



Personal English courses
in England and America
2019



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Founded in 1973

A studious ambience

The success of a course is surprisingly dependent on the community of purpose that stems from the ambitions and drive of every single participant. This strong conviction has always led OISE to target high flyers who will feed off each other to establish a serious learning environment, in which all the pupils are eager to reach a level of eloquence in English for themselves and their peers that exceeds all expectations.

OISE's pedagogy gives the students a fresh look at their established language learning beliefs. Rather than fruitlessly persevering with the acquisition of the core knowledge of the language, the elaborate suite of modules on an OISE course provides the students with a strategy to manipulate the language, whatever the live communicative situation (presentation, negotiation or social interaction) be it in a business or an academic context.

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For English in the UK



For English in the USA



Tutorial™ Programmes: needs driven

Oxford - Cambridge - London - Bristol - Boston



When OISE was founded in Oxford 46 years ago, it delivered all of its courses by Tutorial. The Tutorial™ lesson, a teaching tradition of Oxford University, is one of the most effective methods of education. The entire course is conducted by means of individual tuition thus allowing the lessons to be adapted to the precise level and goals of each participant.

The cognitive perspective of students can vary considerably; this explains why the Tutorial is such a powerful learning environment: in the lessons, the teacher focuses on the one student, and can therefore tailor the pedagogic approach to the pupil's natural learning mindset.

The personal language programme

A language audit carried out at the beginning of each course determines the precise level, needs and objectives of the participant. This forms the basis of the student's personal learning programme.

A balanced timetable

Each participant is assigned a team of tutors who each specialise in a different aspect of the curriculum. The learner is exposed to a variety of pedagogic approaches as well as different personalities, voices, intonation and accents: a situation that reflects the diversity of expression in the wider world.

Specialisations

Tutorial tuition allows for the course to concentrate on a wide range of areas of expertise. The focus selected by students falls within 3 main categories:

- professional: business people often aim to familiarise themselves with specific work related terminology (e.g banking, pharmaceutical, legal, finance) or with management communication skills such as presenting, negotiating, public speaking, leading.
- academic: study skills is the most common request from university students. However the course can also prepare students for the language component of a specific examination in their own country, whatever the exam.
- achievement of an official certificate: for those wishing to take an exam, the lessons can be geared towards facing the exam with confidence. Typically IELTS, Cambridge exams, TOEFL, TOEIC, etc.

Support and concentration

The Tutorial lesson draws its effectiveness from the binary benefit of the tutor engagement with each individual pupil's learning, and the consistent level of concentration on the part of the student.

A full learning day

30 Tutorial hours, 25 Tutorial hours,
20 Tutorial hours, 15 Tutorial hours – per week

School day starts at 08:45

Tutorial 15	Tutorial 20	Tutorial 25	Tutorial 30
Plenary Session – News Review			15 mins
Preparation work or use of multi-media			45 mins
Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins
Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins
Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins
Self study for the rest of the day	Tutorial 60 mins	Tutorial 60 mins	Tutorial 60 mins
	Self study for the rest of the day	Tutorial 60 mins	Tutorial 60 mins
Self study for the rest of the day		Self study for the rest of the day	Tutorial 60 mins
	Self study for the rest of the day		Self study for the rest of the day

School day finishes at 17:45

The above timetable illustrates a school day but is subject to change.

Minimum age: 16 years

Course dates: All courses begin on any Monday of the year (unless otherwise stated). Students arrive on the Sunday before the start of the course and depart on the Saturday following the last day of the course.



Thoughts expressed with clarity.

A pivotal programme that addresses the concrete challenges of operating in English, be it to handle business issues, or to master academic competencies. OISE Oxford develops linguistic agility to tackle analytical academic, business and practical issues in English.

Situated amongst the prominent colleges and classical architecture of Oxford, OISE has been providing inspirational tuition for over 45 years. It specialises in delivering tailored programmes which reflect the intellectual rigour modelled on the University and, in the true spirit of academic pursuit, encourage learners to go beyond all expectations.

The serious and demanding environment of OISE Oxford combines cognitively challenging content with language tuition designed to meet the specific goals of each learner. The opportunity to meet and work with like-minded peers from around the world allows students to experience cross-cultural communication, perfect their universal skills in English and delve into world transcultural issues.

Pedagogic transmission

In contrast to the common belief that a language lesson needs to transmit knowledge (such as grammar rules, vocabulary, expressions, etc), OISE Oxford specialises in transmitting the know how to use the language to communicate productively in most life situation, be it work, academic, intellectual including socialising and networking.

The goal as a focus of the course

OISE Oxford designs personalised courses by reverse engineering from students' goals, ensuring that the tuition is relevant, meaningful and perfectly matched to their individual ambitions.

Learning takes place in situations which replicate closely the practical contexts in which the student has to perform, honing the right cognitive competencies in English. The outcome is a direct connection between the thought process and the fluidity of its communication.

The professional context

Designed to develop fluent language skills for everyday use within an international work environment, this course is ideal for both young professionals seeking to develop a business skillset and more experienced business people who wish to consolidate their professional identity in English.

The academic context

This course enables students to perform more accurately and confidently at school, college or university by developing their academic skills and their understanding of oral and written conventions in English-speaking academia.

English in the context of exam readiness

Exam candidates can increase their scores significantly and rapidly through personalised tuition that is geared towards the specifications of their test. Exposure to exam requirements with active practice on past papers familiarises learners with the format and enables them to perfect exam strategies.

Official certification

Students can study towards an exam such as University of Cambridge examinations, IELTS, TOEFL, BULATS, TOEIC, TOLES and GMAT in a small group of 2 - 4 students or individual sessions. The course ensures students develop the language and strategies required to perform in the exam. Progress is closely monitored via weekly full mock tests, and students can expect to be challenged and to become more autonomous learners through the structure and rigour of the course.

The Personal Competency Programme

* Full suite of modules with 21 hours of Quatorial sessions (group of 4), 5 hours of Tutorial sessions, 7 hours of Octorial workshops (group of 8) and 2.5 hours of plenary sessions.	£1,713
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Alternative formats			
Without Tutorials	With 7.5 hours of Tutorials	With 10 hours of Tutorials	With 15 hours of Tutorials
£1,280	£1,930	£2,065	£2,499

Tutorial™

10 hours	15 hours	20 hours	25 hours	30 hours
£1,193	£1,627	£2,061	£2,495	£2,929

Integrated Tutorial™

£2,288
17.5 hours Tutorial lessons + 5 hours Quatorial (group of 4) + 5 hours Quatorial Project (group of 4) + 5 hours Culture & Civilisation (group of 8) + News Review

All fees are shown per week for a 2 or 3 week course.

Longer courses attract a reduction as follows:

- for 4-7 week courses, subtract £30 per week
- for 8-11 week courses, subtract £60 per week
- for over 12 week courses, subtract £85 per week

A 1 week course attracts a supplement of £90.

To stay in an hotel or to stay without OISE accommodation, please deduct £325 per week.

Minimum age: 16 years

Course dates: All courses begin on any Monday of the year (unless otherwise stated). Students arrive on the Sunday before the start of the course and depart on the Saturday following the last day of the course.

Included in all course prices

- homestay accommodation in single room with half-board
- audio, video, CD-rom library
- support of academic counsellor
- initial testing service
- loan of all course materials
- 3 social events per week
- course certificate
- internet/email facilities

Travel

OISE is happy to help with travel arrangements from the point of arrival. All airports and rail stations are served by an excellent public transport system. Train and bus prices are shown below, but tickets cannot be reserved; payment is made by the student before boarding the bus or train. Alternatively OISE can arrange a taxi meeting service. The taxi reservation is made by OISE and charged on the course invoice.

School	Airport / Station	Taxi	Airport bus
Oxford	£ Heathrow	137	23
	Gatwick	177	28
	St Pancras	220	



OISE Cambridge English language school is located a fifteen minute walk from the historic centre and just around the corner from the train station, in an area lively with bars, shops and restaurants. It stands directly opposite the celebrated Botanic Garden, one of the oldest and most extensive in the United Kingdom. The highly experienced and well-qualified language trainers come from a wide variety of professional and academic backgrounds, ensuring the highest quality of coaching and tuition for both professionals and young adults. Many of the team have worked together at OISE Cambridge for more than 15 years. Intensive programmes delivered by enthusiastic professionals ensure that each individual learner is able to excel.

Programme

Aptitude: accurate use of the language

- controlled practice in language structures and lexis development to achieve a good command of grammar structures, idioms, and vocabulary
- activities to sharpen understanding of written text through reading exercises based on a wide range of materials: reports, articles, studies
- coaching and practice in writing letters, reports, emails, presentations, articles
- formal listening exercises.

Attitude: confident and inspiring

Interactive sessions designed to develop leadership skills.

Project: working on an engaging task participants use the soft skills of analysis and problem solving, collaboration, research, planning, assertiveness and self-direction. Self-awareness is enhanced through the use of video playback.

Plenary sessions: including a News Review to practise formal presentation.

Spoken assertiveness workshop: a fluency skills session to help the learner overcome inhibitions and group communication anxieties.

Critical analysis workshop: develops the participant's ability to analyse, categorise and process information in their language. Students apply critical thinking skills through the lens of current affairs by evaluating texts and offering cogent and well-structured responses.

Examination preparation

Students can work towards the preparation for exams such as University of Cambridge Examination, IELTS, TOEFL, BULATS, TOEIC, TOLES and GMAT in a small group of 2 - 4 students or individual sessions. The course ensures students develop the language and strategies required to perform to the best of their ability in the exam. Progress is closely monitored via weekly full mock tests, and students can expect to be challenged and to become more autonomous learners through the structure and rigour of the course.

The Full Interactive Programme

* Full suite of modules with 22.5 hours of Quatorial sessions (group of 4) and 5 hours of Octorial workshops (group of 8).			£1,276
Alternative formats			
With 5 hours of Tutorials	With 7.5 hours of Tutorials	With 10 hours of Tutorials	With 15 hours of Tutorials
£1,710	£1,927	£2,061	£2,495

Tutorial™

10 hours	15 hours	20 hours	25 hours	30 hours
£1,193	£1,627	£2,061	£2,495	£2,929

Integrated Tutorial™

£2,144
17.5 hours Tutorial lessons + 5 hours of Quatorial sessions (group of 4) + 2.5 hours of Quatorial project + 5 hours of Octorial workshops (group of 8).

All fees are shown per week for a 2 or 3 week course.

Longer courses attract a reduction as follows:

- for 4-7 week courses, subtract £30 per week
- for 8-11 week courses, subtract £60 per week
- for over 12 week courses, subtract £85 per week

A 1 week course attracts a supplement of £90.

To stay in an hotel or to stay without OISE accommodation, please deduct £325 per week.

Minimum age: 16 years

Course dates: All courses begin on any Monday of the year (unless otherwise stated). Students arrive on the Sunday before the start of the course and depart on the Saturday following the last day of the course.

Included in all course prices

- homestay accommodation in single room with half-board
- audio, video, CD-rom library
- support of academic counsellor
- initial testing service
- loan of all course materials
- 3 social events per week
- course certificate
- internet/email facilities

Travel

OISE is happy to help with travel arrangements from the point of arrival. All airports and rail stations are served by an excellent public transport system. Train and bus prices are shown below, but tickets cannot be reserved; payment is made by the student before boarding the bus or train. Alternatively OISE can arrange a taxi meeting service. The taxi reservation is made by OISE and charged on the course invoice.

School	Airport / Station	Taxi	Airport bus
Cambridge	£ Heathrow	165	25
	Gatwick	175	40
	Stansted	80	15
	Luton	100	20
	City	125	15
	St Pancras	120	15

London



The London Curriculum aims to give students the skills to become eloquent communicators in English. Tuition is designed to stimulate and drive students towards their ambitions and encourage them to reach their full potential. OISE London is popular with executive and professional clients in particular.

OISE London has an enviable location and occupies the whole of a grand, historically important 17th century building in a quiet, classy street in the very heart of London. The school is just minutes from underground stations, Big Ben, Trafalgar Square, the Thames and Covent Garden.

Programme

Plenary session: including a News Review to practise formal presentation.

Task knowledge: through analysis of a realistic scenario students gain the tools to undertake a range of life and business tasks in a second language. They develop the language of meetings and negotiations, and the skills of influencing and persuading, reaching a compromise, assertiveness, critical thinking and problem solving.

Active scenario: through role-playing the scenario students refine and enhance effectiveness whilst developing through analysis and feedback on their performance.

Knowledge for the professional community: students gain the language and skills needed to be at ease in the specific environment operated in.

Structure of the language: controlled practice in language structures and lexis development to achieve a good command of grammar structures, idioms, and vocabulary.

Writing mastery:

- activities to sharpen understanding of written text through reading exercises based on a wide range of materials: reports, articles, studies
- coaching and practice in writing letters, reports, emails, presentations, articles
- formal listening exercises.

The public debate: societal issues are debated in a formal setting allowing students to fine tune their debating skills in English.

Pronunciation mastery: all features of pronunciation are focussed on enabling students to master speaking clearly and effectively in English

Examination preparation

Students wishing to take an official exam focus on exam requirements with active practice on past papers under timed conditions to foster familiarity with the exam.

The Collaborative Programme

The collaborative programme*	£1,437
option with 10 hours of individual lessons	£2,022
option with 15 hours of individual lessons	£2,482
* Full suite of modules with 15 hours of Quatorial sessions (group of 4) and 15 hours of sessions in groups of 6.	

Tutorial™

15 hours	20 hours	25 hours	30 hours
£1,792	£2,252	£2,712	£3,172

All fees are shown per week for a 2 or 3 week course.

Longer courses attract a reduction as follows:

- for 4-7 week courses, subtract £30 per week
- for 8-11 week courses, subtract £60 per week
- for over 12 week courses, subtract £85 per week

A 1 week course attracts a supplement of £90.

To stay in an hotel or to stay without OISE accommodation, please deduct £412 per week.

Minimum age: 16 years

Course dates: All courses begin on any Monday of the year (unless otherwise stated). Students arrive on the Sunday before the start of the course and depart on the Saturday following the last day of the course.

Included in all course prices

- homestay accommodation in single room with half-board
- audio, video, CD-rom library
- support of academic counsellor
- initial testing service
- loan of all course materials
- 3 social events per week
- course certificate
- internet/email facilities

Travel

OISE is happy to help with travel arrangements from the point of arrival. All airports and rail stations are served by an excellent public transport system. Train and bus prices are shown below, but tickets cannot be reserved; payment is made by the student before boarding the bus or train. Alternatively OISE can arrange a taxi meeting service. The taxi reservation is made by OISE and charged on the course invoice.

School	Airport / Station	Taxi	Airport bus
London £	Heathrow	112	10
	Gatwick	125	10
	City	75	10
	St Pancras	80	5
	Stansted	135	-

Bristol



The programme develops a fluent use of the language in a learning environment conducive to high achievement. The day is divided into a number of sessions, each one with a clear language improvement focus and each one delivered in the learning environment most likely to achieve the learning goals. Bristol is one of the most vibrant cities in the UK, located in the south west of England within easy reach of London, Bath and the beautiful 'English Riviera'.

OISE Bristol is conveniently located only a few minutes' walk from the waterfront and the city centre. The school is in a listed building, dating from 1800 and was originally a wine warehouse: a testament to the rich maritime history of the city. Full of character, it incorporates a superb mix of traditional architecture and contemporary interior.

Programme

Lessons for:

- purpose-designed grammar exercises to develop the ability to write accurately in a range of styles and registers
- interactive and dynamic oral practice sessions to encourage the expression of ideas and opinions, incorporating new vocabulary and idioms as well as manipulating sophisticated and more complex language structures
- comprehension skills are developed using a wide variety of carefully selected written texts including newspaper articles and literary texts
- listening exercises using authentic materials to sharpen comprehension skills, improve pronunciation and increase the ability to think in the language
- writing exercises for a wide range of situations from letters and emails to dissertations

Project class: for practical communication skills focused on problem solving, creativity, or socio-political issues gives students vital soft skills such as collaboration skills, information and research skills, and organisation and planning skills.

Spoken assertiveness workshop: a fluency skills session to help the learner overcome inhibitions and group communication anxieties.

Individual attention: one hour session of Individually Monitored Study Strategies in which the participant sets goals with the teacher and puts in place the strategies to achieve them.

Examination preparation

Students wishing to take an official exam focus on exam requirements with active practice on past papers under timed conditions to foster familiarity with the exam.

The Complete Programme

The complete programme*	£879
option with 5 hours of individuals lessons	£1,255
* Full suite of modules with 22.5 hours of Octorial sessions (group of 8) and 5 hours of workshops in groups of 12	

Tutorial™

10 hours	15 hours	20 hours	25 hours	30 hours
£1,193	£1,627	£2,061	£2,495	£2,929

All fees are shown per week for a 2 or 3 week course. Longer courses attract a reduction as follows:

- for 4-7 week courses, subtract £30 per week
- for 8-11 week courses, subtract £60 per week
- for over 12 week courses, subtract £85 per week

A 1 week course attracts a supplement of £90.

To stay in an hotel or to stay without OISE accommodation, please deduct £325 per week.

Minimum age: 16 years

Course dates: All courses begin on any Monday of the year (unless otherwise stated). Students arrive on the Sunday before the start of the course and depart on the Saturday following the last day of the course.

Included in all course prices

- homestay accommodation in single room with half-board
- audio, video, CD-rom library
- support of academic counsellor
- initial testing service
- loan of all course materials
- 3 social events per week
- course certificate
- internet/email facilities

Travel

OISE is happy to help with travel arrangements from the point of arrival. All airports and rail stations are served by an excellent public transport system. Train and bus prices are shown below, but tickets cannot be reserved; payment is made by the student before boarding the bus or train. Alternatively OISE can arrange a taxi meeting service. The taxi reservation is made by OISE and charged on the course invoice.

School	Airport / Station	Taxi	Airport bus
Bristol	£ Heathrow	220	40
	Bristol	75	15

Boston

American English modular program



The American English modular program is designed with precision to give participants the skills and confidence to interact effectively in American English. A carefully engineered management training environment enables participants to improve not only their language skills but also their confidence in tackling international situations.

OISE Boston is situated in the Back Bay amidst the boutiques and cafés and is a short walking distance from both the business and theater districts. The school is located in an elegant building with a stylish Art Deco lobby in the heart of Boston. With over 40 colleges and business schools including the internationally renowned Harvard University in the city, it is no surprise that OISE Boston places an extremely high value on academic and professional success.

Program

The American English modular program consists of 16 to 26 hours of Quatorial instruction (group of 4 students). To make up a weekly study plan, participants can choose from 4 module options, which take place throughout the day.

Pre-module session:

Group discussion of current events in the morning News Review, followed by a formal Presentation.

Self-study project assignment:

Each student works either autonomously or in a group of maximum 4 on engaging tasks using vocabulary, idioms, and other colloquialisms to produce a final end of week performance related to everyday situations.

Module 1: comprehension and expression

In this integrated skills course, students practice comprehension of reading and listening passages, build vocabulary, synthesize information, and express opinions. (8h per week)

Module 2: accuracy

This learning program consists of language structures and lexis development to achieve an accurate use of the grammar, idioms, and vocabulary. It is complemented with work on a wide range of materials (reports, articles, studies) to sharpen the learner's understanding of written documents. (8h per week)

Module 3: critical analysis workshop

Develops the participant's ability to analyze, categorize and process information in English. Students apply critical thinking skills through the lens of current affairs by researching and evaluating texts, then producing cogent, well-structured responses. (5h per week)

Module 4: spoken assertiveness workshop

A fluency skills session to improve pronunciation and to help the learner overcome inhibitions and group communication anxieties. (5h per week)

American Modular Program	
American Modular 16 hours Module 1 + Module 2 (ESTA Visa)	\$1,526
American Modular 18 hours Module 1 or 2 + Module 3 + Module 4 (ESTA Visa)	\$1,648
American Modular 21 hours Module 1 + Module 2 + Module 3 or 4 (F-1 Visa)	\$1,832
American Modular 26 hours All Modules 1-4 (F-1 Visa)	\$2,139

Tutorial™ - ESTA Visa		
10 hours	15 hours	17.5 hours
\$1,771	\$2,384	\$2,691

Tutorial™ - F-1 Visa		
20 hours	25 hours	30 hours
\$2,997	\$3,610	\$4,223

All fees are shown per week for a 2 or 3 week course.

Longer courses attract a reduction as follows:

- for 4-7 week courses, subtract \$39 per week
- for 8-11 week courses, subtract \$78 per week
- for over 12 week courses, subtract \$113 per week

A 1 week course attracts a supplement of \$120.

To stay in an hotel or to stay without OISE accommodation, please deduct \$545 per week.

Minimum age: 18 years

Course dates: All courses begin on any Monday of the year (unless otherwise stated). Students arrive on the Sunday before the start of the course and depart on the Saturday following the last day of the course.

Included in all course prices

- homestay accommodation in single room with half-board
- support of academic counsellor
- initial testing service
- loan of all course materials
- 3 social events per week
- course certificate

Travel

OISE is happy to help with travel arrangements from the point of arrival. All airports and rail stations are served by a public transport system. Train and bus prices are shown below, but tickets cannot be reserved; payment is made by the student before boarding the bus or train. Alternatively OISE can arrange a taxi meeting service. The taxi reservation is made by OISE and charged on the course invoice.

School	Airport	Limo	Standard pick-up
Boston	Logan	\$180	\$90

OISE Booking Terms & 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; 400 EUR or 500 USD (as applicable);
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 six 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 six 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) / Euro (EUR) / US Dollars (USD) (as applicable). 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, students visas and study permits

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, the 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.

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 calendar 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 by completing the relevant section of the registration form. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media containing your image or likeness shall belong to Us and shall not entitle you to receive any royalties or other payments.

10. Specific terms for Young Learners (7-17 years)

10.1 We reserve the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' or guardians' expense.

10.2 We further reserve the right to send home without a warning letter any student committing a serious offence, especially offences involving the police, including theft, smoking in any school building and the possession, purchase or consumption of alcohol or illegal drugs.

10.3 For children who will stay with host families, parents may indicate on the registration form whether they authorise their child to stay out in the evenings without supervision. Generally, this means that children aged 13 and under are not allowed out unsupervised after their evening meal; those aged 14 and above must return by 22:00. However, students must also respect the house rules of the host family, where these times may inconvenience the family. Children on residential courses have evening activities and are not allowed to stay out unsupervised. Please note We cannot be held responsible for any incident whilst the student is out unsupervised.

10.4 Students aged 18 and over must register for an adult school. We reserve the right to transfer an 18 year old from a young learners' Course.

11. Other important terms

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

11.2 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.

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

11.4 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.

11.5 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.

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

Registration form

1. Personal details

Family name: _____
First name: _____
Title: Mr Ms Mrs Miss Dr.
Gender: Male Female
Date of birth: _____
Nationality: _____
First language: _____
Second language: _____

2. Contact information

Student home address: _____
Town: _____
Postcode: _____
Country: _____
Student phone with code - home: _____
Student phone with code - mobile: _____
Student email: _____
Student email work: _____
Student phone work: _____
Company name: _____
Company address: _____
Name of training manager: _____

3. Course information

Oxford
The Integrated Tutorial
The Personal Competency Programme
no option +5h +7.5h +10h +15h
Individual classes only: 10h 15h 20h 25h 30h

Cambridge
The Integrated Tutorial
The Full Interactive Programme
no option +5h +7.5h +10h +15h
Individual classes only: 10h 15h 20h 25h 30h

London
The Collaborative Programme
no option +10h +15h
Individual classes only: 10h 15h 20h 25h 30h

Bristol
The Complete Programme
no option +5h +7.5h
Individual classes only: 15h 20h 25h 30h

Boston
The American English Modular Program
no option 10h individual classes
Individual classes only: 10h 15h 17.5h

Course dates: from _____ to _____

4. Accommodation

Accommodation required:
Homestay Residential None
If none please supply the address where you will be staying.
Accommodation date:
from: _____ to: _____
Accommodation special requests: _____

Student authorised to stay out evening without supervision?
(22:00 latest) Yes (14-17 years) No
Please note that staying out times requested by OISE staff
or host families will take preference over those detailed
above.

5. Language requirements

Language level
1= beginner 5=very good
Oral: 1 2 3 4 5
Written: 1 2 3 4 5
How long have you been studying the language?

Have you attended an OISE course before?
Yes No
If yes, which school(s) and year(s)?

6. Travel information

Arrival date: _____
Arrival time: _____
Arrival airport: _____
Arrival flight number: _____
Arrival terminal number: _____
Arrival flight origination: _____
Arrival transfer needed? Yes No
Departure date: _____
Departure time: _____
Departure flight number: _____
Departure terminal number: _____
Departure flight destination: _____
Departure transfer needed? Yes No
Passport name: _____
Passport number: _____
Passport expiry date: _____

Registration form

7. Emergency contact details

Emergency contact name:

Relationship of emergency contact to student:

English spoken by emergency contact?
Yes No

Emergency contact home phone number:

Emergency contact mobile phone number:

Emergency contact email:

10. Where did you hear about OISE?

8. Welfare information

Special requirements: diet/allergies _____

Do you have any medical condition we should know about?

Medication not permitted: _____

If for any reason it is not possible to contact your emergency contact number, the school staff have authorisation to take any necessary decision concerning all medical treatment (including emergency treatment). In all cases the advice of the medical professional will be taken.

Medical treatment to be followed during stay:

Smoker: Yes No

11. Data protection

I agree to the use of my personal information to book a course with OISE

I give permission for photographs of myself to be used in marketing material by OISE:
Yes No

I agree that you can send me occasional information about OISE courses and services:
Yes No

9. Insurance

I have comprehensive travel & personal insurance:

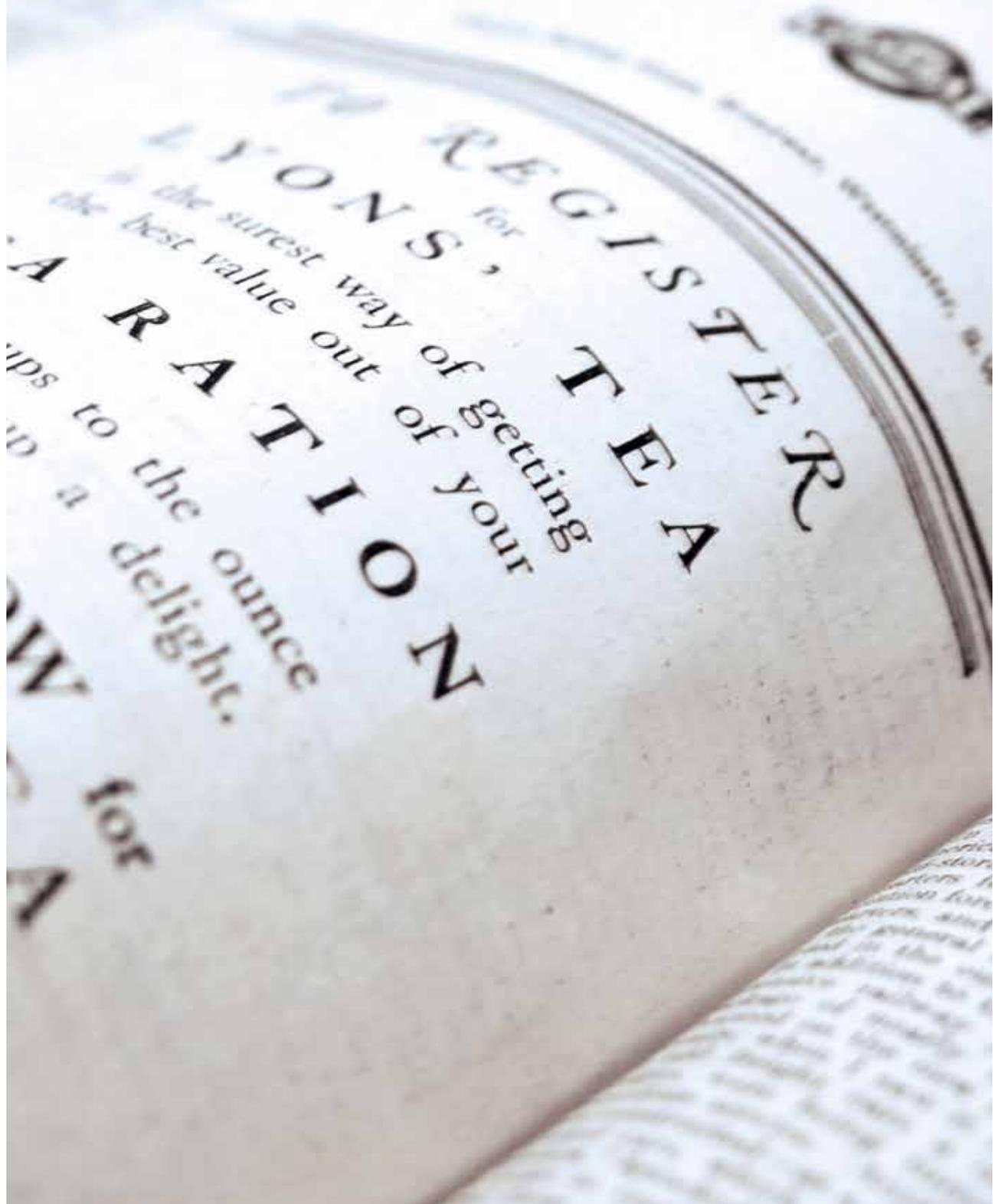
12. Terms and conditions

I have read the Terms and Conditions and agree to abide by them:

Signature of parent/guardian: _____

Signature of student: _____

Date: _____



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