

Oxford International Language School



English Courses in Oxford
Your Success, Our Commitment

www.oxford-school.co.uk





The School was established in 2008 and since then has helped many students to learn and improve their English language skills.

We provide high quality language training with structured and tailored courses to suit different ages, nationalities and needs.

The small class sizes (maximum 8 students) are designed to focus on your learning styles, objectives and needs.

We are centrally located, in an ethical building with modern classrooms, free Wi-Fi, kitchen, library and a garden.

We offer outstanding customer service to complete your learning experience and make your stay enjoyable.

Courses available:

General English (GE)

English for Specific Purposes (ESP)

Exam Preparation (FCE, CAE, CPE, IELTS)

Daytime, evening, Saturday courses

Group classes

One-to-one tuition



Welcome to Oxford International Language School

The School

At Oxford International Language School we take pride in offering our students a rewarding and enjoyable learning experience, and we are committed to providing the very best in English language programmes to our students.

We offer a range of high quality courses in General English, English for Specific Purposes and exam preparation to include:

- General English: all levels from beginner (A0) to proficiency (C2)
- Exam Preparation (FCE, CAE, CPE, IELTS)
- Business English
- Junior Summer School for students aged 14 -17 years old (see our JSS Brochure)

The Programme

Each class follows a structured programme, in line with the Common European Framework of Reference (CEFR), designed to improve your language skills quickly and build your confidence in the use of English.

With a maximum of 8 students in a class, you get plenty of support and attention from your teachers. In small groups you get added value from your course, as you will be able to tailor the content of your lessons with your teacher and progress quickly.

Helping you succeed in your objectives is our commitment to you.

We look forward to welcoming you to our School.



The Facilities



Classrooms:

Our classrooms can accommodate from two to twenty students per room. They are bright, spacious, with large desks, comfortable seating, and with audio visual equipment. With a maximum of eight students in one class, you have plenty of room to spread out and take in the relaxing atmosphere, and make the most of your learning experience. So you will not feel like you have been squeezed into a small room.

Internet Access:

All classrooms have Wi-Fi facilities. Students can log into the School's network using their personal laptops, tablets or smart phones.

Coffee Room/Lounge:

We have a kitchen area where coffee, tea and water are available to students, plus we have a spacious relaxing lounge and a garden/terrace where students can relax during their breaks.

Library:

To complement the learning experience outside of the classroom hours, the library is available to our students. With a wide range of books, (Graded Readers, fiction and non-fiction) study materials, newspapers, magazines and DVDs, there is something for everyone to choose from.



"The strengths of the school are: small groups, lots of conversations, nice atmosphere, very well explained grammar, well-prepared teacher, interesting subjects in the class."

Michal, Poland

A rewarding experience at Oxford ILS

Group classes:

With group classes kept to a maximum of eight per class, our classes are designed to maximise the amount of teacher-student time. Students find that their language skills develop rapidly as they are encouraged to actively participate in class. They benefit from the high level of contact with the teacher, a flexible approach, and a high degree of personalisation, delivered in a comfortable and relaxing environment.

Individual classes:

Students may prefer to choose a one-to-one programme of study. This offers the student a course which is designed for the specific requirements of the individual learner. Classes are customised and focused on the student's specific objectives and problem areas. This is an accelerated way of learning and highly beneficial to the student, especially for English exam preparation and English for Specific Purposes.

Our students:

The School welcomes people of all backgrounds and nationalities, and it is suitable for those who want to learn English fast, in a friendly and relaxed atmosphere. The minimum age for adult courses is 16 and there is no maximum age. To date we have welcomed students from over 28 different countries.



"Good teacher and atmosphere. Price per hour: reasonable."

Laura, Germany



Our teachers:

We believe that our teachers are our greatest strength. They are passionate about teaching and have years of experience in teaching General English, Business English, English for Exam Preparation and English for Specific Purposes. At Oxford ILS we use a variety of teaching methods, paying careful attention to students' individual needs and learning styles. The lessons are very energetic and interactive with interesting and topical subjects.

All of our teachers have a lot of experience and professional qualifications such as Cambridge CELTA or Delta, Trinity College Certificate or Diploma in TESOL. They also have other professional qualifications in various other subjects (MA, MSc, MBA and Technology), and a diverse professional background, having worked in industry and business environments. This extended knowledge and experience allows our teachers to provide students with real-life class activities to complement the learning experience and, if required, business and commercial level English.

"I really enjoy being a student at Oxford ILS. Currently I'm taking private classes to prepare for the CAE exam. Studying in this school is a great experience. I have improved quite a lot, above all my speaking skills. The programme is great, includes everything from listening, reading to speaking and expansion of vocabulary. Without doubt I strongly recommend this school to people who are looking for personal and private lessons."

Raquel, Spain

Your First Day (Induction)

All full-time students are required to arrive at the school at 09:00 on Monday morning for the induction programme. Please bring your passport, a pen and a notebook for taking notes during your classes. We will assess your level of English before you join the class on the first day. You will also receive information about the School and a welcome pack, with useful information about living in Oxford.

Induction

- Completion of registration forms and outstanding payments, if relevant
- Placement test to confirm your level of English
- A welcome presentation by the School to include:
 - Information about the School and a tour of its facilities
 - Rules and regulations
 - Information about your classes and timetable
 - Information about living in Oxford
 - An overview of activities, excursions and social programme

Welcome Pack

- Information about living with the Homestay provider
- Student handbook
- Local information such as:
 - Transport and travel information
 - Local banks and Post Office
 - Restaurants and cafés
 - Shopping
 - Places of worship
 - Leisure activities and recreation
 - Emergency information and contact numbers



School Timetable

A typical class schedule is provided below* as an example of what to expect. Full-time (FT) classes (either 15, 24, or 30 hours per week) are Monday to Friday daytime, Part time (PT) classes (4 hours per week) are scheduled on weekdays in the evenings and on Saturdays.

Morning Schedule (FT)	Afternoon Schedule (FT)	Evenings and Saturdays (PT)
09:00 – 10:30 Lesson 1	13:15 – 14:45 Lesson 3	PT evening classes start at 17:30, 18:00, 18:30, 19:00
10:30 – 10:45 Break	14:45 – 15:00 Break	PT Saturday classes start at 09:00
10:45 – 12:15 Lesson 2	15:00 – 16:30 Lesson 4	Weekend excursions available
12:15 – 13:15 Lunch Break	Afternoon activities available	

**schedule is a sample and may be subject to change*

Social Programme

We offer a cultural programme to all of our students. The social programme includes organised events or activities during the week. Activities include Oxford University and city tours, visits to museums and art galleries, cinema and pub nights, sports activities and more.

At the weekends excursions are organised, to include: City Tours (London, Edinburgh, Brighton and many more), Harry Potter Studio Tour, Portsmouth Beach, Isle of Wight, and many more. These activities and trips can be booked after the course starts, and are charged at the time of booking.

"I recommend this school to my friends because the teachers are very good and you can talk with other students and because you don't study hard, but you study smart."

Davide, Italy



Courses Information

General English Courses – full-time

Course description:

These are for adults – 18 years old and above, who need to improve their English language skills for general use in everyday situations. Students aged 16 and 17 may attend adult classes on condition that a Consent to Travel and Study Form is completed and signed by the parent or guardian. Group sizes are small, with no more than 8 students, so joining a course is all about participation. The classes are lively and fun but also challenging. They focus on reading, writing, listening, grammar, vocabulary, with a particular emphasis on speaking, communication and pronunciation.



Students can choose from one of the following classes:

GE Mornings

Total taught hours: 15 hours per week

Lessons: Monday - Friday:
9.00-12.15

GE Intensive

Total taught hours: 24 hours per week

Lessons: Monday - Friday:
9.00-12.15
Monday, Wednesday,
Friday: 13.15-16.30

GE Super Intensive

Total taught hours: 30 hours per week

Lessons: Monday - Friday:
9.00-12.15
Monday - Friday:
13.15-16.30

Start date: Any Monday

Registration: 2 weeks minimum; no maximum

Levels:

A0 Beginner (on request, please contact the School)

A1 Elementary

A2 Pre-intermediate

B1 Intermediate

B2 Upper-intermediate

C1 Advanced

C2 Proficient (on request, please contact the School)

General English Courses – part-time

Course description:

The part-time courses are for adults who work, or are in further education, throughout the week but are in need of improving their General English. The classes are scheduled so as not to conflict with students' working hours or busy private lives, which makes these courses an attractive and popular choice, especially to those who are already living in Oxford and around the city. The classes are very energising and students are given homework after each lesson to continue their learning experience at home.

GE Part-time

Total taught hours: 4 hours per week

Lessons: Evenings or Saturdays

Levels: A0 (beginner) to C2
(proficient)

Exam preparation (CPE, CAE, FCE, IELTS)

Part-time

Total taught hours: 4 hours per week

Lessons: Evenings or Saturdays

Please see pages 7 and 8 for the course content.

"I get more and more confidence from the conversation class. The teacher can point out your mistakes without disturbing your conversation. You can get a lot from this class. Thank you for your hard-work."

Lei. China

English Conversation

Course description:

The aim of the class is to improve students' confidence in speaking. By following a communicative approach, the emphasis is on interaction, language fluency and accuracy. Each week the students are encouraged to practise speaking on a different topic. There are a lot of role-plays, games, surveys, interviews and many more activities designed to get you to work on your expressions, vocabulary, pronunciation and intonation.

Total taught hours: 2 hours per week

Lessons: Once a week

Registration: 2-12 weeks

Please note that this class is open for students of level A2-B2.



Cambridge Exam Preparation Courses



Cambridge ESOL certificates are awarded by a department of the world renowned University of Cambridge. Preparing for a Cambridge certificate can help students achieve their goals for study, work and life. The exams focus on testing learners' speaking, writing, use of English, reading and listening. The results are linked to the Common European Framework of Reference for Languages as follows:

First Certificate in English (FCE) - Level B2

FCE is an upper-intermediate level qualification. It is recognised globally and it proves that you can use every day spoken and written English for work and study purposes.

Certificate in Advanced English (CAE) - Level C1

CAE is an internationally recognised exam for advanced level of English. Passing CAE demonstrates a high-level of language skills needed for success in study and work. Many top colleges, universities and places of work accept CAE.

Certificate of Proficiency in English (CPE) - Level C2

CPE is a recognised exam accepted by thousands of leading businesses and educational institutions worldwide. It proves you have achieved an extremely high level in English, and can communicate with fluency and sophistication similar to a native speaker.

"The CAE classes are a great source of knowledge related to speaking, writing, listening, etc. Furthermore, the teacher's performance is outstanding. He always does his best in terms of learning materials. In addition to this, during the classes not only are we using the book, but we also use a wide range of resources such as the radio, computer, with the aim of making use of the internet in order to obtain more useful material about the language. From my point of view, I would strongly recommend these classes to everyone, because in my case, it has been a really useful experience."

Marta, Spain

Exam preparation: FCE, CAE or CPE

Total taught hours: 24 hours per week

Lessons: Monday - Friday:
9.00-12.15
Monday, Wednesday,
Friday: 13.15-16.30

Start date: Various throughout the year, depending on the dates of the exam. Please refer to "Exam Preparation" on our website for the courses' dates and fees.

Registration: 9-week course

Class size: 6 - 8

Courses description:

The lessons focus on improving students' General English and exam skills, getting students to the level required to pass the exam papers. The lessons run around topical issues and current affairs, while, at the same time, working on learners' vocabulary, grammar, syntax and oral skills. Our teachers will prepare you for the techniques required to pass the exam papers and you will also be given real exam papers to work on. Your progress will be monitored with a regular coaching session given by your teacher.

Cambridge Exam Courses are designed to help our students:

- Learn useful expressions, vocabulary and grammar
- Improve on accent, pronunciation and intonation
- Develop the skills needed to tackle exam questions
- Reduce exam anxiety and build confidence in handling all exam papers
- Receive individual feedback where your progress is reviewed and your goals are set
- Complete a full mock exam with detailed feedback

IELTS Exam Preparation



The International English Language Testing System (IELTS) is widely recognised as a reliable means of assessing the language ability of candidates who need to study or work where English is the language of communication. You will need IELTS if you want to:

- study at university at undergraduate or postgraduate levels, or
- join a professional organisation in an English-speaking country

The IELTS exam consists of four components:

Listening 4 sections, 30 minutes

Reading 3 sections, 60 minutes

Writing 2 tasks, 60 minutes

Speaking 11-14 minutes



IELTS – Academic Exam Preparation

Total taught hours: 24 hours per week

Lessons: Monday - Friday:
9.00-12.15
Monday, Wednesday,
Friday: 13.15-16.30

Registration: Every Monday
2 weeks minimum; no maximum

IELTS course is designed to help our students:

- Develop the skills to handle all the components of the IELTS exam
- Improve vocabulary and grammar
- Work on the accent, pronunciation and intonation
- Reduce exam anxiety and build confidence in handling all exam papers
- Receive individual feedback where your progress is reviewed and your goals are set
- Complete a full mock exam with detailed feedback

"The IELTS classes were well-prepared by my teacher. I learnt a lot."

Rocio, Spain

"I managed to pass the exam. I would like to sincerely thank all of you for your help in preparing me for the IELTS. Special thanks to my teacher, who showed enormous patience when working on my language errors."

Paulina, Poland



English for Business

This course is for managers, entrepreneurs and business executives who wish to improve their business language in a commercial context. Through a range of real business tasks, the focus is on improving understanding, and developing effective communication skills in a professional environment. By working on case studies and authentic texts, learners improve on their comprehension in reading and writing in a business context.

Full-time:

Total taught hours: 30 hours per week

Lessons: Monday - Friday: 9.00-12.15
Monday - Friday: 13.15-16.30

Start date: Various throughout the year.
Please refer to "English for Business" on our website for the courses' dates and fees.

Registration: 2-week course

Part-time:

Total taught hours: 4 hours per week

Lessons: Please contact the School for more information on dates and fees.

English for Business is designed to help the participants:

- Express themselves more clearly in real work situations
- Confidently participate in meetings and negotiations
- Give a successful presentation
- Practice exchanging information on the phone and face-to-face
- Understand business and commercial messages, expressions and texts
- Improve writing skills when dealing with emails, reports and notes

Course content:

Module 1 - Meetings:

Setting objectives, giving opinions, agreeing/disagreeing, handling a conflict, managing a meeting, and decision-making.

Module 2 - Negotiating:

Language of negotiation, hidden meaning, cultural differences, reaching an agreement, being assertive and utilizing critical thinking.

Module 3 - Making Presentations:

Effective presentation techniques, preparing and delivering a presentation, using audio-visual tools, and feedback.

Module 4 - Using the telephone:

Telephone language, making arrangements, complaining, conference call practice.

Module 5 - Business Correspondence: Formal and informal language, emails, letters, reports and data.

Please note that this programme is open for students with a minimum level of B1.

"I joined the Business English programme some weeks ago in order to improve my English for professional reasons and my skills have grown rapidly in the last couple weeks. The dedication and adaptability of the teacher allowed me to improve my English capabilities. The school location plus the flexibility on the schedules is also another factor that makes this school one of the best options in the Oxford area."

Jose, Spain



Accommodation in Oxford

At Oxford ILS we recognise that as individuals, or groups, the accommodation requirements of students are important and vary greatly. We offer a number of options to suit your needs regarding Homestay accommodation: a single, double, twin or en-suite room.

Homestay:

This is a popular choice for most students. Students stay with a local English speaking family in Oxford, not too far from the School. Students will typically have a single room with a study desk. Double rooms, twin rooms or rooms with en-suite facilities are also available.

Each Homestay provider is selected to a very high standard, and they are welcoming and happy to receive and host our students. Staying in a Homestay provider extends the learning experience after the School closes.

The Homestay option is half board and includes breakfast and an evening meal on weekdays, and also breakfast, a light lunch and an evening meal on weekends. Internet (Wi-Fi/LAN) is also available to students at the Homestay provider. However, students must provide their own equipment, e.g. laptop, tablet, or mobile phone.



Local Information

The School is conveniently located in Oxford, east of the city centre and the High Street. Local attractions such as St. Mary's church tower (with stunning views of Radcliffe Square and Oxford's iconic Dreaming Spires), Magdalen College, Magdalen Bridge, The Botanical Gardens, Queens College, Oxford's cafés, restaurants and boutique shops of Oxford's High Street and St. Clements are close by.

Restaurants and cafés:

There is a good selection of international cafés and restaurants around the School. As well as popular English dishes, you can find cuisine from Italy, Spain, Greece, Turkey, India, Japan, Morocco, Nepal, Poland, Russia, and Thailand.

Cost of Living in Oxford

- We recommend that you budget for £100 per week of your course, for personal expenses, local travel and college activities
- You will need additional funds to pay for car hire and weekend trips, if necessary
- Typical costs (approximate):
 - Sandwich £ 3.50
 - Pizza/Pasta £ 8.00
 - Tea/Coffee £ 2.80
 - Water (33cl) £ 1.00
 - Coke/Pepsi (33cl) £ 1.20
 - Pub lunch £11.00
 - Cinema £ 9.00
 - Bus Pass (week) £14.50
 - Bus Pass (month) £54.00 (Adults)
 - Restaurant meal £20.00

Banks and Post Office:

There is a Post Office and cash machines near the School. Banks are located in the city centre.



How to find us

We are located in the St Clements area of Cowley Road, a multi-cultural student hub and one of the city's main leisure, shopping and restaurant districts.

Transport:

There is a bus stop outside of the School building. For more information please visit the Oxford Bus Company website (www.oxfordbus.co.uk).

Travelling by bus:

The School is conveniently located along the main city bus routes to and from Oxford City Centre.

- Travelling from Cowley Centre towards the City Centre - the best bus stop is Stockmore Street on Cowley Road, which is outside the front door of the School.
- Travelling from the City Centre - the nearest bus stop on Cowley Road is Princes Street/James Street.
- Alternative bus stops are available within walking distance at The Plain/St. Clements on Cowley Road, London Road and Iffley Road.

All 24 hour coach services to and from London (e.g. The Oxford Tube) stop at The Plain/St Clements.

Travelling by car:

There are several pay and display car parks near the School. The closest ones are:

- St. Clements Car Park, London Road, OX4 1AB
- Union Street Car Park, OX4 1JP

On-street parking (restrictions apply) is also available around the School. The nearest locations to the School are on Stockmore Street, Jeune Street, Marston Street and Rectory Road.

Travelling by train:

Oxford Train Station is located on Park End Street and is approximately 10 minutes by car/taxi. There are bus services which will take you from the Station to St. Clements and the School.

Terms and Conditions for adult courses

How to book a course

1. To secure a place on an OXFORD ILS full-time course, please return the Registration Form together with payment of a non-refundable deposit to the address provided on the Registration Form. For more details please refer to "Payments and Cancellations" on our website. All part-time and one-to-one courses must be paid in full on registration and prior to the student joining a course.
2. All our adult courses are for students aged 18 and above. Students aged between 16 and 17 may attend adult classes on condition that a Consent to Travel and Study Form is completed, signed and returned to Oxford ILS by the parent or guardian.
3. We welcome group bookings for friends or family members wishing to study together, and other group bookings. Please contact the School for quotes.
4. The School reserves the right to refuse admission to any student, or dismiss a student in the event of misconduct, or unsatisfactory attendance, or timekeeping, without refund of fees.

Payment of fees

1. On receipt of the Registration Form and deposit, a confirmation email is sent with a Statement of Fees (including airport taxi, if required). The full amount outstanding must be settled at least 4 weeks before the course starting date for adult individuals and at least 8 weeks before course start date for adult group bookings. The student or person making the payment must make sure that this is received by Oxford ILS in time, as it may take several days for funds to be transferred via the banking system.
2. In the case of registration less than 4 weeks before the course starting date (8 weeks for adult groups), the full amount of the cost of the course plus accommodation fee must be sent with the Registration Form.
3. All charges for processing international bank transfers and currency exchange rate variations are payable by the student/parent/guardian/employer. Please ensure your remittance value takes this into consideration.
4. PLEASE NOTE: students will not be allowed to start their course unless FULL PAYMENT has been received by the School. All travel fees, including airport taxis are payable by the student/parent/guardian/employer. The course fee does not include costs for excursions, tours or extra-curricular activities.

Accommodation

1. Homestay accommodation is booked on a weekly basis, from e.g. Sunday to Sunday, beginning on the Sunday before the course starts, and will end on the Sunday after the end of the course.
2. Details of the Homestay provider will be sent to the student at least 7 days before the course start date. Students can then contact the Homestay provider to give them details of their travel arrangements and approximate arrival time.
3. Arrival time at the Homestay provider is between 14:00 and 21:00 on the date of arrival. If the expected arrival is outside of these times, then please contact the School as soon as possible, so that the Homestay provider can be notified.
4. Departure time is no later than 12:00 on the last day at the Homestay provider.
5. The minimum age of students is 16 for adult courses. Where students are less than 18 years of age, then Homestay accommodation must be booked. The Homestay provider will ensure that the student adheres to the evening curfew times in accordance to the Oxford ILS Safeguarding Policy.
6. Students wishing to extend their Homestay accommodation must provide at least two weeks' notice in writing to the Academic Director. The School cannot guarantee the availability of the same Homestay provider. Where the same Homestay provider accommodation is not available, then an alternative must be found. In this event an accommodation booking fee will be charged.

Change or Cancellation of a course by the full-time student

1. Where a student wishes to change the course to another level, then the student must notify the School in writing. The School will take all reasonable measures to offer and transfer the student to a more suitable course of equivalent cost, where available.
2. For a course cancellation before the course start date, the deposit will not be returned. For a course cancellation after the course start date, the student must provide a minimum of 10 working days written notice and a fee equivalent to two weeks' tuition will be charged. Where Homestay accommodation is also booked, then an accommodation booking fee is payable, and an additional fee, equivalent to two weeks Homestay accommodation is also payable to the School. The School retains the Registration and Accommodation booking fees.
3. Where a course is cancelled by the student after the course start date, then refunds will be made after taking into consideration the applicable cancellation charges, as indicated above, and will be returned to the person making the original booking/payment at their address on the Registration Form. Any refunds due will be payable at the scheduled end of the course.
4. Refunds cannot be made for non-attendance or absence due to holidays, illness, or any other cause. *This applies to all students on all programmes of Oxford ILS.*

Change or cancellation of a course by the part-time student

1. Where a student wishes to change the course to another level, then the student must notify the School in writing. The School will take all reasonable measures to offer and transfer the student to a more suitable course of equivalent cost, where available.
2. For a course cancellation before the course start date, the School retains the Registration and Accommodation booking fees.
3. For a course cancellation after the course start date, the student must provide the School with a minimum of 10 working days written notice. The School retains one week's tuition and one week's accommodation fees, and the Registration and Accommodation booking fees.

Change or cancellation of a course – private tuition

1. Fees for private tuition are paid one month in advance.
2. For a course cancellation before the course start date, the School retains the Registration and Accommodation booking fees.
4. For a course cancellation after the course start date, the student must provide the School with a minimum of 10 working days written notice. The School retains one week's tuition and one week's accommodation fees, and the Registration and Accommodation booking fees.

Change or Cancellation of a course by the School

1. The School reserves the right to cancel, alter, or change course timings at any time, without liability. When this occurs, the School will seek to offer alternative arrangements. In the event that the School is forced to close for reasons beyond its control, such as fire, flooding or other natural emergencies, then refunds cannot be made.
2. Occasionally the School and the student may agree that it would be more beneficial to transfer the student to another course. Only a course of equivalent value will be offered to the student, subject to availability.
3. Where the School has cancelled a course, which has been booked and paid by the student, and in accordance with these terms, other than circumstances arising beyond the School's control, and the School's offer for an alternative course was not accepted by the student, then the following applies:
 - a. Cancellation before the start date of the course, the deposit paid by the student will be retained by the School.
 - b. Cancellation after the start date of the course, the deposit and one week's tuition and accommodation (where applicable) fees will be retained by the School. The School retains the Registration and Accommodation booking fees.
 - c. PLEASE NOTE: The School is closed on Bank Holidays. There are no refunds for classes which would have taken place on those days.

Liability and Insurance

1. The School is not responsible and cannot be held liable for any loss or damage to the student's property. Oxford ILS strongly recommends that all students take out personal insurance before departure to cover themselves for medical treatment, emergencies, loss/damage to personal belongings, cancellation, shortening or postponement of their course.
2. The student must pay for any damage they cause, either on the School's premises or to their accommodation.
3. The School acts as an intermediary, between the student, the Homestay provider, and travel organisations. In this capacity, the School is not liable for any delay or any accident arising during a journey, nor can the School be held responsible for any incident whilst at the Homestay provider. However, the School will endeavour to defend the student's interests in the event of a breach of contract by the Homestay provider or travel company.
4. The School reserves the right to refuse admission to any student suffering from any illness, medical condition, or mental or physical disability which has not been disclosed on the Registration Form or Consent to Travel and Study Form.
5. The brochure issued by the School contains the only terms of reference in the event of a disagreement between the student and the School. These terms and conditions are governed under English Law, and do not affect your statutory rights under English Law.

Personal Information and Photographs

1. We use the personal information that you give us, including information about your health and religious or dietary requirements, to perform our contract with you. We may also use it to ensure that we comply with English Law, for internal training, or to send you further information about our courses and services. We do not share your details with third parties other than as necessary to perform our contract with you.
2. The information you give us is kept securely on our computer system and is accessible by the Schools and offices in the group of companies to which the School belongs, including those outside the European Union.
3. If you do not want to receive further information from us, please write to us. Please contact us if you wish to see a copy of the information we hold, or have questions about our use of your information.
4. The School reserves the right to use photographs taken during courses to illustrate its promotional material. If a student wishes that his or her photo should not appear in this material, they should write to the School within one month of the photo-shoot. These photos have no commercial or contractual value.

The term "School" refers to Oxford International Language School (OXFORD ILS), which will book and deliver courses. In the UK, OXFORD ILS is operated by Inspire Executive Solutions Limited, a company registered in England and Wales, registration number 05509496, and whose registered address is 1 Isis Close, Oxford OX1 4XX, United Kingdom.

All information is correct at time of printing.

REGISTRATION FORM

PLEASE COMPLETE WITH CAPITAL LETTERS

STUDENT PERSONAL DETAILS												
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Other* <small>PLEASE SPECIFY</small>	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth:	DD	MM	YYYY	
Family Name:					First Name:			Middle Initial:				
Nationality:					Name on Passport:			Passport Number:				
Occupation:					First Language:			Second Language:				
Visa Details: Do you require a UK entry Visa? <i>(If you already have a visa to live or study in the UK please provide us with a copy)</i>								<input type="checkbox"/> Yes <input type="checkbox"/> No				
STUDENT ADDRESS					STUDENT CONTACT DETAILS			PAYMENT BY				
Street and House Number:					Telephone No. (With Country Code):			<input type="checkbox"/> Myself				
Town/City:					Mobile No. (With Country Code):			<input type="checkbox"/> Parents				
Post Code:					Email:			<input type="checkbox"/> Company				
Country:					Emergency Email:			<input type="checkbox"/> Other				
PARENT OR GUARDIAN(S) ADDRESS <i>(If student is less than 18 years old)</i>					NEXT OF KIN CONTACT DETAILS <i>(In case of an emergency)</i>			RELATIVE OR FRIEND IN THE UK <i>(Please complete if you have a relative or a friend in the UK that Oxford ILS can contact in case of an emergency)</i>				
Full Name of your Parents or Guardian(s):					Full Name:			Full Name:				
Fax No. (With Country Code):					Relationship to you:			Relationship to you:				
Mobile No. (With Country Code):					Mobile No. (With Country Code):			Mobile No.:				
Emergency No. (With Country Code):					Emergency No. (With Country Code):			Emergency No.:				
Email:					Email:			Email:				
Street and House Number:					Street and House Number:			Street and House Number:				
City/Town with Postcode:					City/Town with Postcode:			City/Town with Postcode:				
Country:					Country:			Country:				
Does the parent/guardian speak English?		<input type="checkbox"/> Yes <input type="checkbox"/> No			Does the next of kin speak English?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Does the friend speak English?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
COMPANY ADDRESS <i>(If student is sponsored by his/her employer)</i>					COMPANY CONTACT DETAILS <i>(If student is sponsored by his/her employer)</i>							
Company Name:					Contact Name:							
Street:					Mobile No. (With Country Code):							
Town/City:					Fax No. (With Country Code):							
Post Code:					Emergency No. (With Country Code):							
Country:					Email:							
HOW DID YOU HEAR ABOUT OXFORD ILS?												
<input type="checkbox"/> Friend			<input type="checkbox"/> Newspaper			Please provide details (e.g. searching on Google):						
<input type="checkbox"/> Agent			<input type="checkbox"/> Publication									
<input type="checkbox"/> Internet			<input type="checkbox"/> Other									
STUDENT ID NUMBER <i>(Complete if relevant)</i>												
Have you studied at Oxford ILS before? <i>(Please tick)</i>					If you already have an Oxford ILS student card, please provide your ID Number							
<input type="checkbox"/> Yes <input type="checkbox"/> No					<table border="1"> <tr> <td> Student ID Number <i>(Provided by the School):</i> </td> <td> ID No.: </td> </tr> </table>						Student ID Number <i>(Provided by the School):</i>	ID No.:
Student ID Number <i>(Provided by the School):</i>	ID No.:											

COURSE DETAILS											
Your Days/Times Available				Course Type Require		Full-Time <input type="checkbox"/> 15 hours/week <input type="checkbox"/> 24 hours/week <input type="checkbox"/> 30 hours/week		Part-Time <input type="checkbox"/>		Group <input type="checkbox"/>	
Start Date: DD MM YY				Programme Required (Select)		General English <input type="checkbox"/>		Business English <input type="checkbox"/>		Summer Junior School <input type="checkbox"/>	
End Date: DD MM YY				**Please provide details							
MEDICAL DETAILS OF THE STUDENT						INSURANCE DETAILS					
Do you have special health requirements (e.g. allergies, medication etc.) or any learning or access requirements due to a disability? Please tick one: <input type="checkbox"/> No, I do not have any special requirements <input type="checkbox"/> Yes, I have special requirement(s) (Please provide details in the space below) <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>						You must have valid Travel and Medical insurance if you book a course with us. Please provide us with details of your insurance cover. Insurance Provider (Please provide contact details) <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> Policy Number <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <div style="width: 20%;"> </div> <div style="width: 20%;"> </div> <div style="width: 20%;"> </div> <div style="width: 20%;"> </div> <div style="width: 20%;"> </div> </div> Type of Insurance Medical Yes/No Loss/Theft Yes/No Travel Yes/No Other (Please specify) _____ <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div>					
PAYMENT DETAILS (Please select)											
I am paying : Payment by: Card Authorisation:		<input type="checkbox"/> Non-refundable deposit of £300/£350 if accommodation is required (If the course start date is more than 4 weeks) <input type="checkbox"/> Full amount (If booking is less than 4 weeks from the start date) <input type="checkbox"/> Cash <input type="checkbox"/> Direct Bank Transfer (additional charges apply) <input type="checkbox"/> UK Sterling Bank Cheque (Please write the student's name on the back of the cheque) <input type="checkbox"/> Debit / Credit Card / (additional charges apply) Please select card type : VISA Card <input type="checkbox"/> Master Card <input type="checkbox"/>									
Cardholder's Name: Cardholder's Address: Cardholder's Signature:		<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <input type="checkbox"/> I hereby authorise Oxford ILS to charge my card with the deposit of £300/£350: <input type="checkbox"/> I hereby authorise Oxford ILS to charge my card 30 days before the course starts with the balance of: <input type="checkbox"/> I hereby authorise Oxford ILS to charge my card with the full amount now </div> <div style="flex: 1; text-align: right;"> <div style="border: 1px solid black; padding: 2px; width: 100px; margin-bottom: 5px;">£</div> <div style="border: 1px solid black; padding: 2px; width: 100px; margin-bottom: 5px;">£</div> <div style="border: 1px solid black; padding: 2px; width: 100px;">£</div> </div> </div> <div style="margin-top: 10px;"> Card Number <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <div style="width: 20%;"> </div> <div style="width: 20%;"> </div> <div style="width: 20%;"> </div> <div style="width: 20%;"> </div> <div style="width: 20%;"> </div> </div> <div style="margin-top: 5px;"> Valid From MM YY </div> <div style="margin-top: 5px;"> Expiry Date MM YY </div> <div style="margin-top: 5px;"> Security Code <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <div style="width: 20%;"> </div> <div style="width: 80%;">Last 3 digits on the back of the card</div> </div> </div> </div>									
YOUR CONFIRMATION											
By signing this form I agree that: 1) I have read and understood the Terms and Conditions. (If the applicant is under 18 years old, a parent or guardian must sign this form. In doing so, the parent/guardian agrees to the Terms and Conditions.) 2) The information given by me in this enrolment form is accurate and complete. 3) Oxford ILS collects and holds my data for administrative, academic, statutory, support and health and safety reasons. 4) You can send me occasional information about OXF ILS Language courses and services. 5) If I need medical treatment, First Aid including an anaesthetic or operation, I give permission for Oxford ILS to arrange this.											
Signature of student: <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>				Signature of parent/guardian: <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>				Date: DD MM YY			
Date: DD MM YY				Date: DD MM YY				Date: DD MM YY			
WHAT TO DO NEXT											
Send your completed and signed Registration Form with payment to: Oxford International Language School, The Old Music Hall, 106 - 108 Cowley Road, Oxford, OX4 1JE, United Kingdom Tel: +44 (0)1865 403351 Email: info@oxford-school.co.uk Web: www.oxford-school.co.uk											

Notes:

Upcoming bank holidays in England and Wales

Oxford ILS is closed on the following days in 2017		
2 January	Monday	New Year's Day (substitute day)
14 April	Friday	Good Friday
17 April	Monday	Easter Monday
1 May	Monday	Early May bank holiday
29 May	Monday	Spring bank holiday
28 August	Monday	Summer bank holiday
25 December	Monday	Christmas Day
26 December	Tuesday	Boxing Day

*If a Bank Holiday is on a weekend, then a substitute weekday becomes a Bank Holiday, normally the following Monday.





Oxford ILS

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Oxford, OX4 1JE, United Kingdom

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