

English



Dates and Fees



Dates		04 Jan	11 Jan	18 Jan	25 Jan	01 Feb	08 Feb	15 Feb	22 Feb	29 Feb	07 Mar	14 Mar	21 Mar *	29 Mar *	04 Apr	11 Apr	18 Apr	25 Apr	03 May *	09 May	16 May	24 May	31 May *	06 Jun	13 Jun	20 Jun	27 Jun	04 Jul	11 Jul	18 Jul	25 Jul	01 Aug	08 Aug	15 Aug	22 Aug	30 Aug *	05 Sep	12 Sep	19 Sep	26 Sep	03 Oct	10 Oct	17 Oct	24 Oct	31 Oct	07 Nov	14 Nov	21 Nov	28 Nov	05 Dec	12 Dec	
English Courses																																																				
General English																																																				
Academic English		4				4				4				2		4				4					4				4				4				4				4				4				4			
English Plus Year-Round Courses																																																				
Art & Design (CCW)		4				4				4				2		4				4					4				4				4				4				4				4				4			
Fashion (LCF)		4				4				4				2		4				4					4				4				4				4				4				4				4			
Communication (LCC)		4				4				4				2		4				4					4				4				4				4				4				4				4			
English Plus Summer Courses																																																				
Art & Design courses	Architecture (CSM)																											4		4																						
	Digital Graphic Design (CCW)																											4								4																
	Fine Art (CSM)																													4																						
	Graphic Design (CSM)																													4																						
	Interior Design: Introduction (CCW)																											4		4																						
	Interior Design: Advanced (CCW)																													4																						
	Product Design (CCW)																											4																								
Communication courses	Advertising (LCC)																													4																						
	City Photography (LCC)																											4		4																						
	Digital Photography (CCW)																											4																								
	Film-Making (CCW)																											4																								
	Marketing & Communication (CCW)																											4		4						4																
Fashion courses	Cool Hunting (CSM)																											4		4																						
	Fashion Business (LCF)																											4																								
	Fashion: Buying & Merchandising (LCF)																											4																								
	Fashion Design (CSM)																													4																						
	Fashion Design (LCF)																											4								4																
	Fashion Styling (LCF)																													4																						
	Fashion: Visual Merchandising (LCF)																													4																						

College name abbreviations:
 CCW: Camberwell, Chelsea and Wimbledon
 CSM: Central Saint Martins
 LCC: London College of Communication
 LCF: London College of Fashion

Public Holidays 2016
 Public Holidays: 1 January | 25 March |
 28 March | 2 May | 30 May | 29 August |
 26 December | 27 December
 * These weeks include public holidays

Application Fees

Registration fee £70
CAS fee for General Student Visa (if required) £21
Courier fee (if required) £35

General English

Start dates – Every Monday (except public and Language Centre holidays).

General English 15 hours per week

2 weeks	3	4	5	6	7	8	9	10	11
£510	£765	£1,020	£1,275	£1,530	£1,785	£1,960	£2,205	£2,345	£2,580
12	13	14	15	16	17	18	19	20	21
£2,755	£2,985	£3,140	£3,365	£3,590	£3,815	£4,040	£4,265	£4,380	£4,600
22	23	24	25	26	27	28	29	30	31
£4,710	£4,925	£5,020	£5,230	£5,305	£5,510	£5,710	£5,915	£6,120	£6,325
32	33	34	35	36	37	38	39	40	40+
£6,370	£6,570	£6,765	£6,965	£7,020	£7,215	£7,295	£7,490	£7,550	£189 p/wk

General English 20 hours per week

2 weeks	3	4	5	6	7	8	9	10	11
£685	£1,020	£1,350	£1,680	£2,000	£2,315	£2,625	£2,930	£3,235	£3,530
12	13	14	15	16	17	18	19	20	21
£3,820	£4,110	£4,390	£4,670	£4,940	£5,205	£5,470	£5,725	£5,980	£6,230
22	23	24	25	26	27	28	29	30	31
£6,470	£6,710	£6,940	£7,170	£7,390	£7,610	£7,820	£8,030	£8,235	£8,435
32	33	34	35	36	37	38	39	40	40+
£8,630	£8,815	£9,000	£9,180	£9,355	£9,520	£9,690	£9,850	£10,000	£250 p/wk

Academic English

Start dates – 4 Jan | 1 Feb | 29 Feb | 29 Mar* | 11 Apr | 9 May | 6 Jun | 4 Jul | 1 Aug | 30 Aug | 26 Sep | 24 Oct | 21 Nov.

Academic English 15 hours per week

2* weeks	4	6*	8	10*	12
£510	£1,020	£1,530	£1,960	£2,345	£2,755
14*	16	18*	20	22*	24
£3,140	£3,590	£4,040	£4,380	£4,710	£5,020

Academic English 20 hours per week

2* weeks	4	6*	8*	10*	12
£685	£1,350	£2,000	£2,625	£3,235	£3,820
14*	16	18*	20	22*	24
£4,390	£4,940	£5,470	£5,980	£6,470	£6,940

* These courses are only available if they include the two-week block 29th March – 4th April.

English Plus Year-round Courses

English Plus Art & Design, English Plus Communication, English Plus Fashion, (15 hours of General English or Academic English and seven hours of “Plus” option per week).

Start dates – 4 Jan | 1 Feb | 29 Feb | 29 Mar* | 11 Apr | 9 May | 6 Jun | 4 Jul | 1 Aug | 30 Aug | 26 Sep | 24 Oct | 21 Nov.

2* weeks	4	6*	8	10*	12
£750	£1,490	£2,220	£2,965	£3,700	£4,165
14*	16	18*	20	22*	24
£4,855	£5,435	£6,110	£6,660	£7,315	£7,830

* These courses are only available if they include the two-week block 29th March – 4th April.

Dates	04 Jul	01 Aug	30 Aug	Fee	Hours per week
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General English Plus Art & Design Courses

Architecture (CSM)	4	4		£1,930	15 English, 15 Plus
Digital Graphic Design (CCW)	4		4	£1,490	15 English, 7 Plus
Fine Art (CSM)		4		£1,930	15 English, 15 Plus
Graphic Design (CSM)		4		£1,930	15 English, 15 Plus
Interior Design: Introduction (CCW)	4	4		£1,490	15 English, 7 Plus
Interior Design: Advanced (CCW)		4		£1,490	15 English, 7 Plus
Product Design (CCW)	4			£1,490	15 English, 7 Plus

General English Plus Communication Courses

Advertising (LCC)		4		£1,490	15 English, 7 Plus
City Photography (LCC)	4	4		£1,490	15 English, 7 Plus
Digital Photography (CCW)	4			£1,490	15 English, 7 Plus
Film-making (CCW)	4			£1,490	15 English, 7 Plus
Marketing & Communication (CCW)	4	4	4	£1,490	15 English, 7 Plus

General English Plus Fashion Courses

Cool Hunting (CSM)	4	4		£1,585	15 English, 9 Plus
Fashion Business (LCF)	4			£1,490	15 English, 7 Plus
Fashion: Buying & Merchandising (LCF)	4			£1,490	15 English, 7 Plus
Fashion Design (CSM)		4		£1,930	15 English, 15 Plus
Fashion Design (LCF)	4		4	£1,490	15 English, 7 Plus
Fashion Styling (LCF)		4		£1,530	15 English, 7 Plus
Fashion: Visual Merchandising (LCF)		4		£1,490	15 English, 7 Plus

Airport transfer

All prices are per person, one way

	Heathrow	Gatwick	Stansted	Luton	St Pancras Station
Individual transfer	£78	£125	£110	£115	£52
Additional Person (maximum 3 per car)	£36	£36	£36	£36	£36
Supplement per extra address	£20	£20	£20	£20	£20

Homestay (minimum age 16)

Weekly rates for a single room

	Option one (travel time 50 – 60 mins)	Option two (travel time 40 – 50 mins)	Option three (travel time 30 - 45 mins)	Premier (travel time 40-60 mins, with private bathroom)
Bed & breakfast	£145	£190	£225	£205
Half board	£185	£220	£255	£235
Self-catering	£155	£200	£245	£225

Weekly rates for a shared room per person

(for two students travelling together only)

	Option one	Option two	Option three
Bed & breakfast	£125	£165	£195
Half board	£165	£195	£225
Self-catering	£140	£185	£215

House share

Must be Sunday arrival and Sunday departure (minimum age 18)

Weekly rates per person

	Single	Shared
Self-catering	£205	£180
Private bathroom	£245	£205

UAL Halls of Residence (summer only)

This must be booked directly with the Accommodation Services department. For full fees and descriptions, please see arts.ac.uk/study-at-ual/accommodation/summer-accommodation/

Language Centre students are entitled to a discounted rate. Enter the promotion code 'LANGUAGE' when booking your room.

London Nest (year-round residences)

This should be booked directly with London Nest, please see www.londonnest.com and quote code 'LANG001' to receive £25 off the booking fee.

1. Introduction and interpretation

1.1 These Terms and Conditions (“Terms”) apply to the English Language Programmes provided by University of the Arts London (“we” or “UAL”) at its Language Centre. These are not the Terms and Conditions for Languages, Arts & Culture courses also offered by the Language Centre, University of the Arts London.

1.2 In these Terms, the following expressions have the following meanings:

“Accommodation” means homestay or house share accommodation provided by Hosts International and arranged via us;

“Accommodation Contract” means the contract between you and Hosts International for the provision of Accommodation;

“Accommodation Fee” means the fee for Accommodation set out in the Booking Form;

“Booking Form” is the online or paper form supplied by us on which you request us to provide you with a place on the Course and, if applicable, Accommodation;

“Brochure” means our brochure for the Course;

“CAS” means the certificate of acceptance that we will issue you with after Confirmation to assist you obtaining any visa you require to attend the Course;

“Course” means the course or courses or Programme set out in the Booking Form or such alternative course that you and we subsequently agree that you will undertake;

“Event Outside Our Control” means an event or circumstances beyond our reasonable control;

“Fees” means the tuition fees and administration fees payable by you in relation to the Course;

“Hosts International” means the company registered in England and Wales with company registration number 08295026;

“Programme” means, if applicable, the programme of combined Courses set out in the Booking Form;

“Services” means the teaching services and related teaching materials that we will provide in relation to the Course; and

“Website” means our website at www.arts.ac.uk.

2. About us and how to contact us

We are University of the Arts London, a higher education corporation and exempt charity for the purposes of the Charity Act 1993. Our main place of business is at 272 High Holborn, London, WC1V 7EY. You can contact us at this address or contact us via link on the Language Centre section of the Website.

3. Reservation and confirmation

3.1 When you complete and submit your Booking Form

you are making an offer to UAL to purchase the Course referred to in the Booking Form in accordance with these Terms. Your offer is only accepted when we send to you a confirmation email accepting your booking (“Confirmation”), at which point and on which date a contract will come into existence between UAL and you for the supply by UAL to you of the Services (and any related services and/or goods referred to in the Booking Form, apart from the Accommodation which is subject to a separate contract as explained in paragraph 20) (the “Contract”).

3.2 The terms of the Contract are set out in:

(a) these Terms; and

(b) the UAL Rules and Regulations for Students in force from time to time (which can be found on the Website by searching for “student regulations”) (the “Regulations”).

3.3 The Terms and the Regulations constitute the entire agreement between us and you. You acknowledge that you have not relied on any statement, promise or representation made by us or on our behalf which is not set out in these Terms or the Brochure.

3.4 The Contract will commence on the date of the Confirmation and continue until completion of the Course, unless it is cancelled earlier in accordance with these Terms.

4. Our Services

4.1 We will use reasonable endeavours to ensure that the Services meet the description set out in the Brochure in all material respects.

4.2 We will use reasonable endeavours to comply with the timetable for the delivery of the Services which is specific in the Brochure or otherwise agreed between us. However, you agree that dates and locations for delivery of the Services may be subject to changes from time to time.

4.3 We may make any changes to our Services and/or Course which are necessary to comply with any applicable law or safety requirement, or which do not materially affect the nature or quality of the Services and/or Course, and we shall notify you in any such event.

4.4 We will provide the Services with reasonable care and skill.

4.5 All intellectual property rights (of whatever nature) in, or arising out of or in connection with, the Services (including any training or other materials) shall be owned by us.

5. Your Obligations

5.1 You agree to:

(a) comply the Regulations;

(b) maintain an immigration status that entitles you to undertake the Course or Programme;

(c) attend classes regularly and on time;

(d) ensure that you have the level of English specified in the Brochure for the Course, further details of which can be found on the Website by searching for “language centre level”; and

(e) provide the equipment and materials that we advise you on our Website or in the Brochure that you will need in connection with the Course.

6. Visas

6.1 You agree that:

(a) you are responsible for obtaining and maintaining any visa you require to undertake the Course;

(b) it is your responsibility to meet the attendance requirements specified as a condition of your visa;

(c) we will report any non-attendance in relation to the Course to the UK Visa and Immigration Agency; and

(d) if your attendance is unsatisfactory, we reserve the right to refuse you a CAS in relation to future bookings.

7. Your Legal Cancellation Rights

7.1 You have a legal right under the Consumer Contract (Information, Cancellation and Additional Charges) Regulations 2013 to cancel the Contract within 14 days (the “Cancellation Period”) without giving any reason. The Cancellation Period will expire 14 days from the date of our Confirmation. To cancel you must inform us by a clear statement. You may use the model cancellation form on our website at arts.ac.uk/study-actual/language-centre/book-a-course/ it is not obligatory for you to use this method. You may also inform us by writing to us at Language Centre, 272 High Holborn, London WC1V 7EY or emailing us at language-centre@arts.ac.uk

7.2 We will not start providing the Services to you during the Cancellation Period unless you expressly request us to do so.

7.3 If you cancel in accordance with paragraph 7.1, we will refund the Fees you have paid within 14 days of the date on which you inform us that you wish to cancel. However, if you have expressly requested that we start providing the Services within the Cancellation Period then we will be entitled to charge you a reasonable sum for the Services based on the proportion of the Course you have undertaken and the overall cost of the Course and we can deduct this sum from any refund payable to you.

7.4 The other paragraphs of these Terms set out your other rights to cancel the Contract or postpone the Course

which are in addition to and do not affect your rights under paragraph 7.1.

8. Your other Cancellation rights

8.1 You may cancel the Contract by telling us in writing before the first day of the Course. You may only cancel the Contract in relation to a complete Programme and not in relation to individual Courses on the Programme.

8.2 If you tell us about your cancellation not less than 28 days before the first day of the Course we will refund to you the Fees for the cancelled Course, but we shall be entitled to retain from those Fees an administration fee of £200, your registration fee of £70 and the £21 CAS fee if applicable.

8.3 If you tell us about your cancellation fewer than 28 days before the first day of the Course, or if you do not arrive to take the Course, you will not receive any refund of the Fees unless we are able to fill your place on the Course, in which case we will refund you the amount you have paid, less an administration fee of £200, your registration fee of £70 and the £21 CAS fee if applicable.

8.4 You may cancel the Contract if:

(a) we break the Contract in a material way and do not correct the situation within 14 days of you asking us in writing to do so;

(b) an Event Outside Our Control prevents us from providing the Services when we are supposed to for 2 weeks or more in which case we will refund any Fees that you have paid.

9. Postponement

9.1 You may postpone starting the Course by telling us in writing before it starts. In relation to a Programme, you may only postpone starting the Programme as a whole and you may not postpone starting individual Courses on the Programme.

9.2 If you tell us at least 28 days before the first day of the Course that you wish to postpone we will give you a credit for all Fees and Accommodation Fees which you have paid. That credit will remain valid for 12 months from the date on which we confirm it to you and can be used to re-book the Course and Accommodation during that period, after which it will expire and no further refunds or credit will be due to you.

9.3 If you tell us fewer than 28 days before the first day of the Course that you wish to postpone starting the Course we will give you a credit as referred to in paragraph 9.2 above less an amount equal to 4 weeks’ Fees, which we will retain to cover our administrative costs arising from your postponement.

9.4 Once you have started a Course or Programme, you cannot postpone any part of your Course.

10. Course changes after arrival

- 10.1 After you have started a Course, you may request to transfer onto an alternative Course by giving us four weeks' notice.
- 10.2 We will allow you to transfer to an alternative Course as long as you meet the requirements of the alternative Course and places are available. We may require you to wait until the start of the next teaching block on the alternative Course before you transfer.
- 10.3 If, once you have started the Course, we reasonably consider that you do not have the required level of competence in English which was described in the Brochure, we will notify you and you can either:
- 10.3.1 change to a suitable alternative Course; or
- 10.3.2 leave the Course, in which case you will not be entitled to any refund or credit in relation to the Fees.
- 10.4 Transfers between Courses at your request will be subject to you paying a £50 administration fee. Where the Fees for the alternative Course are higher than the Fees for the original Course, you must pay the difference but if they are lower you will not be entitled to any refund or credit.

11. Our cancellation rights

- 11.1 We may cancel the Contract no later than 21 days before a Course starts if there is low demand for that Course in which case you can either:
- (a) transfer onto an available alternative course (and receive a partial refund if the fees for the alternative course are less than the Fees you have paid);
- (b) or cancel the Contract and receive a refund of the Fees you have paid.
- and you acknowledge that not transferring onto an alternative course could affect the validity of your visa.
- 11.2 We may cancel the Contract if an Event Outside Our Control prevents us providing the Services when we are supposed to for 4 weeks or more or if we lose our right for the purposes of relevant legislation to provide the Services, in which case we will refund any Fees you have paid.
- 11.3 We may cancel the Contract or suspend you from the Course if:
- (a) your attendance falls below 80% at any time during the Course (other than for reasons outside your reasonable control);
- (b) you do not pay the Fees when you are supposed to;
- (c) it comes to our attention that you do not have an immigration status entitling you to undertake the Course; or
- (d) you break the Contract in a material way and, where the

situation is capable of being corrected, you do not correct it within 14 days of us asking you in writing to do so.

12. Fees and payment

- 12.1 The Fees payable are set out in the dates and fees booklet published by us on our Website and must be paid by you promptly following our Confirmation and before you start the Course.
- 12.2 If your participation in the Course requires you to purchase any additional goods or services from us (for instance in relation to excursions), then the costs of these additional goods or services will be set out in the Brochure.
- 12.3 All Fees are payable in pounds sterling. You agree to pay to us the Fees when you receive the Confirmation by using one of the following payment methods:
- (a) Bank transfer. Please note that all bank charges must be paid by you. We require a copy of the bank transfer details together with the student name and student ID number. Please email us a copy of this as soon as payment is made.
- (b) Online. Please follow the instructions that we send you.
- (c) Cheques or banker's draft in sterling drawn on a UK bank
- (d) Cash, in person at the Language Centre
- (e) Credit card in person at the Language Centre (the cardholder must be present).
- 12.4 If you do not pay the Fees to us in accordance with the Contract you will not be entitled to start the Course.
- 12.5 If you miss teaching time because of absence, illness, because you are late starting the Course or because a public holiday falls on a teaching day, you will not be entitled to any reduction in the Fees.

13. Holiday

You may take one week's holiday for every twelve weeks of the Course, as long as you give us not less than 14 days' notice in writing before the first day of your holiday. If you take holiday in this way we will extend the duration of the Course accordingly, subject to the requirements of your visa status. We will not be able to extend the duration of the Course if this is prevented by your visa expiry date.

14. Insurance

UAL has in place an insurance policy which is currently provided by Guard Me (the Language Centre's insurers) and which covers all students at the Language Centre. This insurance cover is subject to the terms of the policy, and a summary of the policy can be found on the Website by searching for "language centre insurance". The premium for this insurance cover is included in the Fees.

15. Our Liability to You**YOUR ATTENTION IS PARTICULARLY DRAWN TO THIS PARAGRAPH**

- 15.1 If We fail to comply with the Contract, we are responsible for loss or damage you suffer that is a foreseeable result of our breach of the Contract or our negligence, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if they were an obvious consequence of our breach or if they were contemplated by you and us at the time we entered into the Contract.
- 15.2 We do not exclude or limit in any way our liability for:
- (a) death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors;
- (b) fraud or fraudulent misrepresentation;
- (c) breach of the terms implied by section 12 of the Sale of Goods Act 1979 and by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession);
- (d) breach of the terms implied by sections 13, 14 and 15 of the Sale of Goods Act 1979 and sections 3, 4 and 5 of the Supply of Goods and Services Act 1982 (description, satisfactory quality, fitness for purpose and samples); and
- (e) defective products under the Consumer Protection Act 1987.
- 15.3 Except as set out in paragraph 15.2 above, in no event shall our liability to you arising out of or in connection with any Contract (whether caused by our negligence or our breach of the Contract) exceed the total amount of the fees which you have paid to us under that Contract.
- 15.4 This paragraph 15 shall survive termination of the Contract.

16. Data Protection Notice

- 16.1 We process personal data in accordance with the Data Protection Act 1998. We will process personal data that you provide to us or which we collect about you to deliver the Services to you, for administrative purposes, for equal opportunities monitoring, to enforce our rights in connection with these Terms and to send you information about other products or services offered by us that may be of interest to you.
- 16.2 You can ask us at any time not to use your personal data for marketing purposes by contacting us at language-centre@arts.ac.uk
- 16.3 You agree that such personal data may include sensitive personal data.
- 16.4 We may disclose your personal data to:

- 16.4.1 other institutions for verification of qualifications;
- 16.4.2 Funding Councils and other statutory bodies for statistical or other purposes
- 16.4.3 local and other public authorities for their prescribed purposes including the administration of Council Tax;
- 16.4.4 to third parties with whom you ask us to share your personal data (including future employers);
- 16.4.5 third parties paying the Fees on your behalf;
- 16.4.6 our alumni associations;
- 16.4.7 third parties who provide services to us in connection with the Services, including, without limitation, our staff and external advisors;
- 16.4.8 the Student's Union;
- 16.4.9 government departments including the UK Home Office; and
- 16.4.10 to other third parties as required by relevant law.
- 16.5 Some of the personal data we hold about you may be transferred to or held in destinations outside the European Economic Area including to countries or territories that may not provide adequate protection for the personal data. By enrolling you agree to your personal data (including sensitive personal data) being held in or transferred to such destinations.
- 16.6 Any photograph that you supply to us will be held on our record system and used for identification including to produce your student ID card. By enrolling you give your consent to our use of your photograph in this way.
- 16.7 If you have any objections to the public display of your personal data in the manner described in clause 16.6 or our use of your photograph. Please inform the Language Centre.
- 16.8 Please inform the Language Centre promptly of any change of address or other personal information you have provided.

17. You agree to us retaining your personal data long term in order to provide confirmation and/or evidence of your academic results and qualifications to you or your future employers.

18. Events Outside Our Control

We shall not be responsible for any failure to perform or delay in performing our obligations under the Contract that is due to an Event Outside Our Control. If an Event Outside Our Control takes place which affects our obligations under the Contract then:

- (a) we will contract you as soon as reasonably possible to notify you;

(b) our obligations under the Contract will be suspended and our time for performance extended for the duration of the Event Outside Our Control; and

(c) we will restart the Services as soon as possible when the Event Outside Our Control is over.

19. Students under the age of 18

If you are under 18 at the start of the Course, your parent or guardian must sign a parental consent form. This form is on the Website by searching “book a course”. You will not be able to enrol on the Course if we have not received this form.

20. Accommodation

20.1 Accommodation is provided by Host International and arranged by us on your behalf.

20.2 If in your Booking Form you request Accommodation, this is your request to be provided with Accommodation. This request will not be accepted until we confirm acceptance in writing on behalf of Host International at which point the Accommodation Contract will come into effect. The Accommodation Contract is between you and Host International.

20.3 Different options for Accommodation are available but if you are under the age of 18 you must you must select Homestay Accommodation (as described in the Brochure) and live at that Accommodation for the duration of the Course.

20.4 In order to be provided with Accommodation, you must pay the Accommodation Fee and any airport transfer fee set out in the Booking Form at the same time as you pay the Fees.

20.5 It may be possible to extend your period of stay in the Accommodation, subject to Host International's agreement and you paying additional accommodation fees.

20.6 You must comply with the reasonable instructions we send to you in relation to moving into and out of the Accommodation (including in relation to the days of the week on which you can arrive and move out).

20.7 You may cancel the Accommodation Contract before the start of the Course by giving us notice in writing. If you give us at least 28 days' notice of cancellation, the Accommodation Fees will be refunded to you in full. If you give less than 28 days' notice, Host International will keep an amount equal to one week's Accommodation Fee to cover its administrative costs and we will refund the remaining balance of the Accommodation Fees to you.

20.8 You may cancel the contract with Host International after you have moved into the Accommodation by

giving us not less than 8 days' notice in writing if you are living in Homestay accommodation or 28 days' written notice if you are living in house share accommodation and, on behalf of Host International, we will refund to you a proportionate part of the Accommodation Fees you have paid.

21. Complaints

If you have any complaints about the Services, you can raise these with us in accordance with our complaints procedures, email language-centre@arts.ac.uk for more information.

22. Your rights as a consumer

As a consumer, you have legal rights in relation to the Contract which are not affected by these Terms. Advice about your rights may be available from your local Citizen's Advice Bureau.

23. Other important terms

23.1 We may transfer our rights and obligations under any Contract to another organisation, and we will always notify you in writing if this happens, but this will not affect your rights or our obligations under the Contract.

23.2 The Contract is between you and us. No other person shall have any rights to enforce any of its terms. You may not transfer your place on the Course to any other person.

23.3 Each of the paragraphs of these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

23.4 If we fail to insist that you perform any of your obligations under the Contract, or if we do not enforce our rights against you, or if we delay in doing so, that will not mean that we have waived our rights against you and will not mean that you do not have to comply with those obligations. If we do waive a default by you, we will only do so in writing, and that will not mean that we automatically waive any later default by you.

23.5 These Terms and the Contract are governed by English law. You and we both agree to submit to the non-exclusive jurisdiction of the English courts. However, if you are a resident of Northern Ireland you may also bring proceedings in Northern Ireland, and if you are a resident of Scotland, you may also bring proceedings in Scotland.

This booking form is also available online.

Please visit: arts.ac.uk/study-at-ual/language-centre/book-a-course/

Personal details

You must complete all questions, state your English level and send a copy of your passport and passport photograph with this booking form. **Please write in CAPITALS and write your name exactly as it appears on your passport.**

First name (as it appears on your passport)

Family name (as it appears on your passport)

Male Female Date of birth (day/month/year)

Nationality (please attach a copy of the photo page of your passport)

Home Address

Telephone

Email

IELTS/TOEFL score (please attach evidence) /Current level of English

If you are not sure, please see arts.ac.uk/languagecentre/lc/bookyourcourse/yourlanguagelevel

If you are booking through an agency, what is their name?

How old will you be on the first day of your course?

If you are 16 or 17, please send us a completed parental consent form.

This is available at arts.ac.uk/study-at-ual/language-centre/book-a-course/

Course application

Which course(s) do you want to take? (please tick)

1. General English 15

General English 20 Communication Skills or IELTS

Number of weeks _____ Start date (please see course calendar) _____

End date (last day of your course) _____

2. Academic English 15

Academic English 20 IELTS

Number of weeks _____ Start date (please see course calendar) _____

End date (last day of your course) _____

English Plus year-round courses

1. General English Plus Art & Design Communication Fashion

2. Academic English Plus Art & Design Communication Fashion

Number of weeks _____ Start date (please see course calendar) _____

End date _____

1. General English Plus Art & Design Communication Fashion

2. Academic English Plus Art & Design Communication Fashion

Number of weeks _____ Start date (please see course calendar) _____

End date _____

1. General English Plus Art & Design Communication Fashion

2. Academic English Plus Art & Design Communication Fashion

Number of weeks _____ Start date (please see course calendar) _____

End date _____

Summer Courses

Please complete by writing the course name here

Please circle

English Plus _____ 4 July/1 August/30 August _____

English Plus _____ 4 July/1 August/30 August _____

English Plus _____ 4 July/1 August/30 August _____

Dates

I would like accommodation from _____ to _____

Homestay

(minimum age 16)

Homestay normally starts from the Sunday before your course start date

Single room

Shared room

Option One (travel time 50–60 mins)

Bed & breakfast

Half board

Self-catering

Option Three (travel time 30–45 mins)

Bed & breakfast

Half board

Self-catering

Option Two (travel time 40–50 mins)

Bed & breakfast

Half board

Self-catering

Premier–single room only

(travel time 40–60 mins with private bathroom)

Bed & breakfast

Half board

Self-catering

If booking a shared room, please give the name of the person you are travelling with

House Share

(minimum age 18)

House share starts from the Sunday before your course start date

Single Room

Shared Room

Add private bathroom (subject to availability)

Further details

Do you smoke?

Yes No

Do you have any allergies?

Yes (please give details) No

Do you have a long-term medical condition (including mental health issues)?

Yes (please give details) No

Do you have any special requirements?

Do you need an airport transfer?

Yes (please give flight number) No

Flight No

Date (day/month/year)

Arrival time

Airport and terminal

Please return your completed forms to the Language Centre, together with the following:

Registration fee (£70)	£	
Full tuition fee	£	
Full accommodation fee	£	
Airport transfer fee	£	
CAS fee (£21)	£	(for students applying for a General Student Visa, where applicable)
Courier fee (£35)	£	(to receive your confirmation documents by recorded express mail)
Total	£	

Method of payment and amount

Online Bank transfer

Online

Please first send us your completed booking form and tick the online payment box above. We will then send you your student ID number, which you need in order to make an online payment, and full instructions of how to complete the payment. **This method is instant and you will not need to pay extra bank fees.**

Bank transfer

Bank transfer directly to:

Account name: University of the Arts London

Account number: 01045822

Sort code: 50 41 06

IBAN: GB73NWBK50410601045822

BIC: NWBKGB2L

Bank and branch: National Westminster Bank plc, 1–4 Berkeley Square House, London W1J 6BR

Payment reference: (your University of the Arts London ID number)

Please ask the bank to use your University of the Arts London student ID as the “payment reference”. If you are unsure of this, please ask us. Please send any copies of receipts of payment by bank transfer to us as soon as possible by email. Please note that you must add a charge of £20 to each transfer to cover bank charges. You must pay in British Pounds.

Declaration

All bookings for our courses are subject to our Terms and Conditions which are set out on pages 7 – 11 of this brochure. I have read, and I understand and accept, the Language Centre terms and conditions. The Language Centre is part of University of the Arts London and I therefore also agree to observe the rules of the University, which are available to read on the University website arts.ac.uk/study-at-ual/student-services/

Signature: _____

Please complete and email it to language-centre@arts.ac.uk

Language Centre
University of the Arts London
272 High Holborn
London WC1V 7EY
United Kingdom

Telephone: +44 (0)20 7514 2309
Email: language-centre@arts.ac.uk
arts.ac.uk/languagecentre

How to find us

The Language Centre is on the fourth floor of the University of the Arts London building at 272 High Holborn, London WC1V 7EY.

The nearest underground station is Holborn (Tube lines: Piccadilly and Central)

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