

## 2024 Dates & Fees

EXECUTIVE COMBINATION: 1:1 + minigroup	Fees per week and teaching hours
<p>This option combines 50% 1:1 lessons with 50% minigroup (maximum 4 participants) and offers the advantages of both individual and group tuition. The 1:1 mornings concentrate on the individual's specific language difficulties and specialist vocational vocabulary. The afternoons focus on communication and intercultural exchange with participants of different nationalities and commercial backgrounds in the context of professional situations - presentations, meetings, negotiating, leading an international team, and intercultural awareness in working environments.</p> <p><b>Who's this for?</b></p> <ul style="list-style-type: none"> <li>• This programme is for those who want to improve communicative performance in a wide range of professional, business, and commercial contexts.</li> <li>• Trainees with a lower-intermediate level or above.</li> </ul>	<p><b>25 hours per week</b> <b>£1,450</b></p>
<p><b>EXECUTIVE COMBINATION PLUS: 1:1 + minigroup</b> As above but with 5 extra hours of 1:1 17.5 hours 1:1 + 12.5 hours minigroup.</p>	<p><b>30 hours per week</b> <b>£1,950</b></p>
<b>ALL DAY 1:1 'INDIVIDUAL COACHING'</b>	
<p>This is a focused and highly individualised programme, based on a detailed needs analysis of the professional and social requirements of the participant.</p> <p><b>Who's this for?</b></p> <ul style="list-style-type: none"> <li>• Participants who have a very specialist agenda for their course.</li> <li>• Trainees who may wish to only have lessons in the morning or outside our normal timetable hours.</li> <li>• Students of a low level (lower-intermediate or below/A1 &amp; A2) who do not have the communicative competence/ability to participate in the open groups.</li> </ul>	<p><b>25 hours per week</b> <b>£1,950</b></p> <p>More/less intensive options are available:</p> <p>Semi-intensive - 15 hours per week: <b>£1,170</b> Intensive - 20 hours per week: <b>£1,550</b> Intensive plus - 30 hours per week: <b>£2,300</b></p>
<b>30+ BUSINESS COMMUNICATION</b>	
<p>Morning classes of maximum 8 students, with a focus on communication in the context of General English. The afternoons are in our executive minigroups (maximum 4 students), designed to improve communicative performance in a wide range of professional, business, and commercial contexts.</p> <p><b>Who's this for?</b></p> <ul style="list-style-type: none"> <li>• Participants interested in improving both General and Business English skills.</li> <li>• Trainees with a lower-intermediate level or above.</li> </ul>	<p><b>27.5 hours per week</b> <b>£995</b></p>
<b>CLOSED GROUP: maximum 6</b>	
<p>A 'closed group' consists of participants from the same company or organisation with compatible language levels and training needs. This option allows us to concentrate on the specific professional and linguistic needs which are particular to the group. Please contact us directly for more information on closed groups.</p>	<p><b>25 hours per week</b> <b>£2,790</b></p> <p>Price is per group.</p>

# Social and cross-cultural programme

## EXECUTIVE HOMESTAY

To enhance the social, cultural, and intensive language experience, we encourage participants to stay with one of our carefully selected Executive homestays. This will give you direct contact with native speakers, the opportunity to network and build friendships, and will also provide a unique insight into UK culture. Half-board basis: breakfast and dinner on weekdays - all meals at the weekend (wine served with dinner). Bed linen and towels provided; laundry done weekly; within 15-30 minutes walking distance of the school (max. 45 mins). Private bathrooms are subject to availability.

**£290 per week / extra night £45**

**Special dietary requirement supplement (coeliac/gluten-free, vegan, nut allergy etc) £20 per week**

## HOTELS

There are a variety of hotels in Portsmouth which can be booked by LSI/IH. However, the charges must be paid directly to the hotel.

- The Queens Hotel (4 star): Prices from **£95 per night**, including breakfast. A newly refurbished hotel, close to the sea and a short walk from LSI/IH Portsmouth.
- Holiday Inn (4 star): Prices from **£89 per night**, including breakfast. A conventional, modern hotel close to LSI/IH Portsmouth.

## 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 may include:

MONDAY	Welcome drinks (free)
TUESDAY	Guided tour of historic Portsmouth (free) or pub (£5 - £15)
WEDNESDAY	At home with the homestay
THURSDAY	Dinner on the waterfront (£25 - £35) or badminton (£3)
FRIDAY	Farewell drinks (free)
SATURDAY	Trip to the Isle of Wight (£20-25)

**Trainer Accompanied lunch:** Improve your socialising skills in English: participants take their lunch at a local restaurant together with other students and a member of staff. This is an opportunity to practise your 'Social English' with colleagues from different countries and varied levels.

**£100 per week** Monday to Friday - including main course, drinks, coffee, dessert.

### Airport transfers:

Heathrow or Gatwick Airport: £150 on arrival/£260 on arrival and departure.

Southampton Eastleigh Airport: £90 on arrival/£150 on arrival and departure.

## BANK DETAILS

### International Payments via Flywire

LSI/IH 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: LANGUAGESPECIALISTS INTERNATIONAL, National Westminster Bank PLC, Commercial Road Branch, Portsmouth, England, PO1 1EJ.

**A/c No.** 89795481

**Sort Code** 56-00-64

**SWIFT Code** NWBKGB2L

**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'

## GENERAL INFORMATION

- The minimum age for all executive courses is 25. For 30+ Business Communication, the minimum age is 30.
- The minimum duration is 1 week for all Executive courses.
- Courses start every Monday, including bank holidays.
- LSI/IH Portsmouth is open from Tuesday 2nd January 2024 to Friday 20th December 2024. We reopen on Monday 6th January 2025.
- A non-refundable registration fee of £80 per student is required for all courses.
- An extra 5 hour 1:1 block can be added for an additional £390.
- LSI/IH Portsmouth has a **24-hour emergency phone number:** 0780 339 2476 (or +44 780 339 2476 if phoning from outside Britain).
- Students are expected to arrive at school between 8:30 and 08:45 on Monday morning.
- All teaching materials are included in the course fee.
- **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.**
- LSI/IH Portsmouth keeps personal information in both electronic and paper format. When requested, this information is passed on to third parties such as the British Council, ISI and UKVI.
- LSI/IH 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

- It is your responsibility to ensure you have the correct type of visa and appropriate leave to remain in the UK. For the latest information about student visas for the UK, please visit [www.gov.uk/check-uk-visa](http://www.gov.uk/check-uk-visa).
- If you do not have the correct type of visa to study, or lose your right to remain in the UK, any contract with the school will be cancelled and you will not be allowed to study.
- 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 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 our REGISTRATION FORM and e-mail it to us as soon as possible. We shall then email you the first BOOKING CONFIRMATION form; please check the information on this form carefully and let us know immediately if you have any doubts or questions. We shall also send you the FORMAL INVOICE; please do not pay the fees before you receive this invoice. As soon as you receive LSI/IH Portsmouth's formal invoice, please follow the payment instructions on the invoice.

Once you send us your arrival details, we shall then send you the FINAL CONFIRMATION form which will also include the name, address, and telephone number of the host family (or hotel), together with the arrival instructions and an emergency telephone number. PLEASE ENSURE that you receive a copy of the FINAL CONFIRMATION form, or, at the very least, the key information which it contains and have it with you when you arrive in Portsmouth.

## ENGLISH AND GOLF

We also offer Professional English plus Golf programmes designed to combine focused Professional Communications training with the practice, language and etiquette of golf. A variety of programme options are designed to suit a range of needs, from the relative beginner to the serious player wanting to improve their social communication skills while playing golf in the beautiful English countryside. More information can be found on our website.

## TERMS & CONDITIONS

- In booking with us, you agree to accept LSI/IH 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/IH Portsmouth reserves the right to refuse an enrolment.

### Cancellation charges for Professional Communication students

- Cancellation 3 - 5 working days before commencement date: 50% of first week tuition fees plus registration fee.
- Cancellation 2 working days or less: 100% of first week tuition fees plus registration fee.
- Non-appearance on first day of course: 100% of first week tuition, registration, accommodation and arrival taxi (if booked).

### Other

- LSI/IH 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 at 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: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 Passport Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Contact Tel: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

## EMPLOYEMENT / INVOICE DETAILS

Name of Company / Organisation: \_\_\_\_\_  
 \_\_\_\_\_  
 Company or personal invoice: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 What type of work is your company involved in?  
 \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Please write a brief description of your job:  
 \_\_\_\_\_  
 Please give details of any special needs, learning difficulties or medical conditions the school should be aware of:  
 \_\_\_\_\_

## COURSE OPTIONS

Please choose the programme you require:

- Executive Combination (25 hours)**
- Executive Combination Plus (30 hours)**
- All day 1:1** (Number of hours: \_\_\_\_\_)
- Closed Group** (Number of hours: \_\_\_\_\_)
- 30+ Business Communication (27.5 hours)**

Dates of Course: \_\_\_\_\_  
 Number of weeks: \_\_\_\_\_  
 Would you like to join the trainer-accompanied lunch programme?  
 Yes  No

I have read and understood the terms and conditions. Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact in emergency: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

## LEVEL OF ENGLISH:

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

## COURSE OBJECTIVES

Please summarise briefly what you would like to achieve during your course at LSI/IH Portsmouth, indicating which language skills you would most like to improve?

### Speaking and understanding

- Meetings  Telephoning  
 Negotiating  Socialising/Entertaining  
 Presentations  Travelling  
 Selling  Cultural Awareness

### Reading and Writing

- Emails, faxes, letters  Contracts/Agreements  
 Reports  Instruction manuals

## ACCOMMODATION

### 1. Type of accommodation required:

- Executive Homestay  Hotel  None

### 2. Do you smoke? Yes No

### 3. If you have chosen homestay, do you have any special preferences, e.g. size of family, age, children, household pets, hobbies/interests?

### 4. Any allergies? \_\_\_\_\_

### 5. Any special dietary needs? (supplement may apply)

### 6. Any health problems or disabilities?

## ARRIVAL DETAILS

Date & time: \_\_\_\_\_

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

Do you require an airport taxi transfer?

- No  Yes, one way  Yes, return