



# Wimbledon School of English

## Course Information 2023



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## Courses which integrate 21st Century skills

Learning English isn't just about learning a language. At WSE, we don't just teach English. We prepare our students for life in an international world. The intercultural skills that our students need to thrive and succeed go beyond language. Several skills have been identified as crucial to succeeding in academic study, business and life, and we incorporate these into every part of our programmes.

But perhaps the most important aspect of studying at WSE is that you will meet people from all over the world, with different lives, different families, different customs and traditions. You will explore not only UK culture, but cultures around the world. You will live, work and play together, in class, in our homestays and student houses, and on our busy social activity programme. There is no better teacher than experience and the experience you gain at WSE will give you the tools you need to manage in an international environment.

### Academic Skills

You will develop these skills during your course through various activities, such as:

- Group work – negotiation and communication
- Research – time management, critical thinking
- Writing essays – critical thinking, planning, organisation
- Presentations – public speaking, confidence
- Project work – creativity, negotiation, problem-solving
- Discussion activities – cultural awareness, empathy

### Well-Being

We think our students' well-being is top priority so we provide:

- Dedicated welfare officer for students (DSL)
- Emergency access to support available 24/7
- Open door policy for students in all departments
- Access to counselling services
- Help with access to medical treatment

### Learner Training

As a student, you will be trained in how to increase your productivity and effectiveness as a learner, through:

- Monthly individual tutorials with your teacher
- Setting monthly personal study goals
- Dedicated study skills training in class, such as identifying and developing your individual learning style
- Learning about and practising successful study methods
- Individual advice from academic managers

### Soft Skills

Additionally, each course includes elements of specific soft skills training, such as:

- Working with others through pair and group work
- Improving time management
- Exploring aspects of effective communication
- Improving problem solving strategies
- Developing digital literacy through case studies and activities

## Full-Time Courses

- [1] Courses starting in the week of a UK public holiday will start on the Tuesday instead of Monday. Holiday dates for 2023 are Monday 02 January, Friday 07 April, Monday 10 April, Monday 01 May, Monday 08 May\*, Monday 29 May and Monday 28 August. The school closes for Christmas and New Year on Friday 15 December and re-opens on Tuesday 02 January 2024. Please note that there is no reduction in the course fees where a course includes a public holiday. \*See page 8 for King's coronation bank holiday terms.
- [2] We strictly adhere to the published age limits for courses, but reserve the right to accept students who are 15 years of age on the General English course when travelling as part of a group with a leader in attendance.
- [3] The General English and Beginners maximum class size is 16 students in July and August.
- [4] In very rare circumstances, the maximum stated class size may be exceeded but this would only be by a maximum of one student for one week.

### Course Key:

<span style="color: orange;">■</span>	General English
<span style="color: green;">■</span>	Professional & Executive Courses
<span style="color: purple;">■</span>	IELTS Exam Preparation Courses
<span style="color: blue;">■</span>	Cambridge Exam Preparation Courses
<span style="color: orange;">■</span>	Tailor-made Courses
<span style="color: teal;">■</span>	Courses for Mature Students

## Standard Courses

Standard Courses	Course Length	Start Date (Monday <sup>1</sup> )	End Date (Friday)	Exam Dates
<b>Beginners</b> <span style="float: right;">Course Level/CEFR Beginner (A1) to Pre-Intermediate (A2)</span>				
<b>24 Lessons (20 hours)</b>	1-10 weeks	03 January <sup>1</sup>	-	-
Minimum Age <sup>2</sup> <b>16</b>	1-10 weeks	13 March	-	-
Maximum Class Size <sup>3</sup> <b>14</b>	1-10 weeks	22 May	-	-
	1-10 weeks	04 September	-	-
<b>General English</b> <span style="float: right;">Course Level/CEFR Pre-Intermediate (A2) to Proficiency (C2)</span>				
<b>24 Lessons (20 hours)</b>	1-50 weeks	Any Monday <sup>1</sup>	-	-
Minimum Age <sup>2</sup> <b>16</b>				
Maximum Class Size <sup>3</sup> <b>14</b>				
<b>Business English &amp; Professional Skills</b> <span style="float: right;">Course Level/CEFR Higher Intermediate (B2) to Advanced (C1)</span>				
<b>24 Lessons (20 hours)</b>	1-12 weeks	Any Monday <sup>1</sup>	-	-
Minimum Age <b>18</b>				
Maximum Class Size <b>14</b>				
<b>IELTS Preparation with Pre-Sessional Academic English Preparation</b> <span style="float: right;">Course Level/CEFR Intermediate (B1) to Advanced (C1)</span>				
<b>24 Lessons (20 hours)</b>	1-10 weeks	03 January <sup>1</sup> to 06 March	10 March	11 March (CB)
Minimum Age <b>16</b>	1-10 weeks	13 March to 15 May	19 May	20 May (CB)
Maximum Class Size <b>14</b>	1-08 weeks	30 May <sup>1</sup> to 17 July	21 July	22 July (CB)
	1-10 weeks	31 July to 02 October	06 October	07 October (CB)
	1-10 weeks	09 October to 11 December	15 December	16 December (CB)
<b>IELTS Express Academic</b> <span style="float: right;">Course Level/CEFR Higher Intermediate (B2) to Advanced (C1)</span>				
<b>24 Lessons (20 hours)</b>	4 weeks	11 April <sup>1</sup>	05 May	06 May (CB)
Minimum Age <b>16</b>	4 weeks	12 June	07 July	08 July (CB)
Maximum Class Size <b>14</b>	4 weeks	10 July	04 August	05 August (CB)
	4 weeks	07 August	01 September	02 September (CB)
These IELTS courses prepare students for Academic IELTS examinations. Students may take the IELTS exam at the end of the course and we strongly advise you to enrol and pay for this when booking the course. <b>You may enrol after the starting date subject to availability and your level of English.</b> Students cannot finish an examination course before the end date. CB = Computer based				
<b>B2 First</b> <span style="float: right;">Course Level/CEFR Intermediate (B1) to Higher Intermediate (B2)</span>				
<b>24 Lessons (20 hours)</b>	1-10 weeks	03 January <sup>1</sup> to 06 March	10 March	06-10 March (PB)
Minimum Age <b>16</b>	1-12 weeks	20 March to 05 June	09 June	05-09 June (PB)
Maximum Class Size <b>14</b>	1-12 weeks	18 September to 04 December	08 December	04-09 December (PB)
<b>C1 Advanced</b> <span style="float: right;">Course Level/CEFR Higher Intermediate (B2) to Advanced (C1)</span>				
<b>24 Lessons (20 hours)</b>	1-10 weeks	03 January <sup>1</sup> to 06 March	10 March	06-11 March (PB)
Minimum Age <b>16</b>	1-12 weeks	20 March to 05 June	09 June	05-09 June (PB)
Maximum Class Size <b>14</b>	1-08 weeks	03 July to 21 August	25 August	21-25 August (PB)
	1-12 weeks	18 September to 04 December	08 December	04-09 December (PB)
<b>C2 Proficiency</b> <span style="float: right;">Course Level/CEFR Advanced (C1) to Proficiency (C2)</span>				
<b>24 Lessons (20 hours)</b>	1-09 weeks	03 January <sup>1</sup> to 27 February	03 March	01-04 March (PB)
Minimum Age <b>16</b>	1-12 weeks	20 March to 05 June	09 June	05-09 June (PB)
Maximum Class Size <b>14</b>	1-12 weeks	11 September to 27 November	01 December	27 Nov - 01 Dec (PB)

All students must pass the school entrance exam test before starting their examination course. **You may enrol after the starting date subject to availability and your level of English.** Students cannot finish a First or Advanced exam course before the end date and must register to take the exam. PB = Paper based

# Select 6

	Course Length	Start Date (Monday <sup>1</sup> )	End Date (Friday)	Exam Dates
<b>30+ English for Life and Work</b> <span style="float: right;">Course Level/CEFR Pre-Intermediate (A2) to Proficiency (C2)</span>				
<b>24 Lessons (20 hours)</b>	1-12 weeks	Available June, July, August only	25 August	
Minimum Age <b>30</b>		Start any Monday <sup>1</sup> between 05 June and 25 August		
<b>Maximum Class Size 6</b>				

	Course Length	Start Date (Monday <sup>1</sup> )	End Date (Friday)	Exam Dates
<b>English for Law with TOLES Preparation</b> <span style="float: right;">Course Level/CEFR Higher Intermediate (B2) to Proficiency (C2)</span>				
<b>28 Lessons (23 hours 20 minutes)</b>	4 weeks	27 February	24 March	23 March
Minimum Age <b>20</b>	4 weeks	31 July	25 August	24 August
<b>Maximum Class Size 6</b>				

## Intensive Courses

Also offered as Hybrid delivery course

	Course Length	Start Date (Monday <sup>1</sup> )	End Date (Friday)	Exam Dates
<b>OET Preparation</b> <span style="float: right;">Course Level/CEFR Higher Intermediate (B2) to Proficiency (C2)</span>				
<b>28 Lessons (23 hours 20 minutes)</b>	1 week	06 February	10 February	11 February (PB)
Minimum Age <b>20</b>	1 week	06 March	10 March	11 March (PB)
Maximum Class Size <b>14</b>	1 week	24 April	28 April	29 April (PB)
	1 week	08 May	12 May	13 May (PB)
	1 week	05 June	09 June	10 June (PB)
	1 week	03 July	07 July	08 July (PB)
	1 week	31 July	04 August	05 August (PB)
	1 week	11 September	15 September	16 September (PB)
	1 week	09 October	13 October	14 October (PB)
	1 week	06 November	10 November	11 November (PB)
	1 week	27 November	01 December	02 December (PB)

The closing date to reserve an OET test place is 4 weeks before the exam date. OET exams must be booked directly by the candidate through OET. Candidates can book their OET test at The London Exam Centre here: <https://registration.myoet.com/login.jsp>  
PB = Paper based

	Course Length	Start Date (Monday <sup>1</sup> )	End Date (Friday)	Exam Dates
<b>B2 First Express</b> <span style="float: right;">Course Level/CEFR Intermediate (B1) to Higher Intermediate (B2)</span>				
<b>28 Lessons (23 hours 20 minutes)</b>	4 weeks	03 July	28 July	24-28 July (PB)
Minimum Age <b>16</b>	4 weeks	31 July	25 August	21-25 August (PB)
<b>Maximum Class Size 16</b>				

PB = Paper based

## Activity Courses

	Course Length	Start Date (Monday <sup>1</sup> )	End Date (Friday)	Excursions/Activities
<b>40+ English &amp; Culture: Experience London</b> <span style="float: right;">Course Level/CEFR Intermediate (B1) to Proficiency (C2)</span>				
<b>29 Lessons (20 in class/9 around London)</b>	2 weeks	17 July	28 July	3 Half-days/week & 1 Full-day
Minimum Age <b>40</b>	2 weeks	14 August	25 August	3 Half-days/week & 1 Full-day
Maximum Class Size <b>10</b>	2 weeks	25 September	06 October	3 Half-days/week & 1 Full-day
	1 week	11 December	15 December	3 Half-days/week & 1 Full-day

## Academic Year Programme

	Course Length	Start Date (Monday <sup>1</sup> )	End Date (Friday)	Exam Dates
<b>Academic Year Programme</b> <span style="float: right;">Course Level/CEFR Beginner (A1) to Proficiency (C2)</span>				
<b>Standard 24 / Intensive 28 Lessons</b>	24+ weeks	Any Monday <sup>1</sup>	-	-
Minimum Age <b>16</b>		Beginners must start on one of the dates listed on page 3. All other levels can start on any Monday.		
<b>Maximum Class Size 14*</b>				

\*Please note: 16 in July and August in General English classes



## Option Courses

Can be taken with a Standard Course (see page 2) or as a Part-Time Course

	Course Length	Start Date	End Date
<b>Basic Effective Communication</b> <span style="float: right;">Course Level/CEFR <b>Beginner (A1) to Pre-Intermediate (A2)</b></span>			
<b>4 Lessons (3 hours 20 minutes)</b> Maximum Class Size <b>14</b>	2-12 weeks	Any Monday <sup>1</sup>	-
<b>Effective Communication</b> <span style="float: right;">Course Level/CEFR <b>Pre-Intermediate (A2) to Proficiency (C2)</b></span>			
<b>4 Lessons (3 hours 20 minutes)</b> Maximum Class Size <b>14</b>	2-12 weeks	Any Monday <sup>1</sup>	-
<b>Grammar and Writing</b> <span style="float: right;">Course Level/CEFR <b>Pre-Intermediate (A2) to Advanced (C1)</b></span>			
<b>4 Lessons (3 hours 20 minutes)</b> Maximum Class Size <b>14</b>	2-12 weeks	Any Monday <sup>1</sup>	-
<b>IELTS Exam Preparation (Academic) &amp; Academic Writing</b> <span style="float: right;">Course Level/CEFR <b>Intermediate (B1) to Advanced (C1)</b></span>			
<b>4 Lessons (3 hours 20 minutes)</b> Maximum Class Size <b>14</b>	2-12 weeks	Any Monday <sup>1</sup>	-
<b>One-to-One &amp; Two-to-One*</b> <span style="float: right;">Course Level/CEFR <b>Beginner (A1) to to Proficiency (C2)</b></span>			
<b>4, 5 or 6 Lessons</b> Maximum Class Size <b>1 or 2</b>	2-12 weeks	Any Monday <sup>1</sup>	-

\*Please note: There is an additional fee for One-to-One and Two-to-One Courses. Please see the Fees for details.

## Standard Course Timetable

24 lessons (1 lesson = 50 minutes) / 20 hours per week

	1st Session		2nd Session		3rd Session		
Level	All Levels				All Levels		
Time	09.15-10.55	Break	11.15-12.55	Lunch	13.55-14.45	Break	14.55-15.45
Monday	2 Lessons		2 Lessons		Free		
Tuesday	2 Lessons		2 Lessons		1 Lesson		1 Lesson
Wednesday	2 Lessons		2 Lessons		Free		
Thursday	2 Lessons		2 Lessons		1 Lesson		1 Lesson
Friday	2 Lessons		2 Lessons		Free		

## Intensive Course Timetable

28 lessons (1 lesson = 50 minutes) / 23 hours and 20 minutes per week

	1st Session		2nd Session		3rd Session		
Level	All Levels				All Levels		
Time	09.15-10.55	Break	11.15-12.55	Lunch	13.55-14.45	Break	14.55-15.45
Monday	2 Lessons		2 Lessons		Option		Option
Tuesday	2 Lessons		2 Lessons		1 Lesson		1 Lesson
Wednesday	2 Lessons		2 Lessons		Option		Option
Thursday	2 Lessons		2 Lessons		1 Lesson		1 Lesson
Friday	2 Lessons		2 Lessons		Free		

## 40+ English & Culture: Experience London Timetable

20 classroom lessons + 9 London lessons / 24 hours 10 minutes per week

	1st Session		2nd Session		3rd Session	
Time	09.15-10.55	Break	11.15-12.55	Lunch	14.00-15.40	
Monday	2 Lessons		2 Lessons		Free	
Tuesday	2 Lessons		2 Lessons		Experience London (3 Lessons)	
Wednesday	2 Lessons		2 Lessons		Experience London (3 Lessons)	
Thursday	2 Lessons		2 Lessons		Experience London (3 Lessons)	
Friday	2 Lessons		2 Lessons		Free	
Saturday	Full-day Excursion (week one only)					

## Standard and Intensive Courses

At Wimbledon School of English, we believe that effective communication is the key to language learning, as well as the goal. Therefore, on all our courses, you will be encouraged to maximise your communicative ability through pair, group and class work. As a serious academic school, we expect students to strengthen their learning with up to 2 hours of homework each evening, and we also monitor students' progress, through weekly progress assessments, monthly tutorials, level tests and entry and exit texts.

### General English Courses

#### Beginners

Teaching	<b>24 Lessons (20 hours)</b>
Minimum Course Level/CEFR	<b>Beginner (A1)</b>

On this course you will:

- Develop your basic English language skills and build your confidence when communicating in English
- Learn the basic structures of English
- Practise the language by doing pair work and role-plays
- Develop your reading, writing, listening and speaking skills
- Have regular tutorials with your teacher to discuss your progress
- Improve all areas of your English: grammar, vocabulary, speaking, listening, pronunciation, reading and writing

#### General English

Teaching	<b>24 Lessons (20 hours)</b>
Minimum Course Level/CEFR	<b>Pre-Intermediate (A2)</b>

On this course you will:

- Learn 'everyday' English using modern course books and materials
- Improve your writing skills by planning, drafting, producing, revising and editing documents such as emails, formal and informal letters and reports
- Learn, review and put into practice new language every day
- Develop your communication skills by working with other students in activities such as role-plays, pair work and group discussions
- Explore new techniques to help you improve your listening and reading

### Exam Preparation Courses

#### Cambridge English: B2 First, C1 Advanced, C2 Proficiency

Teaching	<b>24 Lessons (20 hours)</b>
Course Levels/CEFR	<b>Intermediate (B1) - Proficiency (C2)</b>

Cambridge exams are internationally recognised as a reliable indicator of English language ability. These courses are designed and taught by experienced exam teachers. On this course you will:

- Benefit from a dedicated class that will prepare you for the B2 First, C1 Advanced or C2 Proficiency examinations
- Focus on developing strategies and techniques that will help you attain a good score in the examination
- Do practice tests under exam conditions and receive feedback on your performance
- Take the examination here at our exam centre

**Please note:** All students must pass the school entrance exam test before starting their examination course. You may enrol after the starting date subject to availability and your level of English. Students cannot finish a First or Advanced exam course before the end date and must register to take the exam. C2 Proficiency examination classes will include some students who are not taking the examination.

#### IELTS Preparation with Pre-Sessional Academic English

Teaching	<b>24 Lessons (20 hours)</b>
Minimum Course Level/CEFR	<b>Intermediate (B1)</b>

This course not only prepares students for the IELTS exams, but also gives guidance on academic study techniques for use at an English-speaking university. On this course you will:

- Benefit from a dedicated class that will prepare you for the IELTS examinations
- Develop academic study skills such as critical thinking, structuring arguments and online research, to prepare you for a course of study at an English-speaking college
- Develop your understanding of the features of Academic English, such as grammar structures or expressions
- Improve your confidence in academic speaking by taking part in presentations and debates

#### IELTS Express (Academic)

Teaching	<b>24 Lessons (20 hours)</b>
Minimum Course Level/CEFR	<b>Higher Intermediate (B2)</b>

This course focuses on preparation for the Academic IELTS examination. Before entering an exam preparation class, you must pass an entrance test. On this course you will:

- Make rapid progress by focusing on the academic skills & exam techniques necessary to attain a good score in the IELTS exam
- Be taught by teachers with a good knowledge and understanding of the IELTS exam
- Do practice tests under exam conditions and receive feedback.
- Study with others who share the same goal as you - achieving the highest possible score in the exam

## Professional and Executive Courses

### Business English & Professional Skills

Teaching	<b>24 Lessons (20 hours)</b>
Minimum Course Level/CEFR	<b>Higher Intermediate (B2)</b>

This course will prepare you for work in the 21st Century international business world by developing your language ability, intercultural awareness and soft skills. On this course you will:

- Focus on soft skills useful for business such as time management, teamwork and problem solving
- Study grammar through business contexts and examples
- Improve your skills through presentations, debates and case studies
- Practise various types of business speaking skills by doing presentations, debates, role-plays and surveys
- Study real cases from current affairs and business journals
- Work in dynamic classes with others who work, or plan to work, in business
- Improve your confidence in speaking in different business situations, such as networking or interviews

### English for Law with TOLES Preparation (Level 3)

Teaching	<b>28 Lessons (23 hrs 20 mins)</b>
Minimum Course Level/CEFR	<b>Higher Intermediate (B2)</b>

**Maximum 6 students per group**

Aimed at legal professionals, lawyers, law graduates and law students, this course will not only develop your English language skills within a legal context, but you will also prepare for the TOLES examination (Test of Legal English Skills). On this course you will:

- Study the specific language used in various areas of law, including commercial law, property law, employment law, contract law
- Improve your understanding of different kinds of legal documents, such as letters, contracts and meeting minutes, and analyse the language
- Analyse language used in Lawyer/Client interactions
- Visit a court of law and see a real trial (subject to court schedules)
- Study strategies and techniques for the TOLES exam
- Practise writing letters and memoranda on legal matters
- Use role-play to practise participating in situations typical of legal practice through role-plays

We strongly advise you to enrol and pay for the TOLES exam when booking the course. You must enrol for the full length of this course.

### OET Preparation (Occupational English Test)

Teaching	<b>28 Lessons (23 hrs 20 mins)</b>
Minimum Course Level/CEFR	<b>Higher Intermediate (B2)</b>

If you are a qualified doctor, nurse or midwife looking to work in the UK, Australia or New Zealand, the OET is the most appropriate course for you. The OET exam assesses the language skills of healthcare professionals looking to register and practise in an English speaking environment. For further information, go to [www.occupationalenglishtest.org](http://www.occupationalenglishtest.org). On this course you will:

- Improve your understanding of the skills needed for the exam
- Learn about the use of English in various healthcare situations
- Improve your communication in challenging situations
- Use role-plays to improve your confidence in speaking
- Develop your reading skills such as scanning at speed
- Receive feedback appropriate to your medical background

OET exam registration closes 4 weeks prior to the exam



## Mature Student Courses

### 30+ English for Life & Work

Teaching **28 Lessons (23 hrs 20 mins)**  
Minimum Course Level/CEFR **Pre-Intermediate (A2)**

**Maximum 6 students per group**

On this course, you will study in a small, professional group of no more than 6 students of a similar age to you (30+). If you would like to improve your level of English in smaller classes with students of a similar age, this course is for you. On this course you will:

- Develop all your language skills in a stimulating environment
- Explore and discuss a range of topics around current affairs
- Study in a small group of six students maximum
- Enjoy networking opportunities with international students
- Discover more about British culture and history

Students have the opportunity to study additional Options Courses (see page 5) with students younger than 30.

### 40+ English & Culture: Experience London

Teaching **29 Lessons**  
Minimum Course Level/CEFR **Intermediate (B1)**

This course is intended for more mature students wishing to combine learning English with spending time getting to know London and British culture. Lessons take place every morning, with excursions on Tuesday, Wednesday and Thursday afternoons with your teacher, plus one full day excursion on Saturday. On this course you will:

- Study with other mature students who have an interest in learning more about London and British culture
- In consultation with your classmates and teacher, select interesting places in London and the local area to visit
- Learn the stories behind the places you visit through structured morning lessons, and improve your confidence in speaking through discussions
- Study practical language to use in various situations with an emphasis on fluency, and learn useful vocabulary

Students who are not at the correct level may take a combination of General English in the morning and this course in the afternoon. The price is the same as for the full-time English & Culture: Experience London course. Excursions may include a guided tour, a trip to a place of interest and a traditional English cream tea.

## Tailor-Made Courses

### One-to-One & Two-to-One

Teaching **Flexible Lessons**  
Minimum Course Level/CEFR **Beginner (A1)**

On this course you will benefit from your teacher's undivided attention, meaning they can focus completely on you and your needs. Courses are designed based on your input in the form of a needs analysis carried out before the course starts. As the course progresses, it can be adapted to match your development and changing requirements. You will:

- Study exactly what you choose to focus on e.g. writing, presentations or specific projects related to your work or study
- Learn necessary skills to express yourself in international environments
- Use a variety of materials directly related to your profession or study
- Benefit from individual teacher attention and design your programme in collaboration with your teacher, with continuous guidance and development
- Learn a range of study skills to enable on-going language development

### Live Online Learning

Teaching **Flexible Lessons**  
Minimum Course Level/CEFR **Pre-Intermediate (A2)**

Study exactly what you need at a time that suits you with live online face-to-face learning. Available from 07:00 to 22:00 (UK Time) Monday to Friday, each lesson is 50 minutes long and you can study one-to-one or with friends. Topics covered include:

- English grammar, vocabulary, reading, writing, speaking and listening
- Conversational English and pronunciation
- Soft skills and 21st Century skills i.e. time management
- Business English, English for Law, Medical English
- Exam Preparation - Cambridge Exams and Academic English with IELTS
- Teacher Training

## Optional Courses

### Basic Effective Communication

Course Level/CEFR **Beginner (A1) to Pre-Intermediate (A2)**

This course is for Beginner level students and those whose grammar level is Pre-Intermediate but have weak speaking skills. On this course you will:

- Be introduced to techniques to improve pronunciation & accent
- Be trained in recognising and using intonation patterns
- Receive guided practice in a range of conversational situations
- Build your confidence by practising common social expressions

### Effective Communication

Course Level/CEFR **Pre-Intermediate (A2) to Proficiency (C2)**

This course is intended for you if you would like to improve your pronunciation and conversation skills. On this course you will:

- Focus on pronunciation, accent, intonation and stress
- Improve your accuracy and fluency in spoken English
- Learn and practise new language in a range of social contexts
- Take part in discussions, role-play, pair work and group work

### Grammar and Writing

Course Level/CEFR **Pre-Intermediate (A2) to Advanced (C1)**

This course is for you if you wish to improve your writing skills and discuss any problems with particular grammar points. On this course you will:

- Identify your specific grammar and writing weaknesses and acquire new techniques to correct them
- Do plenty of written practice and receive feedback to help you improve
- Focus on a different area of grammar each week
- Integrate accurate grammar use into various writing styles

### IELTS Exam Preparation (Academic) & Academic Writing

Course Level/CEFR **Intermediate (B1) to Advanced (C1)**

This course is for you if you are planning to go on to take the IELTS (Academic) examination, study Academic English, or study at a British university or college.

On this course you will:

- Gain a good foundation in academic study skills while improving your academic English
- Practise reading, writing, listening and speaking in the exam context and be given examination practice
- Learn techniques to help you achieve a good score in the IELTS (Academic) examination
- Focus on language skills to help with each part of the exam
- Be given examination practice and feedback so you can identify and develop the areas where you are weakest

### One-to-One & Two-to-One

Course Level/CEFR **Beginner (A1) to Proficiency (C2)**

One-to-One or Two-to-One classes are carefully designed to meet the needs and interests of each student. If you choose Two-to-One classes, you must book together with a friend.

On this course you will:

- Study with a personal tutor and have a personalised study programme planned especially for you
- Make rapid progress in areas of English significant to you
- Work on the areas you wish to improve, such as grammar skills or a specialist area such as Business English

## Academic Year Programmes (AYP) from 24 weeks

The Academic Year Programme is designed for long-term English language training. It provides excellent value for money and a flexible approach to your studies. Choose from a wide range of courses which will help you prepare for future study at a UK university or develop your business career. Choose from Standard AYP 24 lessons per week or Intensive AYP 28 lessons per week (1 lesson = 50 minutes).

### AYP Benefits

There are many benefits to enrolling on the Academic Year Programme, including:

- Create your own programme from a choice of our courses
- Discounted tuition fees
- Level A2 and above can start on any Monday (Tuesday when the Monday is a Public Holiday)
- Beginners start on specific dates (see page 3 for full details)
- Flexible course length: 24 weeks or longer
- Regular tutorials with your teachers and advice from the Academic Management team
- Exam preparation at no extra cost
- Advice on university selection and application
- Flexible holiday breaks
- Detailed progress report
- Suitable for all levels

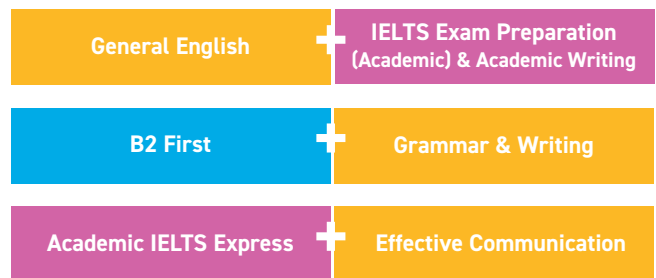
### Sample AYP Programmes

You will make your final choice of courses when you arrive, in discussion with our Director of Studies.

#### Sample Standard Programme



#### Sample Intensive Programme



## On Demand English for Specific Purposes (ESP) and Specialist Closed Groups

In addition to our Business & Professional English, Legal English and OET Programmes, we offer tailor-made courses for groups and individuals in the following areas:

- Aviation
- Medical English
- Oil & Gas Production
- The Military
- Finance
- Management
- Journalism
- Teacher Training
- Exam Preparation
- Presentation and Soft Skills

Over the years we have designed and run courses for companies and organisations, such as Hitachi, UBS, the Italian Air Force, the Finnish Association of Journalists and the Omani Ministry of Justice.

For further information or to discuss a possible course, please contact our Director of Studies at [dos@wimbledon-school.ac.uk](mailto:dos@wimbledon-school.ac.uk)

### ESP Key Facts

Minimum age:	<b>18</b>
Lessons per week:	<b>Flexible</b>
WSE course level:	<b>All levels</b>
Course length (weeks):	<b>1 and above</b>
Start date:	<b>On request</b>
Minimum group size:	<b>3 students</b>

### ESP Benefits

On these courses you will:

- Be trained in how to apply your existing knowledge to an international environment
- Read a variety of articles and documents related to your professional field
- Work with other students of similar background to your own
- Practise role-plays and simulations
- Examine case studies taken from current journals
- Study a range of industry-specific language applicable to your profession
- Learn study skills for ongoing development

## Groups at WSE

Every year we welcome groups from all around the world, creating tailor-made packages to suit their needs. Our groups have different options for study; they can join international classes, study in closed groups towards a specific goal, or a combination of the two.

For further information, please contact our **Groups, Partnerships & Activities Manager, Julia Clarke: [Julia@wimbledon-school.ac.uk](mailto:Julia@wimbledon-school.ac.uk)** or our **Sales Manager, June Dunn: [June@wimbledon-school.ac.uk](mailto:June@wimbledon-school.ac.uk)**

### Group Request Form

[wseagent.wimbledon-school.ac.uk](mailto:wseagent.wimbledon-school.ac.uk)

### Group Benefits

Benefits for groups studying at WSE include:

- One free group leader place for every 12 students
- Additional social activities organised upon request
- Airport transfers provided
- Travel cards available on request
- Lunches organised upon request
- Homestay accommodation close to the school
- Progress reports available upon request
- Certificate of attendance
- Leaving ceremony upon request
- Dedicated member of staff to manage your booking
- University and company visits subject to availability
- Take internationally recognised exams such as IELTS, Cambridge English, TOLES, Trinity, Pearson and OET

### International Classes

- Available on advertised courses only
- Start any Monday for General or Business English (When Monday is a Public Holiday, courses start on Tuesday)
- Fixed timetables (24 or 28 lessons)
- Join classes with students from other countries
- Suitable for mixed level groups - students assessed on arrival
- Students can join all school-based social activities
- 16+ only - we accept 15 year olds in General English international classes if they are part of a group with a group leader in attendance.

### Closed Groups

- We design the course with you
- Work towards specific language goals
- Exam preparation outside of fixed course dates
- Students can join all school-based activities
- Only suitable for groups with similar level
- Flexible timetable including mornings only
- 12 to 15 year olds are welcome in closed groups with the appropriate number of group leaders in attendance (maximum ratio 1:15)

## e-wimbledon

Available from 3 months before you start until 3 months after you finish your course

e-wimbledon is WSE's free online blended learning platform and is available to all our students.

### During Your Course

On e-wimbledon, you can access:

- Your individual study plan
- A record of your tutorials with your teachers
- Lessons based on English language news websites
- Exam practice for Cambridge English B2 First, C1 Advanced, C2 Proficiency and IELTS
- Updates about activities in the school
- Useful information about the school and local services
- Links to social programme activities and the chance to register online

### Before Your Course

- Take an online grammar test on e-wimbledon
- Gain immediate access to a detailed study plan appropriate to your level
- e-wimbledon will identify your weak areas and will set relevant grammar exercises to support your learning

### After Your Course

- Receive a study plan at your new level to continue practising what you've learnt
- New Flashpoint lessons available every week - lessons based on real news articles
- Keep a record of all your work and progress reports
- Stay in touch with the school

## WSE Supported Self Study

This programme is ideal for those who prefer to study independently but would still like some guidance in their progress. This package includes:

- Exam or goals overview
- Needs analysis and level check
- Suggested areas of focus and materials / activities
- Two writing assessments per week
- Final check and summary of progress

We offer a range of self-study packages for several exams, or can create a tailor-made programme to suit a variety of goals:

- OET
- Cambridge C1 Advanced (formerly CAE)
- Cambridge B2 First (formerly FCE)
- Cambridge B1 Preliminary (formerly PET)
- IELTS
- BEC (Higher, Vantage or Preliminary)
- iGCSE
- Academic and Pre-sessional
- Business English
- Writing skills

Other guided self-study options are available upon request. If you would like to discuss WSE Supported Self Study or your personalised self-study plan, please contact [dos@wimbledon-school.ac.uk](mailto:dos@wimbledon-school.ac.uk)

## Stay In Touch

Don't forget you can stay in touch with everything that's happening at the school via our social media channels. We're also always keen to hear how our former students are progressing, so please do keep in touch!



WSE.London



WSE\_London



wimbledonschoolofenglish



Wimbledon School of English



## Our Partner Colleges & Universities

### A-Levels: Cambridge Tutors College, London

If you need to take A-levels before going to University, we recommend our International College Partner: Cambridge Tutors College, London.

Cambridge Tutors College (CTC) is located in the South London Borough of Croydon, only 30 minutes by tram from Wimbledon and 20 minutes by train from central London. CTC was founded in 1958 by a graduate of Cambridge University and has steadily grown into an international college of academic excellence which educates over 250 students from around 30 different countries. CTC offers 2-year and 18-month A level courses as well as a one-year GCSE programme.

Cambridge Tutors College is a Student Visa sponsor and Wimbledon School of English is their official UKVI partner. This means that students can apply for a Student Visa for Cambridge Tutors College and include a Pre-Sessional English language preparation course at Wimbledon School of English. If you wish to take this option please tell Cambridge Tutors College when you apply.

CTC is consistently placed in the top 10% of the annual Financial Times Top 1000 Schools list. Around 75% of students gain entry into their first-choice university including Cambridge, Oxford, University College London and the London School of Economics.

They offer a very high level of care, guidance and advice to their students and a wonderful opportunity to progress and excel in a warm and friendly international community.

#### Contact Details

Principal	<b>Dr Chris Drew</b> <b>principal@ctc.ac.uk</b>
Telephone	<b>+44 20 8688 5284</b>
Fax	<b>+44 20 8686 9220</b>
Email	<b>info@ctc.ac.uk</b>
Website	<b>www.ctc.ac.uk</b>

## University Pathways: Strong Links for Further Study

If you would like to continue your studies at a UK university at foundation, undergraduate or postgraduate level, our Academic Managers will help you find the best course. Improve your English at WSE, then progress to international foundation, international first year, pre-masters programmes, undergraduate and postgraduate degrees. All foundation programmes are designed for international students, ensuring you are fully prepared to succeed at a UK university. We have strong links with universities and offer pathways onto programmes at the following universities. For full details, visit [www.wimbledon-school.ac.uk/university-partnerships](http://www.wimbledon-school.ac.uk/university-partnerships)



### Kingston University London

- Truly global and cosmopolitan university with over 5,000 international students coming from more than 140 different countries
- Substantial work placement opportunities, including 12-month Postgraduate Work Placement Scheme
- 95% of our graduates are in work or further study within six months of graduating (HESA 2016)

Email: [international@kingston.ac.uk](mailto:international@kingston.ac.uk)  
Phone: +44 (0) 203 510 0746  
[www.kingston.ac.uk/international](http://www.kingston.ac.uk/international)



### Queen Mary University of London

- International Foundation Year (17 subject-specific pathways across Humanities and Social Sciences, Science and Engineering and Medicine)
- Pre-Masters Graduate Diploma in Humanities and Social Sciences, and Finance and Economics

Email: [foundationprogrammes@qmul.ac.uk](mailto:foundationprogrammes@qmul.ac.uk)  
Phone: +44 20 7882 5555  
[www.qmul.ac.uk/qmul.ac.uk/internationalstudents/pathway-programmes](http://www.qmul.ac.uk/qmul.ac.uk/internationalstudents/pathway-programmes)



### SOAS University of London

- CC Foundation at SOAS
- FDPS Pre-Masters at SOAS
- ELAS English Language and Academic Studies

Email: [ifcels@soas.ac.uk](mailto:ifcels@soas.ac.uk)  
Phone: +44 20 7898 4800  
[www.soas.ac.uk/ifcels](http://www.soas.ac.uk/ifcels)



### Royal Holloway University of London

- Ranked in the top 40 universities in the UK and the top 500 universities in the world (#402 in QS World University Rankings 2023)
- One of the UK's leading research-intensive universities, home to some of the world's foremost authorities in the sciences, arts, business, economics and law
- A diverse, international and multicultural cohort within a close-knit, historic campus

Email: [study@royalholloway.ac.uk](mailto:study@royalholloway.ac.uk)  
[www.royalholloway.ac.uk/isc](http://www.royalholloway.ac.uk/isc)



### Sheffield Hallam University

- Welcoming community of over 31,000 students from more than 120 countries. Among the largest universities in the UK
- 700 programmes at foundation, undergraduate, postgraduate and research degree level
- Strong track record of work placements, with students completing almost 24,000 placements each year

Email: [international@shu.ac.uk](mailto:international@shu.ac.uk)  
Phone: +44 114 225 5555  
[www.shu.ac.uk/international](http://www.shu.ac.uk/international)



### University of Worcester

- Worcester is a beautiful cathedral city voted the safest city in England. Close to the Cotswolds, 40 minutes from Birmingham and 2 hours from London by train
- 10,000 undergraduate, postgraduate and research students. 7% are international students from 60 different countries
- 7 institutes including Business, Law, Humanities and Creative Arts, Health, Education, Sports, Science

Email: [international@worc.ac.uk](mailto:international@worc.ac.uk)  
[www.worcester.ac.uk](http://www.worcester.ac.uk)

## The London Exam Centre

The London Exam Centre is part of the Wimbledon School of English and enables you to prepare for and take your exams here in Wimbledon. For dates, fees and further information please go to [www.londonexams.co.uk](http://www.londonexams.co.uk)



Authorised Platinum Exam Centre



**The London Exam Centre**

- Test Centre for non-UKVI IELTS (Academic and General training)
- Test Centre for Cambridge Assessment English exams

Paper based or Computer based exams:

- IELTS
- B2 First
- C1 Advanced
- C2 Proficiency
- A2 Key
- B1 Preliminary
- B1-C1 Business Preliminary, Vantage & Higher
- Teaching Knowledge Test (TKT)
- Occupational English Test (OET)
- Test of Legal English Skills (TOLES)
- Trinity
- PTE Academic
- Association of Chartered Certified Accountants (ACCA)
- Test of English for Aviation (TEA)
- Test of English for Aviation Communication (TEAC)



## Equivalent Qualification Levels

	Wimbledon School of English Levels							
	Beginner	Pre-Intermediate	Intermediate	Higher Intermediate	Higher Intermediate Plus	Advanced	Advanced Plus	Proficiency
Common European Framework of Reference	A1	A2	B1	B2/B2+		C1/C1+		C2
Cambridge Equivalent Exam Score	Key		Preliminary		First		Advanced	Proficiency
IELTS Equivalent Exam Score	3	3.5	4	5	5.5	6	6.5	7 7.5 8 8.5
BEC Equivalent Exam Score	Business Preliminary			Business Vantage		Business Higher		
Trinity Graded Exam in Spoken English (GESE)	2	3-4	5-6	7-9		10-11		12
Trinity Integrated Skills in English (ISE)	ISE Foundation		ISE I	ISE II		ISE III		
PTE Equivalent Exam Score	20	35	48	62		80		85
TOEFL IBT Equivalent Exam Score	56-86			87-109		110-120		
TOEIC Equivalent Reading & Listening Score	120	225	550	785		945		
TOEIC Equivalent Speaking Score	50	90	120	160		200		
TOEIC Equivalent Writing Score	30	70	120	160		200		

## Common European Framework Level Definitions

Listening/Speaking	Reading	Writing	Interaction
<b>CEFR Level: A1 WSE Level: Beginner</b>			
Can understand basic instructions and take part in a basic factual conversation on a predictable topic.	Can understand basic notices, instructions or information.	Can complete basic forms, and write notes including times, dates and places.	Can interact in a simple way; can ask and answer simple questions.
<b>CEFR Level: A2 WSE Level: Pre-Intermediate</b>			
Can express simple opinions or requirements in a familiar context.	Can understand straightforward information within a known area, such as simple textbooks or reports on familiar matters.	Can complete forms and write short simple letters or postcards related to personal information.	Can communicate in simple and routine tasks that require direct exchanges. Can handle short social exchanges.
<b>CEFR Level: B1 WSE Level: Intermediate</b>			
Can understand the main points of familiar matters, with enough language to get by in everyday situations.	Can understand non-complex routine information and articles.	Can write simple letters/ texts on familiar topics with reasonable accuracy and express personal ideas and opinions.	Can deal with most situations likely to arise when travelling in an English speaking area. Can enter conversations on familiar subjects.
<b>CEFR Level: B2 WSE Level: Higher Intermediate</b>			
Can understand and express ideas with some fluency and reasonable accuracy in everyday contexts.	Can understand the general meaning of non-routine information within a familiar area.	Can produce longer texts, using paragraphs using a range of structures with a fair degree of accuracy.	Can interact with some fluency and spontaneity; can take an active part in discussion on familiar topics.
<b>CEFR Level: B2+ WSE Level: Higher Intermediate Plus</b>			
Can understand and express opinions on abstract/cultural matters in a limited way or offer advice within a known area and understand instructions or public announcements.	Can understand the main ideas of a complex text on both concrete and abstract topics.	Can produce a clear, detailed text on a wide range of subjects and give advantages and disadvantages of various options.	Can account for and sustain a view; can defend ideas with increased fluency.
<b>CEFR Level: C1 WSE Level: Advanced</b>			
Can advise on or talk about complex or sensitive issues, understand colloquial references and deal confidently with hostile questions.	Can understand documents, correspondence and reports, including the finer points of complex texts.	Can write letters on any subject and full notes of meetings or seminars with good expression and accuracy.	Can take part effortlessly in any conversation or discussion. Can backtrack and restructure as necessary to avoid misunderstandings.
<b>CEFR Level: C1+ WSE Level: Advanced Plus</b>			
Can contribute effectively to meetings and seminars within own area of work and keep up a casual conversation with a good degree of fluency, coping with abstract expressions.	Can read quickly enough to cope with an academic course, read various media for information and understand non-standard correspondence.	Can prepare/ draft professional correspondence, take accurate notes in meetings or write an essay which shows a highly effective ability to communicate.	Can formulate ideas with precision and skill; can relate contributions to those of others. Can deal with communication and cultural problems through clarification and exemplification.
<b>CEFR Level: C2 WSE Level: Proficiency</b>			
Can advise on or talk about complex or sensitive issues, understand colloquial references and deal confidently with hostile questions.	Can understand documents, correspondence and reports, including the finer points of complex texts.	Can write letters on any subject and full notes of meetings or seminars with good expression and accuracy.	Can take part effortlessly in any conversation or discussion. Can backtrack and restructure as necessary to avoid misunderstandings.

## Accommodation Options

The table below gives you an overview of our accommodation options. Please give a first and second choice for all accommodation options when making your selection.

	Homestay			Independent			Student Houses			Other	
	Standard	Standard Plus	Superior	Standard	Standard Plus	Superior	Kings Lodge Superior	Queens Lodge Superior	Cottenham Park 1 & 2	Justin James Superior Serviced Hotel Rooms	Kingston Summer Residences Premium Studio
Minimum Age	16 (18 for BB) <sup>1</sup>			18			18	18	18 <sup>2</sup>	18 <sup>2</sup>	18 <sup>2</sup>
Minimum Stay	1 week			1 week			2 weeks <sup>3</sup>			1 week <sup>3</sup>	
Single Rooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Twin/Double Rooms <sup>4</sup>	✓	✓	✓				✓			✓	✓
HB7 Breakfast & dinner 7 days	£225	£265	£305								
HB5 Breakfast 7 days, dinner 5 days	£205	£240	£280								
BB Breakfast 7 days	£180	£220	£260								
SC Self Catering 7 days				£155	£195	£235	£310-£350	£310-£350	£225-£300	£360-£380	£330
Private Bathroom/En-suite		✓	✓		✓	✓	✓	✓	✓	✓	✓
Walking Distance from WSE <sup>5</sup>	Some		✓	Some		✓	✓	✓		✓	
TV in Room			✓			✓	✓	✓	✓	✓	
Free WiFi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Use of Kitchen				✓	✓	✓	✓	✓	✓	✓	✓
Bed Linen Provided	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Towels Provided	✓	✓	✓	✓	✓	✓				✓	
Cleaning	✓	✓	✓	✓	✓	✓	Daily	Daily	Weekly	Weekly	Daily (Communal Areas)
Smoking											

### Accommodation Grades

**Standard** Shared facilities

**Standard Plus** Private bathroom or en-suite

For Standard & Standard Plus the maximum journey time is 35 minutes by bus or three stops on the underground/train. During our peak season some journeys may take longer or have more stops

**Superior** Private bathroom or en-suite; maximum 25 minutes' walk from school

**Premium Studio** En-suite facilities, fully fitted kitchen (kitchen pack not included but can be purchased locally on arrival), private study area

To check availability in our student house shares, please contact our Accommodation Manager Julie Ransley: [julie@wimbledon-school.ac.uk](mailto:julie@wimbledon-school.ac.uk)

### Catering Options

**HB7** Half Board - Breakfast & Dinner Monday to Sunday

**HB5** Half Board - Breakfast Monday to Sunday and Dinner Sunday to Thursday

**BB** Bed & Breakfast

**SC** Self-catering

- (1) Minimum age of 18 for Homestay bed & breakfast students.
- (2) 16 and 17 year olds are accepted at the Kingston Summer Residence - One Penrhyn Road, provided that a group leader or an adult aged over 18, who is responsible for them, is also staying in the residence.
- (3) Booking for all Student Houses, Serviced Hotel Rooms and Residences is from Saturday to Saturday only
- (4) Twin/Double rooms in Homestay and at Kings Lodge are available only for 2 students travelling together (this does not apply to the Kingston Summer Residence - One Penrhyn Road)
- (5) Walking distance is classed as up to 25 minutes from the school



## Homestay

Homestay providers can be very different but they have two things in common: a genuine desire to welcome people into their homes and lives, and a clean and comfortable home.

Students should not expect a replica of their own home. Homestays offer a taste of Britain and students may have to adapt to different homestay environments while they are in the UK. Students should also remember that the UK has a rich history and is proud of its cultural diversity. Our homestay providers are a reflection of our society and come from different backgrounds, age groups and socio-economic groups. We do not discriminate but welcome all homestays that fit our basic criteria. London is a multi-ethnic society and some homestay providers are not of English origin but all speak English to a very high standard. We try to match students with host families and to find the right homestay for everyone.

## Superior Student Houses

We have two large Student Houses - Kings Lodge and Queens Lodge - both of which are within walking distance of the school. Here students can enjoy sharing their accommodation with other WSE students, allowing them to practise their new language skills.

**Kings Lodge** has 9 bedrooms: 3 double rooms, 2 twin rooms, 3 standard single rooms and 1 large single room.

**Queens Lodge** has 6 bedrooms, which are all single occupancy. All the bedrooms are either en-suite or have a private bathroom, and are bright, well decorated and include a TV.

Both houses are self-catering and have spacious kitchen and laundry facilities. They have large seating areas and a garden, allowing students to relax together, both inside and outside... weather permitting!

### Key Points

- Most homestay accommodation is in single rooms, but we can provide twin rooms for 2 people booking and travelling together
- There will be no more than 4 students in the family
- Many of our host families are non-smokers
- Many British people have pets – usually a cat or a dog
- If you are in Bed and Breakfast or Independent homestay you may not have as many opportunities to practise your English as you may not be sitting down for a meal with your host(s)
- It is important to book early and to tell us about your requirements, e.g. diet, smoking, children and pets
- You may arrive and leave the homestay accommodation on a Saturday or Sunday

### Additional Charges

- There is a £40 supplement per week for halal, coeliac/gluten free and vegan diets
- If available, an extra Saturday night can be booked on your departure weekend for an additional charge
- There is a £70 per week supplement if you wish to stay in homestay over the 2-week Christmas and New Year holiday period. If you are in a student residence over Christmas and New Year, charges remain the same

### Facilities

- Large, well-equipped kitchen/dining/seating area
- Kitchen includes a cooker, microwave, fridge/freezer, dishwasher, TV and DVD player
- Laundry room with iron, washing machine and clothes dryer
- Outside garden
- WiFi access throughout
- Bedding is provided
- Communal areas are cleaned daily; study-bedrooms and bath/shower rooms are cleaned weekly

### Please Note

- We do not allow smokers to stay in any of our student house-share accommodation
- There is no member of staff in the house-share
- Student House Share accommodation is from Saturday to Saturday only
- Assisted check-in, without fee, on Saturdays is between 13:00 and 17:00
- Outside these times there is a key box for self check-in between 17:00 & 21:00 on Saturdays and on Sundays between 09:00 and 21:00
- If you prefer an assisted check-in outside these times there is a charge of £80.00. Paid assisted check-in is available on Saturdays between 17:00 - 20:00 and on Sundays between 09:00 - 20:00.
- There is no assisted check-in available outside these times
- Students cannot check in between the hours of 21.00 and 08.00
- Check-out is by 12.00 midday on your last Saturday
- We can reserve a room in one of the Student Houses for up to 48 hours
- We do not provide any towels in the student houses. Please bring your own towels

## Standard Plus Student Houses

We have two Standard Plus Student Houses - **Cottenham Park 1** and **Cottenham Park 2** - both of which are located in Raynes Park, approximately 30 minutes walk from Wimbledon School of English, or a 20-minute bus journey from Wimbledon Town Centre and the school. Here students can enjoy sharing their accommodation with other WSE students, allowing them to practise their new language skills.

Both Cottenham Park student houses have 6 bedrooms in each: all rooms are single occupancy rooms. Both student houses have 2 rooms with en-suite bathroom, 2 rooms with a private bathroom and 2 rooms with a shared bathroom.

Both houses are self-catering and have a shared kitchen/dining area and laundry facilities. They have seating areas and a garden, allowing students to relax together, both inside and outside.

### Facilities

- Large, well-equipped kitchen and dining areas with all facilities including cooker, microwave, dishwasher, fridge/freezer
- Laundry room with iron and washing machine
- Sunny outside garden
- WiFi access throughout
- Bedding is provided
- Every room includes a bed, secure safe, chair, desk and storage cupboard.
- Communal areas, study-bedrooms and bath/shower rooms are cleaned weekly

### Please Note

- We do not allow smokers to stay in any of our student house-share accommodation
- Minimum age: 18
- There is no member of staff in the house-share
- There is CCTV in communal areas only
- Student House Share accommodation is from Saturday to Saturday only
- Assisted check-in is available, without fee, on Saturdays only between 13:00 and 17:00.
- Cottenham Park 1 & 2 do not have any key box facilities
- If you prefer an assisted check-in outside these times there is a charge of £80.00. Paid assisted check-in is available on Saturdays between 17:00 and 20:00 and on Sundays between 09:00 and 20:00
- Check-out is by 12.00 midday on your last Saturday
- We can reserve a room in one of the Student Houses for up to 48 hours
- We do not provide any towels in the student houses. Please bring your own towels

## Superior Serviced Hotel Rooms

**The Justin James** is a great location right next to the school and just minutes away from the station, shops, restaurants, bars, cafes and other facilities in central Wimbledon. WSE has a year-round allocation of 3 single en-suite rooms, 1 large single room, 1 large room with a double bed and 1 twin room. Extra rooms may be available on request.

The bedrooms are light, bright and well decorated and each room has an en-suite bathroom. A continental breakfast is provided each morning. Otherwise, it is self-catering with shared cooking facilities on each floor and shared laundry facilities. Outside there is a courtyard area with seating.

### Facilities

- Shared kitchen/laundry room
- Communal sitting/dining room
- WiFi access throughout
- Each bedroom has TV and kettle
- Every room includes a bed, secure safe, chair, desk and storage cupboard
- Lovely private outside courtyard seating area
- Bed linen and towels provided (laundered weekly)
- Weekly cleaning of rooms and communal areas

### Please Note

- Smoking is not allowed inside or outside the building
- There is CCTV in communal areas only
- Minimum age: 18
- There is a key box facility available for self check-in between 13:00 & 21:00 on Saturdays and between 09:00 and 21:00 on Sundays
- There is no assisted check-in available for Justin James

## Residences

### Kingston Summer Residence (One Penrhyn Road)

For students over 18 years of age, we offer a Summer Residence in the heart of Kingston and just minutes away from the river, cafés and shopping centre. It is only 12 minutes by train to Wimbledon. Premium studios are available at a discounted rate to WSE students and have everything you need to enjoy your student experience, including en-suite facilities, a fully fitted kitchen and a private study area. They also come with a double bed. Double occupancy is also an option at an additional cost. Alternative room types are also available at a different price.

#### Facilities

- Overnight guests are allowed for up to 3 nights per week
- 24-hour security
- Common room with pool tables, TVs and study area
- The chance to meet and practise your English with international students from other countries
- Excellent transport links

#### Please Note

- Smoking is not allowed inside or outside the building
- WSE students can stay in a Premium Studio room providing this room type is available. Alternative rooms are available at different prices. Please contact [julie@wimbledon-school.ac.uk](mailto:julie@wimbledon-school.ac.uk) to book
- These studio rooms are cleaned before arrival and after departure. There is no weekly cleaning service for bedrooms at this residence. Communal areas are cleaned daily
- Visit [www.onepenrhynroad.london/room/](http://www.onepenrhynroad.london/room/) for more information

## Self-Catering Houses, Flats and Apartments

If you would like to rent a house or flat in Wimbledon, then we suggest you contact Foxtons (a local estate agent), Airbnb or the Apartment Service. The minimum period you would be able to rent a house or flat for is normally 6 months, but shorter periods can be arranged with the Apartment Service.

#### Contact Details

- Corporate Services, Foxtons  
T: +44 (0)20 7893 6198  
F: +44 (0)20 3249 4017  
[www.foxtons.co.uk](http://www.foxtons.co.uk)
- The Apartment Service is the largest European provider of cost-effective and flexible temporary accommodation. In Wimbledon they offer three locations with luxury fully furnished serviced apartments, close to all amenities and public transport. For more information, please visit: [www.apartmentservice.com](http://www.apartmentservice.com)
- [airbnb.co.uk](http://airbnb.co.uk) is a website featuring homes, apartments, host families and B&B providers

## Hotels and Guest Houses

There are a number of very nice hotels and guest houses in Wimbledon.

**Please note:** The school is not responsible for the flats, hostels, apartments, hotels & guest houses listed. If you wish to stay in a self-catering flat, house, hotel or guest house, please book directly. The school is not able to reserve this accommodation for you.

	Walk from WSE	Website	Phone Number
Travel Lodge - Wimbledon Central	7 minutes	<a href="http://www.travelodge.co.uk">www.travelodge.co.uk</a>	+44 (0)871 984 8484
The Dog & Fox Hotel	10 minutes	<a href="http://www.dogandfoxwimbledon.co.uk">www.dogandfoxwimbledon.co.uk</a>	+44 (0)844 567 8955
The Rose & Crown Hotel	10 minutes	<a href="http://www.roseandcrownwimbledon.co.uk">www.roseandcrownwimbledon.co.uk</a>	+44 (0)208 947 4713
Cannizaro House	20 minutes	<a href="http://www.hotelduvin/locations/wimbledon">www.hotelduvin/locations/wimbledon</a>	+44 (0)330 024 0706
Antoinette Hotel Wimbledon Broadway	15 minutes	<a href="http://www.antoinettehotel.com/wimbledon">www.antoinettehotel.com/wimbledon</a>	+44 (0)208 546 1044
Travel Lodge - Raynes Park	25 minutes	<a href="http://www.travelodge.co.uk">www.travelodge.co.uk</a>	+44 (0)871 559 1871
Premier Inn Wimbledon	15 minutes	<a href="http://www.premierinn.com">www.premierinn.com</a>	+44 (0)208 049 8437
Marple Cottage	15 minutes	<a href="http://www.marple-cottage.co.uk">www.marple-cottage.co.uk</a>	+44 (0)208 947 1487
Goodenough Guest House	10 minutes	<a href="http://www.goodenoughguesthouse.co.uk">www.goodenoughguesthouse.co.uk</a>	+44 (0)208 946 9265

## Insurance

Before you arrive in the UK, we strongly recommend that you take out insurance for your own financial and personal security. You can take out your own insurance or take out the **International Student Policy** offered by Endsleigh, which has been specially designed for overseas students studying in the UK.

**Please note:** It is advisable to take out your student insurance at the time of booking your trip, as cover will commence for pre-departure cancellation from the policy issue date. This will, therefore, provide cover should you have to cancel your course for a valid reason such as illness or serious accident preventing you from travelling.

### One Education International Student Policy

The International Student Policy covers:

- Emergency medical expenses
- Repatriation
- Cancellation or curtailment charges
- Personal money, passport and documents
- Baggage
- Course fees
- Personal liability
- Legal expenses

## Airport Transfers

The School is able to arrange for our students to be met at any of the London International Airports or St. Pancras International Station. You can book your airport transfer when booking your course or up to a week before you arrive. Please send your flight details to the school at least 4 days before arrival. Flight details must be sent in writing by email.

**Our representative will wait for a maximum of 2 hours after the arrival time given.**

## British Council Publishable Statement

"This private language school offers courses in general, academic and professional English for adults (16+) and for closed groups of under 18s and adults (16+). Strengths were noted in the areas of strategic and quality management, staff management, student administration, publicity, premises and facilities, learning resources, academic staff profile, academic management, course design, learner management, teaching, care of students, accommodation, leisure opportunities, and safeguarding under 18s. The inspection report stated that the organisation met the standards of the Scheme."

To view the statement for Wimbledon School of English visit:

[www.britishcouncil.org/sites/default/files/wimbledon\\_soe\\_full\\_2018\\_revised.pdf](http://www.britishcouncil.org/sites/default/files/wimbledon_soe_full_2018_revised.pdf)

To view the most recent 2018 statement for the WSE Junior Summer Centre visit:

[https://www.britishcouncil.org/sites/default/files/wimbledon\\_sofe\\_junior\\_full\\_2018\\_revised.pdf](https://www.britishcouncil.org/sites/default/files/wimbledon_sofe_junior_full_2018_revised.pdf)

## Terms and Conditions 2023

Wimbledon School of English (WSE) Terms & Conditions are binding on all students, regardless of whether the booking is direct, or through a representative.

### Age

1. The minimum age for individual students is 16 years, but we do accept 15-year-olds in General English international classes, if they are part of a group with a group leader in attendance.
2. The minimum age for students in closed groups is 12 years. There is no maximum age. Any closed group must have the appropriate number of group leaders (maximum ratio 1:15).
3. Please note: students aged under 18 who come as individuals are not supervised except in lessons and on class excursions.
4. Under 18s: Parents or guardians of under 18s MUST email us a completed 'Under 18 parental consent form' before the student arrives in school. Students aged under 18 must abide by the curfew times and other rules as per this form. Failure to do so may result in their being sent home.
5. All group leaders with any under 18s in their group must provide us with a police 'certificate of good conduct' or 'certificate of criminal record' from their country of residence.

### Payment and Bookings

1. An enrolment is valid when we have received a completed application form plus a copy of the student's passport, and we have sent the confirmation of booking.
2. In order to reserve a place in a student house or residence we need four weeks' payment (or the full amount for shorter bookings) with the booking.
3. A place in classes and homestay accommodation, if applicable, at WSE is only absolutely guaranteed once we have received the full course and accommodation payment.
4. Please note that original letters of acceptance and other details including accommodation are sent via e-mail.
5. We can send letters by special delivery (DHL) at an extra cost.
6. The cost of course books is covered by the course materials fee.

### Returning Students

Any student who returns to school for another course is not charged the registration fee.

### Visa Nationals

No documents can be issued until we have received the following:

- Completed application form
- Copy of passport
- Registration fee
- Course materials fee
- Full tuition fees
- 4 weeks' accommodation fees for student house, homestay or residential accommodation. (This will be deducted from your subsequent payment of accommodation expenses).

We must receive the following **a minimum of thirty days before arrival:**

- Parental consent form (for under 18s)

### Non Visa Nationals including EEA and Switzerland

No documents can be issued until we have received the following:

- Completed application form
- Copy of passport
- 4 weeks' accommodation fees for student house or residential accommodation. (This will be deducted from your subsequent payment of accommodation expenses).

We must receive the following **a minimum of thirty days before arrival otherwise the booking will be cancelled:**

- Registration fee
- Course materials fee
- Full tuition fees
- A minimum of 4 weeks homestay accommodation or the full amount for shorter bookings (if applicable)
- Parental consent form (for under 18s)

### All Students

All fees are payable in pounds sterling and payment can be made as follows:

1. By bank transfer directly to our account. Please note that students are responsible for any bank charges, otherwise this will be charged to the student directly on arrival. Please email us a copy of the remittance advice. Please indicate the student's name on the remittance.
2. By UK Debit card. All debit card payments can only be in pounds sterling. We only accept credit card payments for the tuition fee deposit. All other payments including all accommodation must be paid by bank transfer or UK debit card.
3. International payments by Flywire. WSE has partnered with Flywire to make your international payments easier and safer. Flywire allows you to pay from almost any country by bank transfer, credit card and other local payment methods.

How to make an international payment with Flywire:

- Go to [wimbledonflywire.flywire.com](http://wimbledonflywire.flywire.com)
- Select your country of origin and preferred payment method
- Enter your payment details and receive confirmation of your payment
- Track your payment from start to finish on your student dashboard

### Accommodation

1. All accommodation payments must be made through the school.
2. We cannot confirm a reservation for a room in one of our student houses or residences until we have received 4 weeks' accommodation fees or for bookings for fewer than 4 weeks, the full fees.
3. Accommodation is arranged for students only while they are studying on full-time courses at the school.
4. If you leave school early for any reason, you will be asked to leave your accommodation.
5. All accommodation is subject to availability and early booking is advisable.



6. You must always indicate your first and second choice of accommodation on the enrolment form.
7. If the first choice of accommodation is not available the school will book your second choice.
8. We do our best to place students with others who speak a different language, but we cannot guarantee that you will not share accommodation with a student who shares the same first language as you or is the same nationality.
9. If you decide to leave your accommodation early, you must give seven days' notice in writing for homestay, fourteen days for student houses and twenty-one days for residences.
10. Refunds will only be made for full calendar weeks. This applies to all accommodation options.
11. Under special circumstances we may need to move you to alternative accommodation at short notice and the school reserves the right to do this. Although we will do our best to find you new accommodation in the same category as your original accommodation, we cannot guarantee this.
12. If you only book accommodation for part of your stay (e.g. you book 4 weeks accommodation but have enrolled on a 24 week course) and you decide to extend your stay in school accommodation, we cannot guarantee that there will be accommodation available, especially during busy periods. You will not normally be able to stay in the same accommodation. You should always book accommodation for the full length of your study period unless you have already booked private accommodation.
13. After three requests to change accommodation, if there are any more requests WSE reserves the right not to provide further accommodation.
14. At certain times of the year it may be necessary for you to move between different host families or residences as there may not be one single family or residence that is available for the full length of your stay. If this is the case we will inform you before your arrival date.
15. Any student who behaves in an unacceptable manner will be asked to leave their accommodation immediately. If this is part-way through a week they will still be liable for that week's payment. In these circumstances we cannot guarantee that we will be able to find alternative accommodation.
16. If you book your own accommodation you must give your accommodation address and a contact telephone number to the Registrar before you arrive.
17. If you are a full-time WSE student but staying in private accommodation and would like to move to WSE accommodation, we require two weeks' notice to find you suitable accommodation.

## Homestay

1. The school's accommodation service acts as an agent in introducing course participants to hosts. The contract is between guest and host.
2. Homestay accommodation may be booked from Saturday/ Sunday to Saturday/Sunday except for during the summer season (July-September). From the beginning of July to the end of September bookings can only be either Saturday to Saturday or Sunday to Sunday. If you wish to arrive or depart Monday – Friday you must book hotel accommodation for the extra nights. It is not possible to arrive on a Friday or depart on a Monday. If you arrive on a Saturday and leave on a Sunday you will be charged for the extra night.
3. Host families cannot accept students between 23:00 and 07:30. If you have a late flight you will need to book a hotel for your first night.
4. If your homestay accommodation involves extra days, you will be charged a daily rate for up to three days. Four or more days will be charged at the full weekly rate.

5. If you take any holiday during your stay and you are away from your homestay, you will be charged half of the weekly rate for accommodation for each calendar week of absence. This includes holiday taken over the Christmas period when the school is closed. Please give two weeks' notice in writing to Reception if you wish to take holiday from your homestay.
6. All accommodation payments must be made to the school. You should send the money to us at least 30 days before your arrival.
7. If you are unhappy with your homestay accommodation, the school will relocate you to a new family as soon as possible (but see accommodation note 13 above).
8. The school can only book homestay accommodation for students studying here. If you wish to have a friend to stay with you for a few days you must arrange this with your host yourself. Your host may ask your guest to pay for their accommodation.
9. Because of death, illness or other unforeseen circumstances it may be necessary to change your accommodation at very short notice before you arrive or once you are here and the school reserves the right to do this. We guarantee to provide accommodation for the period you have booked but not necessarily with the same family or in the same category of family for the whole period.
10. **Please note:**
  - There is a £40 per week supplement for the following special diets: halal, gluten-free, coeliac, dairy free or vegan.
  - There is a £70 per week supplement if you wish to stay in homestay over the 2 week Christmas and New Year holiday period.

## Student Houses and Residences

1. Students will be asked to sign an accommodation contract and abide by the terms and conditions of the contract. Failure to do so means they will be asked to leave the premises and no refund will be given.
2. Students will be asked for bank card details with their booking. This is to cover the cost of any breakages or other damage to the property up to a maximum of £300. If we do not receive these details with the booking, students must provide credit card details to Reception on their first day of school.
3. These accommodations are available only for complete calendar weeks (Saturday to Saturday). If you arrive before or leave after Saturday you will need to book a hotel room for the additional night(s).
4. **King's Lodge and Queen's Lodge** have assisted check-in, without fee, on Saturdays only between 13:00 and 17:00. Outside these times there is a key box for self check-in between 17:00 & 21:00 on Saturdays and on Sundays between 09:00 and 21:00. If you prefer an assisted check-in, paid assisted check-in is available on Saturdays between 17:00 - 20:00 and on Sundays between 09:00 - 20:00. There is a charge of £80.00 for this.

**Cottenham Park** has assisted check-in, without fee, on Saturdays only between 13:00 and 17:00. Cottenham Park does not have any key box facility. If you prefer an assisted check-in, paid assisted check-in is available on Saturdays between 17:00 - 20:00 and on Sundays between 09:00 - 20:00. There is a charge of £80.00 for this.

**Justin James** has a key box facility available for self check-in between 13:00 & 21:00 on Saturdays and between 09:00 and 21:00 on Sundays. There is no assisted check-in available for Justin James.

Check-out for all student houses and Justin James is by 12:00 midday on your last Saturday.

5. For Summer Residences, rooms are available from 10.00am on the first Saturday of your stay and must be vacated by 10.00am on the last Saturday. Failure to vacate your room by 10.00am will mean you are charged for an additional night.
6. If you take a holiday during your stay and are away you will still be charged the full rate for the period of absence.

7. Payments must be made to the school. For periods of four weeks or less, full payment must be made at the time of booking. For periods of five weeks or more, payment for the first four weeks must be made at the time of booking and all subsequent payments must be made in advance for a minimum period of four weeks per payment. No student house or residence will be reserved until payment has been received.

8. Payments for student house and residence accommodation must be made four weeks in advance throughout your stay. If you fall behind with your accommodation payments you will be asked to leave your accommodation.

## Cancellation, Postponement & Refunds

We strongly recommend that students take out insurance to cover fees and costs in case of cancellation or leaving early.

### Cancellation

1. If you cancel 30 days or fewer before your course start date, your course materials & tuition fees, minus a cancellation charge of £400, will be refunded less any bank charges. If applicable, your homestay fees minus one week's cancellation fee will be refunded, less any bank charges. The first four weeks of student house and residence accommodation are non-refundable. Your registration and accommodation placement fees are non-refundable.

2. If you cancel 31 days or more before your course start date, your course materials, tuition and accommodation fees will be refunded less any bank charges. Your registration and accommodation placement fees are non-refundable.

3. If you cancel your course because your visa application has been refused you will need to provide documentary evidence from the relevant embassy before any refund can be considered. Once we have received a copy of all pages of the visa refusal letter including the last page with the signature of the Entry Clearance Officer & date of refusal we will refund all monies received except the registration fee and accommodation placement fees, minus bank charges.

4. If you have booked and paid through a representative the refund will be made to the representative.

5. If, in exceptional circumstances, the school cancels the booking because we are unable to open, you can receive either a full refund (minus bank charges), a credit note, valid for two years from the course start date, or transfer to an online course for the equivalent value. Any accommodation fee paid will be refunded in full (minus bank charges).

6. For all courses booked online you can cancel within fourteen days (provided you have not already started the course within that period) and receive a full refund.

### Postponements and other Booking Changes

1. If you decide to change your course dates, your accommodation dates or make any other changes to your booking there is a charge of £50 for each time you make a change, to cover the administration cost of making the changes. We cannot issue your new documents until we have received the £50 change of booking fee. This charge will not be due for any date changes made because of visa problems. However, if you require a visa for the UK please allow enough time for the visa application process before your course start date (normally a minimum of fifteen working days).

2. If you wish to postpone your course for any reason, for example, if you need a visa and are still waiting for the visa to be issued, you must let us know at least two weeks before you are due to arrive, otherwise you will be charged a £400 cancellation fee.

3. You may only postpone your course if there is space available on the new course dates you wish to attend. Please also ensure that the course you wish to take is available on the new dates you wish to attend. You can postpone your course to start up to six months after the original start date.

4. For a postponement of longer than six months we will not refund the registration fee, accommodation placement fee and the accommodation deposit. We will charge the cancellation fee of £400 if you then have to cancel the course.

5. You cannot postpone bookings for student house and residence accommodation if you inform us fewer than twenty-eight days before your arrival date. If you do you will still be liable for the fee for your original accommodation dates.

### Leaving Early

1. If you choose to stop your course early, your tuition and materials fees are non-refundable under any circumstances.

2. We are unable to offer credits to students who leave early.

3. Fees are non-transferable. This means you cannot transfer your fees to another person. You cannot convert full-time group study to One-to-One or Two-to-One study.

4. Accommodation will be refunded as per our notice period.

5. If you booked through a representative we will send any refund to that representative.

### Other

1. We require seven days' notice in writing to Reception for cancellation of additional One-to-One lessons. If you cancel fewer than seven days before your lesson, you will be charged full fees.

2. We require seven days' notice in writing to Reception for cancellation of tennis or horse-riding lessons. If you cancel fewer than seven days before your lesson, you will be charged full fees.

3. Periods of absence due to accident or sickness are non-refundable.

**Please note:** A good student insurance policy will refund the remaining fees if a student has to go home early for a medical or other serious reason. We strongly advise all students to take out insurance.

### Extensions

1. If you wish to extend your course you may do so, provided there is a place available. As the school is often full we advise booking an extension at least one month in advance. Extensions must be paid in full before a place can be reserved. Please note it will probably not be possible to stay with the same host family or in the same Student House or Residence.

2. The course extension fee is the difference between the published price for the total weeks booked and the amount already paid.

3. Students who extend their course may be liable for an additional materials fee, depending on the length of their original course and the length of the extension.

4. If you have booked and paid through a representative, your course extension fee must be paid to the representative.

5. If you wish to extend your stay in WSE accommodation, for periods of four weeks or less, full payment must be made at the time of booking. For periods of five weeks or more, payment for the first four weeks must be made at the time of booking and all subsequent payments must be made in advance for a minimum of four weeks per payment.

## Holidays

1. WSE is not open on Saturdays or Sundays or on UK public (bank) holidays.
2. Group classes missed as a result of a public holiday will not be refunded or made up.
3. If you wish to take a holiday, you must give seven days' notice in writing to Reception. Please note that we do not give refunds for holiday periods, but you can extend your course. . NB If you have a visa, extensions cannot be made beyond your visa expiry date. Extensions can only be made for full calendar weeks. No extensions will be given for students who take holidays during courses with set dates or examination courses.
4. If you take any holiday during your stay and you are away from your homestay, you will be charged half of the weekly rate for accommodation for each calendar week of absence. This includes holiday taken over the Christmas period when the school is closed. Please give two weeks' notice in writing to Reception if you wish to take holiday from your homestay.
5. For Residences and Justin James, if you take a holiday during your stay and are away you will still be charged the full rate for the period of absence.
6. Students on long-term courses are advised to give their holiday dates at the time of booking.
7. You must ask in Reception for the Holiday Visa letter before going on holiday. You need this letter to show at UK Immigration on your return to the UK. Please note: the school is not liable either if you are delayed at the border or if you are not allowed back in to the UK for any reason.

## Attendance

1. We are a serious school and expect every student to be on time, attend every lesson and do all their homework. Latecomers are not allowed into class.
2. We keep attendance registers.
3. Any student who is sick must:
  - I. For absences of up to six school days, complete a self-certification sickness form on their return.
  - II. For absences of seven school days or more, provide a certificate from their doctor.
4. If a student misses a lesson, regardless of the reason, we cannot give a refund or allow them to take the lesson at another time.
5. If a student is absent for ten consecutive days or more, or is repeatedly absent (e.g. one or two days per week), without authorization, they will be reported to their sponsor if they are a sponsored student, and they may be asked to leave the school.
6. If a student is asked to leave the school for poor attendance or conduct, their fees will not be refunded.
7. Students will only receive a leaving certificate if their attendance has been 80% or more.

## Visas

1. It is the student's responsibility to ensure that they have the correct visa type and appropriate leave to remain in the UK.
2. In the event that we find that any student does not have the correct visa, we will terminate their course immediately and they will have to return to their country. In this case tuition and registration fees are non-refundable.

## Photographs and Filming

1. Classes cannot be filmed or otherwise recorded in any way by a student without the permission (in writing) of either the Principal or Director of Studies, except where the teacher may ask the class to record part of the lesson.
2. WSE may use film or still photographs of students for promotional purposes.
3. You (or your parents if you are under 18 years of age) must inform the school before your course starts if you will not allow us to use such images. Parents of under 18s will receive a Parental Consent form which must be completed and returned to us. Students over the age of 18 must inform us on day one of the course.

## Conduct

1. We expect all students to abide by UK Government and WSE safety guidelines, including any Covid 19 or other pandemic or general health guidelines, at all times, as we accept students at the school on condition that they agree to do so and that they continually demonstrate that they are doing so.
2. We expect students to behave reasonably and respectfully (including when online or using any form of messaging or social media) at all times towards other students and school staff and to respect cultural, racial and religious differences. We expect all students to uphold the core British values of democracy, individual liberty, tolerance, and the rule of law.
3. WSE reserves the right to refuse admission to any student or to dismiss any student from school or accommodation without refund of tuition fees in the event of misconduct, unsatisfactory attendance or work, or any other reason deemed necessary by the Senior Management Team such as an undisclosed physical or mental medical condition.
4. The school expects students to adhere to the standards and rules we set.
5. WSE expects students to behave responsibly online and follow the school's guidelines on internet use, including not downloading or sharing any illegal or inappropriate material.
6. If a student is asked to leave the school for poor attendance or conduct, their fees will not be refunded and they will not be allowed to remain in WSE accommodation.
7. Students have to pay for any damage they cause on the school premises or at their accommodation.

## Resolution of disputes

All complaints will be fully investigated as per our "Complaints Procedure" providing:

1. The complaint is made while the student is attending our school.
2. The complaint is registered in writing with the Director of Studies, Operations Director or Accommodation Manager.
3. All invoices relating to the student making the complaint have been settled in full.

We do not accept complaints received after the student has returned to their own country.

## Liability

1. WSE does not accept any liability in the event of illness, accident, loss or damage to personal effects or property:

- occurring on the school premises, except where such liability is imposed under UK law.
- where accommodation or transport has been booked through the school.

2. WSE does not accept liability for losses or additional expenses a student might incur because of cancellation or delays to their travel services.

We strongly advise all students to take out insurance before leaving their home country.

## Force Majeure

1. WSE is not liable for failure to perform its obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane, infectious diseases or pandemics or other natural disasters that are beyond the reasonable control of the parties), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity, other utility, internet or telephone service. Refunds will not be made in such circumstances.

2. In the event of an outbreak of an infectious disease, all students and/or parents/guardians are required to comply with rules regarding quarantine as set by government agencies or by the school.

3. If the school asserts Force Majeure as an excuse for failure to perform its obligations, then the school must prove that it took reasonable steps to minimise delay or damages caused by foreseeable events, that the school substantially fulfilled all non-excused obligations, and that the other party (student, agent etc.) was, where possible, notified of the likelihood or actual occurrence of the event.

## Other

1. In very rare circumstances the stated maximum class size might be exceeded. If this does happen, it will only be by one person and for one week.

2. 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 the student decides not to take the alternative course offered, we will not be liable for any losses incurred by the student for cancelled travel arrangements.

3. 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.

4. If the student's English level is not suitable for the course they have booked, we reserve the right to move them onto a different course or to refuse them admission to the school.

5. The school reserves the right to change teachers at any time during the course.

6. The school reserves the right to alter dates, fees and any particulars in the brochure without prior notice.

7. Classes take place in both the main school building and additional premises located near the school. The School reserves the right to move classes between rooms and premises as appropriate.

8. Students who cannot read or write Roman script: please note that we are unable to teach literacy in our group classes. Any student who requires lessons in literacy must book private lessons with the school for this purpose.

9. The Managers of the School reserve the right at their absolute discretion to refuse any application for enrolment of any student at any stage of the application or booking process. The School shall be under no obligation whatsoever to give reasons for the decision of the Managers. If an enrolment is refused, all paid fees will be refunded.

10. We reserve the right at any time, to search students and inspect the contents of all vehicles, clothing, bags, parcels, etc., belonging to or in the possession of any students whilst entering, leaving or on the organisation's premises or on organised excursions. Searches will always be conducted by two individuals, one of whom will be a person of the same sex.

## Personal Information

1. We keep your information in electronic and paper format.

2. Some of the personal information you supply will be passed on to accommodation providers or the airport meeting service.

3. Under UK law we must give information to UK Visas and Immigration if required to do so.

4. In order to fulfil our obligations to you, and, in some cases, to the British authorities, it is necessary for us to see and copy your passport (and visa if applicable), to have contact details for you in London (including a mobile phone number if you have one), and to have details of your next of kin in your country. You must therefore agree to provide these details and keep them up to date if they change.

5. By accepting these Terms & Conditions you accept our right to use your personal information in this way. Students and/or parents and guardians are reminded of the need to disclose medical information about the student to the school when the application is made and to enquire prior to enrolling whether the school and accommodation facilities are suitable for the individual's needs.

## Privacy Policy

Our Privacy Policy governs any kind of processing of personally identifiable information. This policy applies to our processing of data collected through any means, actively as well as passively, from persons located anywhere in the world. We will be guided by the following principles when collecting and processing data:

- We will only collect data for specific and specified purposes; we will make it clear at the point when we request your information, what we are collecting it for and how we are going to use it.

- We will not collect data beyond what is necessary to accomplish those purposes; we will minimise the amount of information we collect from you to what we need to deliver the services required.

- We will not use data for purposes other than that for which the data was collected, except as stated, or with prior consent;

- We will seek to verify and/or update data periodically, and we will accept requests for amendments of personal data;

- We will apply high technical standards to make our processing of data secure;

- Except when stated, we will not store data in identifiable form longer than is necessary to accomplish its purpose, or as is required by law.

You can view our full Privacy Notice at

[www.wimbledon-school.ac.uk/privacypolicy](http://www.wimbledon-school.ac.uk/privacypolicy)



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