



**Harrow House**<sup>TM</sup>  
INTERNATIONAL COLLEGE

L O N D O N

£  
**Fee Sheet**  
**2006**

**HEAD OFFICE**

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## Fees 2006 for courses at Harrow House London

### Administration Fees

• Enrolment fee for all courses	£50 per person
• Non refundable deposit for Sandwich	£250 per person
• Change of booking fee after booking confirmation	£25 per change
• Change of booking fee after course start for change of college or change of accommodation	£50 per change
• Administration charge in case of visa refusal	£50 per person

### General English Courses

Tuition fees (per week)	
General English – 15 hours per week	£213
Intensive English – 22.5 hours per week	£260
Courses include: General English 15 hours, Intensive English 22.5 hours per week	
Age: from 16 years	
English levels: Elementary to Proficient	
Course dates:	
General English	07.01.2006 – 17.06.2006 and 26.08.2006 – 23.12.2006
Intensive English	07.01.2006 – 23.12.2006
Courses start: each week	
Minimum course duration: from 2 weeks	

### Business English

Tuition fees (per week)	
General English plus Business English	£260
Courses include: 15 hours General English plus 7.5 hours per week specialist lessons	
Age: from 16 years	
English levels: Elementary to Proficient	
Business English course dates:	07.01.2006 – 23.12.2006
Courses start: every week	
Minimum course duration: from 2 weeks	

### English for IELTS & Academic Purposes Examination Courses

Tuition fees (10 weeks)	£2600
Course includes: General English 15 hours plus 10 hours per week examination preparation. (Examinations are on a Saturday)	
Age: from 17 years	
English levels: Elementary to Proficient	
Course dates:	25.02.2006 – 06.05.2006 06.05.2006 – 15.07.2006
Minimum course duration: 10 weeks	
(Examinations can be taken every month. Examinations must be booked at least 6 weeks prior to examination date.)	

### Sandwich Course Options

Tuition fees (5 weeks)	£1300
(Each additional week)	£260
Work placement fee (inclusive of exam fee for NCFE Intermediate Certificate in Employment Skills)	
Cambridge Certificate in Work Experience (Optional)	£395 £95
Course includes: 15 hours General English per week plus 10 hours per week of the NCFE Course	
Age: from 18 years	
Minimum English level: Lower Intermediate	
Course start dates for:	
• Hospitality & Tourism Work Placement Option: each week from 07.01.2006 until 02.09.2006	
• Convenience Food Sector Work Placement Option: each week from 07.01.2006 until 02.09.2006	
• Amusement Parks Work Placement Option: 29.04.2006 (Placements from end of May to November).	
• Teaching Assistant Work Placement Option: 26.11.2005, 28.01.2006 and 12.08.2006. (Placements from 16.01.2006, 27.02.2006 and 11.09.2006)	
(Application deadlines: 07.11.2005, 05.12.2005 and 09.06.2006)	
Minimum course duration: from 5 weeks	
Duration of work placement: 12 to 26 weeks	
FINAL WEEK OF SANDWICH COURSE MUST BE TAKEN AT THE SWANAGE COLLEGE	

### Accommodation Fees

• Homestay accommodation with half board from 07.01.2006 – 23.12.2006	£99 per week
• Homestay single room supplement	£25 per week
• Adult College accommodation with half board from 07.01.2006 – 24.06.2006 and 26.08.2006 – 23.12.2006	£90 per week
• Adult College accommodation with half board from 24.06.2006 – 26.08.2006	£110 per week
• Adult College En-suite double room supplement	£64 per week

### Transfer Fees

- Operate Saturdays throughout the year for flight arrival and departure times between 06.00 and 21.00 hours (UK time) only.
- Taxi Transfer fees are for 1 – 2 persons – per single journey

### Taxi Transfers

From/to London Heathrow Airport	£70
From/to Gatwick Airport	£85
From/to Luton Airport	£120
From/to Stansted Airport	£125
From/to City Airport	£90
From/to Victoria Bus Station	£90
From/to Waterloo Station	£90
From/to Harrow House Swanage	£135

### Examination Fees

The examination fees for the IELTS examination must be paid more than one month prior to the exam. The examination fee for the IELTS examination is £110. Examinations must be booked at least 6 weeks prior to examination date.

### Insurance Cover

Our peace of mind insurance with the worlds largest student insurance company is specially designed to meet the needs of our students intending to study in the UK. The insurance, endorsed by ENGLISH UK, offers excellent cover for cancellation, repatriation and course fees as well as full medical cover. The insurance premium relevant for your entire course duration is automatically invoiced and payable when you enrol.

Period of cover	Insurance fees
Up to 16 days	£ 25
Up to 31 days	£ 34
Up to 3 months	£ 55
Up to 6 months	£ 94
Up to 8 months	£ 115
Up to 9 months	£ 130

	Maximum sum insured
<b>Medical expenses</b>	
Medical emergencies	£ 2,000,000
Repatriation costs	£ 3,000
Emergency dental treatment	£ 250
Getting someone out to you	£ 3,000
Funeral costs	£ 3,000
<b>Personal accident and injury benefits</b>	
Permanent total disablement	£ 30,000
<b>Personal belonging and documents</b>	
Personal possessions and luggage	£ 1,000
Cash limit	£ 50
Other money	£ 500
Single article limit	£ 200
Valuables (total)	£ 250
Passport, tickets and travel documents replacements	£ 100
<b>Cancelling your trip or cutting it short</b>	
Cancellation or curtailment of your trip	£ 3,000
Cutting your trip short	£ 3,000
Missed departure (first inward trip)	£ 250
<b>Personal liability</b>	£ 1,000,000
Legal expenses	£ 10,000
<b>Course fees</b>	
Reimbursement of prepaid course fees or cancellation charges	£ 5,000

*The first £40 of any claim is excluded from the policy.*

*Cover does not include students who organise trips themselves outside the UK*

### Arrival and Departure day and times for College & Homestay

- Arrival and Departure days are always Saturday
- Arrival time at the college / homestay is between 12.00 to 22.00 hours (UK time)
- Departure time from the college / homestay is between 07.00 to 10.00 hours (UK time)

### Accommodation information

- London college accommodation for adult students is available in twin bedded rooms from 07.01.2006 to 23.12.2006 on a half board basis from Mondays to Fridays and brunch and dinner on Saturdays and Sundays. (Lunch can be purchased at the College from Monday to Friday).
- London homestay accommodation is available in twin bedded rooms from 07.01.2006 to 23.12.2006 on a half board basis. (Lunch can be purchased at the College from Monday to Friday).

### English language pre-test

Students wishing to enrol on the Business English or IELTS Courses are required to take an English language pre-test to ascertain their level of English prior to arrival. The test is available on our website [www.harrowhouse.com](http://www.harrowhouse.com) or can be requested from our Head office in Swanage. Students who wish to enrol on the Sandwich course are required to take the Oxford Placement Test and an Oral Interview, which can be requested from our Head Office in Swanage. All students are re-tested upon arrival.

### Contents included in tuition fees

- Number of lessons as stated with each course description
  - Course and supplementary language materials
  - Social programme on campus
  - Use of internet facilities within specified times
  - Use of library self-access centre
  - Student welfare service
  - Student welcome pack
  - Certificate of studies
- Not included in tuition fees:**
- Insurance premium
  - Examination fees
  - Transfers to and from airports, bus & train stations
  - Use of Internet Café outside specified times
  - Work Placement fees
  - Holiday breaks
  - Excursions
  - Transfer costs to and from work placement destinations, additional accommodation charges in case of delay in finding work placement or in case of changing from one placement to another
  - Off campus social programme



# Conditions of acceptance of enrolment

All enrolments are subject to these conditions and become legally binding on confirmation of enrolment by Harrow House International College.

## Enrolment Form

Please complete the Enrolment Form below or use the Enrolment Form on our website.

You can forward your enrolment form by post, fax, e-mail or via our website.

Head Office postal address:

Harrow House International College, Harrow Drive, Swanage, Dorset BH19 1PE, England

Fax No: +44 1929 427175, E-mail: [jan.booth@harrowhouse.co.uk](mailto:jan.booth@harrowhouse.co.uk)

Website: [www.harrowhouse.com](http://www.harrowhouse.com)

If you are enrolling on a course within 8 weeks, or if you want help in obtaining a visa, you must send the Total fees together with your completed Enrolment Form.

Upon receipt of your completed enrolment form we will confirm your enrolment in writing and forward our invoice for the total costs to you. Your enrolment only becomes valid, after it has been confirmed by Harrow House in writing. After receipt of your Total Invoice Amount, we will forward all relevant travel documents to you.

## Payment of Fees

When you enrol the following payments are payable immediately:

- non refundable Enrolment fee of £50 + the insurance premium or the
  - non refundable deposit of £250 + the insurance premium for the Sandwich Course.
- You can pay all fees by Banker's Draft, International Money Order, Bank Transfer or by Credit Card.

If you choose to pay by Bank Transfer you must add

- £15 when you pay for the Enrolment fee + the insurance premium or the non refundable deposit of £250 + the insurance premium or
- £25 if you pay for the Course and Transfer fees.

Payment of the IELTS examination must be made more than one month before the exam.

The remaining Course fees and Transfer fees are due 8 weeks prior to arrival.

You are responsible for the Bank charges in your country and in England.

Payments by credit card carry a 2% charge.

With each method of payment please state:

- Name of student, Course and Course dates.

## Bank Details:

National Westminster Bank

48 Blue Boar Row

Salisbury

Wiltshire SP1 1DF, England

Account No: 78493021 Sort Code: 54-41-19

Swift Code: NWB KGB 2 L

IBAN No: STERLING GB 21 NWBK 544119 78493021

## Change of Booking, Late Arrivals, Absentees, Holiday Breaks, Excursion

Each time you request a change of booking for your booked course, course dates, transfer, type of accommodation or course location after your enrolment has been confirmed and prior to your arrival, Harrow House will charge a Change of Booking fee of £25 which is payable immediately and prior to your arrival.

Periods of absence from lessons cannot be made up with free course extensions.

Once you have started your course and you wish to change to another Harrow House College or you wish to change your type of accommodation a change of booking fee of £50 is charged and is payable immediately.

## Refunds policy

No refunds are made if you arrive late or if you do not arrive at all.

Once you have started your course, no refunds are made if you request a course change to a course with a lower number of lessons, if you are absent from lessons, if you decide to take a holiday break, if you book an excursion, if you become ill, if you depart early, if you are suspended or expelled, or if you find your own accommodation.

## Insurance

Harrow House offers in association with Endsleigh Insurance, the worlds largest student insurance company, an opt-out insurance which is specially designed to meet the needs of our students intending to study in the UK. The insurance, endorsed by ENGLISH UK, offers excellent cover for cancellation, repatriation and course fees as well as full medical cover. The insurance premium relevant for your entire course duration is automatically invoiced and payable when you enrol. It offers excellent cover and peace of mind. The first £40 of any claim is excluded from the policy.

Harrow House act as an introducing agent for Endsleigh Insurance Services Ltd, Shurdington Road, Cheltenham, GL51 4UE, England.

The policy is governed by English law and Endsleigh are members of the Association of British Insurers. A full copy of the relevant conditions and specimen policy may be obtained upon request. Please note that no policy will be effective before full fees are received by Harrow House.

## No Lessons

There are no lessons on UK Public Holidays: 02.01., 14.04., 17.04., 01.05., 29.05. and 28.08.2006.

No refund will be granted and lessons cannot be made up with free course extensions.

## Cancellation Policy

Cancellations must be made in writing by Registered Letter or by Fax to:

Harrow House International College, Harrow Drive, Swanage, Dorset BH19 1PE, England, Fax No.: +44 1929 427175.

- If notice of cancellation is received more than 28 days prior to arrival, the Enrolment fee, the insurance premium plus the Course fee for one week will be forfeited.
- If notice of cancellation is received more than 14 days prior to arrival, the Enrolment fee, the insurance premium plus the Course fees for two weeks will be forfeited.
- If notice of cancellation is received 14 days or less prior to arrival, the Enrolment fee, the insurance premium plus all Course fees will be forfeited.
- If your visa application is refused, you are required to provide proof of the visa refusal to Harrow House. In this case Harrow House will only charge £50 for enrolment and insurance premium incurred by the College.

## Miscellaneous

1. The Directors of the College reserve the right at their absolute discretion not to accept or to reject any application for enrolment of a student at any stage of the application or booking process and the College shall be under no obligation whatsoever to give reasons for the decision of the Directors. An applicant whose application / enrolment is rejected shall be entitled to a full refund of any fees paid.
2. The Directors of the College reserve the right to withhold the provision of lessons, accommodation, meals, transfers and any and all other services agreed to be supplied where the Total Fees (referred to above) have not been received by the College in full.
3. If a student fails to complete a course for any reason whatsoever, save by reason of the College's fault, no refund of fees paid or reduction in fees payable shall be made, excepting only those cases where the student has followed the 'Early Departure' procedures correctly. A copy of the early departure procedures shall be made available to a student on request.
4. A student who fails to attend any part of his / her course due to illness or for any other reasons whatsoever whether within or outside the student's control, but save by reason of the College's default, shall not be entitled to a refund or reduction of any fees paid nor to attend any classes in place of those missed, excepting only those cases where the student has followed the 'Early Departure' procedures correctly.
5. The Directors of the College reserve the right at their sole discretion to terminate the provision of services to any student at any time for any reason whatsoever, including but not limited to, unacceptable conduct by the student such as anti-social, threatening or violent behaviour, wilful damage (including graffiti), substance abuse, and or failure by the student to comply with the materials referred to at paragraphs 7, 9 and 20 below.
6. Upon receipt of notification of the Directors' decision pursuant to paragraph 5 above, a student shall no longer be permitted or entitled to attend classes or continue to reside at the College or College approved accommodation. All costs involved in securing alternative accommodation for the student will be met by the student or his / her parents or guardians and the College shall accept no responsibility for any direct, indirect or consequential losses howsoever arising upon such termination.
7. Each student is obliged to read carefully to understand and to comply in all respects with all materials relating to safety, health, legal, environmental, political, cultural and religious customs and conditions of the hosting country provided by the College from time to time.
8. In the event of any termination of services pursuant to paragraph 5 above the Directors of the College may refund such proportion of any fees paid as they shall consider appropriate but shall be under no obligation whatsoever to do so.
9. All students shall strictly comply with any additional rules and regulations not mentioned at paragraph 7 above which may be issued by the College from time to time.
10. The Directors of the College reserve the right at their absolute discretion to prevent a student from taking any examination for any reason including, but not limited to, irregular attendance of classes.
11. The Directors of the College reserve the right to seek full recovery of any and all direct, indirect and consequential losses (including loss of profit) incurred or suffered by the College as a result of any act or omission of a student whilst enrolled at the College from either the student or his / her parents or guardians.
12. The College shall not be liable to any student for any loss, damage or theft, including but not limited to personal items, such as laptops or palmtops, except for personal injury or death caused by the College's negligence, sustained at or upon the College premises howsoever caused and whether in respect of any negligent act or omission by the College, its employees, agents or servants or otherwise.
13. The College shall not be liable to any student for any loss or damage, except for personal injury or death caused by the College's negligence, suffered by reason of the failure of the College, its employees, agents or servants to notify a student of any risk or danger of which it had no prior knowledge nor ought reasonable to have had such knowledge.
14. The Directors of the College reserve the right at their absolute discretion to alter the fees provided that once a student's booking has been accepted in writing by the College then no additional fees will be payable by that student. The College also reserves the right at their absolute discretion to vary the organisation, and / or structure of any course at any time whatsoever or in any place whatsoever and whether during the course or before the commencement thereof.
15. If any material alteration is made by the College before the commencement of a course, the College will endeavour to notify any student so affected but shall not have any liability if it is unable to do so.
16. During any course each student will be representing their country of origin and must make every effort to be a good ambassador for their country. Any behaviour of a student which, in the reasonable opinion of the directors of the College, might damage the image of that country will lead to the student's immediate expulsion from any course without reimbursement of any fees, which may have been paid or which are due and payable.
17. The College shall be under no liability whatsoever for any incorrect translations of publications into languages other than English.
18. No student shall be entitled to use the name or logo of Harrow House International College under any circumstances whatsoever or at any time or in any place whatsoever whether before, during or after their training and whether as a trade mark, company or trading name or otherwise.
19. These Conditions of acceptance of enrolment are binding upon all students, irrespective of whether an enrolment is made by the individual or by an agent, agency or other party and all students by attending a course agree to be bound by these Conditions.
20. Students taking up any kind of a work placement programme are bound throughout the entirety of their placement by the terms and conditions applicable to that placement and agree strictly to comply with such terms and conditions.
21. Students from non-EU countries who leave their course or work placements early may be in breach of the right to remain criteria issued by the Home Office and as a consequence the Directors shall inform UK immigration authorities.
22. The College acts as an introducing agent between students and various independent third party providers, for example, providers of accommodation, transport services, sporting and leisure activities etc. All contracts with such third parties are direct as between the student and the relevant third party and all fees submitted by the College for such services are passed direct to such third parties. Accordingly, the College shall not be liable in any way whatsoever to any student or his or her family for any costs, claims, loss, damages or expenses, howsoever arising, save for personal injury or death caused by the College's negligence, suffered by a student when in the care of or as a consequence of any services provided by any such third parties. The student must address any complaints or claims in respect of such services to the provider in question.
23. Students must regularly update themselves and take responsibility for all the immigration and health requirements for entering the UK e.g. World Health Organisation certificates proving students do not have TB etc.
24. Students must book changeable flight tickets.
25. When an enrolment is made for a course at Harrow House London, the relevant contracting party shall be Harrow House International College (London) Ltd.
26. Irrespective of whether an enrolment is made by the individual student or via an agent, agency or other party, the only terms and conditions applicable to the enrolment contract shall be those set out in the student's completed enrolment form and shall include these Conditions of enrolment.
27. The College investigates complaints by students only if the complaint was made during the course stay and in accordance with the College's complaints procedure which shall be made available to a student on request at any time.
28. The College reserves the right to amend or vary these Conditions of enrolment from time to time and any such amendments or variations shall be binding upon each student.
29. The interpretation and application of these Conditions of enrolment and the contract shall be governed by English Law.