



eastbourne

# dates & fees 2017

LTC: Language Teaching Centre Eastbourne

[www.ltc-english.com](http://www.ltc-english.com)

Accredited by the  
 **BRITISH  
COUNCIL**  
for the teaching  
of English in the UK

**ENGLISHUK**   
*member*

## Year-Round Courses for Adult Students

Start any Monday (or Tuesday in a week that begins with a public holiday).

Minimum age 16.

Minimum enrolment 1 week.

All levels from elementary to advanced (strong A1 to C1). Please note that we cannot normally accept beginners (weak A1). If your level is very low, we may ask you to take a test before booking.

Maximum class size 12 students.

General English Standard Course			Mornings, 20 lessons (15 hours)		
	1 - 4 weeks	5 - 11 weeks	12 - 23 weeks	24 - 35 weeks	36+ weeks
<b>Cost per week</b>	£190	£177	£156	£140	£130
Class times: 09:15 – 12:45, Monday to Friday.					
All levels from elementary to advanced (strong A1 to C1). General English classes focus on developing all elements of your English, including grammar, vocabulary and the skills of listening, speaking, reading and writing.					

General English Plus		Mornings and afternoons, 28 lessons (21 hours)			
Study our morning <b>General English Standard Course</b> and one of more <b>Plus</b> options in the afternoons.					
<ul style="list-style-type: none"> <li>• <b>General English + Communication Skills</b></li> <li>• <b>General English + Business English</b></li> <li>• <b>General English + IELTS Exam Preparation</b></li> </ul>					
	1 - 4 weeks	5 - 11 weeks	12 - 23 weeks	24 - 35 weeks	36+ weeks
<b>Cost per week</b>	£236	£221	£199	£176	£161
Morning class times: 20 lessons (15 hours) 09:15 – 12:45, Monday – Friday Afternoon class times: 8 lessons (6 hours): 13:45 – 15:15, Monday – Thursday (not Friday afternoons).					
Select your preferred Plus course(s) subject to level and availability. See level restrictions below.					
<b>General English + Communication Skills</b>					
All levels from elementary to advanced (strong A1 to C1). Afternoon <b>Communication Skills</b> classes concentrate on developing your speaking, listening and writing skills with language input and practice activities that focus on a variety of different situations and tasks.					
<b>General English + Business English</b>					
Intermediate to advanced (B1 to C1) only. Afternoon <b>Business English</b> classes focus on the language and practical skills needed to communicate effectively in business and professional situations.					
<b>General English + IELTS Exam Preparation</b>					
Intermediate to advanced (B1 to C1) only. Afternoon <b>IELTS Exam Preparation</b> classes focus on the strategies, tasks and practice for the IELTS test. You can take the IELTS test in Eastbourne every month, exam fee approx £160. We recommend an IELTS Exam Preparation course of four weeks or longer. Please note that if you need IELTS for visa purposes, the number of centres where you can take the exam is very limited and the fee may be up to £215. For more information please visit our website <a href="http://www.ltc-english.com/exams">www.ltc-english.com/exams</a> .					

**Cambridge First Exam Preparation (FCE)****Mornings and afternoons, 28 lessons (21 hours)**

The Cambridge Exam Preparation courses are the same prices as our General English Plus courses so that you can easily change from General English to Cambridge Exam Preparation when you are ready, subject to availability.

	1 - 4 weeks	5 - 11 weeks	12 - 23 weeks	24 - 35 weeks	36+ weeks
<b>Cost per week</b>	£236	£221	£199	£176	£161

Morning class times: 20 lessons (15 hours), 09:15 – 12:45, Monday – Friday.

Afternoon class times: 8 lessons (6 hours), 13:45 – 15:15, Monday – Thursday (not Friday afternoons).

**Upper intermediate (B2) only.** If you are not sure of your level, please ask us for a test.

Expected exam dates: 3 June and 9 December.

Recommended start dates: 13 March and 18 September. We recommend a 12 week course.

Exam fee is approx £151. For more information please visit our website [www.ltc-english.com/exams](http://www.ltc-english.com/exams).

**Individual Tuition****Mornings, afternoons or mornings and afternoons**

£40	This price is per hour (60 minutes).
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Individual tuition is subject to availability. Timetabling, particularly in summer, is at the school's discretion. Students can combine Individual Tuition with another course, for example General English in the mornings plus five hours per week of individual tuition in the afternoons.

The school will send a needs analysis document for you to complete before you arrive. Your teacher will plan your lessons accordingly. LTC can accept beginners (weak A1) for Individual Tuition.

**English + Work Experience****English language course followed by internship**

An English language course (minimum 2 weeks) followed by an unpaid internship of anything between two weeks and six months.

Please note that this programme is only for European Union, EEA, Swiss and Youth Mobility Visa students.

**Minimum age: 18**

**Your English must be at least intermediate (B1) before your work placement begins.**

Internship 4 – 16 weeks	£415
Specialist placements (12+ weeks)	£475
Surcharge for internship 17 weeks or longer	£125

**For information on accommodation during work placement (if arranged by LTC), see Page 5.**

Placements are normally general administration work but more specialised placements can be arranged. LTC must receive your CV at least eight weeks before the start of your placement.

If you use public transport to go to your work experience, the cost per week is approx £15.

**Enrolment Fee (Adult Courses only)****Payable on all adult courses**

**£60. Payable once only.**

### Important Information for All Adult Students

- There are no classes on public holidays: 2 January, 14 April, 17 April, 1 May, 29 May, 28 August
- We close from 15 December 2017 and reopen on 2 January 2018.
- Minimum age 16 (English + Work Experience: 18); median age 22 (20 in summer).
- Course fees must be paid in full in advance to qualify for the lower fees for longer courses.
- Excursions and activities are not included in tuition prices. Full-day excursions cost between £35 and £55 per person. Most social activities are either free or cost between £3 and £15 plus transport.
- Public transport costs per week: approx. £15 although most students rarely need to use public transport.
- Lessons may take place in classrooms outside the school premises during peak times.
- Please note that work placements fall outside the British Council accreditation scheme.

## Courses for Younger Students

### Summer School

### Morning classes, afternoon & evening activities, Saturday excursions

Arrive and depart any Sunday. Courses run from 11 June – 20 August.

Minimum enrolment 1 week. We recommend 1 – 4 weeks' stay.

All levels from elementary to advanced (strong A1 – C1).

Please note that we cannot accept complete beginners on this course (weak A1).

Maximum class size 16 students.

All lessons 45 minutes.

Ages	Cost per week	Course dates
10 – 17	£550 Standard Summer School	11 June – 20 August
14 – 17	£575 Semi-Intensive Summer School	11 June – 20 August

The enrolment fee is included in the package price. Classes may be held in suitable premises outside the school. All accommodation has shared bathrooms.

#### Included in fees:

• Classes	All students: 20 morning lessons (15 hours) per week. Semi-intensive only: + 3 hours of afternoon lessons per week.
• Accommodation	Residential dormitory accommodation (ages 10 – 16). Shared homestay (ages 13 – 17). Full board with hot lunch Monday – Friday, packed lunch weekends.
• Social	Full-day excursion on Saturdays, half-day excursion on Wednesdays. Full programme of afternoon and evening activities every week. Semi-Intensive students have a reduced afternoon activity programme.
• NOT INCLUDED	Airport taxi transfer, park and assist service.

## Courses for Groups

### Available any time of the year

LTC has extensive experience of running group courses throughout the year. Most programmes include:

- Morning lessons, closed group or integrated.
- Afternoon, evening and weekend activities and excursions.
- Residential dormitory accommodation at the school (age 10 -16) with the option of homestay accommodation for students age 13 +.

Contact the school for a quotation and to discuss options available.

## Accommodation, Airport Transfers, Visas and Insurance

### Accommodation for Adult Students

If required

Please arrive on a **Sunday** and leave on Saturday or Sunday. Extra nights are not normally possible.

#### Homestay/Private Home Accommodation

	Half Board: Breakfast & evening meal		Bed & Breakfast: Breakfast only	
	Single Room	Shared with friend	Single Room	Shared with friend
<b>Cost per week</b>	£128	£114	£113	£99

**Summer Supplement:** Homestay/Private Home accommodation costs £15 per week extra from 11 June – 20 August.

**Christmas Supplement:** Homestay/Private Home accommodation costs £20 extra per week in the Christmas holiday.

**Bathrooms:** Shared in all Homestay/Private Home and Shared Student Housing accommodation

**Private Home Accommodation:** In busy periods, students age 18+ who request homestay may be placed in private homes where there are more than four students in the house. Please tell us if you do not wish to be placed in Private Home Accommodation.

**Half-board** accommodation includes lunch on Saturdays and Sundays.

**Distance:** Homestay is normally within walking distance of the school. In the busy summer months some students may need to use public transport, cost approx £15 per week.

#### Self-Catering Accommodation (Minimum age 18)

**Shared Student Houses:** £103 per week.

July and August only. Please check availability at other times of the year.

### Airport Taxi Transfer

Gatwick (LGW) One-way		Heathrow (LHR) One-way		Stansted (STN) One-way	
Single	Shared with friend	Single	Shared with friend	Single	Shared with friend
£90	£55	£112	£68	£144	£88

Return journeys are charged at twice the one-way rate.

Please contact us for prices from Luton Airport, St Pancras International and Ashford International.

### Park and Assist Return Transfer Service

Taxi driver checks student in at airport on return journey.  
All Summer School students under 16 will be automatically booked for Park and Assist.

Single	Shared with friend
£38	£20

### Student Visas for the UK

If required

You may need a visa to study in the UK, depending on your nationality and length of your stay. Please see [www.ltc-english.com/visas](http://www.ltc-english.com/visas) for more information. If you are applying for a Short-Term Study Visa (6 months or 11 months), there are no extra LTC fees if your visa letter is sent by email or regular post. If your visa letter is sent by courier, there is a £55 courier fee.

### Insurance

If required

**We strongly recommend that all students take out travel insurance.**

LTC can arrange Studentguard® travel insurance for students. Fee: £5.75 per week or part of week. This covers cancellation and curtailment including travel delay, course fees, medical expenses including repatriation, personal belongings including valuables, money including credit card misuse and emergency replacement of passport, personal injury, personal liability and legal expenses. For full details see [www.ltc-english.com/insurance](http://www.ltc-english.com/insurance). Please note that claim forms must be completed in English.

## Payments

You must complete an LTC enrolment form and make a £200 deposit when you book. Please pay the rest three weeks before you start the course. You must give us the name of the student or invoice number when you make a payment.

There are four ways to pay:

### 1. By Bank Transfer

You must pay all bank charges. Our bank details are:

**LTC Eastbourne** Account Name: LTC Eastbourne

HSBC, 94 Terminus Road, Eastbourne, East Sussex BN21 3ND, UK

Sort Code: 40-20-06 • Account Number: 11457209 • IBAN Number: GB28MIDL40200611457209

SWIFT: MIDLGB22 • BIC: MIDLGB2104C

### 2. By Western Union via the LTC Website

Do **NOT** go to a Western Union Office. See [www.ltc-english.com/payments](http://www.ltc-english.com/payments) for instructions.

For many students, Western Union may be the cheapest way to send money to the UK.

### 3. By Credit Card or Debit Card (Visa, MasterCard, Maestro or Solo) via the LTC website

See [www.ltc-english.com/payment](http://www.ltc-english.com/payment). If you pay via our website with a non-UK card, there is a 3% surcharge.

### 4. By Cheque

In UK sterling drawn on a British bank or on a UK branch of an overseas bank.

Make your cheque payable to LTC Eastbourne.

## Cancellation Charges and Refunds

Cancellations are only valid if they are made in writing and their receipt confirmed by LTC.

If a student cancels within 14 days of booking, there is no cancellation fee apart from actual costs incurred by LTC. If a student cancels later, but before the programme starts, the cancellation fee is normally £60. But if LTC receives the cancellation less than 14 days before the start of the programme, the cancellation fee is £200.

If a student postpones their course one week or less before the start of their programme, they will be charged one additional week's accommodation fee. If a student arrives after the start of their course, is absent during the course, or leaves before the end of the course, LTC will not give a refund unless exceptional circumstances apply.

If LTC is unable to run a student's course, a complete refund of fees paid to LTC will be made.

For full terms and conditions, see page 7.

## School Information

**LTC Eastbourne** Compton Park, Compton Place Road,  
Eastbourne, East Sussex, BN21 1EH, UK.

Tel: +44 (0) 1323 727755 • Email: [info@ltc-eastbourne.com](mailto:info@ltc-eastbourne.com)

LTC: Language Teaching Centre Eastbourne is the trading name of  
AMVIC UK Ltd registered at Compton Park, Compton Place Road,  
Eastbourne, East Sussex, BN21 1EH, UK.

Registered no. 2379643

Email: [info@ltc-eastbourne.com](mailto:info@ltc-eastbourne.com)

This information is correct as of March 2017

These terms and conditions apply to bookings and enrolments from March 2017 until further notice.

1. **Bookings** are not transferable between students.
2. **Deposits:** Students must pay either a deposit or full payment before LTC can issue registration documents.
3. **Fees:** All fees must be paid three weeks before a student's starting date or LTC may cancel the course.
4. **Other charges:** If bank or credit card charges apply, students or their representatives will bear the cost of transfers to the school. If LTC sends money to a student or their representatives, the recipient must pay all bank charges in their country.  
LTC will send enrolment documents by courier on request. There is a charge for this service.
5. **Late payment:** LTC may refer debts older than 30 days to debt collection agents. Statutory interest and compensation fees may be charged as per European directive 2000/35/EC.
6. **Starting date postponements:** If a student postpones their course one week or less before the start of their programme, they will be charged one additional week's accommodation fee. If a student postpones three times, this will be treated as a cancellation and fees will apply.
7. **Cancellations** are only valid if they are made in writing and their receipt confirmed by LTC.
8. **Cancellations before programmes start:** If a student cancels within 14 days of booking, there is no cancellation fee apart from actual costs incurred by LTC.  
If a student cancels later, but before the programme starts, the cancellation fee is normally £60. But if LTC receives the cancellation less than 14 days before the start of the programme, the cancellation fee is £200.  
Airport transfers must be cancelled in writing by 15:00 UK time on the Friday before arrival or they will not be refunded.  
If LTC issues visa documents and the student cancels, we will report them to the UK immigration authorities unless they provide proof of alternative study arrangements.  
If LTC has sent registration documents by post/courier, these must be returned to LTC before we can give any refund.  
If a student cancels because of visa refusal and the student or their representative sends us an official notice or letter of refusal from the immigration authorities, we will normally refund all fees paid with no cancellation fee minus any homestay costs. If we do not receive visa refusal documentation within 14 days of a student's cancellation, LTC must report them to the UK immigration authorities.
9. **Cancellations after programmes start:** If a student arrives after the start of their course, is absent during the course, or leaves before the end of the course, LTC will not give a refund unless exceptional circumstances apply.  
LTC may issue credit notes to students for unused weeks. Credit notes are discretionary and have expiry dates.  
If a student with a visa cancels or does not attend their course, LTC must inform the UK immigration authorities unless they provide proof of alternative study arrangements.
10. **Cancellations by LTC:** If LTC is unable to run a student's course, a complete refund of fees paid to LTC will be made.
11. **Student age:** Students who are under the minimum age for their course will not be admitted and will be asked to return home at their own expense.
12. **Student language levels:** Many courses have minimum language level requirements. It is the student's responsibility to check that their language level is suitable, though LTC may require students to take a level test before enrolment. If a student's level on arrival at LTC is below the required level for the course, LTC will cancel their course or make arrangements for an alternative course.
13. **Students with learning difficulties, disabilities or serious health problems** must inform LTC about these issues when they book. LTC will accept their applications where it is practical and reasonable for us to provide a suitable programme. LTC cannot take responsibility or pay for any extra costs incurred if the school has not been fully informed.
14. **Student attendance and behaviour:** If a student attends less than 80% of their course, they will not receive a course certificate. LTC will exclude students if their attendance or behaviour is unacceptable. Excluded students will not be given a refund. LTC must report visa students who do not attend regularly to the UK immigration authorities.  
See our downloads page for the special conditions that apply to students under the age of 18.
15. **Changes to courses and premises:** LTC may change or alter a course, change the lesson times or hold lessons in suitable accommodation outside our main school buildings.
16. **Public holidays:** LTC is closed on English public holidays. The fees for weeks that include a public holiday are charged at the full weekly rate and lessons will not be refunded or delivered at other times.
17. **Christmas:** LTC is closed for two weeks over Christmas and New Year.
18. **Student holidays:** Students on programmes of 24 weeks or more can include up to two weeks' holiday in their total study period. Students on programmes of 36 weeks or more can include up to three weeks' holiday in their total study period. Holiday weeks must be included at the time of booking but actual dates do not have to be confirmed at this time.  
The two-week Christmas holiday is not counted as part of the two-week or three-week holiday entitlement.  
Students must give at least two weeks' notice of any request for holiday date changes, which will be subject to availability. Holiday dates can be changed only once. LTC will not give refunds or credits for unauthorised holidays.  
Visa regulations take precedence over our policy on holidays.
19. **Enrolment, accommodation and airport transfer documentation:** LTC issues documentation which students' representatives should pass on to them. LTC cannot accept liability for any consequences of documents not being passed on to students.
20. **Accommodation:** Students should normally arrive at their accommodation on a Sunday and leave on a Saturday or Sunday in the morning. If students arrive or depart on other days, LTC can give information to help them find a hotel or (if there is space) arrange very short term alternative host family accommodation. The student is responsible for the cost of this accommodation.  
Students must give at least one week's notice or pay one week's fees if they wish to cancel or change their homestay accommodation. We reserve the right to change homestay accommodation during a student's stay. If students wish to pay accommodation fees in instalments, LTC may ask them to enter into agreements which involve charges and penalties for late or non-payment.  
LTC acts as an agent in introducing students and homestay providers. The contract is between the student and the homestay provider.  
When LTC makes a reservation on behalf of a student in accommodation other than homestay, the terms and conditions of the accommodation provider will apply.
21. **Damage to property:** Students or those responsible for them must pay the full cost of any damage they cause to property.
22. **External factors and information:** LTC cannot take responsibility for any external factors in respect of a student's circumstances, payment, booking or enrolment. LTC cannot take responsibility for informing students or any other parties of changes in immigration legislation, rules or policy. LTC takes no responsibility for incorrect or misleading information given by independent representatives.
23. **Data protection:** Students' details are kept on computer-based administrative systems in accordance with UK data protection laws. All schools are registered with the data protection authority. Information that students provide may be passed on to government agencies for the purposes of detecting fraud. Further information is available on request.  
LTC must see and copy every student's passport / ID card (and visa if appropriate). LTC must have contact details and details of next of kin. Students must provide these and inform us immediately if they change.
24. **Promotional photographs and videos:** LTC or its representatives may take photographs and videos of students in classes or other school activities during their time with us, which may be used for promotional purposes. If you do not wish to appear in any promotional materials, please advise us at the time of booking.
25. **Complaints and arbitration:** In the event of a complaint that cannot be resolved by the customer and the school, the LTC Director of HR and Finance will attempt to resolve the complaint. Students can appeal to EnglishUK if they are dissatisfied with the way LTC deals with a complaint. See [www.englishuk.com/en/students/complaints](http://www.englishuk.com/en/students/complaints).
26. **Additional terms and conditions:** Some programmes or promotions may have special fees, charges or terms and conditions. See the literature or documents relating to these programmes and promotions for details.
27. **Amendments:** LTC may update its Terms and Conditions regularly. If there are any differences between the Terms and Conditions on any document and those on our website [www.ltc-english.com/terms-and-conditions](http://www.ltc-english.com/terms-and-conditions), the web version will be valid and will override any previous version.
28. **Non-enforcement of these terms** and conditions does not waive our right to enforce them. All contracts and agreements with LTC will be governed by English law.

