

Course Details and Fees

(Sterling £/euro €) 2012

English with Confidence

	COURSE LENGTH	COURSE DATES	HOURS	LEVEL	GROUP SIZE	FEES £/€ per week
SMALL GROUP	1 or more weeks	Courses start any Monday 9 Jan - 14 Dec	25 Hours	Lower- to Upper-Intermediate	maximum 6 participants	£755.00
						€959.00
5 plus 1 COMBINATION	1 or more weeks	Courses start any Monday 9 Jan - 14 Dec	30 Hours (25 Group+ 5 Hours1:1)	Lower- to Upper-Intermediate	maximum 6 participants	£1,020.00
						€1,295.00
50:50 COMBINATION	1 or more weeks	Courses start any Monday 9 Jan - 14 Dec	25 Hours (12.5 Small Group & 12.5 Hours1:1)	Lower- to Upper-Intermediate	maximum 6 participants	£1,295.00
						€1,645.00

English for Lawyers

	COURSE LENGTH	COURSE DATES	HOURS	LEVEL	GROUP SIZE	FEES £/€ per week
50:50 COMBINATION	1 or more weeks	Courses start any Monday 9 Jan - 14 Dec	25 Hours (12.5 Small Group & 12.5 Hours1:1)	Lower- to Upper-Intermediate	maximum 6 participants	£1,295.00
						€1,645.00



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Course Fees Include:

- All training hours.
- All study materials.
- A training folder and information pack, including information on classes and timetables, as well as local services and life in Cambridge.
- An end-of-course certificate.
- An end-of-course report.
- Almost unlimited access to the Professional Centre (8am-10pm, 7 days a week)
- Use of computers (including Internet), photocopier, DVD, audio and library facilities for study purposes.
- A subsidised weekday programme of social activities, including cinema, fitness centre, pub trips etc.

A sample day:

This example shows the day of a client who has chosen a 5 plus 1 combination course.

08.00	Breakfast at homestay.
09.00-10.30	Group training - activating language, problem solving - practising future tenses.
10.30-11.00	Coffee Break.
11.00-12.00	Group training - better speaking, how to present information, pronunciation practice.
12.00-13.00	Group training - better understanding, listening for specific details using a DVD.
13.00-14.00	Lunch Break.
14.00-15.30	Group training - professional English skills, telephoning, dealing with incoming calls.
15.45-16.45	Individual training - further fluency practice and correction.
17.00-18.00	Private study* - preparing an article for tomorrow's group.
18.15-19.15	Dinner at homestay.
19.30-20.30	Private study* - watching second half of DVD with subtitles.
20.45-22.00	Social activities - pub evening with fellow professionals.

* These are example timings only. Participants may use the Professional Centre for private study at any time between 8am and 10pm, 7 days a week.

Enrolment Form – NOTES

Please fill in both pages of the enrolment form in CAPITAL LETTERS and send to Ann Stevenson at CAE Professional Centre.

1. **Personal Details** - These details will help us to make the arrangements for your stay. We will send your certificate of enrolment and joining instructions to your address.
2. **Course Details** - Choose your course and enter the dates you wish to come for. In addition to your course hours, approximately 5 hours per week will be needed to prepare certain tasks relating to the course e.g. any presentations, vocabulary building, newspaper articles. We will explain the options for further private study at the beginning of your course. Individual (1:1) Training is, subject to availability, £70/€90 per hour for 25 or 30 hours per week. Please contact CAE if you are interested in this option.
3. **English Level** - If you are not sure about your level, please telephone us so that we can have a short conversation to assess your suitability for the course you have chosen. Please note that the small group course is not suitable for beginners or for people with a very advanced level of English. CAE reserves the right to convert small group courses booked by beginners, elementary students or very advanced students into an equivalent number of 1:1 hours if a suitable group is not available on the day of arrival.
4. **Professional Details** - Please feel free to bring along any literature, which you think would be useful for you to work on during your course. If you would like to give us any information about your individual training at this stage, please send us a separate sheet outlining your needs or requests.
5. **Accommodation** - Homestay accommodation includes bed, breakfast and evening meal 7 days per week. Accommodation is arranged from the Sunday afternoon before the course to the Saturday morning after the end of the course. Additional nights can be booked (subject to availability). Lunches are available in the CAE cafeteria at approx. £5.00 per day. You should bring enough £ sterling to cover your everyday expenses. We do not have halls of residence. Short-term self-catering options are rare in Cambridge, but we can send you a short list of alternatives for you to contact direct. Please indicate your first and second choices for accommodation, as it may not be possible to arrange your first choice in cases of late booking.
6. **Arrival transfers** - If you require this service, we will add the cost to your invoice and arrange for you to be met at the airport. Details of the transfer will be sent to you with your joining instructions.
7. **Booking your course** - Please note that your place on the course can only be confirmed when we have received your deposit. Please indicate your chosen method of payment.
8. **Payment of fees** - If you are paying by credit card, please make sure that you give us the expiry date and security code.
9. **Further information** about CAE Professional Centre, including FAQs, can be found on our website <http://www.CAEPProfessional.co.uk>



Enrolment Form

Please complete this form in CAPITAL LETTERS and send to Ann Stevenson at CAE Professional Centre

1 Personal Details

Family name: _____ Address _____
First name: _____
Nationality: _____ email: _____
Date of Birth: _____ Tel (home) _____ [Invoice address - if different from above] _____
First language: _____ Tel (work) _____
Fax _____

Male Female

Do you have any illness which the Centre should know about? No Yes If 'yes', please specify _____

Do you have any dietary needs? (e.g. vegetarian) No Yes If 'yes', please specify _____

Do you have any allergies? No Yes If 'yes', please specify _____

Do you smoke? No Yes Are you bringing a car? No Yes

Do you need a visa? No Yes If 'yes', please specify your passport number: _____ Passport expiry date: _____

How did you hear of the CAE Professional Centre? _____

British Council Business English UK Colleague Agent (Name _____)

Studied at CAE before (Date _____) Internet Other please specify _____

2 Course Details

I would like to enrol for:

Small Group from _____ to _____ Hours per week: 25

5 plus 1 Combination from _____ to _____ Hours per week: 30

50:50 Combination from _____ to _____ Hours per week: 25

English for Lawyers Combination from _____ to _____ Hours per week: 25

NB: An additional registration fee of £70 / €90 is added to the fees for the course(s) booked.

3 English Level

1. Please try and estimate your level of English by indicating with a cross where appropriate:

	Lower Intermediate (CEF:A2)	Intermediate (CEF:B1)	Upper Intermediate (CEF:B2/C1)
Speaking			
Understanding			
Reading			
Writing			

2. Which of these areas do you need to improve most? _____

3. In what situations do you use English? _____

4. Are you interested in taking the Test of English for International Communication (TOEIC)? No Yes _____

4 Professional Details

Please give your employer's details (if applicable). _____

Name of organisation _____ Tel: _____

Fax: _____ Company e-mail: _____ Company Website: _____

Brief job description _____

5 Accommodation

1. I would like standard homestay accommodation - £130/€175 per week
2. I would like homestay accommodation with private (en-suite) facilities - £185/€245 per week
3. I would like hotel accommodation - £95/€133-£140/€196 per night £140/€196-£175/€245 per night
4. I would like bed and breakfast (B&B) accommodation - £65/€84-£75/€98 per night

N.B. For hotel and B&B bookings a credit card number will be required to reserve the room.

5. I will arrange my own accommodation

6 Arrival Transfers

If you require a taxi service from the airport, please indicate below:

London Heathrow (£150/€196) <input type="checkbox"/>	_____	Flight number _____	Arrival time _____
London Stansted (£103/€133) <input type="checkbox"/>	_____	Flight number _____	Arrival time _____
London Luton (£103/€133) <input type="checkbox"/>	_____	Flight number _____	Arrival time _____
London Gatwick (£160/€210) <input type="checkbox"/>	_____	Flight number _____	Arrival time _____
Other airport or station (please specify) _____	_____	Flight number _____	Arrival time _____

7 Booking your course

1. Please send the enrolment form to Ann Stevenson **CAE Professional Centre**
65 High Street, Girton
CAMBRIDGE CB3 0QD
England
2. Make a deposit payment of £200/€300 as explained below.
3. When we have received your enrolment form and deposit we will send your certificate of enrolment for your course (or return your deposit, less the registration fee, if the course is not available).
4. When you have been accepted for a course, your deposit is non-returnable but will be deducted from your total course fee.

NB Any student needing a visa to study in England must complete the required visa application process before being admitted on a CAE course.

Payment of fees

1. I wish to pay for my course in £ €
2. Payment can be made by:
 - Cheques in sterling drawn on a bank in the UK
 - By bank transfer to:
Cambridge Academy of English,
Barclays Bank plc, Chesterton Road Branch, Cambridge, England. Bank code: 20-17-35, SWIFT: BARCGB22
£ payments to £ Sterling account: 60224421. IBAN: GB95BARC20173560224421
€ payments to € Euro account: 76138655. IBAN: GB72BARC20173576138655
 - VISA or MasterCard: Please charge my VISA/MasterCard for the deposit of £200
Please charge my VISA/MasterCard for the balance one week before the start of my course

Card Number:

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Expiry date: _____ Security Code (3 digits): _____ Signature of cardholder: _____

Name and address of cardholder _____

3. All fees should be paid in advance, not later than two weeks before the start of the course.
4. The Cambridge Academy of English reserves the right to increase fees or charges without prior notice.
5. All credit card transactions are charged at 2%.

Cancellation

- 2 weeks or more before the course begins: fees refunded (except £200/€300 deposit).
- Less than 2 weeks before the course begins: 50% refunded.
- No refund can be made for late arrival, early departure or absence for part of the course.