	27 June - 10 July	2	£1466
	11 July - 24 July	2	£1466
	25 July - 7 August	2	£1466
	8 August - 21 August	2	£1466
	22 August - 4 September	2	£1466
	20 June - 10 July	3	£2199
	11 July - 31 September	3	£2199
	1 August - 21 August	3	£2199

Personalise your course or accommodation with these optional extras

Extra Accommodation Options	2 weeks	3 weeks
Superior Single College Room	£188	£282
Superior Twin College Room	£50	£75
Standard Single College Room	£70	£105
Superior Single Host Family Room	£54	£81
Meals in College	£216	£324
Lunch in College Monday-Friday	£70	£105
Extra Tuition Options		
Private Lessons	£54 per hour	



St. Clare's, Oxford

— An International Education —

English Language Courses Application Form

Please use this form to apply for all courses described in this brochure. For some courses, please note that we will contact you to discuss additional enrolment procedures.

Please use CAPITAL LETTERS

PERSONAL DETAILS:

Family name _____

First name _____

Male Female Nationality _____ Date of birth _____

First language _____

Home address _____

Email _____

Telephone _____ Fax _____

Name and address for invoice (if different from home address) _____

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

Ex-student (Name) _____

Friend (Name) _____

Agent (Name) _____

Internet search site (Name) _____

Other (Name) _____

Do you have a medical condition or illness we should know about? _____

What is your level of English? Please one box.

Beginner Elementary Lower Intermediate Intermediate

Upper Intermediate Advanced Very Advanced

What exams would you like to take? Please one box.

PET FCE CAE CPE IELTS

COURSE DETAILS: Please complete the section below showing which course/s you wish to apply for.

Course	Hours per week	From	To

ACCOMMODATION: Please enter: **1** for your first choice, **2** for your second choice and **3** for your third choice. If your first choice of room is not available we will give you your second or third choice where possible. Please here if you do NOT require accommodation

	College Residential (meals included)	College Self-catering (meals NOT included)	Homestay (meals included)
Single Superior (private bathroom)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single Standard (shared bathroom)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twin Superior (private bathroom)	<input type="checkbox"/>	<input type="checkbox"/>	
Twin Standard (shared bathroom)	<input type="checkbox"/>	<input type="checkbox"/>	

PAYMENT DETAILS

Please send a deposit for each term or course with this application form. You will be invoiced for the balance of the fees. We are unable to confirm your reservation on the course or in our accommodation until we receive the appropriate deposits. A registration fee of £100 is payable with your first course. This is non-refundable. The balance of the fees must be paid at least 3 weeks before the course starts. If applying 5 weeks or less before the start of the course you need to send the full fees.

PAYMENTS Please complete the appropriate boxes

Registration fee	£100	£100
Tuition/Accommodation Deposit (per course/term)	£500	£

AIRPORT TRANSFERS	Heathrow	Gatwick	Luton	Stansted
1 passenger one way	£95.00	£130.00	£95.00	£150.00

METHODS OF PAYMENT Please the appropriate box

Credit Card Payment Visa Mastercard JCB

Please note that a surcharge of 2% will be made for credit card payments above £1000 (one thousand pounds)

Debit Card Payment Delta Maestro Solo

Card number

Expiry date Security code

Cardholder's name _____

Cardholder's signature _____ Date _____

PAYMENT OF FULL FEES

If you have paid your deposit by credit/debit card then you may also pay the balance of fees by credit/debit card, 3 weeks before arrival. If you wish to do so please ✓ the box. Please charge my credit/debit card for the balance of my fees 3 weeks before the course starting date

Bank Transfer

Payable to: St. Clare's, Oxford,
Account No. 90965383
Sort Code 20-65-18
Barclays Bank Plc,
Aplex Plaza, Forbury Road
Reading Berks
RG1 1AX, UK
Swift ID: BARCGB22
IBAN number (Europe only): GB94BARC20651890965383

Payment made by this method should include reference to student name and course/number. Please tell your bank to charge you all the bank charges so that St. Clare's receives the full amount due. Please enclose a copy of the bank transfer papers with the student's name marked clearly.

TERMS AND CONDITIONS

I have read the Terms and Conditions of enrolment which I accept. I undertake to pay the balance of the fees at least 3 weeks before arrival. If the fees are being paid by a Company or individual other than the person completing this form, a written statement accepting the responsibility for payment is required.

Signature of student _____

Post or fax this form to St. Clare's at the following address: St. Clare's, Oxford, 139 Banbury Road, Oxford OX2 7AL, England

Telephone +44-1865-517700 Fax +44-1865-553751 Email english.admissions@stclares.ac.uk
Web www.stclares.ac.uk/english

Agent Details (if applicable)

For Office Use Only		
Date Received		
Deposit Received		
Registration Number		

TERMS AND CONDITIONS Adult English 2010

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

An enrolment deposit for tuition and accommodation is required for each term or course and must accompany the application form. The deposit is credited towards the full fees. If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposit is 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 deposit 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 deposit 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 deposit 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 deposit 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, ie. 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, which is mandatory, includes cover for 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 Spring 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.