

# English Courses for University Lecturers & Admin Staff



## 2021 Prices

<b>Registration fee</b>	This is non-refundable and for all courses. <b>£80</b>
<b>Methodology and Language for University Lecturers &amp; Admin Staff</b> 25 hours per week	<b>£2,480</b> per group (up to 6 participants) <b>£3,040</b> per group (up to 8 participants) <b>£3,600</b> per group (up to 10 participants)
<p><b>Summer period is from Monday 7th June to Friday 27th August 2021.</b>  <b>Public holidays: Friday 2nd April, Monday 5th April, Monday 3rd May, Monday 31st May, Monday 30th August. We run all Closed Group classes on bank holidays.</b>  <b>Books and materials are included.</b></p>	
<p><b>All courses offer an extra 7 HOURS SUPERVISED self-access study + daily homework</b>  <b>In all options, one study hour = 60 minutes</b></p>	
<b>Accommodation: Homestay</b>	To enhance the social, cultural and intensive language experience, we encourage participants to stay with one of our carefully-selected homestays. Half-board basis: breakfast and dinner on weekdays – all meals at the weekend. <b>£165 (non-summer) / £175 (summer) pw / extra night £30</b>
<b>Self-catering student house</b>	<b>SUPERIOR ROOM (own shower, shared toilets)</b> <b>£165 (non-summer) / £175 (summer) pw / extra night £35</b> <b>FULL ENSUITE</b> <b>£175 (non-summer) / £185 (summer) pw / extra night £35</b> <b>There is a self-catering booking fee of £50 for all University and LSI residences</b>
<b>Airport taxi transfers</b>	Heathrow or Gatwick Airport: <b>£135</b> on arrival / <b>£210</b> on arrival and departure. Southampton Eastleigh Airport: <b>£70</b> on arrival / <b>£120</b> on arrival and departure.

### Social and cross-cultural programme

The course also provides opportunities to practise your social English, enhance your intercultural awareness and network with others from all over the world.

**Social programme:** The optional evening social programme is full and varied and includes visits to restaurants and pubs, theatres and cinemas, museums and many other activities.

Our teachers will also help you organise a wide range of weekend excursions to places of cultural and historical interest.

## A typical week's social programme:

MONDAY	Welcome drinks
TUESDAY	Conversation Club (free)
WEDNESDAY	Salsa (£5)
THURSDAY	Dinner on the waterfront (£25 - £35) or Badminton (£3)
FRIDAY	Visit to Spinnaker Tower (£7) or Cinema night (£7)
SATURDAY	Trip to London (£20) or Excursion to Stonehenge and Salisbury (£35)

These prices may be subject to change.

## GENERAL INFORMATION

- The minimum age for University Lecturer & Admin Staff courses is 25.
- We run all Closed Group classes on bank holidays.
- LSI Portsmouth has a **24-hour emergency phone number:** 0780 339 2476 (or +44 780 339 2476 if phoning from outside Britain).
- You should arrive at school at 8:30am on your first day.
- INSURANCE: We strongly advise you to take out travel and medical insurance before leaving home. This should cover loss or damage to personal possessions and loss of tuition fees if you have to finish your course early for any reason.**
- Our OID number: E10037748**
- LSI Portsmouth keeps personal information in both electronic and paper format. When requested, this information is passed onto third parties such as the British Council, ISI and UKVI.
- LSI Portsmouth may use photographs or short video clips from school social activities for marketing and promotional materials. You will be asked whether you are happy for us to use images that you may feature in at the start of your course.
- For school rules, policies and procedures please see our website [www.lsi-portsmouth.co.uk/school-policies/](http://www.lsi-portsmouth.co.uk/school-policies/)

## VISAS

If you are from the **EU, Switzerland, Iceland, Norway or Liechtenstein**, you **may** need a visa. If you come from any other country, you **do** need a visa and cannot work in the UK. It is your responsibility to ensure you have the correct type of visa and sufficient duration to study in the UK. For the latest information about student visas for the UK, please visit <https://www.gov.uk/check-uk-visa>.

It is your responsibility to ensure you have the correct type of visa and sufficient duration to study in the UK. There are 2 main types of student visa: Student Visa and Short-Term Student Visa (6 months or 11 months).

If you apply for a Student Visa, we will only issue you with a CAS number if we are satisfied that you both intend and are able to complete the course of study booked, your Student Visa application meets UKVI requirements and all your tuition fees and cost of the CAS have been paid in full.

**We are obliged to inform the Home Office if you do not follow your visa conditions.**

## HOW TO BOOK

Please complete the course registration form and e-mail it to us, or book through our website. In order to process your booking, **we must receive a non-refundable £300 deposit**, which you can send to us via FlyWire or bank transfer (please send us proof of this payment).

After receiving your registration form and deposit, we will send you a booking confirmation and any necessary immigration documents for short-term visa applications. Documents for Student Visa applications will be sent once the terms and conditions above have been met. We will also send an invoice; the balance of this is due at least 3 weeks before the start of the course.

Accommodation details and taxi transfer details (if booked) will be sent around 2 weeks before the start of the course; please send us your arrival information as soon as possible.

## HOLIDAYS

Depending on your course you may be able to take a holiday of up to a **maximum of 4 weeks**, provided you **give LSI Portsmouth at least 1 week's notice**. Holidays are not permitted on some courses (e.g. closed groups). If a holiday is permitted, the weeks are given as a course credit and you can take these unused study weeks at a later date, within a 12-month period. **Please note that course credits are non-refundable and must be taken as study weeks.**

**Homestay accommodation:** If you are away for a full week (weekend to weekend) and give 1 week's notice, we will refund 50% of the fees.

**Self-catering:** There are no refunds for holidays taken.

## HOW TO PAY

### International Payments via Flywire

LSI Portsmouth have partnered with Flywire to make your international payments easier. Flywire allows you to pay from almost any country by bank transfer, credit card and other local payment methods. To make an international payment, please go to [lsi-portsmouth.flywire.com](http://lsi-portsmouth.flywire.com) and follow the simple instructions.

### Bank Transfer

All fees are payable, in GBP Sterling, at least 3 weeks in advance to: LANGUAGE SPECIALISTS INTERNATIONAL, National Westminster Bank PLC, Commercial Road Branch, Portsmouth, England, PO1 1EJ.

**A/c No.** 89795481

**Sort Code** 56-00-64

**SWIFT Code** NWB KGB 2L

**IBAN Code** GB15 NWBK 5600 6489 7954 82

Please note that you are responsible for covering the cost of bank charges. Please state the INVOICE NUMBER and STUDENT NAME in the details e.g. '34567-Smith'

## TERMS & CONDITIONS

- For the latest Covid-19 changes to our standard Terms & Conditions, please consult our website - <https://www.lsi-portsmouth.co.uk/terms-conditions/>
- In booking with us, **you agree to accept LSI Portsmouth's Terms & Conditions.**
- If you book via a representative or Educational Tour Operator (ETO), their terms & conditions may apply.
- A £300 non-refundable deposit is required for all bookings.**
- LSI Portsmouth reserves the right to refuse an enrolment.
- Before Starting a Course**
- If we receive notice of cancellation before the start of a course, all tuition and accommodation fees will be refunded less 10% of tuition fees or £300 deposit, whichever is the higher.
- If we receive notice of postponement less than 1 week (5 working days) before the planned start of a course, you will lose the £300 deposit and be required to pay another deposit before we can confirm a new start date.
- If you are waiting for a visa and think that you may be delayed, you must let us know at least 1 week before your planned start date or you may lose your deposit and have to pay another £300.
- If your visa application is refused, all accommodation and tuition fees will be refunded (less irrecoverable costs e.g. bank charges and CAS fee) but only when we have seen a copy of the visa refusal letter. The £80 registration fee is non-refundable in any case.

### Changes

- A course change fee of £25 is required on any changes made to the original booking - where we have to produce new documents / invoices; dates; course changes (but not upgrades); adding / cancelling accommodation and transfers; shortening courses. Note there will be no charge if the changes are due to a visa delay.

### After Starting a Course

- It is LSI Portsmouth's policy that **all tuition fees are non-refundable once the course begins**, so you should **make sure your insurance policy will cover this in case you have to stop your course early.**
- Homestay fees are refundable subject to 1 full week's notice.
- Self-catering fees are refundable subject to 4 weeks' notice.
- If you have a Student Visa, accommodation fees will only be refunded if you show us documentary evidence that you are enrolled and sponsored by another UK institution or have booked and paid for a flight home. Refunds are usually made to the person who paid the fees (not necessarily to the student). Bank charges are at your expense.

### Other

- LSI Portsmouth reserves the right to ask students to leave the school without refunding or crediting tuition fees in the event of misconduct, criminal behaviour or serious attendance problems. Please see the school's website for our disciplinary procedures.
- Unacceptable behaviour in school accommodation may result in students being asked to leave - we cannot guarantee that we will be able to find suitable, alternative accommodation.
- Your level of English must be the required level for the course you have booked. If we think your level is not suitable for the course you booked, we reserve the right to move you to a more appropriate course. If the new course is more expensive, you will be expected to pay the difference. If the new course is less expensive, you will receive credit for the difference.
- The School reserves the right to cancel or alter a course. If we do so, we will offer either an alternative course or a refund of all fees. If you decide not to take the alternative course offered, we will not be liable for any losses incurred by the student for cancelled travel arrangements.
- Where there is only one person on a particular group course, we reserve the right to offer the cost-equivalent number of individual lessons instead of the group course.
- The school reserves the right to change teachers at any time during the course.
- In the event of 'force majeure', such as fire, flooding, infectious diseases and other events outside our reasonable control which may cause the closure of the school, refunds will not be made.



## Personal Details

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Male / Female: \_\_\_\_\_

Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Contact Tel: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Job/Rank: \_\_\_\_\_

Please give details of any special needs, learning difficulties or medical conditions the school should be aware of:

\_\_\_\_\_

How did you hear of LSI Portsmouth?

\_\_\_\_\_

## Course Details

Please tick the programme you require:

Methodology and Language for University Lecturers & Admin Staff

Dates of course: \_\_\_\_\_

How many weeks: \_\_\_\_\_

**Course basis:** Face-to-face  Online

Please complete this registration form and either post, fax or email it to us. Alternatively use the online registration form on our website: <http://www.lsi-portsmouth.co.uk>.

Please remember to send us your £300.00 deposit via Flywire or bank transfer and clearly reference your name.

Bank Details: National Westminster Bank PLC, Commercial Road Branch, Portsmouth, England. PO1 1EJ.

A/c No. 89795482, Sort Code 56-00-64 SWIFT Code NWBKGB2L, IBAN Code GB15 NWBK 5600 6489 7954 82.

info@lsi-portsmouth.co.uk

www.lsi-portsmouth.co.uk

Tel: + 44 2392 291811



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



## Level of English

	Very Good	Good	Inter-mediate	Weak	Very Weak
Speaking					
Listening					
Reading					
Writing					

Where did you learn your English?

\_\_\_\_\_

- At school - if so, how many years?
- At Evening Classes or Language School - how many hours in total?
- Other?

Do you have any English language certificates or qualifications? If so, which?

\_\_\_\_\_

## Accommodation

a) Would you like us to arrange either homestay or self-catering in one of our student houses for you?

Yes  No

Homestay  Self-catering student house

If no, do you already have an address in Portsmouth?

b) Do you smoke? \_\_\_\_\_

c) Do you have any special preferences concerning homestay accommodation: e.g. size of family, age, children, household pets, hobbies/interests?

d) Any allergies? \_\_\_\_\_

e) Any special dietary needs? \* Supplement may apply

f) Any health problems or disabilities? \_\_\_\_\_

## Arrival Details

Date and time: \_\_\_\_\_

Flight Number & Airport: \_\_\_\_\_

Do you require a taxi transfer? No  Yes  One-Way   
Yes, Return

I have read and understood the terms and conditions:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Contact in an emergency: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Telephone number: \_\_\_\_\_