

2023
Enrolment Information
for Adult Programmes
in London



Experience
in Teaching

Course fees London 2023

Registration fee £100

Code	Course	Lessons per week	Timetable	Weeks	Start dates	Price per week					Minimum level
						1-3	4-7	8-11	12-24	25+	
General English											
E20	Standard General English Morning	20	Morning	1-24	Every Monday ^①	£385	£347	£321	£282	£242	A2
E30	Intensive General English	30	Morning & afternoon			£479	£435	£402	£352	£303	A2
E10	Part Time Afternoon	10	Afternoon			£94	£88	£80	£74	-	A2
Academic Year											
AY20	Standard Academic Year Morning	20	Morning	25-52	Every Monday ^①	-	-	-	-	£242	A2
IAY30	Intensive Academic Year	30	Morning & afternoon			-	-	-	-	£303	A2
IELTS Preparation											
I20	Standard IELTS	20	Morning	2-8	Every Monday ^①	£385	£347	£321	-	-	B1
I30	Intensive IELTS	30	Morning & afternoon			£479	£435	£402	-	-	B1
EI30	Intensive with IELTS	30	Morning & afternoon	1-24		£479	£435	£402	£352	-	B1
I10	Part Time IELTS	10	Afternoon		£94	£88	£80	£74	-	B1	
Jump into English®											
JIE	Jump into English	30 ^②	Morning, afternoon & 1 evening	2-4	January 9 (2/3 weeks); January 16 (2 weeks); July 3 (2/4 weeks); July 17 (2/4 weeks); July 31 (2 weeks)	£495	£446	-	-	-	B1
English Online - before and after your course in London											
Please ask for details											

^① When Monday is a public holiday, classes start on the following Tuesday. January 3; April 11; May 2, 9, 30; August 29.

^② Integrated programme including classroom lessons, activities, outside speakers, a lunch and evening event.

Private Lessons					
Code	Course	Lessons/week	N. of people	Price	
PF	Flexitime Private and Online Lessons	2+	1-3	£94 / lesson £72 / lesson for 5 or more lessons / week if you book a group programme for the same week	

Start dates and timetable by arrangement. All levels including beginners. Lessons are 1 hour (60 minutes).

PROGRAMME NOTES

Visa document courier £45
Optional medical, travel and course insurance £6.65/week

Examination fees

IELTS	£215
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Courses fees include

- placement test and assessment
- welcome pack
- school certificate

Course fees do not include

- bank charges
 - travel and excursions
- Students taking an IELTS courses must buy course books as directed by their teachers. Guide prices – £35-£40/8-12 weeks.

Activities

Some activities, such as guided walks, language workshops and museum visits, are free; others such as restaurant visits, some tourist attractions and excursions are charged.

Class size

Maximum 14

Ages

Minimum age 16 except: Private lessons – 5

Timetable

1 lesson = 50m
10 lessons = 8h 20m
20 lessons = 16h 40m
30 lessons = 25h

Morning – 20

9.00-12.50 Monday to Friday

Morning and afternoon – 30

9.00-12.50 Monday to Friday
13.45-15.30 Monday to Friday

Part time afternoon - 10

13.45-15.30 Monday to Friday

Jump into English

9.30-12.15 and 13.00-16.15
18 classroom based sessions (classroom session = 45 minutes);
3/4 outside activities (morning or afternoon); 1 evening activity / week

Discount for Returning Students

If you return to the school within 3 years of completing a course you will get a discount on tuition fees.

Contact london@francesking.com for details.

Accommodation and transfer fees London 2023

Code	Accommodation type	Star rating	Price
Homestays			
A1	Private Home: Single Self-Catering	**	£172 / week
A2	Standard Single Bed and Breakfast	**	£178 / week
A3	Standard Twin/Double Bed and Breakfast	**	£158 / week / person
A5	Standard Single Half-Board	**	£246 / week
A6	Standard Twin/Double Half-Board	**	£209 / week / person
A7	Premium Single Bed and Breakfast	***	£220 / week
A8	Premium Twin/Double Bed and Breakfast	***	£185 / week / person
A9	Premium Single 4 Dinner Plan	***	£258 / week
A10	Premium Single Half-Board	***	£287 / week
A11	Premium Twin/Double Half-Board	***	£253 / week / person
A12	Premium Private Bathroom Supplement		£52 per week / room
A13	Deluxe Single Bed and Breakfast	****	£287 / week
A14	Deluxe Single 3 Dinner Plan	****	£332 / week

Residences			
A310	Chapter Portobello: Single Studio Self-Catering	***	January - August 27: £420 / week, from August 28: £424 / week (guide price) ¹
A320	White City: Single Studio Self-Catering	***	January - August 27: £366 / week, from August 28: £376 / week ^{1 2}
A321	Don Gratten House: Single room Self-Catering	***	January - August 27: from £366 / week, from August 28: from £376 / week ^{1 2}
A306	iQ Hammersmith: Single Studio Self-Catering	****	July 8 - September 02, from: £492 / week ^{1 2}
A301	Lightfoot Hall: Single Studio Self-Catering	***	June 24 - September 09: £510 / week ¹
A302	Lightfoot Hall: Twin Room Self-Catering	***	January - September 02: £255 / person / week, from September 03: £265 / person / week ¹

Studios and Apartments (prices are per night per studio / apartment)			
A410	Chelsea Cloisters: Studio (1-2 people), Self-Catering	****	January - April 30: £120 / night, from May 1: £142 / night
A411	Chelsea Cloisters: 1 Bedroom Apartment (1-3 people), Self-Catering	****	January - April 30: £142 / night, from May 1: £175 / night
A412	Chelsea Cloisters: 2 Bedroom Apartment (2-4 people), Self-Catering	****	January - April 30: £208 / night, from May 1: £241 / night

Homestay travel zones and times		
	Travel time	Zones
Deluxe	15-30 minutes	1-2
Premium	15-45 minutes	1-3
Standard	30-45/50 minutes	2-3
Self-catering	30-45/50 minutes	2-3

Transfers (from/to)	Price / Single Transfer	
	1-3 people travelling to same address	4-7 people travelling to same address
Heathrow	£124	£150
Gatwick	£150	£192
Stansted/Luton	£160	£192
London City	£129	£160
London Railway Stations	£119	£150

ACCOMMODATION NOTES

All types of accommodation are offered all year except Lightfoot Hall Single Studios which are offered in summer only.

Homestay Supplements

- Summer (24 June to 27 August): £20/week/person
- Special diets: £41/week/person
- Bookings which include weeks commencing December 19, 26: £34/week/person
- Full board supplement for students under age 18: £74/week (Standard/Premium)

Arrival/departure

Accommodation is booked from Saturday to Saturday or Sunday to Sunday. Apartments and studios can be booked to start on other days.

Extra nights

Subject to availability at 1/7th of weekly fee.

Twin/double accommodation

For 2 people booking together for the same dates.

Twin rooms have 2 single beds, double rooms have 1 bed for 2 people.

Private bathrooms

In homestay, private bathrooms may be ensuite or for sole use.

Service Fees

- Extra Service Fees (one payment only). Covers kitchen and linen packs and initial or end of stay cleaning. Chapter Portobello: £125. White City: £162. Don Gratten House: £125. iQ Hammersmith: £230. Lightfoot Hall: £125.
- Price varies according according to date of stay. Please check with london@francesking.com

Studio and apartment prices

For bookings of 7 days or more, 1-6 night prices on request.

The prices displayed are not always available at busy periods for late bookings.

Frances King Quality Ratings

- *** Standard
- **** Premium

TRANSFER NOTES

Supplement for transfer 23.00-5.00
1-3 people: £15, 4-7 people: £28.

Waiting time

2 hours included. Extra time: 1-3 people £28 per 30 minutes, 4-7 people: £44 per 30 minutes.

Arrival time

It is not always possible to arrive at accommodation before 7.00 or after 22.00. Please check with us before making travel arrangements.

These prices are subject to change. Double fares apply on public holidays and December 24- 31; January 1 2024

Enrolment details, terms and conditions

London 2023

ENROLMENT

You can book in the following ways:

1. Online at www.francesking.com
2. By email to london@francesking.com
Download the Enrolment Form from www.francesking.com/school-of-english-london/more-information/downloads
3. Visit our school in London:
77 Gloucester Road, London SW7 4SS
Tel: 020 7870 6533
 - Take a test, pay a deposit and reserve a place on the next course
 - Please bring your passport/ID card with you to make a booking

PAYMENT

You must send payment with your enrolment. We can confirm your course or accommodation booking and send a letter of confirmation when you or your company have paid:

- Registration fee of £100 and a deposit of
 - £200 if you want to book a course
 - £500 if you want to book a course and accommodation
 - 21 days before your arrival you need to pay the balance of your course and accommodation fees
 - Deposits are non-refundable and non-transferable
- Payment in full, in the following cases:
 - If you are applying for a Student Visa
 - If you are booking less than 21 days before arrival
 - Documents for visa applications will not be issued unless students have paid course and accommodation fees in full

You can pay by:

- Credit Card (Visa or MasterCard). Please request a card authorisation form or pay online at:
London: <https://francesking.com/payment/>
It is safe to give your credit card details on our secure server.
- International Bank Transfer to our bank:

London

Nat West Bank
Business Education Ltd, trading
as Frances King School of English,
National Westminster Bank plc,
Piccadilly, London W1A 2DG
Bank sort code: 56 00 03
Account number: 17054524
IBAN BIC number (SWIFT):
NWBKGB2L
IBAN number:
GB62 NWBK 5600 0317 0545 24

- Frances King is not responsible for any bank transfer charges. Payment must be received in full – please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.
 - You need to email a copy of the bank transfer with your Enrolment Form.
 - Please make certain that your name appears clearly on the bank transfer.
- Sterling cheque drawn on an British bank account.

CONFIRMATION

When we receive your Enrolment Form and payment, we check the availability of your course and accommodation and send your confirmation documents by email within 3-4 working days. We can also send your documents by courier (DHL): £45/courier. We will contact you if the course or accommodation you want is not available and offer you an alternative.

If you would like us to arrange accommodation before your pre-entry visa is issued, you need to agree to our Accommodation Cancellation Policy, otherwise we will not arrange your accommodation until a visa has been issued.

If you want to book an airport transfer (either a single or return) you must email us your flight details and your phone number. We will then confirm that we have booked this for you.

Students aged 16 and 17 must book a return airport transfer unless a guardian (over 21 years) is meeting the student at the airport.

You must inform your homestay or other accommodation provider of your arrival time. If you do not do this, we cannot guarantee that your host/accommodation provider will be there to meet you.

INSURANCE

Before you arrive in the UK, you should take out insurance for your own financial and personal security. EU nationals should bring their European Health Insurance Card (EHIC) which allows you access to health care services.

- You can take out your own insurance or the International Student Policy offered by Guard.Me Insurance

For further details, please visit:

London insurance:

www.francesking.com/school-of-english-london/more-information/downloads

COURSE INFORMATION

Passport/ID card

All students are required to present their passport/ID card on their first day and the school may retain a copy.

Contact details

You are required to provide, and keep up-to-date, your contact details in London and next of kin contact details in your own country and any other changes of circumstance that would affect your visa.

Your Course

Frances King cannot guarantee a particular course, timetable until you have finished the entry test at the school. In the event of insufficient enrolments for a course, the school reserves the right to offer an alternative course of equal value. Frances King also reserves the right to change course programmes and locations without prior notice in the event of unforeseen circumstances beyond our control or if in the best interests of the school.

Attendance

You are required to attend regularly and on time.

Homework

In addition to timetabled classes, students should also expect to spend a minimum of 6 hours / week on homework and self-study activities.

Academic Year

Students need to plan their holidays in advance – students will not pay for holiday time. Students can take holidays as follows:

- 25 week course: 4 weeks
- 28 week course: 4 weeks
- 36 & 42 week course: 6 weeks
- 48 & 52 week course: 8 weeks
- Extra 2 weeks' holiday for those present during school holidays December 18, 2023 - December 31, 2023

Private lessons

Requests for a change to your timetable must be made 48 hours in advance (during office hours, 9.00-17.00, Monday-Friday).

Photography/videos

Sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Please advise us at the time of booking if you do not wish to appear in any promotional material. It is your responsibility to absent yourself when photographs are being taken or videos made.

Unless directed by your teacher, classes cannot be filmed or otherwise recorded without the permission, in writing, of a Director, Principal or Programme Manager. Teachers may organise filming and recording to enhance your educational experience.

Progress meetings

From time to time you will have a short, 5-minute meeting with your teacher.

Student holidays

- Course less than 12 weeks: no holidays
- 12 weeks or more except examination preparation courses: 2 weeks/12 weeks
- You must give 1 week's notice to the school
- Holidays may not be taken within the first 8 weeks of your course
- Homestay accommodation: you must give one week's notice to the school. Retainer fee to leave luggage: £50 / week
- All other accommodation: you will be charged the full weekly rate during your holiday period and may leave your luggage in your room
- Holidays and visas: if you book a course of 12 weeks or more and need a visa to enter the country and wish to take a holiday either during or after your course, you should request extra weeks when you apply for your visa

Public holidays

There is no reduction in course fees when a course includes a public holiday.

ACCOMMODATION INFORMATION

First and second choice of accommodation

Please always include a second choice of accommodation on the Enrolment Form. Where the first choice of accommodation is not available we will book the second choice.

Accommodation arrangements

In arranging accommodation Frances King will be acting as agent for the supplier, as principal or a sub-agent. The status of Frances King in relation to specific accommodation will be explained on request. Frances King is not responsible for payment of any tax claimed from students by UK or foreign authorities.

CANCELLATION

a) Cancellation of group courses

Before arrival: If you want to cancel your booking before starting your course or before arrival in the UK, you must give notice in writing. We will refund all fees minus the Registration fee £100 and the deposit: £200.

Before arrival when a student is refused a visa: If you want to cancel your booking before arrival in the country, you must send us a copy of your visa refusal letter issued by the respective Embassy/Consulate. All course fees will be refunded less registration fee of £100.

After arrival: If you cancel or curtail your course after arrival in the country, there is no refund in any circumstances.

- Course credits may be given at the school's discretion
- No credit for course cancelled during the first 4 weeks
- If the course is longer than 4 weeks, you must give advance notice to cancel or postpone your course
- Credits are not transferable and must be used within 1 year
- Credits may be used to pay for group courses or private lessons at the school's discretion and if teachers are available, but may not be used to pay for accommodation

If you leave because you are ill or because of the death or serious illness of a close relative, you may be able to claim reimbursement of fees through your insurance.

No refund will be given if a student leaves for what is an insurable risk.

b) Cancellation of private lessons

- You must give 1 week's notice in writing. You may apply for a credit for the unused part of the course. This may be used as part-payment towards any Frances King course within 1 year.
- To postpone lessons you must give 48 hours' notice (during office hours 9.00 -17.00, Monday-Friday). All late cancellations are charged at the full rate.

c) Cancellation of bookings made at a distance

For course bookings made 'at distance' (e.g. via our website, telephone, email), you have the right to cancel, with a full refund of monies paid, without giving a reason, within 14 days (the Cancellation Period) of our confirmation. Cancellation must be made in writing by post or email within the Cancellation Period. We will not start providing services to you during the Cancellation Period unless you request us to do so in writing. We will refund fees paid within 14 days of the date of your cancellation request. In the event that you have confirmed in writing that you wish us to start providing services within the Cancellation Period, we will deduct from the refund, a reasonable sum for the services provided, based on the proportion of the course undertaken.

d) Cancellation of accommodation

Before arrival: if you want to cancel your accommodation before arrival in the UK you must give notice in writing. We will refund all fees minus the Accommodation Deposit, £300 unless the accommodation fees for the notice period exceed that amount. If so you will be charged £300 plus the difference. This also applies to students whose accommodation has been confirmed by the school and have had their visa granted.

Before arrival when a student is refused a visa: if you want to cancel your booking before arrival in the country, you must send us a copy of your visa refusal letter issued by the respective Embassy/Consulate. All accommodation fees will be refunded less an administration charge of £75, provided the correct notice to cancel accommodation is given. If notice is insufficient you will be charged for the notice period. See notice period (below) to cancel accommodation.

After arrival: if you cancel or curtail your accommodation after arrival in UK, you will be charged a cancellation fee of £75. The notice period required varies according to your accommodation type. See Notice Period to cancel accommodation below. There is no refund for this period.

e) Non-arrival

In case of non-arrival on booked dates, when the school has not received notice of cancellation in advance, there will be no refund or credit of course or accommodation fees.

f) Refunds

Course and accommodation refunds may take up to 90 days to process. Refunds cannot be processed until the school has been paid in full for all services booked. Refunds will only be made to the person or organisation that paid in the first instance.

NOTICE PERIOD TO CANCEL ACCOMMODATION

Providers may vary notice periods during the year. If there is a change, we will inform you when you book. You must give notice as below, "the notice period", to cancel accommodation, **otherwise you must pay for the period:**

BEFORE ARRIVAL

3 weeks' notice: London Residence - iQ Hammersmith, to cancel or shorten a stay before arrival.

2 weeks' notice: London Residences - Lightfoot Hall, Chapter Portobello, White City, Don Gratton House, to cancel or shorten a stay before arrival.

1 week's notice: London Homestays, to cancel or shorten a stay before arrival.

7 days' notice: Chelsea Cloisters Studios & Apartments: to cancel or shorten a stay before arrival, otherwise a fee of 2 nights is charged.

AFTER ARRIVAL

Frances King cancellation fee of £75 is also payable in case of cancellation after arrival

iQ Hammersmith: 3 weeks' notice is required to cancel or shorten a stay after arrival; otherwise, a 3-week Cancellation Fee will be charged.

Lightfoot Hall, Chapter Portobello, Don Gratton House: 4 weeks' notice is required to shorten or cancel a stay after arrival, otherwise, a 4-week Cancellation Fee will be charged.

White City: no refund is given if a stay is shortened or cancelled after arrival.

London Homestays: 1 week's notice is required to cancel or shorten a stay after arrival, otherwise, a 1-week Cancellation Fee will be charged.

Chelsea Cloisters Studios & Apartments: no refund is given if a stay is shortened or cancelled after arrival.

TRANSFER TERMS AND CONDITIONS

- Flight details and your mobile telephone number must be received in writing before 14.00 (UK time) on the Friday before arrival
- To cancel or change an airport transfer you must inform us in writing 12 hours before the flight arrival or departure time or you will be charged for the transfer
- For last minute changes or cancellations, please phone +44 (0) 7768 325 391
- A supplement of £15 will be charged for an airport transfer service between 23.00-05.00. A supplement will also be charged for airport transfers on public holidays (and during the Christmas period) - please ask for prices
- Waiting time of 2 hours is included in the transfer price. If you do not contact the driver within 2 hours of the flight arrival time, the driver will leave the airport and any request for a further transfer will be charged at the full rate. Waiting time starts from the scheduled time of arrival, unless the flight is early.
- Please read your airport transfer confirmation documents carefully before departure as they include important baggage allowance and arrival information

16 AND 17 YEAR OLDS

- Students of age 16 and 17 study alongside adult students with minimal or no supervision outside class times. If closer supervision is required, we recommend our Teenager Programme.
- Students of age 16 and 17 without a guardian in the country must stay with a homestay. We advise students to book full board. They must book a return airport transfer unless a guardian (21 years and over) is meeting them at the airport.
- Students of age 16 and 17 should carry a letter of consent to travel alone and present it, if requested, on arrival in the country. We will send a form letter with the confirmation documents.
- Please refer to "Information for Parents of Students aged 16 & 17 on an Adult Course" <https://www.francesking.com/school-of-english-london>

COMPLAINTS AND CONDUCT

Complaints

Problems and complaints with courses, accommodation and other services should be brought to our attention immediately so that we can help.

Conduct

Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. Students will be responsible for all costs arising.

PERSONAL INFORMATION

We will keep your information in electronic and paper format. Details will be passed to airport transfer accommodation and other providers as needed. Information will also be passed to UK visa and immigration and other government authorities if required.

FORCE MAJEURE

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemics and the like. Refunds will not be made in such circumstances.

January							
wk	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

February							
wk	M	T	W	T	F	S	S
5			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28					

March							
wk	M	T	W	T	F	S	S
9			1	2	3	4	5
10		7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30	31		

April							
wk	M	T	W	T	F	S	S
13						1	2
14	3	4	5	6	7	8	9
15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
17	24	25	26	27	28	29	30

May							
wk	M	T	W	T	F	S	S
18	1	2	3	4	5	6	7
19	8	9	10	11	12	13	14
20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
22	29	30	31				

June							
wk	M	T	W	T	F	S	S
22				1	2	3	4
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30		

July							
wk	M	T	W	T	F	S	S
26						1	2
27	3	4	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31						

August							
wk	M	T	W	T	F	S	S
31		1	2	3	4	5	6
32	7	8	9	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30	31			

September							
wk	M	T	W	T	F	S	S
35					1	2	3
36	4	5	6	7	8	9	10
37	11	12	13	14	15	16	17
38	18	19	20	21	22	23	24
39	25	26	27	28	29	30	

October							
wk	M	T	W	T	F	S	S
39							1
40	2	3	4	5	6	7	8
41	9	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31					

November							
wk	M	T	W	T	F	S	S
44			1	2	3	4	5
45	6	7	8	9	10	11	12
46	13	14	15	16	17	18	19
47	20	21	22	23	24	25	26
48	27	28	29	30			

December							
wk	M	T	W	T	F	S	S
48					1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31

Holiday London

There are no classes on public holidays. There are no classes for 2 weeks from December 18, 2023, to January 1, 2024. In 2024 the schools will open again on January 2.

Guide to English levels

Your present level of English		CEFR	IELTS	Cambridge	TOEIC	BEC	TOEFL (Paper)	TOEFL (IBT)
I speak English fluently and understand almost everything, although I sometimes have difficulty with very colloquial English	Proficiency	C2	8.0	CPE	850-975		625-680 (600)	116-120
I am fluent and confident in expressing myself although I sometimes have problems with more complex ideas or unfamiliar situations	Advanced	C1	7.0-7.5	CAE	750-850	BEC Higher	575 (550)	94-115
I speak well but not fluently in a variety of situations. I can express quite complex ideas, but I find it difficult to understand fast speech of native speakers	Upper Intermediate	B2	5.5-6.5	FCE	450-750	BEC Vantage	525 (500)	47-93
I understand and speak quite well in familiar everyday situations	Intermediate	B1	4.0-5.0	PET	300-450	BEC Preliminary	475 (450)	32-46
I can understand and speak basic English in familiar situations	Elementary	A2	3.5	KET	125-300		425	29-31
I speak very little English	Beginner	A1	3 or below		0-125			
I am a complete beginner	Complete Beginner	A0						