

Course Details and Fees 2020

Business & Professional English

English with Confidence

	COURSE LENGTH	COURSE DATES	HOURS	LEVEL	GROUP SIZE	FEES £ per week
SMALL GROUP	1 or more weeks	Courses start any Monday 6 Jan - 18 Dec	25 Hours	Pre-Intermediate or above	maximum 4 participants	£905
5 plus 1 COMBINATION	1 or more weeks	Courses start any Monday 6 Jan - 18 Dec	30 Hours (25 Small Group & 5 1:1)	Pre-Intermediate or above	maximum 4 participants	£1,245
50:50 COMBINATION	1 or more weeks	Courses start any Monday 6 Jan - 18 Dec	25 Hours (12.5 Small Group & 12.5 1:1)	Pre-Intermediate or above	maximum 4 participants	£1,580
INDIVIDUAL TRAINING	1 or more weeks	Courses start any Monday 6 Jan - 18 Dec	25 Hours	All Levels	individual training	£1,950

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 6 Jan - 18 Dec	25 Hours (12.5 Small Group & 12.5 1:1)	Pre-Intermediate or above	maximum 4 participants	£1,580
INDIVIDUAL TRAINING	1 or more weeks	Courses start any Monday 6 Jan - 18 Dec	25 Hours	All Levels	individual training	£1,950

Notes

1. An additional registration fee of £100 is added to the fees for the course(s) booked.



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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.
- Use of computers (including Internet), photocopier, and use of Study Centre for private study.
- A subsidised weekday programme of social activities, including free cinema tickets.
- Free hot drinks in Professional Centre lounge.
- Free weekday lunches in CAE Cafeteria.

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 and practising future forms.
10.30	Coffee Break
11.00-12.00	Group training - fluency practice and how to present information.
12.00-13.00	Group training - better understanding - listening for specific details using a DVD.
13.00	Lunch
14.00-15.30	Group training - business and professional English skills, - video conferencing.
15.45-16.45	Individual training - further fluency practice and correction.
17.00	Private study at executive homestay - preparing an article for tomorrow's group.
18.15	Dinner at homestay
19.30	Private study - watching a DVD with subtitles.
20.30	Social activities - pub evening with fellow professionals.

Enrolment Form – NOTES

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

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 also available for 25 or 30 hours per week at £78 per hour. Please contact CAE if you are interested in one of these options.
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 elementary students, 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). 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 or at peak times.
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** - Please contact CAE if you wish to pay by card.
9. **Further information** about CAE Professional Centre, including FAQs, can be found on our website <http://www.CAEPProfessional.co.uk>

Enrolment Form 2020

Please complete this form in CAPITAL LETTERS and send to Ann Stevenson at CAE Professional Centre, cae@cambridgeacademy.co.uk
By completing this form I allow information provided to be processed and stored according to the CAE Privacy Policy.

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): _____
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: _____
Emergency contact name This person should be available 24 hours a day. English speaker? Yes ☐ No ☐
Full name: _____ Contact Number: _____
Who is this person? _____ Email: _____
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
☐ Individual Training from _____ to _____ Hours per week: 25 ☐ or 30 ☐
☐ English for Lawyers Combination from _____ to _____ Hours per week: 25
☐ English for Lawyers Individual Training from _____ to _____ Hours per week: 25 ☐ or 30 ☐

NB: An additional registration fee of £100 is added to the fees for the course(s) booked. This fee is non-refundable.

3 English Level

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

	Beginner	Elementary	Pre-Intermediate	Intermediate	Upper Intermediate	Advanced
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 an English language exam? ☐ No ☐ Yes If 'yes', please specify: _____

4 Professional Details

Please give your employer's details (if applicable): _____
Name of organisation: _____ Tel: _____
Company e-mail: _____ Company Website: _____
Brief job description: _____

5 Accommodation

1. I would like standard homestay accommodation - £167 per week ☐
2. I would like homestay accommodation with private (en-suite) facilities - £250 per week ☐
3. I would like hotel accommodation - £95-£140 per night ☐ £140-£200 per night ☐
4. I would like bed and breakfast (B&B) accommodation - £65-£95 per night ☐

N.B. For hotel and B&B bookings a credit card number will be required to reserve the room. A £30 supplement will be added to the first week of homestay accommodation.

5. I will arrange my own accommodation ☐

6 Arrival Transfers

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

London Heathrow (£180) <input type="checkbox"/>	_____	Flight number _____	Arrival time _____
London Stansted (£130) <input type="checkbox"/>	_____	Flight number _____	Arrival time _____
London Luton (£130) <input type="checkbox"/>	_____	Flight number _____	Arrival time _____
London Gatwick (£195) <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@cambridgeacademy.co.uk**
CAE, 65 High Street, Girton, CAMBRIDGE CB3 0QD, England
2. Make a deposit payment of £200 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. Payment will be made by:

- ☐ Cheques in £ sterling drawn on a bank in the UK
- ☐ Card ☐ I would also like the balance charged to my card 2 weeks before the start of the course
- ☐ Bank transfer to: **Cambridge Academy of English,**
Barclays Bank plc, Chesterton Road Branch, Cambridge, England.
Bank code: 20-17-35, SWIFT: BUKGB22
£ payments to £ Sterling account: 60224421.
IBAN: GB07 BUKB 201735 60224421

2. All fees should be paid in advanced, no later than two weeks before the start of the course.
3. The Cambridge Academy of English reserves the right to increase fees or charges without prior notice.

Please give the name, address, contact telephone, contact email of the person or organisation or company responsible for payment if not yourself.

Cancellation

- 2 weeks or more before the course begins: fees refunded (except £200 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.

I confirm that the information provided is complete and true. I understand that I must notify CAE of any changes or information relevant to the health and welfare of myself and others. I agree that information will be stored and used for CAE purposes only according to our Privacy Policy.

FULL NAME (please print):

Signature:

Date: / /