



# PROFESSIONAL BUSINESS ENGLISH

## 2023

**LanguageCourse**<sup>net</sup> Book at worldwide lowest price at:  
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# THE HEART OF THE COTSWOLDS

When choosing the perfect English town to study in, there are many fantastic towns and cities to visit. Each will have their own attractions, but many students wish to have the best of both worlds with a gateway to the unspoiled and peaceful English countryside - and have easy access to the cities.

inlingua Cheltenham offers this perfect compromise - located in the heart of the Cotswold countryside and yet in quick, easy and cheap reach of cities like London, Bristol, Oxford, Birmingham, Bath and Cardiff.



Cheltenham is a vibrant and exciting English town located in the heart of the Cotswolds, one of the most beautiful areas of England. Here you can concentrate on improving your English in a pleasant and tranquil environment without the stress of busier destinations. We are the only private English language school locally, which provides maximum exposure to the language, culture and people. Cheltenham has a population of 120,000 and the people who live here are predominately English.

Cheltenham is a typical English town where you can experience real English life and culture. The people of Cheltenham have no discernible accent, so the English spoken is clear and understandable. In addition to your training programme, you will have the chance to take full advantage of the wide range of cultural, social and sporting events that Cheltenham offers and experience all aspects of English life and culture.

The school is based in the centre of Cheltenham, only 50 metres away from the main high street. Accommodation for students is either a walk or a short bus journey away. Students will be impressed how quick and easy it is to get around the town, either walking to school or going home at night to their homestay.

Cheltenham is a university town with a reputation for its excellent shops, restaurants, cafes, bars, pubs, clubs, cinemas and theatres.

Cheltenham is a Purple Flag town which means it has been recognised as a safe and secure place in the heart of the Cotswolds. The town has a very low crime rate and students will feel safe in the town centre and suburban areas.

Students will be taught by a native speaking teacher and stay in a native speaking host family, a true immersion programme.



## ABOUT OUR BUSINESS CENTRE AND FACILITIES

Our Business Centre is a quiet haven for those who wish to come to the UK to study Business English. As one of the few schools in the country that offer a dedicated building for their corporate clients, this is a serious and tranquil environment to study amongst likeminded professionals. There is a separate common room, study area and social programme for our corporate clients.

Our main school building is next door to the Business Centre.

- Our campus has the following facilities:
- Free Wi-Fi throughout the school
- 45 computers for students use
- 3 film rooms for learning or recreation
- Recreational computer room
- Learning Centre
- Computers in each classroom
- Reading Library
- Large common room and garden

The school offers FREE Gym membership to all our corporate clients at Cheltenham Ladies College Public Gym, which allows students to use three gyms and a 25 metre swimming pool. The facility is available throughout the day and weekends.



# PROFESSIONAL BUSINESS ENGLISH COURSES

## SIMULATED BUSINESS MEETINGS

Every Wednesday afternoon in the Business Centre, we stage a simulated Business meeting. Clients are given a professional role beforehand, along with a scenario based on a real Business situation. With the help of their teacher they will prepare their contribution for the meeting. Teachers then observe the meeting and give feedback. Clients find it useful practice for the real thing!

## BLENDED LEARNING

inlingua Cheltenham offers a blended learning approach to their courses and clients will have the opportunity to learn either through

- Online Business English tuition only in your company or home
- Face to Face tuition at inlingua Cheltenham
- Face to Face and Online afterwards

Our highly qualified Business English Teachers can teach you online or in Cheltenham they are very well trained to offer both formats of learning and many of our clients are now using either format which ever suits their specific learning preference. Our face to face and online prices can be found in the brochure

## COMPANY VISITS

We frequently arrange visits to local companies. A guided tour of an interesting factory can often provide stimulating and useful language practice. Visits in the past have included Morgan Sports Car Factory in Malvern, where they build sports cars by hand. In nearby Oxford, there is the state of the art automated BMW/Mini-Cooper Plant. Students can also request company visits for themselves as a fact finding mission or business collaboration which we can help arrange.



# THE BUSINESS SKILLS AND INDUSTRIES

We have for many years worked with clients from a variety of industry sectors. Whether we have given expert tuition to just one employee or whole groups, we have approached the task in hand with the dedication and professionalism multinational companies have come to expect from us.

We offer Business English lessons focussed specifically on the industry of your choice, for example for Law, Aviation, Oil and Gas and many others. Please check the list below for your industry or ask us if you require something different.

## INDUSTRIES

- Military
- Aviation
- Product Management
- Oil & Gas
- Medicine
- Quality Management
- Logistics
- EU regulations
- Science and technology
- Law
- Finance
- Procurement
- Diplomacy
- Security
- Public Sector
- Manufacturing
- Sales and Marketing
- Administration



On your first day, you will complete an assessment and then complete a needs analysis with your teacher to identify your personal objectives. We will then create a personalised course to match your needs.

We will guide you through each possible business situation by using the specially developed inlingua APP material. You can choose from any of the inlingua module option

- Presentations
- Business Correspondence
- Interview skills
- Telephoning
- E-mailing
- Business Writing
- Human Resources
- Management
- Financial English
- Meetings
- Negotiation
- Socialising Across Cultures



## ONE TO ONE TEACHING (CIP - CRASH INTENSITY PROGRAMME)

Number of lessons/hours: 20, 30, 35, 40, 45 or 50

Age: Adults, 21+ years old

Course Dates: All year round, start every Monday

Minimum stay: 1 week

Levels taught: Beginner-Advanced

Max class size: One to one

This is a total English immersion programme for those wishing to make fast progress in a limited time. Lessons are taught on a one to one basis. Typically, morning lessons focus on grammar and language skills development, while afternoon sessions focus on specialist skills related to your profession.

The course is tailored for each client. Afternoon specialist skills modules include: Presentations, Telephoning, Socialising Across Cultures, Meetings, Business Correspondence, Emailing, Negotiating and Interview skills.

Crash Intensity Programme (CIP)				
Summary	Code	Lessons per Week	Weeks	Cost per Week
One to one lesson programme. 45 minutes per lesson.	CIP 20 (15 hrs)	20	1-2	GBP 995
			3-4	GBP 955
			5+	GBP 895
	CIP 30 (20 hrs)	30	1-2	GBP 1425
			3-4	GBP 1375
			5+	GBP 1315
	CIP 40 (30 hrs)	40	1-2	GBP 1880
			3-4	GBP 1825
			5+	GBP 1645
	CIP 50 (37.5 hrs)	50	1-2	GBP 2220
			3-4	GBP 2115
			5+	GBP 1975

**Price includes:** 20, 30 or 40 or 50 lessons of tuition per week (0900-1215, or 0900-1500 or 0900-1645 or 0900-1830 inclusive of breaks), social programme, all materials and books and Linguaskill test at the end. **Please note:** Additional Individual one to one lessons cost £50 per 45 minute lesson.

## MINI GROUP COURSES (PSP - PROFESSIONAL SKILLS PROGRAMME)

Number of lessons/hours: 20 or 30

Age: Adults, 21+ years old

Course Dates: All year round, start any Monday

Minimum stay: 1 week

Levels taught: Pre-Intermediate-Advanced

Max class size: 4

This programme concentrates mainly on English skills that are needed in a business environment. The lessons are mini-group lessons with a maximum of 4 clients per class. In the mornings, lessons focus on grammar and language skills development. The afternoon lessons focus on business skills, and you have the opportunity to put the language into practice in simulated group based business scenarios.

This course is also available with extra one-to-one lessons.

Professional Skills Programme Mini Group classes - Maximum 4 per class				
Summary	Code	Lessons per Week	Weeks	Cost per Week
Mini group training programme. 45 minutes per lesson.	PSP 20	20 (15 hours)	1-2	GBP 490
			3-4	GBP 470
			5+	GBP 415
	PSP 30	30 (22.5 hours)	1-2	GBP 685
			3-4	GBP 665
			5+	GBP 620

**Price includes:** 20 or 30 lessons of tuition per week (0900-1215 or 0900-1500 including breaks), social programme, all materials and books.





# ONE TO ONE AND MINI GROUP COMBINATION COURSES

## COMBI 20:20

**Number of lessons/hours:** 40 lessons (30 hours) (20 mini-group plus 20 individual lessons)

**Age:** Adults, 21 + years old

This is one of our most popular programme and combines both the sociable mini-group option with one-to-one lessons.

## CIP COMBI 30:10

**Number of lessons/hours:** 40 lessons (30 hours) (30 individual lessons plus 10 mini-group lessons)

**Age:** Adults, 21 + years old

Ideal for those clients who wish to concentrate on Business English through individually designed one-to-one lessons with some additional mini-group practice sessions.

## CIP COMBI 20:10

**Number of lessons/hours:** 30 lessons (22.5 hours) (20 individual lessons plus 10 mini-group lessons)

**Age:** Adults, 21 + years old

A slightly less intensive option which allows more time outside of the classroom to practice social English. This programme is a combination of mini-group lessons with one-to-one lessons.

## PSP COMBI 10:30

**Number of lessons/hours:** 40 lessons (30 hours) (10 individual lessons plus 30 mini group)

**Age:** Adults, 21 + years old

An economical way to combine a Business English minigroup programme with some individually designed one-to-one lessons

## PSP COMBI 10:20

**Number of lessons/hours:** 30 lessons (22.5 hours) (10 individual lessons plus 20 mini group)

**Age:** Adults, 21 + years old

A slightly less intensive programme consisting of 30 lessons both in mini-groups and one-to-one.

**Price includes:** 30 or 40 lessons of tuition per week (0900-1500 or 0900-1645 inclusive of breaks), social programme, all materials and books



One to One (CIP) and Mini Group (PSP) Combination Options and Prices				
Summary	Code	Lessons per Week	Weeks	Cost per Week
One to One and Mini Group Training Programme. 45 minutes per lesson.	CIP Combi 30:10 (30 hours)	40 - 30 one to one lessons and 10 mini group lessons	1-2	GBP 1640
			3-4	GBP 1615
			5+	GBP 1585
	CIP Combi 20:20 (30 hours)	40 - 20 one to one lessons and 20 mini group lessons	1-2	GBP 1470
			3-4	GBP 1425
			5+	GBP 1365
	CIP Combi 20:10 (22.5 hours)	30 - 20 one to one lessons and 10 mini group lessons	1-2	GBP 1205
			3-4	GBP 1155
			5+	GBP 1095
	PSP Combi 10:30 (30 hours)	40 - 10 one to one lessons and 30 mini group lessons	1-2	GBP 1155
			3-4	GBP 1120
			5+	GBP 1075
PSP Combi 10:20 (22.5 hours)	30 - 10 one to one lessons and 20 mini group lessons	1-2	GBP 955	
		3-4	GBP 890	
		5+	GBP 800	
Price includes: 30 or 40 lessons of tuition per week (0900-1500 or 0900-1645 inclusive of breaks), social programme, all materials, books and FREE Linguaskill test at the end.				

# A SELECTION OF COMBINATIONS TO CHOOSE FROM

(FITS WELL WITH THE COURSES 20:20, 10:20 OR 10:30)

inlingua Cheltenham specialises in the designing customised courses on a one to one and small group basis . We can offer a wide range of short, intensive business English courses to prepare our clients for one or several specific areas of professional communication. We have a large variety of trainers and teachers and can create bespoke courses to suit the individual or company's training and linguistic needs.

## SPECIALIST ENGLISH COACHING

Working together with our potential clients, we seek to identify the specific communication problems and needs by conducting a needs audit, before designing in collaboration with the client the specific and highly personalised programme that is required.

Here are some of the most popular programmes we offer in specialist English:

- English for Engineering
- English for Human Resources
- English for Cross-cultural Communication
- English for Finance and Accounting
- English for Project Management
- English for Logistics Management

Please contact us if you are looking for a differen

## COURSE DURATION AND TIMETABLE

Course duration can be for between 1 and 4+ weeks (2 weeks is the average). The programme is very intensive and includes 22.5 or 30 contact hours per week. . In addition to this you can have the optional choice of having lunch with a teacher, evening social programme to develop your Social English, these will include, drinks evening, restaurant nights, guided tours, live music, cultural events, excursions to places of interest.

**Mini group of maximum 4 people in the morning,** focusing on professional communication in an international context with students of different nationalities and cultures.

**One to one classes in the afternoon,** giving the students the opportunity to not only study English but work on individual and specialised needs necessary for professional communication.

Sample Timetable	
09:00 – 10:30	Period 1 Group courses (mini-group – Maximum 4 participants)
10:30 – 10:45	Morning Coffee Break
10:45 – 12:15	Period 2 Group courses (mini-group – Maximum 4 participants)
12:15 – 13:30	Lunch with teacher/s and fellow students (optional)
13:30 – 15:00	Period 3 with One to one or Mini Group classes
15:00 – 15:15	Afternoon Coffee Break
15:15 – 16:45	Period 4 with One to one class
Evening Social Activity Programme (optional)	





## MINI-GROUP SESSIONS (3 OR 4.5 HOURS):

In each of the Specialist courses the morning will focus on Business English in group situations with a maximum of 4 participants in the class. The content covered will consist of:

- Meetings and Teleconferencing – how to participate with other members of a team.
- Negotiations – discussing how to come to an agreement with someone in a diplomatic way.
- Presenting Information – Conveying an idea to the team or a customer.
- Dealing with Numerical Data.
- Telephoning – checking and clarifying and improving listening skills.
- Socialising and Networking – Before or after a meeting, at a conference or in the restaurant.
- E-mail, Letter and Report Writing.
- Cross-cultural awareness – how different culture approach similar situations and how to avoid misunderstanding.



# AFTERNOON ONE TO ONE CLASS (1.5 OR 3 HOURS):

Special emphasis is placed on the relevant vocabulary, register and grammatical structures that are used in this context and the client is given the opportunity to practice using the language that he or she has acquired by means of seminars, group sessions and communicative practice activities. For each of the specialist programmes the content covered in the one to one classes in the afternoon for each specialist area will be:

## ENGLISH FOR ENGINEERING: LEXICAL CONTENT

On our English for Engineers course we look together with the individual student at the specific language that is required for them to be able to do their job more effectively, and tailor their course accordingly to their needs. An example of this might include building the range of vocabulary in some of the following areas:

- History of Engineering
- Shapes
- Materials
- Tools
- Energy
- Machines, Computers, Nanotechnologies, MEMS and NEMS
- Measurement
- Scientific Method
- Health and Safety
- Civil Engineering
- Chemical Engineering
- Mechanical Engineering
- Electrical Engineering
- Aerospace Engineering
- Engineering and Sustainability



## ENGLISH FOR HUMAN RESOURCES: LEXICAL CONTENT



On the English for Human Resources course we will work together with the student to look at the language that is required for them to be able to do their job more effectively, this might include building the range of vocabulary in some of the following areas::




- The role of Human Resources Management
- Job Analysis
- Planning and Recruitment
- Selection and Interviewing
- Training and Development
- Compensation, Incentives and Benefits
- Diversity
- Strategy
- HR Documents
- The Legal environment
- Appraisal and career management









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 +41 225 180 700  
 +45 898 83 996  
 +86 19816218990

 +49 221 162 56897  
 +39 02-94751194

 +43 720116182  
 +48 223 988 072

## ENGLISH FOR CROSS-CULTURAL COMMUNICATION: LEXICAL CONTENT

Subject to needs analysis of the participant's requirements, the course may include vocabulary extension in the following areas:

- Overcoming cultural barriers
- Communicating across cultures
- Exploring working styles
- Doing business in foreign markets
- Managing international mergers
- Living and working in a foreign country
- Working in international teams
- Training and developing an international outlook.

## ENGLISH FOR FINANCE AND ACCOUNTING: LEXICAL CONTENT

Subject to needs analysis of the participant's requirements, the course may include vocabulary extension in the following areas:

- International financial reporting standards
- Annual financial statements
- Company performance reports
- Overseas investment
- Start-up capital
- Options trading
- Corporate environmental, social and governance issues
- Risk management and failure
- Auditing





**ENGLISH FOR PROJECT MANAGEMENT:  
LEXICAL CONTENT**

Subject to needs analysis of the participant's requirements, the course may include vocabulary development in the following areas:

- International challenges
- Building Relationships
- Managing People
- Keeping projects on Schedule
- Dealing with Conflict
- Cultural Awareness
- Marketing the project
- Making and Meeting Milestones
- Completing Successfully

**ENGLISH FOR LOGISTICS: LEXICAL CONTENT**

Subject to needs analysis of the participant's requirements, the course may include vocabulary extension in the following areas:

- Supply chain efficiency
- Relations with suppliers
- Global sourcing and manufacturing
- Transport and distribution
- Inventory management
- Environment issues and the supply chain.



# OPTIONAL EXTRA SERVICES

**Lunch with the teacher:** £225 per week (Five lunchtimes per week) *Please Note: The cost of the meals for the client and the teacher should be paid directly to the restaurant by the client.*

**One to one Tuition at inlingua Cheltenham:** £50 per 45 minute lesson

**Online one to one tuition:** £40 per 60 minute lesson (15% discount if combined with a course at inlingua Cheltenham)

**Online two to one tuition:** £25 per person per 60 minute lesson

**Online three to one tuition:** £20 per person per 60 minute lesson

**Company Visits:** £50 per company (related to your company interests)

**Breakfast Business Club:** £30 per breakfast meeting

**Business Seminars at University of Gloucestershire Growth Hub:** £30 per workshop

Accommodation Costs			
Standard Homestay Half Board	£180 per week	Standard Homestay Full Board	£205 per week
Executive Homestay Half Board	£230 per week	Executive Homestay Full Board	£255 per week
Self-Catering Homestay	£140 per week	Hotel Guest House & B&B and Serviced Apartments	£70 to £140 per night
Please Note: Normal arrival and departure day is Sunday. (The charges above are for 7 nights' accommodation). Students can arrive on a Saturday by prior management with the school but will be charged from that day. An extra night's accommodation is charged at a supplement of £30 per night. <i>There is Summer School Supplement of £15 per week for those students staying from 14th June and 20th August 2021.</i> Courier Fee: £100 (if applicable)			

Airport Transfers (Coach or Taxi)					
By coach (Return - Two Way)	Airport	Sterling	Taxi (one way only)	Airport	Sterling
We can arrange a return (two way) coach ticket for you from the following airports / stations Note: These prices include inlingua Cheltenham's administration fee	Heathrow	£95	We can arrange a pick up and drop off service at most places in England.  <b>Note:</b> Here are the one way prices for most destinations.	Heathrow	£185
	Gatwick	£100		Birmingham/ Bristol	£150
	Stansted	£100	Students arriving in groups of 2, 3 or 4 can share taxi costs.  We reserve the right to charge an excess if your flight has been delayed or cancelled. This is to cover any costs charged to us by the taxi company.	Gatwick/London	£220
	London Victoria	£100		Stansted	£220
	Luton	£100		Luton	£185

You can organise your own ticket through National Express coaches if you wish.  
The internet link is [www.nationalexpress.com](http://www.nationalexpress.com)

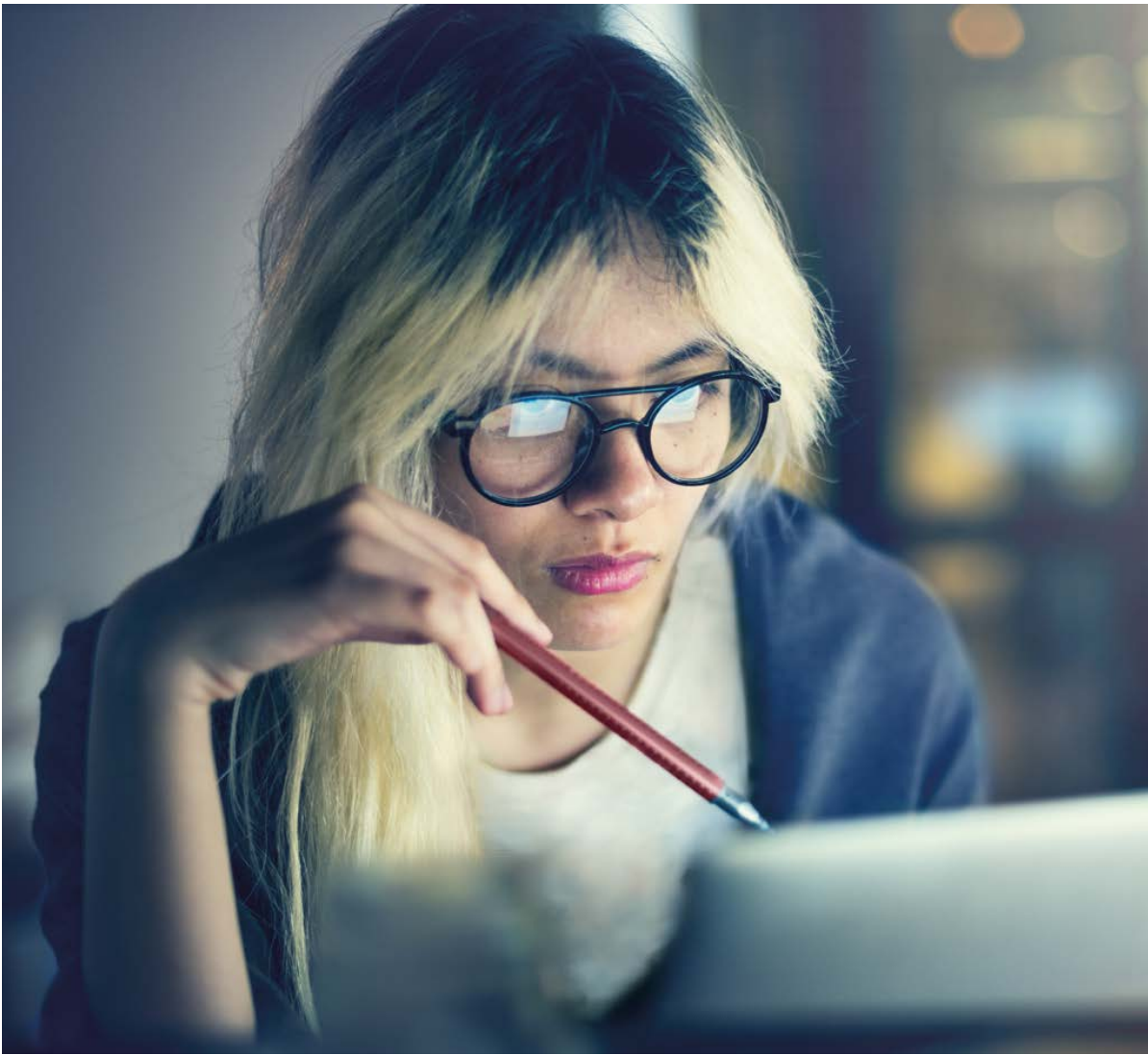


# OVERSEAS CONTRACTS

Over the last few years inlingua Cheltenham has increasingly become involved in overseas contracts where we have offered courses, with or without a blended learning approach. Below are some of the courses we have completed and are currently involved in which may give you some idea of what we can offer.

- • English for Oil and Gas courses in Germany for BP
- • Online General English and English for Oil and Gas for PetroChina in Iraq
- • General and Military English for Qatari Army
- • English for Diplomacy in Oman
- • Teacher Training Joint Cert TESOL course at Shenyang University in China
- • Teacher Training Diploma TESOL course in Malta.
- • Cert TESOL course in Zurich
- • Argentina Wetland Course for Park Rangers
- • Teacher Refresher Courses in Huizhou, China
- • IELTS Prep for Omani Embassy in the UK
- • IELTS Preparation for Qatari Military for HND Access Courses

Whether it is 1 or 1000 people who need specific training in English in relation to their industry, we can help you.





# BUSINESS ENGLISH EXAMS

The following courses are available for those students who wish to take these examinations at inlingua Cheltenham or elsewhere. We can offer full preparation courses for each of these examinations upon request.

## LINGUASKILL (CAMBRIDGE ASSESSMENT)

At inlingua Cheltenham we offer the Linguaskill is a quick and convenient online test to help organisations check the English levels of individuals and groups of candidates. You can use one test for everyone, of all abilities. It's fast and accurate, and can be easily administered and invigilated at your own venue at a time that suits you. It provides

accurate results within 48 hours, with clear individual Test Reports and Group Reports. Results are mapped to the Common European Framework of Reference (CEFR), the international standard for describing language ability.

## CAMBRIDGE BEC VANTAGE AND HIGHER

The Cambridge BEC examination is a useful qualification for people who need to use English as a foreign language in international business and who are already in business orientated work or preparing to follow such a career.

The examination is aimed at an upper intermediate or advanced level of competence.

# BUSINESS CENTRE SOCIAL PROG RAMME

We have designed our social programme for our Business English clients from the feedback our executive clients have given. Our social programme allows our clients to build upon their new found language skills in a way that will still add value through situations that may come across through their work, be it entertaining or networking. The Social Programme is offered free to corporate clients we only ask them to pay for any meals, drinks or entrances during the week, the transport and accompanying teacher are FREE.

## SAMPLE SOCIAL PROGRAMME

### Monday 1700 - 1800

**Welcome drink:** Join our Principal and your fellow clients in a traditional English pub.

### Tuesday 1830 - 2030

**Dinner at a favourite restaurant:** Enjoy a lovely meal in the company of your teachers and fellow clients. This is a great evening out and a good way to practice your English.

### Wednesday 1515 - 1645

**Simulated business meeting:** A perfect opportunity to practice your English in a business meeting. During this teachers will observe and give feedback at the end.

### Thursday 0900 - 1230

**Morgan Car factory:** Visit one of the few truly British car factories in the country. You will see car making in process by hand instead of machines. (Fortnightly visits)

### Thursday 1800 - 2000

**Skittles:** A fun traditional English pub game - a great way to relax and unwind after a busy day of learning.

### Friday 1030 - 1100

**Goodbye drinks:** Join your colleagues and teachers to celebrate finishing your Business English course, enjoy a drink and some nibbles

### Saturday 0900 - 1800

**Full day excursion:** Join one of our teachers and other clients for a day trip to some of England's finest cities, where you can see the sights.



# ENROLMENT FORM 2023

Passport no.	<input type="text"/>	Date of Birth	<input type="text"/>	YOUR PHOTO	
Mr/Mrs/Miss	<input type="text"/>	First Name(s)	<input type="text"/>		
Last name	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	Post-code	<input type="text"/>	Country	<input type="text"/>
Nationality	<input type="text"/>	Occupation	<input type="text"/>		
Mobile No.	<input type="text"/>	Tel No.	<input type="text"/>	Email	<input type="text"/>
Emergency Contact in your country: English speaking: Yes		<input type="checkbox"/>	No:	<input type="checkbox"/>	Relation to you:
Name	<input type="text"/>		Tel No.	<input type="text"/>	

## COURSE REQUIRED:

	Course Name	Start Date	Finish Date	No. of weeks
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Example				
1.	PSP30	02.01.23	27.01.23	4

## WHAT IS YOUR LEVEL OF ENGLISH?

Beginner	Elementary	Pre-Intermediate	Intermediate	Upper Intermediate	Advanced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# ENROLMENT FORM 2023

## DO YOU REQUIRE A VISA?

Yes ☐ Short Term Study Visa ☐ Up to 6 months ☐ Up to 11 months ☐

## ACCOMMODATION:

Standard Homestay ☐ Executive Homestay ☐ Self Catering ☐  
 Hotel ☐ Other ☐  
 Date of arrival  Date of departure  Half board ☐ Full board ☐  
 With Children: Yes ☐ No ☐ With Dogs: Yes ☐ No ☐ Any medical condition(s) we should know about? i.e. diabetic:   
 With Cats: Yes ☐ No ☐ Do you smoke? Yes ☐ No ☐   
 Other requirements:

## TRAVEL:

I am arriving at  Date of arrival  Time of arrival  Flight No.   
 (name of airport)  
 I am departing from  Date of departure  Time of departure  Flight No.   
 (name of airport)  
 I want inlingua to organise: a return coach ticket ☐ a one way taxi transfer ☐ a two way taxi transfer ☐  
 one way coach ticket (price on request) ☐ I will organise my own transfers ☐

## HOW TO PAY:

☐ By bank transfer in pounds sterling (account details on the invoice you will be sent)  
☐ By bankers' cheque (in pounds sterling drawn on a UK bank)  
☐ By bank transfer or CC through online 'Pay to Study' system via our website  
☐ Through my inlingua school/agent who are:

Signed

Dated



# WHAT YOU MUST DO?

## BUSINESS CENTRE

1. You need to complete and send the enrolment form in this brochure, if unable to do so obtain one by email from the school or apply online via the website [www.inlingua-cheltenham.co.uk](http://www.inlingua-cheltenham.co.uk)
2. You need to calculate the total cost of your course by adding together:
  - Total tuition fee
  - Total accommodation price (if required)
  - Airport transfers and other transport services
  - Any other costs i.e. Lunch with the teacher
3. Send us your flight, train or coach details as soon as you have arranged your travel even if you have not booked the airport meeting and transport service through the school.
4. Tell us immediately if you have to change your course dates because of any delays or if your visa has been refused.
5. Fees should be paid at least three weeks before your arrival date or according to a prior arrangement. (Refer to Terms and Conditions - Deposit and Payment at the back of this price list.). If you are a Visa student, upon confirmation of your enrolment and invoice, you must pay 15% deposit of the total invoice value before we issue the visa documents unless you have a prior arrangement with the school.
6. Upon successful completion of your Visa application, full payment of remaining fees must be paid at least 3 weeks before course starts unless you have a prior arrangement with the school.

## WHAT WE DO?

When we have received your form and deposit (if applicable), we will send you:

- A letter confirming the booking.
- Confirmation of the total amount you must pay for your course, accommodation & any other cost (your invoice).
- A Certificate of Enrolment if you need to obtain a visa to enter Britain.
- Information about your accommodation including travel details (this may be sent a few days after your enrolment documents), confirmation of your airport meeting and transport service (if booked).
- If we cannot accept your application, we will offer you an alternative date for your course or refund your deposit.

## HOW TO PAY?

The prices in the price list are for full payment in advance for the course and accommodation. All payments must be made in £ Sterling (GBP).

**By cash** direct to the school, (Do not send cash in the post).

**By a cheque** drawn on an English bank, payable to inlingua Cheltenham.

**By travellers' cheques** payable to inlingua Cheltenham.

**By Sterling bank transfer** or by CC through 'Pay to Study' via our website

**Name of Account:** EVA Ltd t/a inlingua Cheltenham

**Name of Account:** inlingua Cheltenham

**Bank:** Lloyds TSB

**Address:** 130 High Street CHELTENHAM GL50 1EW

**Account Number:** 34564760

**Sort Code:** 30-95-72

**IBAN Code:** GB38 LOYD 309572 34564760 BIC

**Code (Swift):** LOYDGB21054

(If you are paying by Sterling Bank Transfer, you should fax or send a copy of the transfer document with your application form. Please ask the bank to include your name and invoice number or student number on the transfer).

*We hope everything in this section is understandable and clear, if for some reason it is not clear please ask, we are here to help.*

## CANCELLATION

A cancellation charge will apply according to the following scale:

- up to 21 days before the course begins: lose deposit plus non-refundable fees
- 21 days to 15 days 33% of the total invoice
- 14 days to 8 days 66% of the total invoice
- 7 days to 3 days 75% of the total invoice
- 2 days or less 100% of the total invoice
- no refunds will be made after the course has started

If a course is cancelled due to an unsuccessful visa application, all fees paid to us (minus our bank charges, Visa Application, and Courier fees) will be refunded in full, on receipt of written confirmation from the Visa Section of the British Embassy that your visa application has been unsuccessful.

## BUSINESS CENTRE

If there are no other clients of similar level, Business Centre mini-group lessons are upgraded to one to one, but with 50% fewer lessons.

This policy will be implemented at the school's discretion. Please note that we do not accept beginners on group classes until they have progressed enough to join a group course of Elementary level.

## BANK HOLIDAYS

Business Centre classes will run as normal.

## EXAMINATION FEES AND SKILLS SESSIONS

Examination Fees (for BEC etc.) are not included in the course price except for Linguaskill which we offer for most courses Free of Charge. Please look at what the course includes and take advantage of this qualification.

Business Centre

The Executive Social Programme is included in the fees, except the cost for public transport, meals, entrance fees & personal spending which are to be paid for by the client.

Please note: inlingua Cheltenham organises activities and excursions as a service to clients and can accept no responsibility for loss of clients' belongings or any personal injury to clients whilst participating in these activities.

## HEALTH AND TRAVEL INSURANCE

All students attending courses at inlingua Cheltenham are covered by our GuardMe Health and Travel Insurance. Please ask the school for a copy of the insurance policy to see you are properly covered. If you wish to take out additional insurance then please do, but you should be well covered by our insurance.

## DECLARATION BY THE CLIENT

When you enrol on a course at inlingua Cheltenham, whether you complete an inlingua Cheltenham enrolment form, enrol via an agent or by any other means, your act of enrolment means that you are fully in accordance with our terms and conditions and agree to abide by them.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

inlingua Cheltenham is continually updating its marketing materials therefore photographic and video footage may be taken on occasions.

☐ Please tick this box if you do not wish to have your image for publicity.

SCHOOL PUBLIC HOLIDAY DATES 2023		
Date	English and Vocational Centre	Business Centre
1st January	Closed	Closed
7th April (Good Friday)	Open for all lessons	Open for all lessons
10th April (Easter Monday)	Closed	Open for all lessons
1st May (May Day Holiday)	Closed	Open for all lessons
29th May (Spring Bank Holiday)	Closed	Open for all lessons
28th August (Summer Bank Holiday)	Closed	Open for all lessons
23rd December – 7th January 2024	Closed	Closed
17th December – 1st January 2023	Closed	Closed





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 company/inlinguacheltenham-school-of-languages/ /inlinguacheltenham/

Rodney Lodge, Rodney Road, Cheltenham, Gloucestershire,

Tel: +44 (0)1242 250 493

Email: [info@inlingua-cheltenham.co.uk](mailto:info@inlingua-cheltenham.co.uk)

**[www.inlingua-cheltenham.co.uk](http://www.inlingua-cheltenham.co.uk)**

inlingua Cheltenham is accredited by and members of:



**LanguageCourse<sup>net</sup>** Book at worldwide lowest price at:  
<https://www.languagecourse.net/school-inlingua--cheltenham.php3>

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