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# The Abbey College

## Student Guide, Fees List and Application Form

This guide is intended to contain all the supplementary information needed in conjunction with our prospectus. **Please note that this guide is NOT intended to be for Summer and Easter School Vacation Courses**, which have a separate application form; please ask us for a copy. The answers to some of the most frequently asked questions are to be found here, including details of fees and course dates. The college website holds further relevant information.

### ARRIVAL/DEPARTURE – COLLECTION/DROP OFF

It is recommended that students arrange to arrive in and depart from the UK on the travelling day between 10:00 and 17:00. Please refer to the Course Dates for travelling day dates. Students should **not** be late for the start of term - the college must be informed if a student is to arrive late as well as the reasons why.

Transfers to/from Heathrow airport are offered free-of-charge, according to the courses and dates listed below:

1. Academic and Foundation Courses: on the first and the last days of each term, i.e. the 'travelling day'.
2. English All Year Courses: On the 1st and 3rd Sunday of each month between the specified course dates.
3. Pre-Boarding/Pre-University Courses: every Sunday between the specific course dates.

Every student can be met and transported to and from Heathrow and the College for flights scheduled between the times of 10:00-17:00 on the travelling day. For students on **Academic** courses, there are usually two arrivals and two departures on each day; they tend to leave Heathrow at around 13:00 and 18:00, and leave the college at around 07:00 and 10:00. For students on **English All Year** courses there is normally only one collection time from the airport, usually at around 18:00, and one departure time from the college, usually at around 07:00. Students arriving/departing much earlier or later can have free transport, but may need to wait for other students to arrive/depart.

Taxi transfers to/from **any** airport – including Heathrow – can be organised by the College at any time. Please ask us for specific charges relevant to your booking.

For **all** airport transfers, at least three full days written notice is required for the College to arrange collection. Please note that the college cannot be responsible for missed flights under any circumstances.

### ARRIVAL/DEPARTURE – ACCOMMODATION

Accommodation will be available from 16:00 on the travel day until 10:00 on the last day at the end of the course. All other facilities remain available to the students for the whole day. The first meal is served on the evening of the travelling day. The last meal is breakfast on the travelling day.

During the final term students who have external examinations beyond the last day of term (this occurs very rarely) will receive all tuition and lunch free of charge, but may be expected to move into host families arranged by the College from the last day of term. Any students remaining on campus will be charged an additional fee. A student's course finishes when his/her final examination has been completed; two days after that date the student is required either to join an alternative programme until the end of the course date or to leave the College campus completely.

Long-term students not staying for an additional course during holiday periods such as the summer will be required to clear their bedrooms. The College may make storage space available or help to arrange local off-site storage; belongings are stored entirely at the students' own risk and cost.

Students may take a course with us during the Easter and Summer schools; otherwise the college will endeavour to arrange host family accommodation for all students wishing to stay in the area at a weekly cost. It is not possible for students to live in residence on campus during the summer without taking a course. Accommodation on campus may be offered as an alternative during the Easter break, at an additional charge.

### INDUCTION PROGRAMME

New academic students begin with an Induction Programme. This is designed to introduce them to the College, its facilities and the area in which they are going to study, as well as introducing life in the UK to overseas students. The programme includes work on study skills - essential for a successful course. Also described subsequently, if appropriate, are the best approaches to UCAS applications and advice is given to students who may be interested in transferring to American or European universities.

During the programme, students have the chance to discuss their course in detail with their tutors and are introduced to the College's relevant Heads of Department. At this stage potential problems are ironed out in order that work can proceed smoothly through the

term. For students from overseas, and for British students from outside the local area, there are coach trips to familiarise them with places of interest and outstanding natural beauty, such as visits to local towns and cities.

The Induction Programme is designed to prepare students both intellectually and emotionally for the course of intensive study they are about to face. New students arriving late may miss part of the Induction Programme, although short inductions are available for students arriving unavoidably late.

### **TIMETABLES**

Timetables are arranged as far as is practical to suit individual student needs. They are issued during the first week of term and individually prepared for each student, to meet the requirements of his/her course, following individual meetings with the Principal or Vice-Principal. Timetables are computer-generated and as students settle into the College, any necessary changes can be made quickly.

If circumstances allow, and if improved grades are thought to be necessary, it may be possible to take one or two GCSE/IGCSE subjects along with 'A' levels, and to have these built into the timetable.

### **HOMEWORK**

All students on these courses are required to complete a certain amount of "prep", or homework, every weekday. The amount of prep depends largely on the course and the number of subjects being taken. Academic students do between 1½ and 2½ hours per night. Prep for under 16s is carefully supervised by staff. 'A' level and mature students may study in the library or in their own rooms if they display the appropriate amount of self-discipline.

### **REPORTS**

Detailed reports from tutors are sent to the parents and sponsors three times per year, at the end of every term. Parents of new students receive an additional report at half-term in the first term. Parents or guardians are most welcome to ask for additional updates at any time.

### **INTERNAL EXAMINATIONS AND TESTING**

All teaching departments use frequent testing to monitor the progress of their students. In addition there are regular tests throughout the year (at least once per month) for all students on Academic courses. These are designed to enhance the students' ability in examination techniques in preparation for external examinations.

End of term examinations take place in the last two weeks of term before the holidays. These are a vital part of the educational year and form the basis for measuring the progress of the student. Parents are requested **NOT** to book holiday flights for their children before these examinations are completed. Failure to sit for exams at the end of term will result in zero marks for the student. This may lead to repetition of the term's work, or refusal to allow the student permission to be entered for forthcoming public examinations.

Practice of past questions set by the examining boards and familiarity with all the aspects of the syllabus are

key elements in The Abbey's teaching approach. Students are given practical advice on how to approach study effectively and on examination techniques.

### **SUBJECT CHOICES**

We are often asked what subjects are recommended for specific subsequent Degree courses. Students usually finalise their subject choices and timetables after meeting the Principal. As a guide, below is a list of the more common Degree courses our students aim for, together with what subjects we usually recommend.

#### **A and AS level:**

Most students take three A levels, plus an additional AS level in the first year. Two A levels may be taken if English Language ability is weak or if time is restricted whilst four A levels can be taken by some students if recommended by the Principal. The A level combinations below are by no means essential; other combinations are usually acceptable. Degree course choices are **not** restricted to the options below.

**Business and related fields such as Accounting, Finance, Tourism:** Business Studies plus two from Accounting, English, Economics, Computing/Information Technology, Mathematics and Further Mathematics.

**Law:** English plus at least two others.

**Medicine:** Chemistry and Biology, plus one from Physics and Mathematics.

**Engineering:** Physics and Mathematics, plus one other, often Chemistry or Further Mathematics.

**Sciences:** Three from Biology, Physics, Chemistry and Mathematics.

**Computing/Information Technology:** Mathematics, Computing/Information Technology plus one other.

**Art/Design/Architecture:** Art plus two others, often English, Mathematics or Physics.

#### **University Foundation Programmes:**

Foundation programmes can lead to university studies in a range of disciplines.

Students from **Business** Foundation programmes have progressed to degrees in business itself, management, business computing, economics, travel and tourism and degrees in the social sciences such as psychology or sociology.

The **Law** Foundation programme provides students with some of the skills and knowledge which will help them to be accepted on to, and successfully complete, a qualifying Law degree at a British university. As well as Law, some Business and Humanities subjects may form part of the course.

The **Art / Design** Foundation course develops the artistic skills and knowledge of the student. The key element of this course is the production of a portfolio, from both work created prior to attending the Abbey and from newly-completed work with us. This portfolio is the main criteria that universities use to judge entry.

The **Science** Foundation programme offers a grounding in both pure science degree programmes, and in practical or applied sciences such as pharmacy and physiology. For some of those subjects, entry standards are extremely high and students are advised on the

requirements of each progression route before they begin their Foundation course at The Abbey.

The **Medicine & Dentistry** Foundation programme is a unique course preparing students to take the entry examinations of the Czech Universities, foremost of which is the First Faculty of Medicine in Prague, which is exclusive to The Abbey College. Students focus mostly on the science subjects of Biology, Physics and especially Chemistry.

The **Engineering** Foundation programme covers the Mathematics and Physics requirements of a range of degree programmes in engineering disciplines - civil, mechanical, electrical and electronic. For candidates who plan to study chemical engineering additional chemistry modules are built into the programme.

#### **GCSE / IGCSE (The International General Certificate of Secondary Education):**

GCSEs form the grounding on which future pre-university studies are built. All students take English, Mathematics and ICT. Advice is given on the other optional subjects they will need to underpin their career ambitions.

#### **English & Academic Combined / Pre-sessional Courses:**

Courses of English leading to an Academic programme are gradual, with the introduction of more and more Academic subjects as the student's English improves (see page 12 of the main prospectus). Fees for all such combined or pre-sessional courses are charged on the same basis as for Academic courses.

#### **SYLLABUSES**

The college runs specific syllabuses for specific courses to suit the appropriate examining body. If requested the college can inform students or parents which examining board we use for a specific subject.

#### **SCHOLARSHIPS**

Four levels of scholarships are available to academically strong and gifted students on **Academic courses only**, worth 25%, 50%, 75% and 100% off the **tuition** aspect of the fees. The tuition aspect of the fees equates to approximately **half** the **overall** fee, so for example a 50% scholarship would equate to a 25% reduction of the overall all-inclusive fee.

The method of application is similar to that of a standard application, but the Scholarship Committee need to be convinced that a student will obtain very strong results in their course at the college, continue to higher education and be able to contribute to the extra-curricular life of the college. Applicants should also ask the College for a Scholarship Application Form to apply.

Offers can be made on the basis of actual results, predicted results or the last available school results. A reply is usually given within seven days. If an offer has been made on the basis of predicted results it will not be withdrawn if the actual results are not as good as expected, however it may be possible to increase a scholarship if results are much better than expected. There is no set deadline for scholarship applications but

places are subject to availability, so it is advisable to apply early.

#### **Further scholarships offers**

In addition to the scholarships offered to students when applying to The Abbey College the college now also offers the following automatic scholarships to students who perform well after joining the college. These are available for students on GCSE/IGCSE and A level courses, and take the following format:

**GCSE/IGCSE students** – Those students who achieve at least 5 A or A\* grades with us will receive an automatic 50% tuition scholarship for their A/AS level study with us. This scholarship award cannot be used in conjunction with any existing or previously offered scholarship award.

**Oxbridge Scholarship** – All students who take up a place at either Oxford or Cambridge Universities directly after, and as a direct result of, an A Level course at The Abbey are rewarded for their achievement by receiving a £1000 academic bursary from us as a contribution to the first year's tuition fees at University.

#### **BURSARY SCHEME**

Parents are invited to contribute to our bursary scheme. This is a fund managed by us which allows us to accept applicants from less affluent backgrounds at a reduced cost, due to the generosity of families who wish to assist such students to have a brighter academic and professional future with us. Please ask us for details.

#### **COLLEGE RULES**

The College rules have been developed over many years with the needs of the students as well as the staff in mind. They are sensible and respect both the environment and the community in which the students live. There are separate rules for senior students in preparation for university life. A summary of the latest rules is available on request.

#### **BANKING AND POCKET MONEY**

The College runs its own "accounts service" and parents can deposit money with the College. The College will then undertake to pay pocket money to the students each week - we recommend from £25 per week for younger students to £50 per week for others. Students should not normally require more than this, unless they participate in a lot of off-campus activities e.g. horse-riding, golf etc.

Younger students are strongly recommended **not** to open their own bank account, unless recommended by the College. This is because, through our own system, the College can control a student's account in keeping with the wishes of parents. Older students can leave money in the College safe or open a bank account at one of the local banks. The college can provide letters of support for international students wanting to open a local UK bank account, for which there may be an administrative charge.

Younger students should give their pocket money to the Welfare Officer when they arrive for safe-keeping. Cheques or bank drafts for students' pocket money can be sent direct to the College's bank account, or paid by

credit card, subject to a surcharge. Pocket money cannot be taken from the student's Deposit/Bond. Please note that the college cannot be held responsible for loss or theft of money, however caused, and we advise students to take appropriate insurance against such losses.

### **DRESS CODE**

The College does not require students to wear a set uniform. There is however a Dress Code whereby certain items of clothing, jewellery and general appearance are not allowed during the working day (08:00 – 16:00, Monday to Friday). A list is supplied on application. Students are required to dress smartly, sensibly and inoffensively, **at the discretion of the staff**. The Dress Code is stricter for students under the age of 16.

The College sometimes holds formal occasions, such as a show or a dinner/dance. For these occasions all male students should bring with them a dark suit, shirt, tie and dark leather shoes, whilst all female students should bring with them an evening outfit. National Dress can provide an interesting alternative for all students.

All students will also need to bring towels, toiletries, sports clothes (including swimwear) and sports shoes.

There follows a list of recommended clothing and accessories that students may also choose to bring with them **in addition** to the above:

- 1 dark warm coat or raincoat and umbrella
- 1 dark jacket
- 2 dark suits
- 7 shirts (light, single coloured)
- 3 polo shirts/roll neck sweaters
- 2 'V' neck pullovers
- 3 pairs of trousers (appropriate for summer and winter)
- 10 pairs of grey/black socks
- White laboratory coat for science students
- Dressing gown and house slippers
- 2 pairs of pyjamas or bed clothing
- Laundry bag
- Black bow tie (for special occasions) for male students
- 7 pairs of tights (dark coloured) for female students
- 3 skirts (knee length or longer) for female students
- Black leather shoes

### **LAUNDRY**

A weekly laundry service is included in the fee. Students will be provided with laundry bags/boxes. A sensible amount of 'formal' college-approved clothes are included in the laundry service. For additional items and at other times, students can use a commercial washing machine and dryer, or the college can launder items on a piece-by-piece basis for an additional charge.

Bed linen is provided by the College and washed weekly. Items requiring dry cleaning may be charged at cost to the Deposit account.

### **BOOKS AND STATIONERY**

Key course books and stationery must be purchased by the student where requested, for the students' own benefit. Books are selected and ordered by the teachers. The cost of such course materials will then be

deducted from the student's Deposit account. A 'Student Pack', containing important course materials and other items such as an alarm clock, is given to new long-term students after arrival, at a cost to the Deposit account.

### **TELEPHONE CALLS, FAXES AND INTERNET**

The College does not connect incoming calls to students on the college line (892300) but does take messages for students. The messages are put on the telephone notice board as soon as possible. The students can return this call from one of three public telephone boxes on the College campus. These can be used with coins, phone cards or international credit cards. The College provides discounted phone cards. These telephone boxes can receive incoming calls when the students' friends or relatives need to speak to them, but of course this needs to be prearranged with the student so they can be waiting beside the telephone at a specific time.

Graham House (females only):	+44 1684 576637
Assembly Hall:	+44 1684 576638
Common Room:	+44 1684 892285

The college has an Internet area where students can access emails through a number of communal computers. Many of the boarding houses have a wireless Internet service which students may access from their laptops providing they have the correct hardware and software. Internet access is **free of charge**.

The College allows students to use mobile phones, but only in their free time. They must remain switched off during teaching and homework hours.

Students can post letters or send faxes at the reception. A charge is made per faxed page. There is no charge for incoming faxes or post, which are distributed daily.

### **EXCURSIONS/OUTINGS**

Excursions are offered throughout the year. Academic and English All Year students receive an average of one free trip every three weeks included in the fees. Popular destinations include Oxford, Bath, Stratford-upon-Avon, Bristol, Cardiff, Birmingham, Worcester, Cheltenham, Hereford and Gloucester. Trips to London and Manchester, as well as other cities, are also arranged at an additional charge.

In addition to these excursions the College runs a free regular minibus service to Malvern town centre on some weekday afternoons after classes for students to be able to go to the bank, main Post Office and some of the local shops.

Optional social outings, at an additional charge, are also regularly arranged to places such as Alton Towers, Warwick Castle, Royal Shakespeare Theatre, Cadbury's World Chocolate Factory, National Exhibition Centre, Sea Life Centre, ice skating, ten-pin bowling, Premiership football grounds and Malvern's own theatre, cinema, swimming and leisure complexes.

All trips are organised by our staff, who give advice on places of interest to the students. Younger students are always escorted by our staff.

## ADMINISTRATION AND TRANSPORTATION CHARGES

The College reserves the right to make supplementary administration charges for any substantial additional work it has to carry out on behalf of students. This may include such matters as non-returned forms, changes of course bookings, late bookings and additional bank (or other) letters. Students who have not paid the required fees and returned all the necessary forms will also not be entitled to the free airport transfer service.

## INSURANCE

Students are responsible for their own possessions and parents are advised to obtain insurance cover for students' possessions at the College, either from home or with a UK company. We have further advice and recommendations regarding this on our website.

Insurance policies should ideally cover at least travel, any personal valuables such as jewellery and electronic goods, fees, and excess medical expenses. The College does not accept liability for loss or damage to students' personal property, or property on loan to them. We advise students against bringing unnecessary valuables. If parents choose to go against our advice and choose to have no insurance policy then they need to make this clear when filling out the Application Form.

## INDEMNITY

The college accepts **no liability** for any services booked by the college on behalf of students. This includes all transportation, host families, hotels and all other services outside of the college. The college will always endeavour to provide a secure environment for the services of security it offers, but is not responsible or liable for any items (including money, tickets and passport) that may be held on behalf of students in the event of theft, fire or any other such circumstance. Any property deposited with the college is done so entirely at the student's own risk. In all cases, insurance is recommended – please see above.

## PROBLEMS & COMPLAINTS

The college has a written complaints procedure, which is available on request. The Proprietor is Mrs. M. B. Shafie, who is contactable at the college address.

## ENGLISH FOR SPECIFIC PURPOSES: OPTIONS

The following ESP options can be taken by **English All Year Adult** students:

**1. Business Studies/Banking:** The Business Studies option will not only enable students to interpret and produce a range of different types of written communication, such as reports and letters, but will also provide them with practice in a range of oral communication skills, the language of meetings, presentation strategies and telephone skills, all within a business context. The Business Studies Option contains the following elements: Business Organisation and Structures; Business Finance; Business Risk and Growth; Marketing; The Accounts Function; Personnel and Industrial Relations; Business Documentation and Communication. Students will also have an opportunity to visit a bank if requested.

**2. Computing:** The computing ESP option will make full use of the self-access centre under the guidance of the computer tutor. Areas covered include Computer Assisted Language Learning, word processing and the use of Windows and other Microsoft programmes. The aim will be to use computers to complement and enhance traditional methods of language study.

**3. Law:** A good level of English is required for this option because of the formal and complex language of most legal documents. This option aims to assist those students who are already studying Law, or planning to, at university. It is also useful for practising lawyers and barristers in order to gain a working knowledge of the English legal system, which may differ from the student's own country. Students may have an opportunity to attend informal meetings with local lawyers/barristers and to visit a Magistrate's and a Crown Court if required. Areas covered will be: English Law: the role and importance of legislation, judicial decision and custom, the study of legal reports, the judicial system in England, international law, human rights and criminal law cases.

**4. Engineering/Architecture:** This option is aimed at those who are studying to be architects or engineers or those who are already in practice elsewhere. The course will not attempt to teach these subjects but it will cover the general terminology and vocabulary in these fields and will include excursions to local places of architectural (and civil engineering) interest. Depending on the length of the course some work experience in a local architect's office may be available. Visits will also be arranged to local exhibitions if available.

**5. Medicine:** This option will study current articles from the world of medicine in order to familiarise students with medical terminology and ways of expressing themselves formally in English in this subject. The areas covered will include some fields of medicine, for example epidemiology, neurology and anatomy. This component will use authentic texts from journals and newspapers, written in the language typical of this subject.

**6. Tourism/Hotel Management:** This option requires a reasonably high level of spoken English. Topics covered are: The effects of tourism on the environment, Selecting and promoting tourist destinations, Pricing policies of tourist operators, How hotels are managed (organisation, structure and customer services) and Organising tours and excursions. There will be a strong emphasis on speaking and listening in this option as these are the fields of work. Students will have an opportunity to visit the Heart of England Tourist Board.

**7. Oil & Gas:** This option assumes a professional background in the field of Oil and Gas. Various topics are covered, enabling students to understand more about the language and specific vocabulary used in the industry, for example as used in extraction and refinement. Visits to suitable sites within the industry may be provided for groups studying this course.

Please note that, in the summer and at Easter, ESP modules are only available on a 1:1 basis and at an additional charge.

## THE REGISTRATION / APPLICATION FEE EXPLAINED

An administration fee of £100 is payable for all courses at the time of booking. It should be sent with the completed application form in order for us to process the student's application. This is used to cover the cost of processing your application, i.e. faxing, telephoning, postage, secretarial costs, interviews where necessary, liaising with embassies etc. The registration fee is non-refundable unless we reject your application.

## THE DEPOSIT AND BOND EXPLAINED

For Academic courses, this amount is divided into two parts. £500 is a Deposit for supplementary items such as books, extra tuition, extra excursions, etc. The other £500 is held as advance payment (Bond) for the following instalment of fees and for damages or other charges. This amount is held by the college and returned two weeks after the end of the course, or refunded if a student leaves before the end of their course having given the required one full term's notice.

Those students on English All Year courses lasting longer than eight weeks do not pay the Bond section of this fee. Those students on English All Year courses lasting less than eight weeks need not pay the full Deposit or the Bond, unless they want to take part in a lot of extra activities or require additional lessons. They are however required to pay a smaller, **fully refundable deposit of £50 in cash on arrival**, to cover potential loss of keys and meal cards, as well as damages.

The Deposit/Bond is payable **after** receiving a Conditional Offer of a Place and **before** a Letter of Acceptance is issued.

The Deposit can be used by the college to cover any compulsory costs or extra expenditure such as (but without limitation to):

School clothing (Academic School/Dress Code)	Books	Educational Material
Additional transportation charges	Actual costs of visas	Police registration costs
External examination fees/Career tests/Travel	Extra tuition (if required)	Consumables
Medicine (not provided by National Health Service)	Optional outings and activities	House Funds
Holiday accommodation [food and tuition (if required)]	Breakages/Damages	End-of-year photograph

An Administration charge of £30 per term is made for usage of the Deposit, pocket money accounts and regular statements. Any balance of the Deposit and Bond are refundable (if all fees are paid including any fees due in lieu of notice) 2 weeks after the end of the course. It is, at all times, a bond with the College and cannot be used for pocket money or in lieu of other incidental expenses – it is not up to the student or sponsor to decide how they are used. Note that occupants of rooms in houses on campus are jointly and severally liable for their rooms/houses. The college reserves the right to recover costs of damage, theft and exceptional cleaning from students' Deposit Accounts. The Deposit **MUST** be 'topped up' at the end of each term to the original level of £500 for use in the new term; the College may withdraw provision of services if this is not done.

**PAYMENTS FROM THE DEPOSIT ACCOUNT** – Payments of over £100, such as for holiday accommodation and one-to-one tuition, must generally be paid separately by the fee payer, and may not be taken from the deposit account, which is intended primarily for smaller miscellaneous payments.

## HOST FAMILY ACCOMMODATION EXPLAINED

The College is fully residential with everything a student needs on campus. The vast majority of our students stay in residence, so do not opt for the host family option. However some students may still prefer to live with a carefully selected and regularly inspected English-speaking Host Family, spending the day at the College and the evenings with the family. The Host Family themselves charge a fee for this, reflecting the high quality of the service provided, which the College subsidises and passes on to the student at reduced rates.

## HOW TO PAY

All fees are normally payable 30 days prior to the start of the course except in the case of agreed late bookings. Any other arrangement needs to be agreed by the College beforehand in writing. A place cannot be finalised until payment is received. **NO STUDENT WILL BE PERMITTED TO START CLASSES UNLESS THE REQUIRED FEES ARE PAID IN FULL.** Fees are only accepted as having been paid when they have cleared The Abbey College's account. We reserve the right to charge interest on late payments. The following payment methods are acceptable:

**1. BANK TRANSFER** - Please give your bank the invoice number together with the student's name and course dates so that we can trace the payment, then inform us by faxing proof of payment, adding £9 bank transfer fees (charged to us by the bank).

Abbey College Account Details:

Branch Address: National Westminster Bank plc, 30 Church Street, Malvern WR14 2AY

Account Name: TAC Account Number: 89276353 Sort Code: 53-81-33

**2. CHEQUE** - Fees may be paid by £ Sterling cheque drawn on the UK branch of a UK bank and made payable to "The Abbey College". Please send the cheque directly to our address, NOT to our bank.

**3. CREDIT/DEBIT CARD** - Fees may be paid by credit card, subject to a 3% surcharge. Debit cards are not normally subject to a booking fee. Card details are required to confirm bookings.

**4. TRAVELLER'S CHEQUES** - In £ Sterling (subject to prior arrangement).

**5. CASH** - In £ sterling (subject to prior arrangement). Proof of income may be required for large sums.

NB: Academic students must state on the application form whether they wish to pay yearly or twice yearly. There is a reduction for yearly payments.

## APPLICATION PROCEDURE FOR ACADEMIC COURSES

1. Complete the Application Form and send it with the Registration Fee to us.
2. When we receive your application it will be given careful consideration and we will send you a reply as soon as possible. We will either accept your application, suggest some modifications or suggest some other action.
3. If we can make you an offer, we will send you a formal **CONDITIONAL OFFER OF A PLACE**, setting out the terms and conditions, and an invoice, together with all other necessary documentation.
4. When you have read the documents and decided to accept our offer, you will be asked to sign and return the Offer letter to us, with the **DEPOSIT/BOND** (see Fees List for details). Please note that a place cannot be guaranteed to be available until the Deposit/Bond is received. Students from some countries may also be required to pay part of the tuition fees in addition to the Deposit/Bond before a Letter of Acceptance is issued.
5. On receipt of your acceptance and Deposit/Bond payment, we will issue the **LETTER OF ACCEPTANCE**, which can be used for visa or immigration purposes.

Please note that in the case of late applications or urgent enrolments, we can respond quickly by fax or e-mail - assuming that the College still has places - providing a short-cut to the above procedures if appropriate payments can be made immediately. Authorised Abbey College representatives overseas may also be allowed to provide shortcuts or alternatives to the above.

## APPLICATION PROCEDURE FOR ENGLISH ALL YEAR AND PRE-BOARDING

Complete the application form and send it to us with the Registration Fee. When we receive your application, and if a place is available, we will send a Confirmation Letter, together with all other documentation: an invoice, a Letter of Acceptance if required, details of travel and meeting arrangements where appropriate. A Deposit/Bond is not payable for courses of less than eight weeks in length. All enquiries should be made to The Registrar at our usual addresses.

## CANCELLATIONS / VISA REFUSALS

If an **English Language** course is cancelled 30 days or more before the course begins then any fees paid will be refunded in full less any out of pocket expenses. Where a cancellation is made less than 30 days before the course starts, no refund can be made. Refunds for the cancellation of **Academic** courses are entirely at the College's discretion. If the College has already issued a Letter of Acceptance for Visa purposes for any course, and the visa has been granted, then no refund will be made. The return of the Deposit/Bond for cancellations is at the discretion of the College. If the immigration authorities fail to issue the student with a visa, then all course fees and Deposit/Bond paid will be refunded less any actual costs incurred by The College, at the College's discretion. This is subject to the College receiving proof of the Visa rejection, and that the application is genuinely for study at The Abbey College as per the Application Form. No refund is made on the Application/Registration Fee.

## WITHDRAWALS

**Academic Courses** - Once the course has started, notice of withdrawals before the end of the course must be given **in writing on or before the first day of what is to be the final term of study**, effective from the day it is received by the College. Failure to give the required notice would mean that the student would be liable for one term's full fees in lieu of notice. Any balance remaining in the Deposit/Bond account will automatically be transferred to the fees account as part payment. Students awarded any level of scholarship reduction will be liable for the full amount of reduction awarded up to the point of withdrawal.

**English Language Courses** - Once the course has started, fees are non-returnable.

## SUSPENSION OR EXPULSION

Students are admitted to the College on the understanding that they, at all times, obey the Rules and Regulations governing student attendance and behaviour. Detention and weekend 'gatings' can be given, but in cases where a student repeatedly refuses to obey these rules, the Principal reserves the right to remove a student from classes, suspend or expel the student from the College. In such cases, no refund of fees or deposit will be made and the student will be charged for any expenses incurred by the College, including for the administration of a suspension or expulsion.

## OTHER TERMS AND CONDITIONS

1. The College reserves the right at their absolute discretion to reject any application for enrolment at any stage of the application or booking process and shall be under no obligation whatsoever to give reasons for its decision. An applicant whose application/enrolment is rejected shall be entitled to a refund of fees paid less any actual costs incurred by the College. 2. The College reserves the right to withhold the provision to the student of lessons, accommodation, meals, airport transfers and any other services contracted in cases where the appropriate total fees due have not been received in full. 3. If a student fails to complete a course, for any reason, no refund of fees, activities/excursions paid for in advance or reduction in fees payable shall be made, unless the required period of notice has been given. 4. Students who terminate their contract prematurely will not have the benefit of any discounts available to students paying for longer courses and will be charged in accordance with the standard rate payable for the actual period of their stay (e.g. Academic courses at the termly rate). 5. A student who fails to attend any part of his/her course due to illness or any other reason whatsoever, whether within or outside the student's control, shall not be entitled to a refund of any fees paid (nor to attend any classes in place of those missed), excepting only those students who have left the College having given the required notice of withdrawal. 6. All students shall be bound to comply with any rules and regulations which may be issued by the College from time to time. 7. The College reserves the right at its absolute discretion to prevent a student from taking any examination at any time and for any reason including, but without limitation to, irregular attendance of classes (90% minimum per subject) and unsatisfactory coursework or other results. No refund will be given for examination fees already paid. Progression throughout the course is conditional upon attainment of expected performance targets. 8. The College reserves the right to alter the fees, provisions, organisation and/or structure of any course at any time, whether during the course or before its commencement. In such circumstances, the College will endeavour to notify affected students but shall not have any liability if unable to do so. 9. If a particular subject is under-subscribed the College reserves the right to withdraw availability of that subject and provide a reasonable alternative or charge the student the one-to-one tuition fee of £35 per hour. 10. The College has no residential responsibility for students living outside the College campus other than liaising with host families. The college provides this and other additional services such as transportation and the booking of hotels as an agent and is not liable for how these services are undertaken. 11. The College shall not incur any liability of any kind or nature, whether in contract or in tort or otherwise howsoever, for any death, personal injury, loss, damage, liability or expenses suffered or incurred by the student (as to which the student expressly waives any right of recovery) or by any person arising directly or indirectly or in any manner howsoever out of the courses and other services (without limitation) provided by the College to the student or any other person, and the student agrees to indemnify and keep the College indemnified during the continuance of the student's course of study and thereafter against all actions, proceedings, costs, claims and expenses so arising. 12. No student shall be entitled to use the name The Abbey College under any circumstances or at any time, whether as a trademark, company or trading name or otherwise. 13. Students and parents agree that a student's image, details, written comments and achievements can be used for promotional purposes without specific written consent or notification. 14. The College reserves the right, if necessary, to test students for drugs or alcohol and to search their rooms without prior notice. 15. The College has a separate Cancellation Policy for Group bookings to that found above; a copy should be requested from the College. 16. Irrespective of whether an enrolment is made by an individual or an agent, agency or other third party, the relevant and only Offer for contractual purposes (and any of its terms and conditions) in relation to enrolments shall be that made and contained in that party's completed Application Form. 17. All terms and conditions outlined in this Guide are valid as of 01/11/06 and supersede all previously published fees, terms and conditions. 18. In cases of dispute English Law shall apply.

# THE ABBEY COLLEGE

## FEES LIST - COURSES COMMENCING FROM JANUARY 2007

### ACADEMIC COURSES – Foundation/Access, A and AS Levels, GCSE, IGCSE

Compulsory Charges (includes accommodation on campus)				Optional Extras	
Course Name	Registration Fee	Deposit and Bond	Fees (all inclusive)①	Private bathroom (for Upgraded rooms see ②)	Extra if host family required
<b>September Entry</b>					
One year's fees in full④	£100	£1,000	£16,950③	£2,500	£3,000③
Two instalments⑤	£100	£1,000 (x1)	£8,750 (x2)	£1,350 (x2)	£1,600 (x2)
<b>January Entry</b>					
Two term's fees (January to end of June)⑥	£100	£1,000	£11,300	£1,700	£2,000
<b>April Entry</b>					
The only classes that <b>begin</b> in April are for English Language. The prices are the same as for English All Year below. Students may, if accepted by the College, join in with the January Entry class for Academic subjects, at the termly rate of £5,800, subject to taking additional one-to-one tuition to catch up with the work missed, at the discretion of the College, at the rate of £35 per hour.					

Please note that our termly rate for academic courses is £5,800, but that it is **not** possible to pay fees in termly instalments, unless the full length of the intended course is of one term duration only.

### ENGLISH LANGUAGE COURSES\*

Compulsory Charges (includes accommodation on campus)				Optional Extras		
Course Name	Registration Fee	Deposit and Bond	Fees (all inclusive)①	Single bedroom (under 18s only – free for over 18s)	Private bathroom② (for Superior rooms see ② below)	Extra if host family required
<b>English All Year</b>						
2-7 weeks	£50	Not applicable (£50 on arrival)	£380 pw	£50 pw	£50 pw	£80 pw
8+ weeks	£100	£500	£360 pw③	£50 pw	£50 pw	No extra
<b>Pre-boarding/Pre-University</b>						
2-4 weeks	£50	Not applicable (£50 on arrival)	£520pw	£50 pw	£80 pw	£80 pw

\*Please ask for our separate price list for Summer/Easter Vacation Courses, Combination courses (group lessons + 1:1 tuition), Deluxe and Executive courses and fees for weekly boarding/local day students.

All prices quoted are in GB Pounds Sterling (£). Please note that the College reserves the right to alter Fees without notice.

All optional extras are subject to availability, and are offered on a first-come-first-served basis.

- ① Our fees include food, accommodation etc as specified in the Student Guide.
- ② 'Upgraded' accommodation is also available for a charge of £50 per week for courses less than eight weeks in length and £35 per week for longer courses. This price is in addition to the price for a single room with a private bathroom. Please ask for details.
- ③ Only applies when payment is made in advance.
- ④ One year = up to 36 weeks.
- ⑤ If paying in two instalments the second instalment **MUST** be paid by 31<sup>st</sup> December of that year. Students will **NOT** be permitted to return for the January term unless this payment is made in full.  
pw = per week

### COURSE DATES – ALL COURSES

All dates listed below are **travelling days**, i.e. days when students should aim to arrive at/leave from the college (day/month/year):

Academic 2007/2008: Wed 12/09/07 - Thu 06/12/07, Tue 08/01/08 - Thu 20/03/08, Sun 06/04/08 - Fri 20/06/08  
 Academic 2008/2009: Thu 11/09/08 – Thu 04/12/08, Thu 08/01/09 - Thu 02/04/09, Sun 19/04/09 - Thu 25/06/09

For English All Year, **courses begin and end every 1<sup>st</sup> and 3<sup>rd</sup> Sunday of each month** between the course dates:

English All Year 2007: Sun 07/01/07 - Sun 25/03/07, Sun 22/04/07 - Sun 10/06/07, Sun 09/09/07 - Sun 02/12/07  
 English All Year 2008: Sun 13/01/08 - Sun 16/03/08, Sun 13/04/08 - Sun 15/06/08, Sun 14/09/08 - Sun 30/11/08  
 English All Year 2009: Sun 11/01/09 - Sun 22/03/09, Sun 19/04/09 - Sun 14/06/09, Sun 13/09/09 - Sun 29/11/09

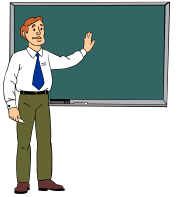
For Easter/Summer school and Pre-boarding/Pre-University, **courses begin and end every Sunday** between the course dates:

Easter School 2008: 16/03/08 - 13/04/08                      Summer School 2008: 15/06/08 - 14/09/08  
 Easter School 2009: 22/03/09 - 19/04/09                      Summer School 2009: 14/06/09 - 13/09/09  
 Pre-boarding/Pre-University: Every Sunday between 8 August and 8 September

## DETAILS OF WHAT IS INCLUDED IN THE COURSE FEES

### A. TUITION/LESSONS

- (i) Academic courses: Normally at least 15 hours per week in class (often more - number of hours depends on the course and the number of subjects chosen)
- (ii) Academic/English Combined or pre-sessional courses: A minimum of 18 hours per week in class (number of hours depends on the Course and the number of subjects chosen)
- (iii) English All Year and Pre-Boarding/Pre-University Courses: A minimum 18 hours per week of English included



Classes are usually held between 09:00 and 16:00 Monday to Friday. The average class size for Academic courses is 7 students, and for English language 10 students. Adult English language classes may contain students aged 16 and 17 years old. One-to-one extra tuition, if requested, is charged @ £35 per hour.

### B. ACCOMMODATION

Different sized rooms are available depending on the student's age and chosen course. Many Academic students are accommodated in single rooms where requested. Over 18's on all these courses are guaranteed single rooms. Students aged 16 and under normally share a room with one other student. Single rooms for English All Year Juniors, rooms with a private bathroom, superior rooms and host family accommodation options are also available. Please refer to the Fees List for any extra charges.



### C. FOOD/MEALS

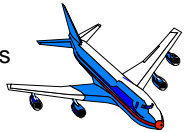
Three meals per day are included during the week, with brunch and dinner at weekends. Additional items can also be purchased from the canteen. There is a choice of hot/cold and vegetarian meals on campus. Meals are not provided on excursions. For those in host families, lunch is provided by the College free of charge from Monday to Friday, and by the host family at other times. Students with special religious or dietary requirements are catered for where notice is given. All students require a Meal Card to access the canteen for which a refundable deposit of £10 is charged.



### D. AIRPORT TRANSFERS (MEETING AND COLLECTION)

Transfers to/from Heathrow airport in London are offered **free of charge** on the following days:

- (i) Academic Courses: usually on the day before the first and last day of the term (i.e. the travel day) for flights arriving/departing between 10:00 and 17:00, as specified in the Course Dates.
- (ii) English All Year Courses: on the first and third Sunday of each month at the above times - please see the Course Dates.



At any other time, and to/from any other airport, transport is available but a full charge is made, in proportion to cost.

### E. WELFARE

The Student Services Office is open seven days per week. It assists with all the students' non-academic matters, including residential matters, counselling, police registration, visa renewals, passport renewals, completion of all necessary forms, local transport arrangements, pocket money administration (for junior school students), collection from the airport, etc.



### F. LAUNDRY

Reasonable amounts of College-approved 'formal' clothing (see 'Dress Code') are accepted each week. Please ask us for a list. All bed linen is provided and washed by the College weekly. A coin-operated launderette is also available on campus for other casual wear. Please note that all clothes to be washed **MUST** be clearly labelled with the student's name. The college cannot be held responsible for any items of clothing that go missing.



### G. HEALTHCARE

There are regular surgeries held by the college nurse/matron at the College. When necessary, appointments are arranged at the local Doctor's surgery. Taxi fares to and from the Doctor's surgery are NOT included. Students are covered by the British National Health Service whilst in our care but private medical insurance is still recommended. Please note that dental treatment can be expensive in the UK. Only minor treatments can be paid for by using the student deposit account.



### H. EXCURSIONS/OUTINGS

Students on English All Year and Academic courses receive an average of one free outing every 3rd week. College runs regular free minibus trips to Malvern (the local town) for long term students. Entrance fees are not included. On all courses, additional outings may be offered for an extra charge.



## I. COURSE MATERIALS/BOOKS

Basic course materials are provided and charged for at the start of an academic course from the Deposit account. Students are required to pay for their own key text books. Many additional books can also be loaned from the library. The College also provides 'student packs' to new students, which include various useful stationery (and other) items, for which a charge is made to the Deposit account.



## J. GUARDIANSHIP

The College encourages under 18's to have a guardian based in the UK. The college does not provide this service.

The College remains open during half term at no extra cost, however sometimes we encourage overseas students to stay with a local host family during these few days to experience a British family's way of life. The host family makes a nominal charge for this service.



## K. HOLIDAY ACCOMMODATION (For Academic courses)

Half-term accommodation is included. However there are 3 long holidays in the year and the standard College fees do NOT include these holiday periods, for which additional charges are applicable:

1. Christmas - approx 4 weeks. Students can live in a host family or in residence (subject to availability).
2. Easter - approx 2 weeks. As above OR they can take a Vacation Course at an extra charge (see separate Fees List and course details).
3. Summer - approx 9 weeks. Students can only remain at the college if they enrol on an additional course.



## L. SPORTS

All sports facilities on campus are available free-of-charge, often including tennis, swimming (weather permitting), karate, judo, aerobics, football, table tennis, gymnasium, etc. Specialist instructors are brought in if enough interest is shown. The College often has a school team and arranges games with other local schools or clubs.



## M. SOCIAL PROGRAMME

Social activities and events are arranged throughout the year. Sample programmes are available on request. On-campus activities include Discos, Karaoke, Competitions, Concerts, Theatre, Treasure Hunts, Leadership Exercises, Quizzes, Board Games, themed evenings and others. Off-campus activities, such as horse riding, Bowling, cinema and theatre visits are arranged at an additional cost according to demand.



## N. EVENING LESSONS/SUPERVISION

Members of staff are available on 5 nights of the week for supervision of 'prep'/homework and for extra assistance if required. This is in addition to the staff in the Welfare/Activities department.



## O. USE OF LIBRARY, COMPUTERS, INTERNET AND SELF ACCESS CENTRE

The extensive Library, Computing Suite and Self-Access Centre are open at specified hours, including some evenings and weekends, for students to study and research. Both the use of computers and Internet access are included in the fees and can be used within specified time periods every day. Many of the residential houses also have wireless Internet connection available free of charge for students with the appropriate equipment.



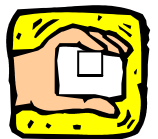
## P. CERTIFICATES & REPORTS

Attendance certificates and detailed reports are given at the end of all courses taken. Academic students also receive a mid-term report in their first term. More regular updates are available by arrangement.



## Q. IDENTIFICATION CARDS

All students are given ID cards free of charge, where requested. 4 passport-sized photographs must be sent with the application form or given to the administration department on arrival.



## R. KEYS & SAFES

Room keys are provided for those rooms with locks. Students staying 8 weeks or longer are required to pay a returnable deposit of £20 for keys and meal cards. The deposit is returned at the end of the course when the items are returned. Students on courses lasting less than 8 weeks do not have to pay this charge separately, since it is covered in the £50 deposit paid on arrival. Safes in rooms are recommended, and provided at a termly cost of £15.

