



basilpaterson
edinburgh



2017

Excellence in Education Since 1929



A message from the Principal

“Basil Paterson students have a clear idea about what they hope to achieve and we want every student to leave feeling more confident about their future lives in English. Our intensive courses provide the support, motivation and structure that they need to reach these goals.”



Welcome

Welcome to Edinburgh

Basil Paterson 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 you study alongside native speakers studying for UK examinations or taking the Cambridge CELTA course.

Experienced and qualified teaching staff work hard to ensure that you receive a high level of academic support, encouraging your progression. The focus is on learning both inside and outside the classroom and class work is complemented by our varied social and cultural programme.

As the largest open exam centre in Scotland for IELTS and Cambridge English, we are best placed to guide you through your exam preparation courses. Studying at Basil Paterson means you have classes and take your exam in the same building. We also offer a guaranteed place on the next available exam.

What can you achieve by studying at Basil Paterson?

- improved confidence when communicating in English for work, study or travel
- more control over your own learning and development of your independent study skills
- the knowledge, strategies and skills that you need for an English language exam
- greater inter-cultural competence as you work with students from all over the world
- increased motivation through intensive courses which challenge you as a learner

We look forward to welcoming you to Basil Paterson.

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Academic Approach

Learning Objectives

Our aim at Basil Paterson is to provide a learning environment which helps all learners to reach their full potential. Whether your objective is to improve your English skills for work, university or international travel, you'll find that studying here provides the focus and drive that you need.

With a class of a maximum of 12 students from all over the world, you have the opportunity to interact in a truly international environment. Individually-tailored support from experienced teachers helps our learners to achieve their aims.

The day 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.

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	<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	Skills Focus
14.30—14.45	<i>Afternoon break</i>
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	<i>Morning break</i>
10.15—11.15	Language Focus
11.15—11.30	<i>Morning break</i>
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	£396	£298
4-7 weeks	£366	£293
8-11 weeks	£336	£283
12 + weeks	£311	£273

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

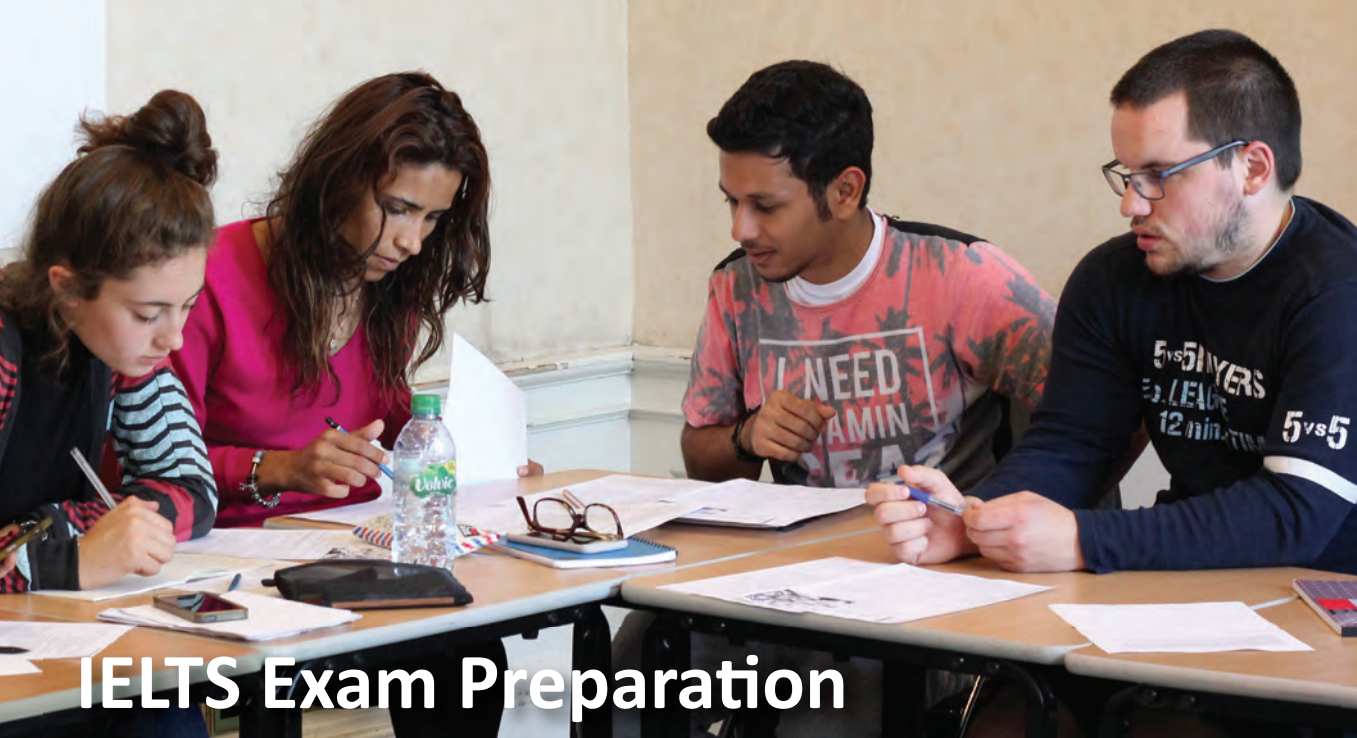
BULATS

This accessible online exam can be taken at any time; with a focus on English for professionals it provides a realistic, beneficial aim to complete your studies.

2017 Bulats fee: £38

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



IELTS Exam Preparation

Prepare for success

We understand the challenges examinations in English can bring. Our examination courses help you prepare for your exam, with development of your language skills in the morning classes and improvement of your exam technique in the afternoon classes:

Exam Strategies

Focus on the techniques required to excel in your exam. Experienced teachers will familiarise you with the format of the examination and introduce the criteria used for marking the exam, providing tactics for each section.

Exam Skills Practice

Specific focus and analysis of skills required in the exam. Relevant language will be reviewed and timed examination practice will also be provided.

- Small class size
- Guaranteed place on next available exam at Basil Paterson
- Start IELTS any Monday of the year
- Minimum level of Intermediate for IELTS course
- Minimum 2 weeks study for IELTS

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

Exam preparation schedule

IELTS and Cambridge: 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	<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

Course fees (exam fees not included)

IELTS fees per week

2-3 weeks	£396
4-7 weeks	£366
8-11 weeks	£336
12 + weeks	£311

IELTS Examinations at Basil Paterson

07 January 14 January 21 January 11 February* 18 February 25 February 04 March 18 March 25 March	08 April* 22 April 29 April 06 May 13 May 20 May 03 June* 17 June 24 June	08 July 15 July 29 July 12 August 19 August* 26 August 09 September 16 September 30 September	14 October 21 October 28 October* 04 November 11 November 25 November 02 December* 09 December
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Academic only
Academic and General Training
*Aberdeen & Edinburgh
2017 IELTS Exam fee £155

A photograph of a classroom with several students sitting at desks, focused on their work. In the foreground, a man with a mustache is looking down at his work. Behind him, a woman is writing on a piece of paper. Other students are visible in the background, also working.

Cambridge Exam Preparation

Realise your potential

If you require an official qualification for work or study purposes, an IELTS or Cambridge English examination is the ideal way to prove your level of English. As the largest open exam centre in Scotland, Basil Paterson offers both IELTS and Cambridge English exams.

- Basil Paterson is the largest open exam centre in Scotland, with over 4000 candidates taking examinations every year.
- IELTS and Cambridge English exams are internationally recognised by thousands of companies, organisations and universities.
- IELTS is the most widely recognised test of English – perfect for study or work.
- Choose to sit your IELTS exam in either of our exam venues – Edinburgh or Aberdeen.
- Cambridge English Exams offer an important qualification for life – perfect for your CV.

IELTS Examinations at Basil Paterson:

CPE: 11 Mar, 06 May, 08 Jun and 30 Nov

CAE: 01 Mar, 20 May, 07 Jun, 20 Jul, 25 Aug, 14 Oct and 29 Nov

FCE: 10 Mar, 13 May, 06 Jun, 27 Jul, 24 Aug, 07 Oct and 28 Nov

PET for schools: 07 Jun and 10 Jun

KET & PET: 26 May, 25 Jul and 01 Dec

Cambridge FCE/CAE 6 week course

FCE 30 Jan – 10 Mar £2326 inc. exam fee

CAE 16 Jan – 24 Feb* £2326 inc. exam fee

FCE & CAE 24 April – 2 June* £2326 inc. exam fee

FCE & CAE 16 Oct – 24 Nov* £2326 inc. 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.

Cambridge Summer FCE or CAE 4 week course

FCE 3 July – 28 July £1594 inc. exam fee

CAE 26 Jun – 21 July £1594 inc. exam fee

FCE 31 July – 25 Aug £1594 inc. exam fee

CAE 31 July – 25 Aug £1594 inc. exam fee

Examination fees up to September 2017

KET/PET exams: £85

FCE: £135

CAE: £140

CPE: £145



Combination Course

Develop your skills

Additional one-to-one classes can be added to your course for increased focus on your specific requirements and personal needs. In group classes you will expand your language and receive plenty of practice opportunities with fellow students; with individual tuition you will get the chance to work on the areas of language that are most important to you.

This course is an ideal way of combining your skills and learning how to develop through both group classes and on a one-to-one basis. Your teacher will design each lesson carefully to suit your requirements, and content can vary from fluency practice to legal English.

- Start any Monday of the year
- Minimum age 16
- Small class size
- All levels, from beginner to advanced
- Study in the same building as native speakers
- Morning classes are part of our English Focus course

Combination courses

20 hours per week + 5 or 10 hours One-to-one

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	Skills Focus
14.30—14.45	<i>Afternoon break</i>
14.45—15.45	Tailored one-to-one lesson Combination5 + Combination10
15.45—16.00	<i>Afternoon break</i>
16.00—17.00	Tailored one-to-one Combination10 only

Course fees per week

	Combination 5	Combination 10
2-3 weeks	£713	£1109
4-7 weeks	£683	£1079
8-11 weeks	£653	£1049
12+ weeks	£628	£1024

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

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



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	£486	£882	£1278	£1674
2-3 weeks	£396	£792	£1188	£1584
4-7 weeks	£366	£762	£1158	£1554

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



Accommodation

Living and learning in Edinburgh

We want your experience in Edinburgh to be as enjoyable as possible and for that reason we offer a wide choice of accommodation options. Whether you prefer an immersed experience in a homestay or require more independence, our dedicated accommodation staff will help you find the right option.

Homestay

£192 per week / £33 extra night

Living in a homestay has many advantages. Most importantly, you have the chance to practise English throughout your stay, to make friends with local people and to be immersed in the culture and language.

We choose our homestay families very carefully, both for the facilities they have to offer and, especially, their abilities to give you the warmth and welcome of a “home from home”.

Your homestay will treat you as a full member of the household, eating together and sharing the common living areas. You are provided with a single room, or shared room if required, a quiet place for study and breakfast and evening meals.

En-suite homestay

£312 per week / £53 extra night

Superior homestay is available at a higher cost, in a single room, either en-suite or with private access to a bathroom on a half board basis and has the same benefits as the above regular home stay. The accommodation is situated either a short bus journey away or even within walking distance - subject to availability.

Student residence (July/Aug)

from £240 per week / £40 extra night

During summer months we can offer several different university type residential accommodation for you. These include a single room with en-suite bathroom on a self catering basis. Kitchen facilities are available for use. They are usually very centrally located and you can walk to school. An extra night costs from £40. Shared bathroom, bed and breakfast, and half board options are also available.

Private Apartments

from £500 per week

These are available to you throughout the year and range from studios to multi-bedroom flats. We work closely with several letting agencies who offer accommodation in central Edinburgh. Please contact us with your travel dates to confirm availability and price.

All accommodation options begin the Sunday before the course starts and end the Saturday after the course finishes. Other options may be available, please enquire.



Social Programme

Beyond the classroom

At Basil Paterson we don't believe that the learning experience should end when classes have finished for the day. Our English courses run alongside a full and varied social programme which provides an excellent opportunity to practise your English and make new friends.

Students will be exposed to a wide range of social and cultural activities along with the academic structure of English classes. At least 8 activities per week are offered during the summer and at least 3 activities per week for the rest of the year. There is also the opportunity to book weekend trips to the Highlands and Islands of Scotland.

- A chance to practise your English in a more relaxed and informal setting
- Open to both our international and UK students
- Range of free and low-cost activities
- A variety of activities to suit all ages and interests
- At least 3 activities per week

"Discovering the Scottish culture and history while learning English at Edinburgh with Basil Paterson is exceptionally fun."
Puzant, France

Sample programme (summer)

Mon	City walking tour (FREE)
Tue	Scottish ceilidh dancing (approx £6)
Wed	Storytelling evening (approx £6)
Thu	Scottish Gallery of Modern Art (FREE)
Fri	Folk music in a local pub (FREE)
Sat & Sun	Loch Ness day trip (approx £40)

Your Scottish experience

5 attractions you should not miss!



Scottish ceilidh dancing
Energetic, great fun - we'll teach you all the steps to traditional Scottish dances.



Edinburgh Castle
Pay a visit to see the Castle and listen out for the one o'clock gun!



Royal Botanic Gardens
A green retreat just a few minutes' walk from the city centre.



Storytelling evening
An enchanting afternoon with Scottish folk tales from an expert storyteller.



Arthur's Seat
This rocky summit offers spectacular views of Edinburgh, with easy routes to the top!



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:

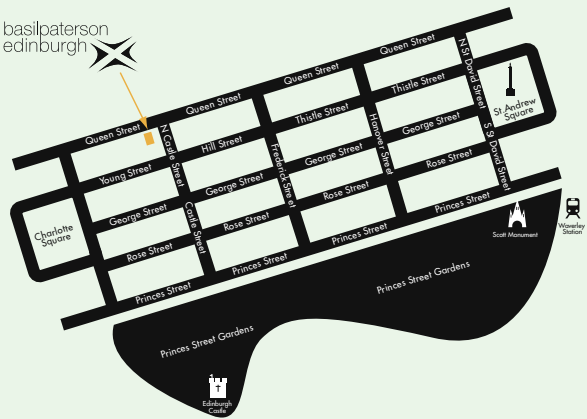
- **Airlink bus service** – Operates every 10 minutes during the day and every half hour at night. A return ticket will cost around £7.50. You will find the bus stop just outside the airport terminal.
- **Tram** – A new and popular method to travel to the city centre. Trams every 10 minutes each way, 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 £55 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
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	<input type="text"/>			Nationality	<input type="text"/>
First Name	<input type="text"/>			Language	<input type="text"/>
Male <input type="checkbox"/>	Female <input type="checkbox"/>			Profession	<input type="text"/>
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	Telephone	<input type="text"/>
Home Address	<input type="text"/>			Mobile Number	<input type="text"/>
				Fax Number	<input type="text"/>
				Email address	<input type="text"/>

Passport Details

Name as it appears on passport	<input type="text"/>
Passport Number	<input type="text"/>
Expiry Date	<input type="text"/>

Basil Paterson 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	<input type="text"/>	Telephone	<input type="text"/>
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How did you hear about Basil Paterson?

British Council <input type="checkbox"/>	Agent <input type="checkbox"/>	Website <input type="checkbox"/>	Advertisement <input type="checkbox"/>	Friend <input type="checkbox"/>	Teacher <input type="checkbox"/>	Studied here before <input type="checkbox"/>
Other	<input type="text"/>					
Agent Name	<input type="text"/>					

Level of English:

Beginner <input type="checkbox"/>	Elementary <input type="checkbox"/>	Pre-Intermediate <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Upper Intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>
	A1	A2	B1	B2	C1/C2

Course Details

Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	Finish Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
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English Focus	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	
IELTS Examination Preparation	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	
Cambridge Examination Preparation	FCE <input type="checkbox"/>	CAE <input type="checkbox"/>	CPE <input type="checkbox"/>
Combination Courses	Combination5 <input type="checkbox"/>	Combination10 <input type="checkbox"/>	
Number of Hours per week required	<input type="text"/>		

Homestay - Standard Single Room (half-board)	Single Room with private bathroom (half-board)
Student Residence (Available July & August only)	Single Room with private bathroom (self catering)
Self Catering Apartment (Available all year round)	

Are you a smoker:	Yes	No
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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.

	Flight Number	Date	Day	Time
Edinburgh Airport Arrival:				
Edinburgh Airport Departure:				

* Executive Airport Transfers can be arranged at the cost of £55 each way.

Do you require an Executive Airport Transfer?	Arrival	Departure
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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	
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Address of cardholder

Signature _____

[illegible]

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 (if different from student)	Date
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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, 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 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.

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