



basilpaterson  
edinburgh



2018

Since 1929



## **A message from the Principal**

“At Basil Paterson Edinburgh we strive to provide a stimulating, challenging and rewarding learning environment which allows learners to succeed. By helping students focus on their future lives using English, we empower them to realise their short-term and long-term goals. We hope every learner will leave us with a better sense of who they are and what they can achieve.”



# Welcome

## Welcome to Edinburgh

Basil Paterson Edinburgh has a long tradition of academic excellence and with over fifty years of experience in English language teaching we remain dedicated to empowering each student in their future English communication.

Located in the heart of Edinburgh's historic New Town, Basil Paterson provides a unique academic environment, where international students learn alongside local students studying for UK qualifications or taking the Cambridge CELTA course.

Experienced and qualified teaching staff work hard to ensure learners receive a high level of academic support, encouraging progression and helping students take ownership of the learning process. We focus on learning both inside and outside the classroom, so classwork is complemented by a varied social and cultural programme.

As the largest open test centre in Scotland for IELTS and Cambridge examinations, we are best placed to guide learners through the exam preparation process. Studying at Basil Paterson Edinburgh means having classes and taking the final exam in a familiar environment.

## What can learners achieve with a course at Basil Paterson Edinburgh?

- improved confidence when communicating in English for work, study and travel
- more ownership over the language learning process and development of independent study skills
- the knowledge, skills and strategies needed for success in English language exams
- greater intercultural competence as learners work in multinational classes
- increased motivation through intensive courses which challenge and inspire learners

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# Academic Approach

## Learning Objectives

Our aim at Basil Paterson Edinburgh is to provide a learning environment which helps all students to reach their full potential. Whether your objective is to improve your English skills for work, university or life in an English-speaking country, you'll find that studying at Basil Paterson provides the focus and drive that you need. With a class maximum of 12 students from all over the world, you have the opportunity to interact in a truly international environment. Tailored support from experienced teachers, weekly assessments and individual coaching sessions help our learners to achieve their aims. Our methodology ensures that learners are not only developing their language range and accuracy, but also developing essential skills such as critical thinking, public speaking, self-study methods and compensation strategies. We expect learners on our adult courses to take ownership of the learning process, working with their teachers towards a common goal.

## Course level

We ask every student to complete a needs analysis and placement test before arrival and a short speaking assessment on the first day. This gives us essential information about your English language level, your goals, your needs and which class would be most suitable for you. Students move at different speeds and there is no fixed time for studying at each level. Progress depends on motivation, self-study habits, learning

strategies and language immersion. We expect students to work hard and focus on their goals, but also to be realistic about what is achievable in the time they have.

## Assessment

Learners have a weekly assessment every Friday morning. This is designed to assess your progress, help you revise what you have studied and push you to apply new language and skills. Your teachers will assess your progress in class all the time, by reading your written work, listening to your spoken production and evaluating your performance in class. They will give you regular feedback and discuss your progress during weekly coaching sessions. Students are also expected to self-assess regularly, evaluating their own progress in relation to their goals.

## Coaching

Every Friday learners are invited for an individual coaching session. The purpose of these sessions is to provide an opportunity to discuss your own progress and to set achievable goals for self-study. We expect all learners to take responsibility for their own learning and work hard outside of class time. Think about what you want and need to improve most and how you can do this independently. Make sure your objectives are SMART (specific, measurable, achievable, relevant and time-bound).



# Academic Approach

## Homework

Our courses are designed to be intensive and learners should expect homework every night and over the weekend. Doing self-study regularly will ensure you make better progress and develop good learning habits. Remember that homework doesn't need to be a written exercise. Why not challenge yourself to make a phone call to a company in English, interview your homestay hosts or watch a TED Talk on an interesting topic?

## Certificates

At the end of your course, you will be given a certificate showing your course dates, attendance and assessment of your level of spoken production, spoken interaction, reading, listening and writing skills. The levels are based on your teachers' evaluation of your level with reference to the Common European Framework for Languages.

The day of study starts with a morning discussion session, bringing students from all classes together. Interesting topics are selected from local and international news as a springboard for discussion. The rest of the day consists of carefully designed lessons which cater for your diverse needs.

## Spoken Performance Workshop

With a focus on pronunciation and using role-plays, presentations and discussions, learners develop their oral fluency, enabling them to operate confidently in a variety of real-life situations in English.

## Language Focus

Authentic target language and grammar points are introduced in this session, helping learners develop a solid foundation in English language.

## Language Practice

Building upon the language introduced in the previous class, learners have the opportunity to put their new knowledge into practice through speaking and writing activities.

## Reading and Writing Skills Focus

This class provides intensive focus on improving your reading and writing skills, as needed for your future work or studies.

## Project Workshop

This class mirrors the project work and collaboration which takes place in English around the world every day. In addition to your English language skills, you also develop your problem-solving, interpersonal, research and organisational skills.



# English Focus

## Become a high achiever

Our English Focus course provides you with the essential tools for effective comprehension and communication in English. In addition to the development of your knowledge and accuracy, classes focus on the core language skills of reading, writing, listening and speaking.

### Full-time course

25 hours per week

- 08.45—09.00 Morning Discussion Session
- 09.00—10.00 Spoken Performance Workshop
- 10.00—10.15 *Morning break*
- 10.15—11.15 Language Focus
- 11.15—11.30 *Morning break*
- 11.30—12.30 Language Practice
- 12.30—13.30 *Lunch break*
- 13.30—14.30 Reading and Writing Skills Focus
- 14.30—14.45 *Afternoon break*
- 14.45—15.45 Project Workshop

### Part-time course

15 hours per week

- 08.45—09.00 Morning Discussion Session
- 09.00—10.00 Spoken Performance Workshop
- 10.00—10.15 *Morning break*
- 10.15—11.15 Language Focus
- 11.15—11.30 *Morning break*
- 11.30—12.30 Language Practice

- Start any Monday of the year
- Minimum age 16
- Small class size – max 12 per class
- All levels, from beginner to advanced
- Study alongside native English speakers

## Course fees per week

	Full-time	Part-time
2-3 weeks	£420	£312
4-7 weeks	£390	£302
8-11 weeks	£360	£292
12 + weeks	£335	£282

For 1 week please add a £90 supplement to the 2-3 week price

## BULATS

The BULATS Reading and Listening exam is a flexible online test which provides formal certification of English comprehension level for professionals. As a Cambridge English exam, BULATS is recognised internationally by many employers. This exam can be taken at any time during our courses and a certificate of results is issued immediately.

2018 BULATS fee £40

Course fees include:

- Study materials during the course
- IT facilities and WiFi
- Certificate & individual report
- Tutor support at lunchtime
- Self-study resources
- Access to social programme



# Festival Course

## Festival Course

In August every year, Edinburgh comes alive for the International and Fringe festivals, with thousands of performances taking place in venues across the city, including dance, theatre, comedy and the world-famous Edinburgh Military Tattoo. We harness this energy in the classroom with our Festival course, which runs from 6th to 24th August. The course structure mirrors the English Focus programme, combining essential language and skills development and an afternoon Project Workshop inspired by the Edinburgh Festival. On past courses students have prepared and delivered a performance, led their own guided tour and produced a festival documentary, demonstrating their new-found confidence in a second language. The course is complemented by a full and varied social and cultural programme, with eight activities scheduled per week.

## Festival Course schedule

### 25 hours per week

08.45–09.00	Morning Discussion Session
09.00–10.00	Spoken Performance Workshop
10.00–10.15	<i>Morning break</i>
10.15–11.15	Language Focus
11.15–11.30	<i>Morning break</i>
11.30–12.30	Language Practice
12.30–13.30	Lunch break
13.30–14.30	Reading and Writing Skills
14.30–14.45	<i>Afternoon break</i>
14.45–15.45	Festival Project Workshop

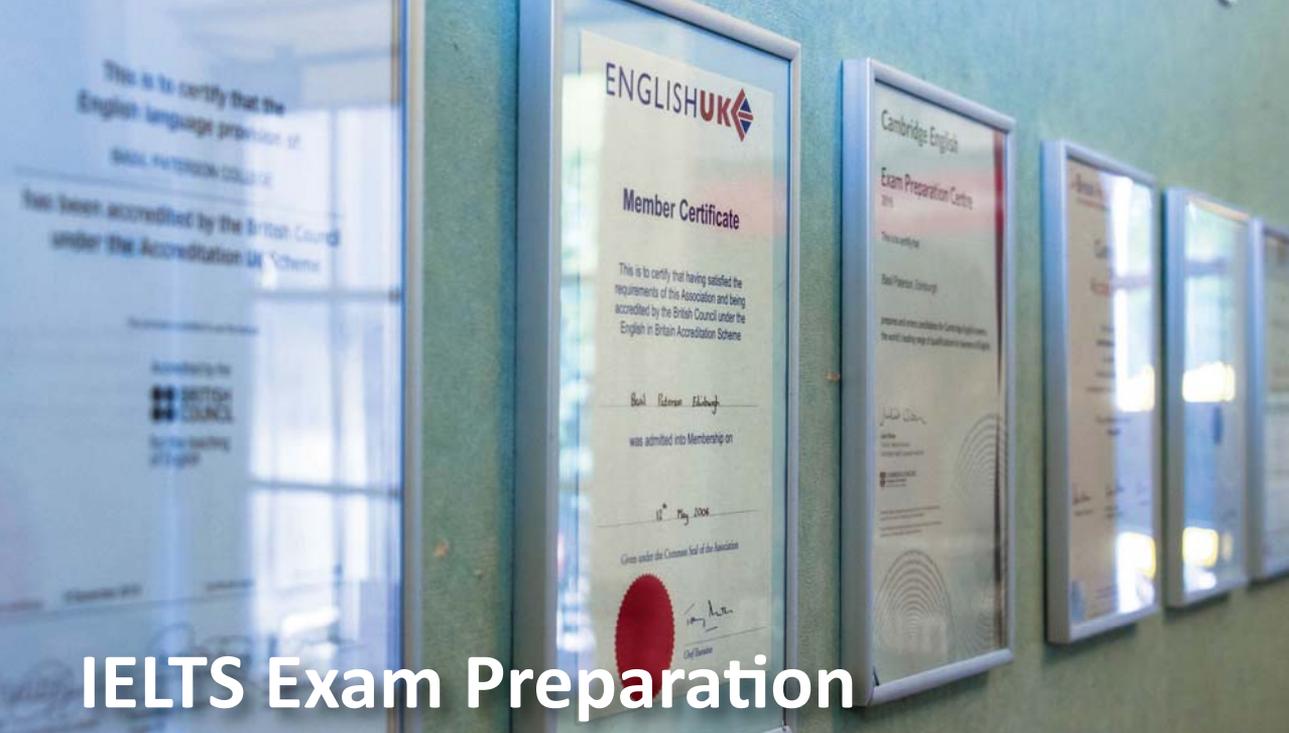
## Course fees per week

	Full-time	Part-time
2-3 weeks	£420	£312

For 1 week please add a £90 supplement to the 2-3 week price

### Course fees include:

- Level testing and needs analysis before arrival
- Study materials during the course
- Certificate and individual report
- Self-study resources
- IT facilities and WiFi
- Individual weekly coaching session
- Tutor support at lunchtime
- At least four weekday activities per week, including orientation walking tour
- Morning discussion session before class



# IELTS Exam Preparation

## Prepare for success

We understand the challenges examinations in English can bring. Our examination courses help you prepare for the exam, with development of your language skills in the morning classes and improvement of your exam technique in the afternoon classes. The Exam Strategies and Exam Skills Practice classes focus on exam techniques and familiarisation with the exam format and marking criteria. Experienced teachers provide useful feedback and guidance.

- Start any Monday of the year
- Minimum level of Intermediate for IELTS course
- Minimum 2 weeks of study

## Exam preparation schedule

<b>IELTS Exam Preparation: 25 hours per week</b>	
08.45—09.00	Morning Discussion Session
09.00—10.00	Spoken Performance Workshop
10.00—10.15	<i>Morning break</i>
10.15—11.15	Language Focus
11.15—11.30	<i>Morning break</i>
11.30—12.30	Language Practice
12.30—13.30	<i>Lunch break</i>
13.30—14.30	Exam Strategies
14.30—14.45	<i>Afternoon break</i>
14.45—15.45	Exam Skills Practice

## IELTS Exam Preparation course fees per week

2-3 weeks	£420
4-7 weeks	£390
8-11 weeks	£360
12 + weeks	£335

## IELTS Examinations at Basil Paterson Edinburgh

<b>06 January</b> 13 January	<b>07 April*</b> 14 April	<b>07 July</b> 21 July	<b>13 October</b> 20 October
<b>20 January</b> 03 February	<b>21 April</b> 05 May	<b>28 July</b> 11 August	<b>27 October*</b> 03 November
<b>10 February*</b> 24 February	<b>12 May</b> 19 May	<b>18 August*</b> 25 August	<b>10 November</b> 17 November
<b>03 March</b> 10 March	<b>02 June*</b> 23 June	<b>08 September</b> 15 September	<b>01 December*</b> 08 December
<b>24 March</b>	<b>30 June</b>	<b>29 September</b>	

Academic only / **Academic and General Training**  
\*Edinburgh and Aberdeen exam date

2018 IELTS Exam fee £160

### Course fees include:

- Level testing and needs analysis before arrival
- Study materials during the course
- Certificate and individual report
- Self-study resources
- Individual weekly coaching session
- Tutor support at lunchtime
- At least four weekday activities per week, including orientation walking tour
- Morning discussion session before class
- Guidance in booking your IELTS exam
- IT facilities and WiFi



# Cambridge Exam Preparation

## A qualification for life

If you require an official qualification for work or study, a Cambridge English exam is an ideal way to prove your level of English proficiency. Cambridge First (B2 level), Cambridge Advanced (C1 level) and Cambridge Proficiency (C2 level) are recognised by employers and universities all over the world; an excellent addition to your C.V. At Basil Paterson Edinburgh we offer intensive 4-week and 6-week Cambridge exam preparation courses for First Certificate and Advanced. We can also offer Proficiency preparation on an individual tuition basis. As Basil Paterson Edinburgh is the largest open test centre in Scotland for Cambridge and IELTS exams, you will take the final exam with us in the same building. A place on the Cambridge FCE or CAE exam is also included in the course fees and booking process.

### Course fees include:

- Level testing and needs analysis before arrival
- Study materials during the course
- Certificate and individual report
- Self-study resources
- IT facilities and WiFi
- Individual weekly coaching session
- Tutor support at lunchtime
- At least four weekday activities per week, including orientation walking tour
- Morning discussion session before class

## 6-week Cambridge Exam Preparation course fees

FCE & CAE*	05 Feb – 16 Mar	FCE £2480 CAE £2485 includes exam fee
FCE* & CAE*	30 Apr – 08 Jun	FCE £2480 CAE £2485 includes exam fee
FCE* & CAE*	22 Oct – 30 Nov	FCE £2480 CAE £2485 includes exam fee

Please note that the exam takes place the week after the course end date and therefore students should book an additional week's accommodation.

## 4-week Cambridge Exam Preparation course fees

FCE	2 July – 27 July	£1700 includes. exam fee
CAE*	25 Jun – 20 Jul	£1705 includes. exam fee
FCE	30 Jul – 24 Aug	£1700 includes. exam fee
CAE	30 Jul – 24 Aug	£1705 includes. exam fee

Please note the exam takes place after the course has finished, so students may need to book an extra night or extra week's accommodation

## Cambridge Exams at Basil Paterson Edinburgh

**CPE:** 10 Mar, 12 May, 14 Jun and 06 Dec

**CAE:** 17 Mar, 12 May, 13 Jun, 25 Jul, 24 Aug, 20 Oct and 05 Dec

**FCE:** 16 Mar, 19 May, 12 Jun, 26 Jul, 23 Aug, 13 Oct and 04 Dec

**PET for schools:** 06 Jun and 09 Jun

**KET & PET:** 25 May, 24 Jul and 07 Dec

Please note the speaking test normally takes place the day before the written components for FCE, CAE and CPE exams.



# Combination Course

## Tailored for your needs

A combination programme of group classes and individual tuition is ideal for those who would like to develop their language and communication skills alongside other students, with additional classes focussing on their specific needs. A combination course programme includes four hours of group classes each day, followed by either one or two hours of individual tuition.

Before arrival, we will ask you to complete a detailed needs analysis and placement test so your private teacher can prepare a relevant and stimulating programme of work for your individual lessons. These classes might focus on English for professional or academic purposes, exam preparation or teaching methodology, among others. Group classes follow our English Focus programme, consisting of a Spoken Performance Workshop, Language Focus, Language Practice and Reading and Writing Skills each day.

## Combination Course schedule

20 hours group classes + 5 or 10 hours of individual tuition per week

08.45–09.00	Morning Discussion Session
09.00–10.00	Spoken Performance Workshop
10.00–10.15	<i>Morning break</i>
10.15–11.15	Language Focus
11.15–11.30	<i>Morning break</i>
11.30–12.30	Language Practice
12.30–13.30	Lunch break
13.30–14.30	Reading and Writing Skills
14.30–14.45	<i>Afternoon break</i>
14.45–15.45	Individual Tuition
15.45–16.00	<i>Afternoon break</i>
16.00–17.00	Individual Tuition (Combination 10 only)

## Course fees per week

	Combination 5	Combination 10
2-3 weeks	£756	£1176
4-7 weeks	£726	£1146
8-11 weeks	£696	£1116
12+ weeks	£671	£1091

For 1 week please add a £90 supplement to the 2-3 week price

### Course fees include:

- Level testing and needs analysis before arrival
- Study materials during the course
- Certificate and individual report
- Self-study resources
- IT facilities and WiFi
- Individual weekly coaching session
- Tutor support at lunchtime
- At least four weekday activities per week, including orientation walking tour
- Morning discussion session before class



# Christmas Course

## 2018 Christmas Course dates

Week One	Full-time	Part-time
Monday 17th December	08.45 – 17.00	08.45-13.15
Tuesday 18th December	08.45 – 17.00	08.45-13.15
Wednesday 19th December	08.45 – 17.00	08.45-13.15
Thursday 20th December	08.45 – 17.00	08.45-13.15
Friday 21st December	08.45 – 17.00	08.45-13.15
<b>Weekly total</b>	<i>31.25 hours</i>	<i>18.75 hours</i>
Week Two	Full-time	Part-time
Monday 24th December	08.45 – 17.00	08.45-13.15
Tuesday 25th December	CLOSED	CLOSED
Wednesday 26th December	CLOSED	CLOSED
Thursday 27th December	08.45 – 17.00	08.45-13.15
Friday 28th December	08.45 – 17.00	08.45-13.15
<b>Weekly total</b>	<i>18.75 hours</i>	<i>11.25 hours</i>

## Course fees

	Full-time	Part-time
2 weeks	£840	£624

## Christmas Course

Edinburgh’s Christmas celebrations are well-known all over the world. As one of the few course providers open over the festive period, Basil Paterson Edinburgh offers an intensive two-week Christmas course which runs alongside our festive social and cultural programme. The Christmas Course is ideal for learners who want to come and experience a traditional Scottish Christmas in a homestay environment. It is also suitable for university students who are already studying in the UK over the academic year and would like intensive language skills development between semesters. Popular social and cultural activities during the Christmas Course include Scottish ceilidh dancing, festive storytelling, ice skating in Princes Street Gardens and a torchlit procession through the Old Town.

### Course fees include:

- Level testing and needs analysis before arrival
- Study materials during the course
- Certificate and individual report
- Self-study resources
- IT facilities and WiFi
- Individual weekly coaching session
- Tutor support at lunchtime
- At least four weekday activities per week, including orientation walking tour
- Morning discussion session before class



# Individual Tuition & Business English

## Focus on your progress

Our individual tuition courses offer a personalised, intensive English language programme that allows you to make the maximum possible progress for your individual needs. You can choose to focus on specific language development as well as specialised requirements, such as language for career purposes. Offering a flexible tuition programme, our experienced teachers also adapt your classes to suit your individual learning style.

Whether it is business English, exam preparation, or extra time developing one particular area of your language knowledge, we tailor each class to ensure you make maximum progress.

- Start any Monday of the year
- Minimum age 16
- All levels, from beginner to advanced
- Study in the same building as native speakers
- Choose from 1-40 hours tuition per week

## Individual tuition

Specialist areas include:

### Business English

Focus on language, vocabulary and practice of business situations to improve your confidence and performance in meetings, presentations, telephoning and e-mailing.

### Fluency Practice

Intensive practice of your speaking skills, with correction and language input tailored directly to you.

### Exam Preparation

Exam techniques, practice and feedback relating specifically to your exam and focussing on your individual needs.

## Course fees per week

	5 hours	10 hours	15 hours	20 hours
1 week	£510	£930	£1350	£1770
2-3 weeks	£420	£840	£1260	£1680
4-7 weeks	£390	£810	£1230	£1650

Course fees include:

- Level testing and needs analysis before arrival
- Study materials during the course
- Certificate and individual report
- Self-study resources
- IT facilities and WiFi
- Individual weekly coaching session
- Tutor support at lunchtime
- At least four weekday activities per week, including orientation walking tour
- Morning discussion session before class



# University Entrance Qualifications

## Tutorial College

Basil Paterson Tutorial College specialises in pre-university qualifications and offers students a direct pathway to further and higher education. We deliver academic programmes at National 5, Higher, Advanced Higher, GCSE and A Level.

Full time courses are 4-5 hours per week per subject and are taught over the full academic year. We have the option of small class sizes, with no more than 6 students in a class, or individual tuition. For students wishing to apply to college or university, we offer close individual support and monitoring of all college and UCAS applications.

Intensive revision courses run at Easter for National 5, Higher, Advanced Higher, GCSE and A Level. Year-round flexible tuition is also available for those students looking for extra support to supplement their studies elsewhere.

Our aim is to provide a personalised educational opportunity for all our students. We strive to create an intensive learning experience where our students are challenged as well as supported.

We achieve this by:

- Maintaining and building positive student/teacher relationships
- Maximising each student's academic development
- Encouraging and developing self-study skills
- Providing individual support
- Providing a flexible educational experience

For more information on Tutorial College course provision, please contact our team on [info@basilpatersonschool.co.uk](mailto:info@basilpatersonschool.co.uk)

### Course includes:

- Pre-arrival needs analysis
- Supplementary study materials during course
- Individual reports and feedback sessions
- Parents' evening
- Self-study resources
- Regular assessments and prelim exams
- Locker storage facilities
- IT facilities and WiFi
- Dedicated study room
- Access to social programme activities





# Social and Cultural Programme

At Basil Paterson Edinburgh we believe the learning experience should continue once classes have finished for the day. Our courses run alongside a varied social and cultural programme, which provide an opportunity for students to learn about the Scottish capital and make friends with both international and local students in a relaxed and informal setting. During the summer months we offer eight weekday activities per week and at least four activities per week during the rest of the year. The schedule changes every week, designed to provide something for all ages and interests. The majority of our activities are free of charge, with a small supplement for certain activities such as theatre visits or Scottish ceilidh dancing. We can also help students to book weekend trips to other parts of Scotland and make recommendations about the best places to visit.

## Sample programme (summer)

**Monday:** Guided walking orientation tour

**Tuesday:** Scottish ceilidh dancing (*£6 approx.*)

**Wednesday:** Visit to Cramond Island

**Thursday:** Walk along the Water of Leith to the National Gallery of Modern Art

**Friday:** Folk Music in a local pub

**Saturday:** Day trip to Loch Ness and the Highlands (*£40 approx.*)

A recent survey revealed our top five most popular social and cultural programme activities.

### 1. Traditional Storytelling in the College

Our most popular activity by far. We invite professional storytellers to the college to tell traditional Scottish stories, talk about local culture and give students the opportunity to share their own stories.

### 2. Scottish Ceilidh Dancing

At a traditional Scottish ceilidh, you won't just be a spectator; you'll be a participant. Scottish dancing is fun, energetic, sociable and all ceilidhs have a 'caller'; someone who teaches you the dance steps.

### 3. Escape Room

Working with a team of your classmates, you'll use your critical thinking and problem-solving skills to escape from a room. Will you manage to escape before your time is up?

### 4. Visit to the Scottish Parliament

Learn more about this historic and controversial building and go inside the debating chamber to listen to live debates.

### 5. Walk up Arthur's Seat

Did you know that Edinburgh is built around seven hills? A short walk to the top of Arthur's Seat provides beautiful views of the city skyline.



# Travel

## Getting here

You can fly directly to Edinburgh from over 100 destinations worldwide. The city is just a 1 hour flight from London and is also well connected to other major UK cities by train.

## Airport arrivals

Edinburgh International Airport is only 7 miles from the city centre, with the journey taking just 25 minutes. There are a number of regular transport services to the city centre:

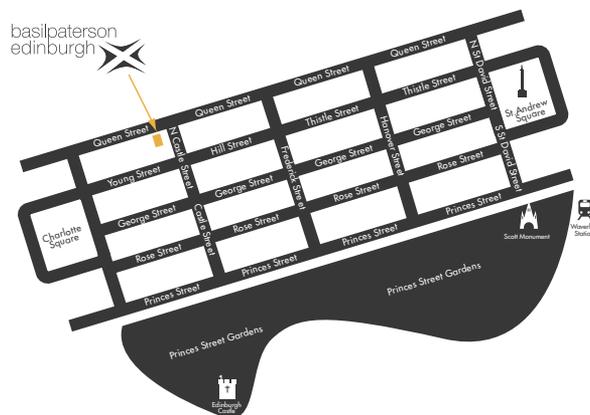
- **Airlink bus service** – Operates every 10 minutes during the day and every half hour at night. A return ticket will cost around £7.50. You will find the bus stop just outside the airport terminal.
- **Tram** – A new and popular method to travel to the city centre. Trams every 10 minutes each way, taking 40 minutes to arrive centrally at Princes Street. Return tickets £8.50.
- **Taxi hire** – Taxis are available from directly outside the airport terminal. A single journey to the city centre will cost around £30.
- **Executive airport transfer** – Basil Paterson can organise a transfer directly from Edinburgh airport to your accommodation. This will cost £58 each way, per person.

## Public transport

The city is further connected with an excellent public transport system.

Public transport available in Edinburgh:

- **Buses** – Connecting the city and its outskirts with a vast network of routes. Lothian buses sell weekly and monthly tickets which offer unlimited travel.
- **Trains** – The two main train stations, Waverley and Haymarket, link Edinburgh to cities and towns across the UK.
- **Taxis** – There are taxi ranks located throughout the city. A typical short journey should cost approximately £7 to £10.





Please read the Terms and Conditions before returning your completed Enrolment Form to:

Basil Paterson Edinburgh  
66 Queen Street, Edinburgh EH2 4NA  
Telephone: +44 (0) 131 225 3802  
Fax: +44 (0) 131 226 6701  
Email: info@basilpaterson.co.uk

# Enrolment Form

## Personal Details

Family Name

First Name  Nationality

Male  Female  Language

Date of Birth    Profession

Home Address

Telephone

Mobile Number

Fax Number

Email address

## Passport Details

Name as it appears on passport

Passport Number  Expiry Date

*Basil Paterson Edinburgh has been licensed by the UK Border Agency as a Highly Trusted Sponsor to enrol international students under Tier 4 of the Points Based System. Sponsor Licence Number: 9H4Q97VC8*

## Emergency Contact

Name  Telephone

## How did you hear about Basil Paterson?

British Council  Agent  Website  Advertisement  Friend  Teacher  Studied here before

Other

Agent Name

## Level of English:

Beginner  Elementary A1  Pre-Intermediate A2  Intermediate B1  Upper Intermediate B2  Advanced C1/C2

## Course Details

Start Date    Finish Date

English Focus Full-time  Part-time

IELTS Examination Preparation Full-time

Cambridge Examination Preparation FCE  CAE  CPE

Combination Courses Combination5  Combination10

Festive Programmes Festival Course  Christmas Course

Number of Hours per week required

## Accommodation and Welfare Details

To book accommodation through Basil Paterson, please indicate first, second and third preferences (1, 2 and 3) in the boxes below:

- Homestay – standard single room (half-board)
- Homestay – single room with private bathroom (half-board)
- Self-catering apartment
- Student residence (available in July and August only)

\*Accommodation begins from the Sunday before the course starts until the Saturday after the course ends.

Are you a smoker: Yes  No

Please provide any other relevant information (e.g. medical conditions, special dietary requirements, allergies etc.)

If you are not using our Accommodation service, please provide your contact address in Edinburgh.

Telephone:

If you are under the age of 18 you are required to submit a Parental Consent Form with your enrolment. Please contact us for a copy.

## Travel Details

	Flight Number	Date	Day	Time
Edinburgh Airport Arrival:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Edinburgh Airport Departure:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Executive Airport Transfers can be arranged at the cost of £58 each way.

Do you require an Executive Airport Transfer? Arrival  Departure

## Payment Details

Deposit (£300)  Full Fees

Bank Transfer  Cheque (UK £ Sterling Only)  Travellers Cheques (UK £ Sterling Only)  Cash

N.B. PLEASE ENCLOSE A COPY OF THE BANK TRANSFER DOCUMENT IF USING THIS METHOD OF PAYMENT.

The Language School Company Limited T/A Basil Paterson, HSBC, 65 Cornmarket Street Oxford OX1 3HY

**Account number:** 42788209 **Sort code:** 40-35-34 **IBAN:** GB39MIDL40353442788209 **SWIFT:** MIDLGB2108P

Credit/Debit Card Payments - please indicate card type:

VISA  MASTERCARD  DELTA  SOLO

Card Number  Valid from  Expiry Date

3 Digit Security Code (see back of card)

Name of cardholder  Invoice address if different

Address of cardholder

Signature  Date

## Declaration

I have read and understood the Terms & Conditions. I will / will not be responsible for the payment of the course fees. (Please delete where appropriate). If you are not responsible for payment of your course please provide the name and address of your sponsor.

Signature of student  Date

Signature of person responsible for fees  Date   
(if different from student)

# Booking Terms and Conditions

## 1. Definitions

1.1 When the following words with capital letters are used in these Terms, this is what they will mean:

**Booking:** your booking for one of Our Courses;

**Courses:** the language training courses advertised on Our website;

**Deposit:** the sum of 300 GBP;

**Event Outside Our Control:** is defined in clause 8.2;

**Fees:** the fees payable by you in respect of your Booking;

**Terms:** the terms and conditions set out below;

**We/Our/Us:** Instill Education Limited (trading as "OISE") a company registered in England and Wales under company number 01293463 and having its registered office at 38 Binsey Lane, Oxford OX2 0EY, United Kingdom. VAT registration number GB792403230.

1.2 When We use the words "writing" or "written" in these Terms, this includes e-mail unless We say otherwise.

## 2. Bookings

2.1 Bookings can be made by completing and submitting the form on Our website together with payment of your Deposit or the total Fees (as applicable, see clause 3.1).

2.2 Please ensure that you read these Terms carefully, and check that the details of your Booking are complete and accurate, before you make your Booking. If you think that there is a mistake, please contact Us to discuss. We will confirm any changes in writing to avoid any confusion between you and Us.

2.3 When you make a Booking with Us, this does not mean that We have accepted it. Our acceptance of the Booking will take place as described in clause 2.4. If We are unable to confirm your Booking, We will inform you of this.

2.4 These Terms will become binding on you and Us when we confirm your Booking in writing to you, at which point a contract will come into existence between you and Us. We will assign a unique reference number to your Booking and inform you of it when We provide confirmation. Please quote this number in all subsequent correspondence with Us relating to your Booking.

## 3. Payment of Fees

3.1 Where the Course is due to begin more than 4 weeks from the date of your Booking, a Deposit is payable at the time of making your Booking. Where the Course is due to begin less than 4 weeks from the date of your Booking, the Fees must be paid in full at the time of your Booking.

3.2 When We confirm your Booking under clause 2.4, We will provide a statement showing the balance of the Fees due to be paid, which should be settled at least four weeks before the Course starting date. Please note that you will not be allowed to attend any Course unless payment of the Fees has been made in full.

3.3 All Fees must be paid in Sterling (GBP). All bank charges are payable by you.

3.4 All refunds due under these Terms will be paid to the person from whom payment was originally taken, using the same method of payment as used by them.

## 4. Changes to Bookings

4.1 If you wish to change your Booking by switching to another Course, you must provide at least 10 days' notice of such change to Us in writing, otherwise you will be expected to attend the Course originally booked or cancel your Booking under clause 7.

4.2 Where you have given the appropriate notice under clause 4.1:

(a) We will refund any difference between the cost of the original Booking and your revised Booking on the last date of the Course to which you have switched (whether or not you remain on the Course for its full duration); or

(b) You may be required to pay any difference between the cost of the original Booking and your revised Booking at the time of your request.

4.3 If you wish to take a holiday at any time during the Course, you must give Us at least two weeks' notice in writing. No refunds are payable in these circumstances.

4.4 We reserve the right to cancel a Course, or make changes to course arrangements, as a result of Events Outside Our Control. Clause 8 will apply in such circumstances.

## 5. Our liability to you

5.1 Where We provide any assistance to you in making travel and accommodation requirements, We do so only as an intermediary between you, travel organisations and host families. Unless and to the extent caused by Our negligence, We will not be liable to you for any losses arising from any delays or failures relating to travel and accommodation arrangements. We will, however, use our reasonable endeavours to defend your interests and mediate on your behalf in the event of any breach of contract on the part of a travel organisation or host family.

5.2 If We fail to comply with these Terms, We are responsible for loss or damage you suffer that is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it is an obvious consequence of Our breach or if it was anticipated by you and Us at the time we entered into this contract.

5.3 We do not exclude or limit in any way Our liability for death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors, or for any liability which cannot be excluded or limited by law.

## 6. Insurance, accommodation, student visas, study permits and safeguarding

6.1 You are responsible for arranging your own travel and medical insurance (including the costs of repatriation in the case of illness or accident) and student visitor visa.

6.2 If you are denied a student visitor visa and provide Us with a copy of the rejection letter on or before the first day of the Course, We will refund all Fees paid.

6.3 Accommodation will begin on the Sunday before the Course starts and will end on the Saturday after the Course ends. If you have asked Us to arrange host family accommodation, you will receive details of your host family address at least five days before the Course starting date (unless you have made a late Booking) to enable you to inform the host family of your approximate time of arrival.

6.4 Basil Paterson Edinburgh operates a child protection and safeguarding policy in relation to care of our 16/17-year-old students. Full policies can be found on our website.

## 7. Your rights to cancel and applicable refund

7.1 You have the following rights to cancel your Booking:

(a) you have a legal right to cancel your Booking within 14 calendar days of the date of your Booking, in which event We will, subject to clause 7.3, refund all of the Fees including the Deposit; or

(b) you may cancel your Booking at any time after the period of 14 days referred to in clause 7.1(a) but before the Course has begun, in which event We will retain the Deposit and refund the balance of any Fees paid by you.

7.2 To exercise your rights to cancel under clause 7.1, you must inform Us of your decision by making a clear statement to this effect by completing the cancellation form on Our website or by contacting Us (see contact details below).

7.3 The law requires us to obtain your express consent to Us providing Our services where the starting date of the Course falls during the 14 day cancellation period referred to in clause 7.1(a). By making your Booking, you will be treated as giving this consent. You acknowledge that if you subsequently cancel, We will be entitled to deduct an amount from the Fees paid which is in proportion to the services that we have performed up to the date of your cancellation.

7.4 Once a Course has begun, you may cancel your Booking with immediate effect by giving Us written notice if:

(a) We break this contract in any material way and We do not correct or fix the situation within 30 days of you asking Us to in writing;

(b) We go into liquidation or a receiver or an administrator is appointed over Our assets; or

(c) We are affected by an Event Outside Our Control.

## 8. Our rights to cancel and applicable refund

8.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our obligations under these Terms that is caused by an Event Outside Our Control.

8.2 An Event Outside Our Control means any act or event beyond Our reasonable control including but not limited to strikes or other industrial action, civil commotion, terrorist attack or threat of terrorist attack, epidemic, adverse weather conditions or other natural disasters.

8.3 If an Event Outside Our Control takes place that affects the performance of Our obligations under these Terms:

(a) We will contact you as soon as reasonably possible to notify you; and

(b) We will, where possible, propose alternative arrangements (which may include alternative dates or venues) for the Course.

8.4 You may cancel your Booking if any alternative arrangements proposed by Us are unsuitable for any reason, in which case We will refund all Fees paid in advance for the Course.

8.5 We reserve the right to refuse your attendance on the course if you are suffering from any illness, medical condition or mental or physical disability which was not disclosed at the time of Booking.

## 9. How we may use your personal information

9.1 We will use the personal information (including sensitive information about your health, religious beliefs and practices or dietary requirements) that you provide to Us:

(a) to administer and provide Our Courses to you;

(b) to process payment in relation to any Booking;

(c) for internal training and monitoring purposes; and

(d) to inform you about similar Courses and other services that We provide, but you may stop receiving these at any time by contacting Us.

9.2 We will not give your personal data to any third party other than:

(a) as strictly necessary for Us to perform Our contract with you;

(b) to host families; or

(c) to the schools and offices within our group companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006) including those outside the European Union.

9.3 You have the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 1998. Any access request may be subject to a fee of £10 to meet Our costs in providing you with details of the information We hold about you.

9.4 We may wish to use photographs and audio visual media containing your image or likeness in our marketing and promotional materials and you hereby consent that We may do so in all and any media for such purposes. If you would prefer that We do not, you should notify Us in writing. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media continuing your image or likeness shall belong to Us and shall not entitle you to receive any royalties or other payments.

## 10. Other important terms

10.1 These Terms set out the entire agreement between you and Us relating to your Booking.

10.2 We may transfer Our rights and obligations under these Terms to another organisation, and We will always notify you in writing if this happens, but this will not affect your rights or Our obligations under these Terms.

10.3 This contract is between you and Us. No other person shall have any rights to enforce any of its terms.

10.4 Each of the clauses in these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

10.5 If We fail to insist that you perform any of your obligations under these Terms, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, We will only do so in writing, and that will not mean that We will automatically waive any later default by you.

10.6 These Terms are governed by Scottish law. You and We both agree to submit to the non-exclusive jurisdiction of the Scottish courts.

# basilpaterson edinburgh



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