EXPRESS ENGLISH COLLEGE

JUNIOR SUMMER SCHOOL fees

WORK for GOOD
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NORTH ENGLISH UK
YOUNG LEARNERS ENGLISH UK A SPECIAL INTEREST GROUP OF ENGLISH UK
TRINITY COLLEGE LONDON Registered Exam Centre 69283
PREPARATION COURSES FOR TRINITY COLLEGE LONDON Secure English Language Tests
Accredited by the BRITISH COUNCIL for the teaching of English in the UK
Green Standard Schools
Member of Greater Manchester Chamber of Commerce
EXPRESS ENGLISH COLLEGE

EXPRESS ENGLISH COLLEGE

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eecollege

ExpressCollege

expressenglish_college

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ESSENTIAL INFORMATION

- **Student Age Range:** 11 to 17 years;
- **Centre: Availability:** May to September;
- **Arrival Day:** Sunday;
- **Departure Day:** Saturday;
- **Course Start Day:** Monday
- **Course Length:** minimum stay of one week; no maximum up to end of programme.
- **Course level:** A1 to C2 (beginner to Advanced)

COURSE FEES

General English with Football

- **One week:** £1,150;
- **Two weeks:** £2,285
- **Three weeks:** £3,370
- **Four weeks:** £4,455
- **Five weeks:** £5,490



Each additional week (after five): £1500

General English with Film Making

- **One week:** £1,120;
- **Two weeks:** £2,255
- **Three weeks:** £3,340
- **Four weeks:** £4,425
- **Five weeks:** £5,460



Each additional week (after five): £1200

General English with Journalism

- **One week:** £1,100;
- **Two weeks:** £2,235
- **Three weeks:** £3,270
- **Four weeks:** £4,405
- **Five weeks:** £5,440



Each additional week (after five): £1100

(The same price applies if you wish to take **General English and General/mixed Activities** rather than themed activity days – see brochure for details).

COMING SOON for 2022! NEW COURSE! **General English with Music** (song witing, recording). Please see **General English with Film Making** for price. Please enquire for details.

COURSE FEES INCLUDE



15 hours per week of General English lessons (see course information);



2 themed full-afternoon sessions each week (according to programme theme; e.g., football);



Other general afternoon activities (trips, activity clubs, visits, sports, etc);



2 excursion options per week including national trips to cities such as London (one in departure week);



Accommodation in either homestay or residential accommodation, with full board;



Use of all modern, luxury facilities in the school (lounge, tea, coffee, cold drinks, café, IT suite, games area, TV technology, Wi-Fi, garden);



On-site food available with both half and full board options;



Airport transfer from Manchester (shared);



All learning materials, end of course certificate, course report;



Trinity College London Graded Examination in Spoken English and Trinity GESE Certificate;



Personal laundry service for machine-washable clothes;



Travel and medical insurance.

COURSE FEES DO NOT INCLUDE

- Spending money;
- Private airport transfers;
- Damages and key deposit of £50 (payable upon arrival).

TRANSFERS

We offer a free shared transfer service between 10.00 and 17.00 from Manchester Airport to Manchester centre (residential or homestay accommodation)



For arrivals and departures outside the days and times specified, please enquire regarding Private Transfer Service options.

If juniors need to fly to another airport, such as one in London, please let us know. We can arrange a long distance Shared or Private Transfer Service, if given reasonable notice.



Please note: All students under the age of 13 not travelling with an adult must travel as an Unaccompanied Minor.

RESERVATIONS AND PAYMENTS

Download the form from www.expressenglishcollege.co.uk

or request a copy by email from info@expressenglishcollege.co.uk

Then, please complete, and send it to: info@expressenglishcollege.co.uk

Full payment is due at least 6 weeks before the arrival date.

For bookings made less than 6 weeks before the course start date, payment in full is required to secure your place.

All fees are payable in pounds sterling.

Payment can be made as follows:

GBP BANK TRANSFERS

Barclays Bank

Address: 51 Mosley Street, Manchester, M2 3HQ

Account Name: Etihad Limited

Account No: 33972127

Swift: BUKBGB22

Sort Code: 20-55-41

IBAN: GB07 BUKB 2055 4133 9721 27



TERMS AND CONDITIONS

Please read these terms and conditions carefully before enrolling at Express English College (EEC).



The college services (courses and accommodation) are subject to availability.



We have the right to cancel, delay or change a course or a leisure activity in case of low demand or any other circumstances that require such an action.



Bookings for under 18 students require a signed parental consent letter to be sent to the college before the course start date, please note that students may study in adult groups.



Critical health information must be indicated on the application form. This will inform other students, your host or the members of staff in case of an emergency. EEC may refuse to accept a student if it feels it cannot meet the needs of the student, based on medical grounds.



EEC may refuse to accept a student based on the academic needs of the student, if it feels those needs cannot be met, for example, if the student is an absolute beginner or requires special educational needs that cannot be delivered by the college.



EEC may refuse to accept a student, without reservation, if there is a suspicion or a risk that the student will not comply with the requirements of their visa status or pose a risk to the integrity of the UK Border.



EEC may refuse an application, without reservation, if there is a suspicion that documents presented to support a visa application are not valid or appropriate.



EEC requires all financially sponsored students to send proof of sponsorship before they can be accepted on a course of study.



If a student is affected by a long-term illness they should immediately apply for a medical certificate and present it to the college. This would only allow for the course to be postponed but not refunded, unless in exceptional circumstances.



Fees paid cannot be transferred to any other student and are only applicable to the student who applied. The accepted payable currency is GBP (£). Payment in other currencies should be the exact payable amount in GBP (£) on the day of receipt of the payment.



Students may postpone the start of their course until the next available Junior School programme, if 14 days' notice (before the course start date) is given in writing. After the booking is confirmed, EEC reserves the right to charge a £50 administration fee, each time course details are changed.



Students and their parents/carers/guardians are responsible for their own visa application. Once full booking and tuition fees are received, visa documentation will be sent by email.



FAO: Parent/carer/Guardian: Please inform the school if you do NOT wish for your child/family member/ward to participate in any particular activity, such as a sport or visit, etc. If no notice is given, EEC assumes that said junior will participate in the programme as a whole.

PAYMENT AND FEES



1. To book a junior course, a student is required to pay a deposit of £150 to EEC.

2. The student/parent/carer should clear the balance within 28 days before the course starts.

3. Students booking a course starting in less than 28 days are required to pay the fees in full.

4. When requiring a visa, students must pay all fees in full to allow for visa application processing and confirmation to go ahead, regardless of the time they apply for said visa.

5. Fees cover: one placement test, all tuition, use of school resources and facilities, one end of course certificate, one Trinity College London examination certificate, one course report, and various social programme activities and excursions (see details).

6. Issuing a certificate or report more than two months after course completion will incur a fee.

TERMS AND CONDITIONS FOR TEACHING ATTENDANCE, PUNCTUALITY, CONDUCT



1. Students must attend and study throughout all their lessons at the times outlined in their timetable during their junior programme.

2. Students should not leave the class during lessons or disrupt the teaching of the class for any reason.

3. Express English College expects all students to be on time for classes. Students arriving more than five minutes late for a lesson will be marked as 'late' on the class register.

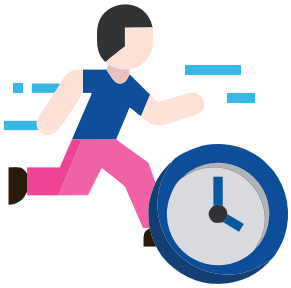
4. Students who arrive 15 minutes late to any class without notifying EEC in advance will not be allowed to join the class, unless in exceptional circumstances.

5. Any student who is 10 minutes late after the break will not be permitted to enter the class and will be marked as absent on the class attendance register.

6. Students who are late on a regular basis, or whose conduct in class is consistently poor, will receive a verbal warning followed by a written warning. Parents/carers/guardians will also be notified/involved, by telephone and/or in writing.

7. If a student misses a lesson, regardless of the reason, Express English College cannot give a refund or allow the student to take the lesson at another time.

8. Students must make every effort to participate in their learning. Teachers provide engaging, fun and motivational classes in which students should seek to take part. Poor behaviour and wilful lack of engagement will result in management contact with parents/carers/guardians.



TERMINATIONS



1. A student's study programme will be immediately terminated, without any refund, if they are found to have committed a serious act of misconduct on site, during activity sessions, or at any other time during their stay in the UK.

Parents/carers/guardians will be immediately involved. This may involve said junior being placed with a legal guardian (arranged by Express English College if necessary) and at the expense of parents/carers/guardians, until such a time as arrangements can be made to send the student home.

2. Fake document usage will lead to immediate termination of the application.

CANCELLATIONS AND REFUNDS



1. Cooling Off period: where bookings are made online, by phone, or by email where no visa documentation has been issued, students/parents/cares/guardians have the right to cancel and receive a full refund without giving a reason, provided that the cancellation is in writing and made no less than 14 days prior to the start date of the cours.e.



2. The above will be refunded outstanding fees within 14 days of the date of said cancellation request. Any services provided during this 'cooling off' period will, however, be payable, together with the booking fee.

3. The cancellation request should be made in writing and sent to the college by post or email accompanied by the original notification/letter of enrolment/receipt.

4. If a cancellation notice is received outside of the College's weekday working hours, between 8.00 and 18.00 Monday to Friday, the notice period will be counted from the next working day.

5. No refund will, under any circumstances, be fulfilled if a student cancels their course after the start date, in the event of them deciding to leave your course early, or if they are found to have committed gross misconduct requiring immediate expulsion from the programme/premises.

6. Fees for cancelled group-course tuition weeks cannot be converted to equivalent individual lessons. No extension to course duration can be made by reducing the number of hours studied per week.



7. No refund on tuition and booking fees will be made in the case of late or no-show students (see Covid statement for the only exception to this regulation).

8. No refund will be given in the event being unable to supply services resulting from causes outside the college's control, such as, but not limited to, natural disaster, labour disputes, government action (please also refer to Covid statement which is treated a separate situation).

9. If a student's visa is refused and they want to re-apply for a visa, this must be done within one month of the date of the refusal letter. In this case, the student or their parent/carer/guardian must inform the college of the new start date.



10. If a student's visa is refused and they want to apply for a refund of fees, this must be done within two weeks of the refusal date and before the course start date, whichever is the sooner.

The college will refund any course fees paid less a charge of £150 and £50 booking fee when we have received the student's original visa refusal letter from the Embassy or Consulate plus a copy of the student's passport photo page. We also need and a letter authorizing payment of the refund to a specified bank account. Once these requirements have been met, and all stated documentation supplied, fees will be refunded in a maximum of 4 weeks.

ACCOMMODATION BOOKINGS AND CANCELLATIONS



All accommodation bookings, payments, and any other related correspondence must be made through the college. The only exception to this is where students choose to book accommodation privately. Parents/carers/guardians: please let us know at the onset of your booking if you are planning to book accommodation privately, or stay with someone you know.

If a student has to leave their programme early for any reason, they must also leave their college-booked accommodation. In such circumstances parents/carers/guardians must make private arrangements for their child/ward until they can return to their home country.



If the student decides to, or is obliged to, end their accommodation stay early, 7 days' notice must be given in writing. Please note: refunds will only be made for full calendar weeks, not part-weeks.

Any individual who behaves in an unacceptable manner at any point during their stay will be asked to leave their accommodation immediately. If this is part-way through a week their parent/carer/guardian will still be liable for that week's payment. In these circumstances we cannot guarantee that we will be able to find alternative accommodation. In these extreme circumstances, a student may be asked to leave the school.



PLEASE NOTE:

All accommodation bookings are charged a booking fee of £50.

If residential home stay accommodation is not suitable for any specific reason, alternative accommodation will be provided where available.

No accommodation deposits (as well as course deposits/booking fees – see above) are refunded.

In cases of serious illness, the death of a close family member, or other exceptional circumstances, cancellation should be reimbursed through the insurance.

Any refunds can only be paid to the person who made the payment.

Please allow up to 45 days to process any refund for course fees or accommodation.

Excluding the booking fee, accommodation fees can only be refunded provided the cancellation notice period of 4 weeks or more before the start date is met.

If a student gives a cancellation notice period less than 4 weeks before the start date, parents/carers/guardians will be charged 4 week's rent plus the booking fee of £50.

No accommodation fees will be refunded for late or no-show students.

LIABILITY

Express English College does not accept any liability in the case of illness, accident, loss or damage to personal effects or property occurring on college premises, except where such liability is imposed under UK law.





Where accommodation or transport has been booked through the college, Express English College does not accept liability for losses or additional expenses a student might incur because of cancellation or delays to their travel services.

COMPLAINTS

If a student feels the need to complain about any aspect of our services, they should talk to a member of staff immediately who will respond, by following our Complaints Policy: please see elsewhere on this website. Students can also fill in a self-service complaints form on which they can express their concerns in writing. They should send this to

info@expressenglishcollege.co.uk

and CC the email to

academic.manager@expressenglishcollege.co.uk

To briefly explain what happens next: upon receipt of the complaint (either verbally or in writing) to academic manager will work with the Operations Manager to resolve the problem. In some cases, this may involve referring to individuals or organisations both inside and outside the premises. Please allow up to 48 hours for an effective response, though the college will contact all complainants within 24 hours to update them with the detailed action being taken, and the expected outcome.

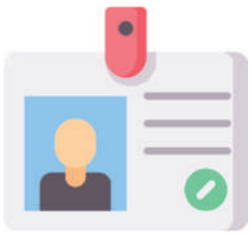
Express English College is unable to investigate or resolve complaints received after the student has returned to their own country. If something is wrong, please voice all concerns during the course, as soon as possible, so the matter can be investigated in a timely manner.

If a complaint, having been dealt with by the appropriate manager, has still not been resolved satisfactorily, the student has the right to complain to the Operations Manager. Please use

info@expressenglishcollege.co.uk

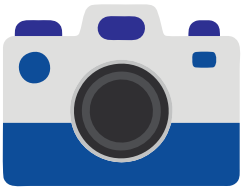
and address your email; FAO Operations Manager (high priority). The Operations Manager will investigate the problem and update you on progress within 24 hours.

ID CARDS



Student identity cards are given to students during the induction day. In the event that you lose it, a new one can be replaced: the cost is £10, which you must provide out of spending money.

PRIVACY



Pictures and videos may be taken by relevant Express English College staff for promotional purposes. These could depict aspects of teaching and learning, activities being undertaken, or of students using the facilities at college. We will ask for consent to film or photograph junior students (under 18s) from their parents/carers/guardians.

If parents/carers/guardians do not wish for their children or wards to appear in any EEC promotional material, please state this at the time of booking.



Classes cannot be filmed or otherwise recorded in any way by participants without the permission (in writing) of the Academic Manager.



Tim Catterall
Academic Manager

Please see: Privacy Policy on this website for further details. Below, please find some key areas covered, relating to data collection:

When collecting and processing student and enquirers' data, Express English College maintain the following principles:

- We collect data for specific, stated purposes; we will make it clear at the point when we request your information, why we are collecting it, how we are going to use it, and hen it will be deleted, having served its purpose.
- We will not collect data outside of what is strictly necessary; the only information collected will be to effectively deliver our services.
- We will ask to update our data periodically, and requests for amendments and deletion of personal data will be accepted without question
- We will store and, when appropriate, delete data securely and safely, avoiding any security breaches where possible.



CHANGES TO TERMS AND CONDITIONS

EEC reserves the right to modify or replace these terms at any time. If any revision is made, we will provide notice prior to any such updated terms taking effect.





COVID SITUATION

Please read: POLICY STATEMENT ON COVID-19 for details, on this website.

In summary, the college offers two options in the light of junior school programmes being disrupted due to the ongoing pandemic.

In the first instance, students will be given the option to study and participate online. This includes attending online classes and, wherever possible, virtual tours, visits, and the like. Students will attend from their residential or homestay accommodation.



If the online option proves unsatisfactory for personal or health reasons, the college offers a full refund of the course programme FROM THE DATE OF COMMENCEMENT OF ONLINE DELIVERY (if the online delivery was NOT attended at all) or from the date where ONLINE DELIVERY was terminated by the student or their parents/carers/guardians.

In a situation of 'normality' students must all understand the dangers inherent in travelling to another country, in mixing with other peers and adults, and must be advised to take appropriate precautions, such as refraining from touching and hugging, wearing masks in corridors, etc. See full statement for details.



SAFEGUARDING AND HEALTH AND SAFETY

Please see our SAFEGUARDING POLICY, our HEALTH AND SAFETY POLICY, and our EMERGENCY POLICY for full details, as well as the JUNIOR BROCHURE, which summarises these important policies and strategies.



Please note the key points below:

In summary, Express English College wishes to assure parents, carers, and guardians that we operate a comprehensive safeguarding policy. All teaching and other staff who come into contact with under eighteen students undertake up-to-date safeguarding training as per UK law. They also must possess an in-date DBS (police record check) certificate displaying the fact that there is no known reason why the person named in the document is unsuitable to work with under 18 students, or vulnerable adults. In other words, it is a document clearing all appropriate individuals to work with these categories of student. The certificate number is checked annually via an 'updates service' government website.



The college has a safeguarding strategy whereby any concerns at all around child welfare are immediately reported to the Designated Safeguarding Lead and/or the Deputy Designated Safeguarding Lead in the college, who are appropriately trained to deal with such matters, and who have the power to make referrals to other bodies where necessary.



These concerns include suspected or actual bullying, mistreatment, or inappropriate conduct of a junior student or students (at the suspected hands of anyone on or off site). A referral to either of the designated safeguarding lead staff could be made by any adult or child who has concerns.

UK Law obligates all adults involved in the teaching and welfare of children, young and vulnerable people to act upon any concern, and for the designated safeguarding lead staff to investigate and further refer any disclosure or concern. A potential or actual victim of inappropriate conduct, or abuse can also disclose information to the designated safeguarding lead staff.

OTHER HEALTH AND SAFETY ISSUES



The college possesses a comprehensive plan to act responsibly and safely in the event of an emergency – please see the Emergency Policy elsewhere on the website.

The college has an effectively checked and practiced procedure in the event of a fire. Students are made aware of the process they must follow during the induction period. Please see the Express English College health and Safety policy.



GENERAL CONDUCT

Express English College is a professional teaching and learning centre which upholds educational, moral, and ethical values across its range of services and throughout its academic provision.

The college, therefore, reserves the right to refuse admission to any student or to dismiss any student from the premises/from the programme without refund of tuition fees in the event of misconduct or very unsatisfactory/inappropriate work. Express English College expects students to adhere to the standards set by its staff.

Express English College expects students to behave reasonably, at all times, towards other students and staff and to respect cultural, racial, gender, religious, background, and national differences that can be found in our variety of students and staff. All students – and staff - attending the college respect and uphold the core values of democracy, individual liberty, tolerance, and the rule of law.

If a student is expelled from the programme due to unacceptable conduct, their fees will not be refunded. Please see 'Terminations' above.

Safety and Covid conduct: EEC expect all students to follow UK Government and our own safety guidelines, including COVID 19 guidelines, at all times: we can only accept students at the school on condition that they agree to do so and that they continually demonstrate that they are doing so.



ADDITIONAL EXPENSES



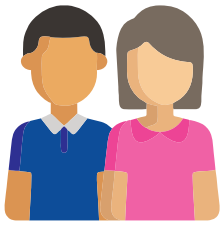
Students should bring enough spending money for their own private uses. They can also exchange money at a variety of locations in Manchester. Parents/carers/guardians are also advised to equip their child or ward with access to emergency funds, such as via a credit card or similar.

INSURANCE

The following insurance cover is included in the course fees

- **Medical Expenses:** £2,000
- **Personal Liability:** £1,000
- **Course Fees:** £8,000
- **Cancellation/Curtailment:** £3,000
- **Money & Personal Documents**: £100
- **Passport/Visa:** £500

Express English College cannot accept responsibility for any claims arising from a student or third party.



Making an insurance claim: please note:

Parents/carers/guardians are responsible for all paperwork in the event pf making a claim. They must contact the insurance company directly. Express English College cannot make claims on behalf of students.

- There is an excess of £50 per claim.

PERSONAL AND MEDICAL INFORMATION



Express English College keeps students' information in electronic format.
If instructed to do so, Express English College is obliged to give information to the UK Borders Agency.

In case of this, and in order to deliver a quality service to students, Express English College must see and copy the student's passport or ID card and visa, and to have contact details of their next of kin in their country. Booking a course means parents/carers/guardians/students agree to provide these details to update the college if the light of changes.



Parents are reminded of the need to disclose medical information about the student when they book for their child/ward, and to check if it is possible or appropriate for said booking to go ahead in the light of medical issues or medical needs required. This includes information about any disability, allergy or known/diagnosed learning difficulties.

MEDICAL ISSUES

If a student brings specific prescribed medication with them for named medical issues, this medication must be entrusted to the Welfare Manager, along with an outline of dispensation instructions, who can assume responsibility for the safe and secure storage of said items throughout each college day.



Moz Pereira
Welfare Manager



If parents/carers/guardians wish medication to be administered by college staff, they must state this in writing, signed and dated, and, where possible, additionally confirm this via a doctor's note authorising college staff to administer medication. This writing must be (translated into) English.

Please note that parents/carers/guardians are responsible for ensuring medical supplies are sufficient. Also, please note that a significant surplus of medicine being carried by a student may be questioned upon arrival at the UK border. If in doubt, arrange for a doctor's letter of explanation. Try to arrange for the student to bring slightly more than enough, but not too much, medication.

First Aiders at Express English College are able to administer common (over the counter) medicines such as paracetamol, indigestion or throat lozenges; the parent/carer/guardian must advise the college in writing if they do not accept this.

In the event of emergency, students are taken to the nearest Accident and Emergency Unit: treatment is, initially, free.





In the event of illness or injury, Express English College staff dealing with the incident will follow the advice of the attending medical consultant unless advised otherwise by the relevant parent/carer/guardian. Express English College will give consent for appropriate medical professionals to act, where emergency treatment is required, where consent is immediately needed, and where it proves impossible to contact the next of kin in time.

This treatment may include blood transfusions, general anaesthetic and operations. By finalising the booking, parents/carers/guardians/next of kin agree to this, should they be uncontactable for any reason in an emergency.

Students may be charged for a medical consultation. The parent/carer/guardian is responsible for clearing this fee; they will need to claim it back through the pre-arranged insurance policy.





By accepting these Terms & Conditions the Parent accepts our right to use their children's personal information in this way.

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