

# Services and Facilities

---

## *Caring for Young Learners at the Edinburgh School of English*

We have learned from experience that happy students are the best learners; that's why we make welfare our top priority. We aim to provide the best possible care through good organisation, careful selection of staff and accommodation, constant supervision and swift attention to any problems, however small. All this adds up to optimum safety and happiness.

### *Our staff*

Each of our teaching centres is run by a Course Director, responsible for all aspects of the programme, from academic content to entertainment and welfare. An important aspect of our Young Learners' courses is the high level of supervision, with an excellent staff to student ratio.

Teachers are chosen for their experience, ability and enthusiasm. Above all, they like young people and enjoy working with them.

Our Activity Leaders are young, energetic and keen to work with young people. Activity Leaders run the leisure programme after classes each day and ensure that Young Learners are carefully supervised at all times.

### *Medical treatment and emergencies*

Students who are nationals of an EU country can receive free emergency treatment on the National Health Service. For students from other countries, we can arrange special medical insurance for a small premium. In the event of an emergency, if we cannot contact a child's parents, the Principal will make whatever decision is necessary for the child's wellbeing. Any expenses incurred in this way are payable by the student's parents.

### *Supervision*

On all outings, students are escorted by our Activity Leaders. We do not allow any of our Young Learners, whether staying in residence or in Homestay, to go out in the evening, except when they join the group for organised, supervised activities, or in the event that parental consent is received.

### *Accommodation*

In Edinburgh we offer accommodation with friendly Homestay families and in residence at the University of Edinburgh. There are also fully residential courses at Strathallan School in Perthshire, which has a wide variety of recreational facilities on campus, as well as being a centre for living and studying.

#### **Homestay**

Homestays, who offer traditional Scottish hospitality in their own homes in Edinburgh, are a popular choice. Families are very carefully chosen, and many have been welcoming our students for years. Our full-time Accommodation and Welfare Officer visits and inspects the homes regularly.

Students share a room with another young person of a different mother tongue, unless two students have particularly asked to be together. Homestays provide breakfast and an evening meal during the week, with lunch at the weekend. We provide a hot lunch in our teaching centre on weekdays. On the first day of school, a member of the family takes the student to school and makes sure that travel arrangements are clear.

#### **Residence**

Residences offer a friendly atmosphere for all students with supervision provided by resident staff. Single study bedrooms all have wash basins, and there are spacious common rooms, showers, baths and toilets as well as laundry facilities. Students take breakfast and evening meals in residence during the week (lunch is provided at the teaching centre), with full board at weekends. Residential students are taken to school each morning by private coach.

### *Arrivals and Departures*

For both Edinburgh and Strathallan, students should arrive on the Sunday before the course starts and leave on the Saturday after the course finishes. For those who do not arrive on the Sunday or depart on the Saturday, transfer supplements are payable as follows:

Edinburgh – £40  
Strathallan – £80

# Enrolment Form

Guido Bellotti fax +39 06 6227 6219  
telefono con segr.tel. +39 06 4522 15297  
email: [gbstudies@googlemail.com](mailto:gbstudies@googlemail.com)  
web site: [www.corsi-di-inglese.com](http://www.corsi-di-inglese.com)

## Please send this form to:

Edinburgh School of English, 271 Canongate,  
The Royal Mile, Edinburgh EH8 8BQ, UK

T +44 131 557 9200, F +44 131 557 9192  
[info@edinburghschoolofenglish.com](mailto:info@edinburghschoolofenglish.com), [www.edinburghschoolofenglish.com](http://www.edinburghschoolofenglish.com)

Please attach  
2 copies  
of a recent  
photograph  
  
(Young Learners only)

PLEASE PRINT IN BLOCK LETTERS

## 1. Personal Details

Family name  First name(s)   
Date of birth (dd/mm/yyyy) // Sex M  F   
Nationality  Mother Tongue   
Sports, hobbies or other interests   
Name of Parents or Guardians   
Address   
  
City  Postcode  Country   
Tel (home)  Tel (work)   
Fax  Email

## 2. Course Details

Course name   
Course Start date // Course Finishing date /  
English language level

## 3(a) Accommodation (Adults)

Accommodation: Homestay  Exec. Homestay  Residence  Apartment   
No accommodation required   
Please state your contact address in Edinburgh if you have selected no accommodation  
  
Arrival date // Departure date /  
Arrival transfer from Edinburgh airport  Departure transfer from Edinburgh airport

## 3(b) Accommodation (Young Learners)

Accommodation: Edinburgh Residence  Edinburgh Homestay  Strathallan   
Arrival date // Departure date /  
Arrival transfer from Edinburgh airport  Departure transfer from Edinburgh airport

## 4. Health

Please list any medical condition, special diet or allergies that school staff should be aware of:  
  
Please give details of any medical treatments that need to be followed during your stay:  
  
Young Learners only:  
Previous illness: Chickenpox  Measles  German Measles  Mumps   
Is the student asthmatic?

# Enrolment Form

CONTINUED FROM PREVIOUS PAGE

## 5. Payment Details

Edinburgh School of English Fees of £  Deposit of £

Method of Payment Cheque  (Cheque No.)  Transfer  Credit Card

Please debit my: Eurocard  Mastercard  Visa

Credit Card No.

Expiry Date MM/YY / CCV (3 digits on the reverse of the card)

Card Holder

Signature of Card Holder

## 6. Authorisation (Young Learners)

### Daytime

No child under the age of 14 is allowed out unsupervised.

Students who are 14 years old and above have the opportunity to go shopping in small unsupervised groups.

I agree to the above

### Evening

I agree for my child to go out unsupervised in the evenings until 22.00 hrs

My child is not allowed out unsupervised in the evenings

### Sports

My child can take part in: Swimming  Cycling

I specify special conditions as follows:

In the event of an emergency I authorise any responsible member of your organisation to give permission for an operation to be performed upon the participant if so advised by qualified medical staff.

Signature (Mother/Father/Guardian)

## 7. Emergency Contact

Emergency Contact: Name in BLOCK CAPITALS

Tel (home)  Tel (work)

## 8. Confirmation

I confirm my acceptance of the Edinburgh School of English Conditions of Enrolment

Signature  Date (dd/mm/yyyy) //

I heard about the Edinburgh School of English

### Please send this form to:

Edinburgh School of English, 271 Canongate,  
The Royal Mile, Edinburgh EH8 8BQ, UK  
T +44 131 557 9200, F +44 131 557 9192

info@edinburghschoolofenglish.com  
www.edinburghschoolofenglish.com

Agent:

**Guido Bellotti**  
GBstudies "Le lingue per gli Italiani"  
tel.+39 06 4522 15297  
fax +39 06 6227 6219  
email: gbstudies@googlemail.com  
web site: www.corsi-di-inglese.com

# Enrolment

---

## How to enrol

1. Read the Conditions of Enrolment carefully and complete the Enrolment Form
2. Return the Enrolment Form to:  
Edinburgh School of English, 271 Canongate, The Royal Mile, Edinburgh EH8 8BQ, UK
3. Arrange for payment of either: the full fee or the deductible booking deposit of £150 for individual students or 10% of the total group cost payable on group booking

### Method of Payment

Payment should be made directly to the Edinburgh School of English or the school representative indicated on the enrolment form. Payment may be made by cheque, bank transfer, Post Office transfer or credit card. When paying by international bank transfer, include your name and invoice number as a reference. The remitter must make all bank charges.

### Edinburgh School of English bank account:

Fortis Bank, Camomile Court. 28 Camomile Street, London EC3A 7PP  
Account No: 38957725, IBAN No: GB23 GEBA 4052 6238 9577 25

## Conditions

### Enrolment

Enrolment Forms for individuals must be signed and accompanied either by the deductible booking deposit of £150 or by the full fee. Enrolment becomes valid only when acknowledged by the Edinburgh School of English

### Conditions of Payment

Unless the full fee has been paid at the time of enrolment, an invoice is sent with confirmation of enrolment. The balance becomes due 30 days before the first day of the course. If enrolment is made less than 30 days before the first day of the course, the full fee becomes payable immediately. Fees are payable in Sterling or it's equivalent at the time of payment

### Disclaimer

No claims will be entertained by the Edinburgh School of English for any loss or damage arising from accidents, illness or emergencies.

### Miscellaneous

The Edinburgh School of English may introduce changes without previous notice. Only the English version of the Edinburgh School of English prospectus shall be considered binding.

### Insurance

All students must have the appropriate medical and personal insurance for their time in the UK

### Cancellation

In the event of a cancellation of enrolment, the following cancellation fees are payable:

More than 14 days before the first day of the course – £150

Less than 14 days before the first day of the course – full fee

Students are advised to insure against cancellation charges

Cancellation becomes valid only when acknowledged by Edinburgh School of English

### Refunds

After the commencement of the course, refunds will only be granted in extenuating circumstances at the discretion of the Principal. All requests for refunds must be made in writing to the Principal. Any refunds granted will attract an administrative fee of 20% of all fees to be refunded. Reduced rates are given for longer courses. If these courses are curtailed for any reason, they will be re-invoiced at the higher rate. A full refund of tuition and accommodation fees paid will be made in the event of visa rejection. Transfer of fees from one student to another is not permissible.

### Absence

No refund of fees will be granted during the course and absence may not be made good by free extension of a course. In cases of repeated absenteeism, the Certificate of Studies will not be awarded.

### Behaviour Policy

#### Adults:

Students attending the Edinburgh School of English are treated as responsible adults, but, for their own benefit, the school has established certain minimal regulations. In case of severe misconduct, the Edinburgh School of English reserves the right to expel students without refund of fees. In matters of dispute, the school's decision is final.

#### Young Learners:

Any breach of discipline during the course will automatically render the student liable to be sent home. In such an event, no monies will be returned and a written report will be sent to the parent of the student explaining the reasons for dismissal. In matters of dispute, the school's decision shall be final.

### Supervision

No child under the age of 14 is allowed out unsupervised. Students who are 14 years old and above have the opportunity to go shopping in small unsupervised groups. Please state on the enrolment form if you give permission for your son/daughter to do this.