



## LEEDS LANGUAGE COLLEGE LTD

4<sup>th</sup> Floor, 31 - 32 Park Row, Leeds LS1 5JD, England, U.K, Tel./Fax: +44(0) 113 242 75 34,  
Email: [info@leedslanguagecollege.com](mailto:info@leedslanguagecollege.com) Website: [www.LeedsLanguageCollege.com](http://www.LeedsLanguageCollege.com)

Registered in England and Wales. Company Number: 6004218

### Agent Information Pack



Accredited by the  
  
for the teaching  
of English in the UK

 UNIVERSITY of CAMBRIDGE  
ESOL Examinations  
Authorised Centre 00020

Preparation courses for  
University of Cambridge ESOL Examinations



| TOPIC  | PAGE       |
|--|------------|
| PRINCIPAL'S WELCOME LETTER                           | 3          |
| ACCREDITATION AND MEMBERSHIPS                        | 4          |
| HOW TO ENROL AT LEEDS LANGUAGE COLLEGE LTD.          | 5          |
| THE COLLEGE TEACHING APPROACH                        | 6          |
| THE CLASS PROMOTION SYSTEM                           | 7          |
| OUR COURSES  | 8          |
| COURSE AND LEVEL DESCRIPTIONS                        | 9          |
| LOCATION   | 10         |
| STUDENT SUPPORT                                      | 11         |
| OUR STUDENTS AND OUR TEACHERS                        | 12         |
| ACCOMMODATION IN LEEDS                               | 13         |
| SOCIAL ACTIVITIES                                    | 14         |
| LEEDS LANGUAGE COLLEGE RULES OF CONDUCT              | 15         |
| GENERAL DISCIPLINARY ACTION                          | 16         |
| GENERAL RULES AND REGULATIONS FOR STAFF AND STUDENTS | 17         |
| COURSE PROGRESSION MAP                               | 18         |
| EXAMINATIONS STUDENTS CAN TAKE IN THE UK             | 19         |
| PRICE LIST 2015                                      | 20         |
| APPLICATION FORM                                     | 21         |
| TERMS AND CONDITIONS                                 | 23         |
| AGENT CONTRACT                                       | 29         |
| CONTACT DETAILS                                      | BACK COVER |

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SKYPE ID: leedslanguagecollege

<https://twitter.com/#!/LLCollege>

<http://www.facebook.com/LeedsLanguageCollegeLtd>

Dear Colleague,

Leeds Language College Ltd is currently looking for additional overseas business contacts and offering excellent benefits and promotional incentives to companies who advertise for and place students within Leeds Language College Ltd.

When you work with Leeds Language College Ltd you earn 20% on course fees.

Leeds Language College Ltd is located in the centre of Leeds in one of England's biggest cities based in the North East of England. The College is easily accessible from the station and all major bus routes. Students can study a wide range of courses with a flexible timetable. They can study a General English Course (from beginner to proficiency), an Exam Course including IELTS, English for Academic Purposes, Cambridge FCE, CAE, CPE or Business English . We also offer one to one courses. Intensive speaking practice helps boost student's confidence. They are taught by qualified and experienced teachers who assist them with their studies.

The College looks after the students from the moment they enrol and helps them to relax and enjoy the city of Leeds. There is plenty of suitable student accommodation which can be arranged through the College.

Leeds Language College Ltd also offers advice with work, visas, bank accounts and health assistance. Students can enjoy the city after College by going out on one of the exciting social programmes run by the College.

Leeds Language College offers good competitive prices which attract the students and help to bring more business to the College. By working with Leeds Language College Ltd you will be able to enjoy the benefits of working with a growing organisation and become part of a successful team.

If you are interested and want to work with us please e-mail [info@LeedsLanguageCollege.com](mailto:info@LeedsLanguageCollege.com) or complete the enquiry form or write to:

Leeds Language College Ltd, 4<sup>th</sup> Floor, 31 - 32 Park Row, Leeds LS1 5JD, U.K.

Phone and fax number +44(0)11 32 42 75 34 or visit us at [www.LeedsLanguageCollege.com](http://www.LeedsLanguageCollege.com) .

We will then send you a brochure and agent agreement form to complete.

**ENQUIRY FORM:**

*Name:*

*Company:*

*Address:*

*E-mail:*

*Website:*

*Telephone number:*

*Fax number:*

We look forward to hearing from you.

Yours sincerely,

**Adam Priestley**

**PRINCIPAL**

**Accreditation -** Leeds Language College Ltd. is an accredited private language college.

Leeds Language College is accredited by the British Council Accreditation Scheme and we have consistently successfully passed the accreditation inspections since becoming a member of this quality control scheme. Please go to [British Council Accreditation Scheme](#) for further details.

**Memberships -** Leeds Language College Ltd. is a member of **English UK**.

Leeds Language College is a member of English UK; a British national association of accredited language schools which ensures members meet excellent standards of service and adopt good codes of practice in the industry. Please visit [English UK](#) for further details.

Leeds Language College is a preparation centre for Cambridge ESOL examinations. We organise preparation courses for all levels and types of Cambridge examinations. Please contact us on **01132427534** or [\*\*info@leedslanguagecollege.com\*\*](mailto:info@leedslanguagecollege.com) to join one of our preparation courses.

## How to Enrol at Leeds Language College Ltd.

- Complete the application form,
- Send a copy of your passport,
- Send a copy of your evidence of study certificates (see attached),

**APPLY FOR YOUR VISA IF YOU NEED  
A VISA TO STUDY IN THE UK.**



## THE COLLEGE TEACHING APPROACH

We have a friendly and open approach with our students and we understand that no two learners are the same. We aim to cater for these differences within our groups with a flexible and adaptable approach that allows us to assist each person in a way suited to them. We aim to provide our students with an experience that will motivate them to take ownership of their learning and to encourage them to engage in academic and social discourse as a pleasurable experience.

Each course follows a set course programme or syllabus, which has been designed to the standards of the Common European Framework for Languages (CEFR).

We train our teachers to apply modern, up-to-date teaching methods and technologies, which are suitable for international classrooms and which are consistent with the skills students will need to function competently in an English-speaking environment.

We teach all language skills – Speaking, Reading, Writing, Listening and Grammar. Your lessons will focus on learning authentic communication skills for use in English speaking countries and international professional, academic and social settings.

Our lessons also include cultural awareness training, examination practice and vocabulary revision.

The course is cyclic and as such allows students to revisit skills and also allows late entrants onto the course to cover all material. Homework, revision and in-class formal assessments are a regular and compulsory feature of our all our courses. Learners are also expected to demonstrate independence, initiative and motivation.

## THE CLASS PROMOTION SYSTEM

Following an initial speaking assessment and written placement test students are offered a place in an appropriate available class relative to their level of ability. When the student or group has completed the level programme successfully or shows potential for possible class promotion they will be able to take a level assessment. If you complete your course successfully and achieve the required grades for attendance, compulsory homework, class work and level assessments, you will be able to move to a higher-level course. Students are required to have a minimum average score of 60% for homework assignments and class work assessments; and a minimum average of 85% for attendance, to progress to the next level or to be awarded a certificate of course completion. Placement tests are carried out before the student begins the course. Class assessments take place every Friday. Homework is submitted to the teachers on Monday, according to course programme deadlines. Level assessments take place at the end of each term. Regular attendance, placement tests, weekly class assessments, level assessments and homework are all compulsory components of the course.

If in a level assessment the majority show the required competency for promotion, then the whole class will promote. If some students show that they need to review key points of the previous level, then they will be recommended to join a group that allows them to consolidate their abilities before re-taking the level assessment.

Each course term at the college lasts for 13 weeks. When a student has completed the course or shows good ability, the teacher may suggest a formal assessment to decide if the student can go to the next level; this will be discussed between you and your teacher. In the case of a successful group promotion they will usually continue with the same study timetable. In the case of an individual promotion or study review they will be recommended to join another timetable. Students who successfully attend or complete a course and meet the course requirements are awarded a certificate of course attendance or course completion.

## OUR COURSES

At Leeds Language College Ltd., you can study a wide range of courses. You can study a General English Course (from beginner to proficiency level) or a Cambridge Exam Course including IELTS, KET, PET, FCE, CAE and CPE. We also offer one to one courses, Business English and English for Academic Purposes. Our courses teach learners real communication skills and have been designed to combine the newest teaching methods, technologies and communicative approaches to language learning with an enjoyable class environment.

Learners are set and encouraged to meet targets and student assignments are formally assessed according to the international and high-quality standards of the Common European Framework for Languages (CEFRL) Levels A1 to C2+. Our aim is that our students learn quickly and effectively, according to their needs and to internationally approved standards.

**We offer a wide range of courses with a flexible 15, 20 or more hours per week:**

- 9.45am – 1.00pm
- 1.30 – 4.45pm
- 6.30 – 8.30pm

### Free Placement Tests

Placement tests help us find a group at the correct level for you and we will place you in a group with students who are at the same level as you. The placement test consists of a written grammar and reading test and a speaking assessment. You do not have to make an appointment to do a placement test. Just come to the college between 8.30am and 5.30pm, Monday to Friday. Placement tests are compulsory for all students. You can contact us if you have any questions about the placement test.

### Free Trial Lesson

As an introduction to the college we offer a free trial lesson (1 hour) so you can get a better feel of what we have to offer. You can arrange a free trial lesson after you have taken a placement test and we have offered you a group at. Please contact us for details or to arrange your first lesson.

### Course Books

Your first payment includes your first course book. We use the best and newest course books that are available, and which are reasonably priced for students. Each student is required to have a course book, and this is used in class each week, according to the course programme. When you move to a different level, course profile or start a new term, you will be required to purchase a new course book for the new course.

### One To One Lessons And On-Line Lessons

One to one lessons are available only on location at the college. You can choose the content of your lessons or concentrate on a specific area of English that you need to improve. You can study privately with one of our professional and qualified teachers. If you cannot travel to Leeds or prefer to study from the comfort of your own home or office, why not try our live online one to one lessons with a teacher. Please contact us for more details about this.

### Blended On-Line Learning And Resources

Students studying on a course at Leeds Language College can also do additional activities and communicate with other students and the class teacher through Padlet.

Please go to [www.padlet/leedslangcollege/thehub](http://www.padlet/leedslangcollege/thehub) for details.



## COURSE AND LEVEL DESCRIPTIONS

Our staff are able to help you find the most suitable course for your requirements. Our courses range from:

### Examination Courses:

#### International English Language Testing System (IELTS):

Many universities and other centres of education generally require IELTS level 6.0 in the Academic Module or higher as evidence of language ability. We teach the course at two levels – IELTS Introductory (up to IELTS 6.0) and IELTS Higher/English for Academic Purposes (IELTS 6.5 to 9.0).

#### Cambridge ESOL Examination Courses:

- **Cambridge First Certificate - FCE**
- **Cambridge Certificate in Advanced English – CAE**
- **Cambridge Certificate in Proficiency – CPE**
- **Cambridge Business English Certificates – BEC Vantage and BEC Higher**

The exam involves reading, writing, use of English, listening and speaking. Successful candidates receive a certificate awarded by the University of Cambridge ESOL Examinations.

### General English Levels:

**Beginner – CEFR A1:** learn the alphabet, numbers and vocabulary; the basic words you need to communicate in English and to share information.

**Elementary – CEFR A1-A2:** Students already have some basic grammar skills, new grammar and survival English, increase reading skills and vocabulary to offer advice. The course also looks at adjectives and adverbs, verb tenses and sentence structure.

**Pre-Intermediate – CEFR A2+:** Students learn about verbs (regular, irregular, modal, tenses and other forms), nouns and pronouns, prepositions and determiners, adjectives and adverbs, simple reported speech and conditional sentences.

**Intermediate – CEFR B1:** At this level students learn about future forms, passives (present and past tenses), question forms, directions, agreeing and disagreeing in English, listening and reading skill development and writing informal letters.

**Upper Intermediate – CEFR B2:** This Course looks at complex verb patterns, formal letters and writing, interpreting specific texts, expressing opinions and giving details about yourself and your ambitions, talking about relationships, telephoning and giving interviews.

**Advanced – CEFR C1:** At this level you consolidate and extend your knowledge in grammar. You develop speaking, reading, listening and writing accuracy. The course involves gap fill, error correction, word formation, register transfer and text completion, text structure and specific meaning whilst recognizing opinions and attitude. The course also covers spoken interviews, discussions and conversations.

**Proficiency – CEFR C2:** You will learn and revise advanced grammar points to make your English more natural. You will learn phrasal verbs and idioms and informal expressions. You will be able to differentiate between various levels of language formality. In writing skill, you will learn to use specific writing skills, you will work on your oral fluency and extend your vocabulary to strike conversations in many topics.

## LOCATION

Leeds Language College is located in the centre of Leeds and is easily accessible from the station and all major bus routes. We are located in a modern building at:

**4th Floor, 31 - 32 Park Row, Leeds LS1 5JD, Leeds, West Yorkshire, England.**

## ABOUT LEEDS

By train, Leeds is just over two hours from London and one hour from Manchester making travel to other cities in England easy whether you travel by road or by rail. Leeds has a compact city centre that makes it surprisingly easy to explore. Leeds also has an international airport so in many cases; you can fly directly from your country to Leeds.

Leeds is a city like no other - alive with energy, brimming with culture, offering excellent facilities and packed with award winning attractions. In Leeds you will find a city rich in heritage, with Victorian architecture and a spirit of urban redevelopment that has transformed modern-day Leeds. The city centre is contemporary and energetic, with a thriving arts and culture scene. It's a truly world class city catering for all tastes and all budgets, where you'll find boutique hotels and budget accommodation all offering great value for money. Not to mention fascinating family attractions, exquisite food and a positively pulsating night life. The city is young and lively with over one thousand shops, more than one hundred and fifty pubs and over thirty nightclubs.

Leeds has two major international universities and more than 50,000 students. Students of all ages and nationalities can find something to do in Leeds.

## **STUDENT SUPPORT**

Our administration staff take time to discuss and understand your needs, provide advice and help you to feel comfortable in Leeds. We also offer advice on courses available for higher education and look at the best options available to you. Whilst you study the college will look after your welfare.

### **Visa**

**Leeds Language College advises students on documents they need in order to process their applications, supporting documents about enrolment and accommodation.**

Leeds Language College provides documents in order to satisfy immigration from the moment the students arrive. Leeds Language College keeps students up to date about immigration rules or changes to the regulations.

### **Student Card**

All students are eligible to receive a student ID card from Leeds Language College Ltd. You just need to provide us with two passport photos once you begin your course.

### **Health**

Leeds Language College provides students details on their nearest doctor and how to register. England has a National Health Service and most international students are entitled to this service. If you are on a course for less than 6 months you may not be entitled to NHS treatment.

### **Bank Account**

Leeds Language College provides a confirmation letter to confirm you are studying at Leeds Language College. This helps to open an English bank account by confirming your home address and length of course.

### **Disability Awareness**

As a college with staff that pride ourselves on being approachable, open and considerate, we are happy to welcome you with the expectation that you will also extend consideration to others within the college environment. Disabled students are to be treated with respect and equality. Please download our Disability Awareness Guidelines for staff and students. Please click [here](#) to download the document.

### **Pastoral Care**

If you have a problem which you need to discuss you are welcome to approach our Administration Manager or Director of Studies at any time. Your problem will be dealt with confidentially.

**Our Students** - The people in our classes are from a wide variety of linguistic, social, ethnic, religious, professional and cultural backgrounds. Most are studying for work or leisure in the UK. Other students are aiming to enter colleges of higher education in the UK and overseas in other English-speaking countries. Some of our students need to study because they want to improve their professional skills or need to take an international English examination. As you study at Leeds Language College, you will experience English culture and also make friends from all around the world. If you get to know people from different nationalities, you will be able to speak English every day, in your lessons and in your free time.

**Our Teachers** - At Leeds Language College Ltd., you are taught by professional teachers in a friendly and positive manner. Our teachers are:

- Qualified to degree level in a broad range of subjects, at undergraduate and postgraduate level,

- Holders of internationally recognized English language teaching and educational qualifications, such as CELTA, PGCE, DTLLS and TESOL certificates and diplomas,
- Have experience of working in professional environments in the UK and internationally,
- Often multi-lingual and have studied foreign languages themselves. They are experienced language learners and travellers and can understand the obstacles students face when studying English as a foreign language and living abroad.
- Equipped to offer learners practical advice on how best to study English and help students make the most of their stay at the college. We regularly train our teachers in modern teaching methods and approaches and they spend time preparing your lessons to make your lessons more interesting and flexible.

## **ACCOMMODATION IN LEEDS**

We help our students to find the best affordable accommodation. The accommodation is selected for location, transport facilities and friendly environment. As Leeds is a university city, there is plenty of accommodation to choose from, to suit every budget. You can choose from:

### **HOME STAY ACCOMMODATION**

The home stay accommodation consists of self-catering, bed and breakfast and half board subject to availability. You will live with a local family and become part of the household and integrate with the host family's lifestyle. Most home stay accommodation is located in the suburbs, which is where families live in private houses. We inspect home stay accommodation providers regularly.

## **INDEPENDENT ACCOMMODATION**

You can rent shared student accommodation or your own independent bedsit, flat, apartment or house, depending on your budget. You can also stay in one of the many hotels in Leeds. If you choose this option, we can direct you to a local estate agent or accommodation booking website.

### **STUDENTS AGED UNDER 18**

Please note home stay accommodation is only available to students aged over 18. If you are 16-17 years old you will need to live with a guardian or your parents, unless you are part of a visiting group of students.

## **SOCIAL ACTIVITIES**

We organise regular social and cultural activities for our students. Some activities like museum and art gallery visits take place during lessons and are part of the course programme.

Others take place after class or on designated college trip days.

We usually organise the following social activities after class:

- **Conversation Club**
- **Pizza Night**
- **Karaoke Night**
- **Bowling Night**
- **Football**
- **Snooker Night**
- **English Through Music and Songs**

During warmer months we organise trips to beautiful towns, villages, parks, nature reserves and places of historical and cultural interest in the beautiful county of Yorkshire, such as:

- **York**
- **Harewood House**
- **Skipton**
- **Chevin Forest Park**
- **Bolton Abbey**
- **Hebden Bridge**
- **Haworth**

The approximate cost of social events and activities range from £3-£10 per event.

Some events are free of charge such as Conversation Club.

Transport costs for trips and outings range from £5-£20 for a return ticket.

Please note listed prices for trips do not include all restaurant meal prices or entrances to venues such as museums and castles available on trips. Most trips consist of a mix of free and paid activities.



## Leeds Language College Rules of Conduct

Our rules of conduct are based upon Home Office guidelines regarding antisocial behaviour and the Race Relations Act (1976).

As a college with staff that pride ourselves on being approachable, open and considerate, we are happy to welcome you with the expectation that you will also extend consideration to others within the college environment.

### UNACCEPTABLE BEHAVIOUR

We believe that unacceptable and abusive behaviour has negative effects on everyone and the college learning and community environment. We therefore will not accept it and will take action against it. All students and members of the college community must behave in a respectful and courteous manner. If you witness or experience any of the following, please contact a member of staff as soon as possible. Activities deemed unacceptable and which will result in expulsion without refund include:

- **Endangering others or causing physical hazards**
- **Verbal, physical or sexual abuse including use of swear words or obscene language**
- **Intimidating or bullying others including name-calling, slander and libel**
- **Dealing or buying drugs**
- **Vandalism and graffiti**
- **Rowdy, disorderly, anti-social or nuisance behaviour**
- **Causing a nuisance to colleagues and neighbours**
- **Leaving rubbish not placed in appropriate bins**
- **Drunkenness or being under the influence of drugs**
- **Attempts to bribe staff or undermine procedures in place at the college**
- **Disruptive and uncooperative behaviour in lessons and cheating during assessments**
- **Refusal to participate in placement and assessment activities**
- **Attending classes without paying course fees**

Anyone deliberately damaging property of Leeds Language College will be held responsible and must rectify any damage. All students and members of the college community must observe and obey all fire and safety rules (including no smoking in the building). Failure to do so may result in expulsion.

### RACIAL, RELIGIOUS, GENDER OR DISABILITY DISCRIMINATION

By our very nature we are an international community and we would expect nothing less than equal consideration for those of other racial, religious or cultural backgrounds. It is illegal to treat people less favourably because of their racial, religious or cultural background. Disabled students are to be treated with respect and equality. In the UK men and women are treated equally and with equal respect – this applies to both students and employees of Leeds Language College Ltd. Acts of discrimination will result in expulsion without refund.

### LATENESS AND ABSENCES

Students are required to attend a whole class session to be marked present. Students who are more than 15 minutes late, repeatedly late or leave before the official end of the lesson will be marked as absent and will not be admitted to the lesson if this is disruptive to the other students in the group – e.g. during a test, listening activity or presentation part of the lesson. All planned holidays and absences must be reported to Reception, not to the teachers. Visa students who do not attend regularly will be reported to the Home Office as required under UK Immigration Rules. Students who are habitually absent and do not complete the course will not be issued with a certificate of completion but may receive a letter giving their course details and their average attendance ratio. The minimum attendance ratio for which a certificate is issued is 85% (the student must also have minimum 60% average mark for homework and class work).

# General Disciplinary Action

Warnings will be given to students or staff exhibiting unacceptable behaviour when it is believed that the action may have been unintentional. Blatant intentional misconduct will result in exclusion without refund.

**We will take action against anyone demonstrating any of the following:**

- **Provocation including name-calling and insults, racist, sexist, religious, homophobic or pornographic jokes or comments.**
- **The use of discriminatory internet and computer software, video material, literature or other materials seeking to exploit racism, sexism or homophobia or attempting to recruit others to related organisations.**
- **Making unwanted sexual advances (physical or verbal).**

Please report any of this behaviour to a member of staff. We will be supportive and show appropriate discretion in dealing with your grievances.

## STUDENT GRIEVANCE PROCEDURE

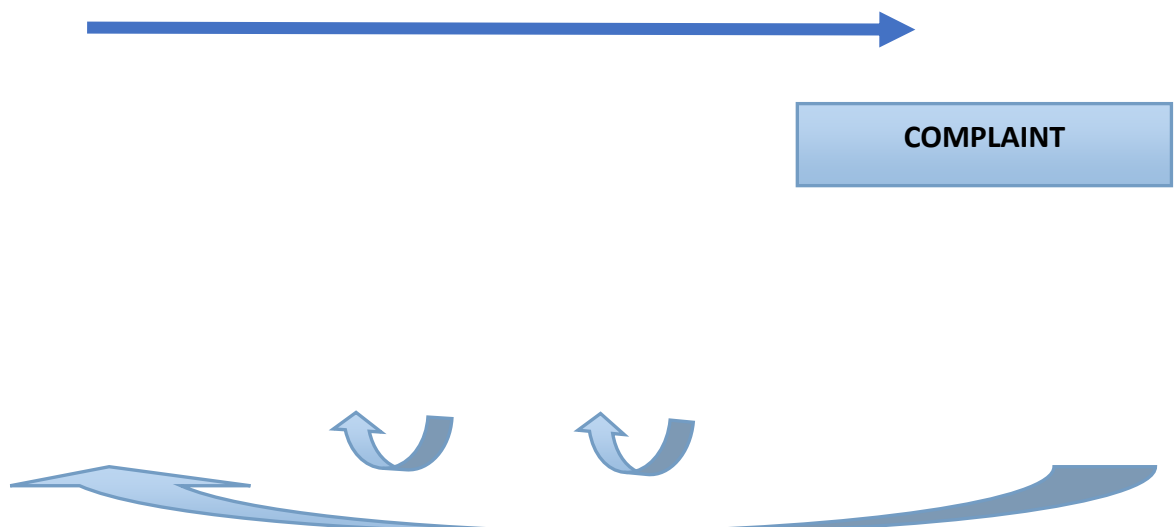
In cases where students feel they are being unfairly or inappropriately treated by a colleague or member of staff either directly relative to the rules of conduct or in any other way that is offensive or exclusive to themselves, they have the right to follow our grievance procedure.

In order to ensure that any grievances can be dealt with effectively please follow the procedures in this document. If you have a grievance with a colleague, you should first attempt to resolve the issue with that person by explaining the problem. If this does not resolve the problem, you should then approach your teacher who will then take on the matter.

If your teacher does not deal with the grievance or your teacher is the cause of your grievance, then you should approach the Director of Studies. The Director of Studies will then deal with the issue on your behalf. If neither the teacher nor Director of Studies is able to resolve your grievance you should then approach the college Principal. If your complaint is not resolved at this stage you can refer it externally to the British Council Accreditation UK or English UK.

## COMPLAINTS

If you have any issues regarding our service, then please speak to reception. Any class issues will be forwarded to the Director of Studies.



PLEASE NOTE: ALL STUDENTS AND TEACHERS ARE REQUIRED TO FOLLOW THESE RULES. TEACHERS ARE EXPECTED TO ENFORCE THESE RULES IN CLASS AND ASK FOR ASSISTANCE FROM ADMINISTRATION IF THE STUDENT FAILS TO COMPLY.

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THE SCHOOL PREMISES ARE A NON-SMOKING ZONE. SMOKING IS NOT PERMITTED IN THE COLLEGE BUILDING, ON THE STAIRS OR OUTSIDE THE FRONT ENTRANCE. STUDENTS WHO SMOKE IN THE BUILDING MAY BE REQUIRED TO PAY A FINE IN ACCORDANCE WITH BRITISH LAW. THANK YOU.

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PLEASE DO NOT USE TELEPHONES IN CLASS.  
PLEASE SWITCH OFF ALL TELEPHONES IN CLASS. IF YOU ANSWER OR MAKE CALLS IN CLASS YOUR TEACHER MAY ASK YOU TO LEAVE THE LESSON.  
THANK YOU.

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YOU MUST ARRIVE IN CLASS ON-TIME AT THE START OF YOUR LESSON. IF YOU ARE LATE OR LEAVE THE CLASS BEFORE THE END OF THE LESSON YOU WILL BE MARKED ABSENT IN THE REGISTER. LATE STUDENTS MAY NOT ENTER LESSONS AT BREAK TIMES WITHOUT PLEASE INFORM PERMISSION FROM THEIR TEACHER AND/OR THE ADMINISTRATION TEAM; THIS WILL BE AT THE COLLEGE'S DISCRETION AND STUDENTS THAT ARE SEEN DOING THIS REGULARLY WILL NOT BE PERMITTED TO ENTER. ADMINISTRATION OF ANY PLANNED HOLIDAYS AND ABSENCES BEFORE YOUR LESSON BEGINS – OTHERWISE YOU WILL BE MARKED ABSENT. IF YOU NEED TO LEAVE THE CLASS EARLY PLEASE TELL YOUR TEACHER AT THE BEGINNING OF THE LESSON AND TELL RECEPTION BEFORE YOUR LESSON. ONLY BOOKED HOLIDAYS OR A MEDICAL CERTIFICATE CAN JUSTIFY AN ABSENCE. THANK YOU.

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**ENGLISH**

PLEASE SPEAK ENGLISH

LEEDS LANGUAGE COLLEGE IS AN ENGLISH-SPEAKING ENVIRONMENT. STUDENTS COME HERE TO SPEAK AND LISTEN TO ENGLISH, NOT OTHER LANGUAGES. PLEASE SPEAK ENGLISH IN CLASS AND AT RECEPTION AT ALL TIMES. THANK YOU.

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ALL STUDENTS ARE REQUIRED TO COME TO CLASS WITH A COPY OF THEIR OWN TEXTBOOK, PEN AND PAPER. IF YOU COME TO CLASS WITHOUT YOUR COURSE BOOK AND WRITING RESOURCES YOU MAY BE ASKED TO LEAVE THE CLASS. NEW STUDENTS AND STUDENTS STARTING NEW SEMESTERS ARE GIVEN A WEEK TO PURCHASE A BOOK, AS THEY HAVE SOME TIME TO DECIDE WHICH CLASS THEY WISH TO JOIN. IF YOU ARE ATTENDING A COURSE REGULARLY YOU ARE REQUIRED TO PURCHASE OR SUPPLY YOUR OWN COPY OF A COURSE BOOK. YOU ARE NOT PERMITTED TO ASK OTHER STUDENTS TO SHARE THEIR BOOK WITH YOU OR LEND YOU PENS AND PAPER, AS THIS IS UNFAIR AND DISRUPTS THE LESSON FOR OTHERS.

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# Course Progression Map

Students are permitted to move to a higher level on successful completion of a level assessment and on meeting the required attendance ratio, class work and homework marks.

**The minimum required mark for level assessments, homework and class work is 60%. The minimum attendance ratio is 85%.**

Students who want to take an exam course such as Cambridge FCE or IELTS must complete Upper Intermediate CEFR B2 successfully before being admitted into an examination group.

Students who wish to join a Cambridge CAE or aim to get IELTS 6.0 or higher must normally have completed a Cambridge FCE or a General English Advanced course first.



STUDENTS CAN REGISTER OR TAKE THE FOLLOWING EXAMS IN THE UK.

PLEASE APPROACH RECEPTION FOR FURTHER DETAILS

| CEFRL LEVEL | COURSES AVAILABLE AT LEEDS LANGUAGE COLLEGE | USUAL EXAM GRADES AND EXAMS AVAILABLE  |
|-------------|---|--|
| A1          | BEGINNER                                    | TRINITY GESE, ISE AND SEW, CAMBRIDGE KET<br>IELTS UP TO 4.0 , CAMBRIDGE KET          |
| A2          | ELEMENTARY                                  |  |
|             | PRE-INTERMEDIATE                            |  |
| B1          | INTERMEDIATE                                | TRINITY GESE, ISE AND SEW, TOEIC,<br>IELTS UP TO 5.0 , Cambridge PET – A-C           |
| B2          | UPPER INTERMEDIATE                          | TRINITY GESE, ISE AND SEW, TOEIC, IELTS<br>UP TO 5.5,<br>CAMBRIDGE PET-A-C,          |
|             | IELTS LOWER                                 | TRINITY GESE, ISE AND SEW,<br>IELTS UP TO 5.5-6.0                                    |
|             | FCE   | TRINITY GESE, ISE AND SEW, CAMBRIDGE<br>FCE-A-C,<br>IELTS UP TO 6.0                  |
| C1          | BUSINESS ENGLISH                            | TRINITY GESE, ISE AND SEW, BEC<br>VANTAGE, BEC HIGHER<br>TOEIC, TOEFL                |
|             | CAE   | TRINITY GESE, ISE AND SEW, CAE GRADE<br>A-C<br>IELTS UP TO 6.5 to 7.5, TOEIC, TOEFL  |
|             | IELTS HIGHER ACADEMIC                       | TRINITY GESE, ISE AND SEW,<br><br>IELTS UP TO 6.5 to 9.0<br><br>TOEIC, TOEFL         |
| C2          | PROFICIENCY                                 | TRINITY GESE, ISE AND SEW, TOEIC<br><br>TOEFL, IELTS UP TO 9.0,<br><br>CAMBRIDGE CPE |

## LEEDS LANGUAGE COLLEGE PRICE LIST 2025

|  |  |   |  |   |   |   |
|--|--|---|--|---|---|---|
| <b>Standard General English</b><br>15 Hours per week.                    | Mon -Fri<br>09.30am - 1.00pm<br>Or<br>2.15pm - 5.30pm              | 2-4<br>WEEKS:<br><br><b>£220 PER WEEK</b> | 5-11<br>WEEKS:<br><br><b>£215 PER WEEK</b> | 12-23<br>WEEKS:<br><br><b>£200 PER WEEK</b> | 24 – 35<br>WEEKS:<br><br><b>£190 PER WEEK</b> | 36+<br>WEEKS:<br><br><b>£180 PER WEEK</b> |
| <b>Intensive General English</b><br>20 hours per week.                   | Mon-Fri<br>09.30am - 2.00pm<br>Or<br>1.00pm -5.30pm                | 2-4<br>WEEKS:<br><br><b>£255 PER WEEK</b> | 5-11<br>WEEKS:<br><br><b>£250 PER WEEK</b> | 12-23<br>WEEKS:<br><br><b>£230 PER WEEK</b> | 24-35<br>WEEKS:<br><br><b>£220 PER WEEK</b>   | 36+<br><br><br><b>£210 PER WEEK</b>       |
| <b>IELTS and Advanced Courses</b><br>15 hours per week.                  | Mon-Fri<br>09.30am -1.00pm<br>Or<br>2.15pm -5.30pm                 | 2-4<br>WEEKS:<br><br><b>£270 PER WEEK</b> | 5-11<br>WEEKS:<br><br><b>£265 PER WEEK</b> | 12-23<br>WEEKS:<br><br><b>£250 PER WEEK</b> | 24-35<br>WEEKS:<br><br><b>£240 PER WEEK</b>   | 36+<br><br><br><b>£230 PER WEEK</b>       |
| <b>Intensive IELTS and advanced courses</b><br>20 hours per week.        | Mon-Fri<br>09.30am -2.00pm<br>Or<br>1.00pm-5.30pm                  | 2-4<br>WEEKS:<br><br><b>£280 PER WEEK</b> | 5-11<br>WEEKS:<br><br><b>£275 PER WEEK</b> | 12-23<br>WEEKS:<br><br><b>£260 PER WEEK</b> | 24-35<br>WEEKS:<br><br><b>£250 PER WEEK</b>   | 36+<br>WEEKS:<br><br><b>£240 PER WEEK</b> |
| <b>Part time English class.</b><br>6 hours per week.<br>2 days per week. | Mon-Fri<br>2 days per week.<br>09.30am-1.00pm or<br>2.15pm-5.30 pm | 2-4<br>WEEKS:<br><br><b>£170 PER WEEK</b> | 5-11<br>WEEKS:<br><br><b>£165 PER WEEK</b> | 12-23<br>WEEKS:<br><br><b>£150 PER WEEK</b> | 24-35<br>WEEKS:<br><br><b>£140 PER WEEK</b>   | 36+<br>WEEKS:<br><br><b>£130 PER WEEK</b> |
| <b>Part time English class.</b><br>9 hours per week.<br>3 days a week.   | Mon-Fri<br>3 days per week.<br>09.30am-1.00pm or<br>2.15pm-5.30 pm | 2-4<br>WEEKS:<br><br><b>£190 PER WEEK</b> | 5-11<br>WEEKS:<br><br><b>£185 PER WEEK</b> | 12-23<br>WEEKS:<br><br><b>£170 PER WEEK</b> | 24-35<br>WEEKS:<br><br><b>£160 PER WEEK</b>   | 36+<br>WEEKS:<br><br><b>£150 PER WEEK</b> |



## LEEDS LANGUAGE COLLEGE PRICE LIST 2025

|                            |                                    |  |
|----------------------------|------------------------------------|--|
| <b>One to one classes.</b> | <b>Any time between 9am to 8pm</b> | <b>£50 per hour<br/>Or £800 for 20 hours</b> |
|----------------------------|------------------------------------|--|

**-Evening Group Classes available, (depending on demand), 18:30 – 20.30**

**-Registration fee: £75**

**-Text book fee £60** for each level/class

**FREE TRIAL CLASS AVAILABLE!**

### Included with the course:

- Free end of course certificate
- Free academic reports
- Free placement test
- Free student ID card
- Free individual learning plan

NB:

- 1 hour = 60 minutes
- Indicative fees are subject to change
- Fees/Prices are in GBP/UK STERLING
- Textbook are not included in the cost
- Your time table is subject to availability of you chosen level at your chosen time
- Minimum class of size 5, maximum of 18, target of 14 students per class
- 20 hours classes are subject to availability and a minimum of 5 students in each class. See our terms and conditions
- Late Homework marking, College test and Assessment rescheduling £25

### **HOMESTAY ACCOMMODATION FEES PER WEEK:**

|                   |                             |  |
|-------------------|-----------------------------|--|
| <b>HALF BOARD</b> | <b>SINGLE ROOM<br/>£250</b> | <b>DOUBLE ROOM<br/>£240 PER PERSON</b> |
|-------------------|-----------------------------|--|

### **AIRPORT PICK UP**

|   |  |
|---|--|
| <b>FROM MANCHESTER AIRPORT<br/>£200 (one way)</b> | <b>FROM LEEDS AIRPORT<br/>£100 (one way)</b> |
|---|--|

- Accommodation booking fee £100
- Accommodation fees must be paid in full and booked at least 2 weeks before student arrival at the college. Accommodation provided for full time students only. Fees/Prices are in GBP/UK STERLING
- Accommodation fees may be subject to change. Double rooms are only for students who travel and pay together

Email: [info@leedslanguagecollege.com](mailto:info@leedslanguagecollege.com) Tel:+441132427434

## 1. PERSONAL DETAILS

|   |  |            |              |                                     |   |   |  |
|---|--|------------|--------------|-------------------------------------|---|---|--|
| <b>FIRST NAME/MIDDLE NAME(S)</b>  |  |            |              |                                     |   |   |  |
| <b>FAMILY NAME/SURNAME</b>  |  |            |              |                                     |   | <b>TITLE</b>                                      |  |
| <b>NATIONALITY</b>  |  |            |              | <b>PASSPORT NUMBER</b>              |   |   |  |
| <b>DATE OF BIRTH</b>  |  | <b>DAY</b> | <b>MONTH</b> | <b>YEAR</b>                         | <input checked="" type="checkbox"/> <b>MALE</b> | <input checked="" type="checkbox"/> <b>FEMALE</b> |  |
| <b>UK ADDRESS</b>   |  |            |              | <b>HOME ADDRESS IN YOUR COUNTRY</b> |   |   |  |
|   |  |            |              |                                     |   |   |  |
| <b>POST CODE</b>  |  |            |              | <b>POST CODE</b>                    |   |   |  |
| <b>TEL 1</b>  |  |            |              | <b>TEL 1</b>                        |   |   |  |
| <b>TEL 2</b>  |  |            |              | <b>TEL 2</b>                        |   |   |  |
| <b>EMAIL ADDRESS</b>  |  |            |              |                                     |   |   |  |
| <b>CONTACT DETAILS OF FAMILY IN CASE OF EMERGENCY AND ENGLISH SPEAKING FRIEND/NEXT OF KIN</b> |  |            |              |                                     |   |   |  |
| <b>FULL NAME AND RELATIONSHIP TO YOU</b>  |  |            |              |                                     |   |   |  |
| <b>TELEPHONE NUMBER</b>   |  |            |              |                                     |   |   |  |
| <b>EMAIL ADDRESS</b>  |  |            |              |                                     |   |   |  |
| <b>CONTACT ADDRESS</b>  |  |            |              |                                     |   |   |  |

## 2. COURSE DETAILS

| <b>COURSE TYPE</b> ✓   | <b>YOUR LEVEL</b> ✓   | <b>PREFERRED TIME</b> ✓          | <b>HOW MANY HOURS A WEEK OF CLASSES?</b> |              |             |
|------------------------|-----------------------|----------------------------------|--|--------------|-------------|
| GENERAL ENGLISH        | COMPLETE BEGINNER A1  | MORNING 9:45am to 1:00pm         |  |              |             |
| BUSINESS ENGLISH       | ELEMENTARY A1 –A2     | AFTERNOON 1.30pm to 4.45pm       |  | 6/9          |             |
| CAMBRIDGE FCE          | PRE-INTERMEDIATE A2+  | EVENING 6:30pm to 8.30pm         |  | 15           |             |
| CAMBRIDGE CAE          | INTERMEDIATE B1       |                                  |  | 20           |             |
| CAMBRIDGE CPE          | UPPER INTERMEDIATE B2 | <b>COURSE START DATE(MONDAY)</b> | <b>DAY</b>                               | <b>MONTH</b> | <b>YEAR</b> |
| IELTS/ACADEMIC ENGLISH | ADVANCED C1           | <b>COURSE END DATE (FRIDAY)</b>  | <b>DAY</b>                               | <b>MONTH</b> | <b>YEAR</b> |
| ONE TO ONE CLASSES     | PROFICIENT C2         |                                  | <b>NUMBER OF WEEKS</b>                   |              |             |

## 3. ACCOMMODATION

| <b>DO YOU NEED ACCOMMODATION?</b>                              | <b>WHAT KIND OF ACCOMMODATION DO YOU NEED?</b> | <b>WHAT KIND OF ROOM WOULD YOU LIKE?</b>                                 |             |
|--|--|--|-------------|
| YES <input type="checkbox"/>                                   | SELF-CATERING <input type="checkbox"/>         | SINGLE ROOM <input type="checkbox"/>                                     |             |
| NO <input type="checkbox"/>                                    | BED AND BREAKFAST <input type="checkbox"/>     | DOUBLE ROOM <input type="checkbox"/>                                     |             |
| <input checked="" type="checkbox"/> <b>IF YOU ARE A SMOKER</b> | HALF-BOARD <input type="checkbox"/>            | <input checked="" type="checkbox"/> <b>IF YOU NEED WHEELCHAIR ACCESS</b> |             |
| <b>ACCOMMODATION ARRIVAL DATE</b>                              | <b>DAY</b>                                     | <b>MONTH</b>   | <b>YEAR</b> |
| <b>ARRIVAL DATE IN UK</b>                                      | <b>DAY</b>                                     | <b>MONTH</b>   | <b>YEAR</b> |
| <b>ACCOMMODATION DEPARTURE DATE</b>                            | <b>DAY</b>                                     | <b>MONTH</b>   | <b>YEAR</b> |
| <b>DEPARTURE DATE FROM UK</b>                                  | <b>DAY</b>                                     | <b>MONTH</b>   | <b>YEAR</b> |
| <b>NUMBER OF WEEKS OF ACCOMMODATION NEEDED</b>                 |  |  |             |

**DO YOU HAVE ANY ALLERGIES/ SPECIAL NEEDS/DISABILITIES?**

**DO YOU HAVE ANY STRONG DISLIKES OR SPECIAL REQUIREMENTS?**

**HOW DID YOU HEAR ABOUT THE COLLEGE?**

**4. PAYMENT DETAILS – PLEASE SELECT PAYMENT METHOD:** PLEASE NOTE: TO PAY IN INSTALMENTS YOU MUST BE STUDYING FOR 12 WEEKS OR MORE. THERE ARE DIFFERENT PRICES FOR MORNING AND AFTERNOON CLASSES.

PAY IN FULL  PAY IN INSTALMENTS- HOWMANY?  CASH  BANK TRANSFER  CREDIT CARD  CHEQUE

**Enrolment/Registration And Booking Fees**

£

**Course Fees**

£

**Accommodation Booking Fees**

£

**Accommodation Fees**

£

**TOTAL AMOUNT TO PAY**

£

I confirm that I have read and accepted all the terms, conditions, rules and regulations of enrolment and study at Leeds Language College Ltd. I agree to abide by the Leeds Language College rules of conduct. **Please read Terms and Conditions on the next page.**

**SIGNATURE**

**DATE**

**DAY** **MONTH** **YEAR**

**PLEASE POST/EMAIL YOUR FORM TO:** Leeds Language College Ltd. 4th Floor, 31 - 32 Park Row, Leeds LS1 5JD, England, U.K. Tel./Fax: +44(0) 113 242 75 34, Email: info@leedslanguagecollege.com Website: www.LeedsLanguageCollege.com, Registered in England and Wales. Company Number: 6004218

## LEEDS LANGUAGE COLLEGE DATA PROTECTION

### Information Disclaimer

Leeds Language College Ltd is a data controller and is registered with the Information Commissioner's Office as required under the Data Protection Act 1998. We will use any information gathered for Education administration purposes and will only process your personal data in accordance with our registration procedures and current data protection legislation. Information contained on this form will be disclosed to members of our staff as necessary.

### How we use your information

Your contact details are being held by Leeds Language College Ltd on a database. This information will be shared with our administrative and managerial staff and external third parties acting on Leeds Language College Ltd.'s behalf, as necessary. Information will not be disclosed to external third parties without your consent.

Leeds Language College Ltd. may wish to process your personal information in connection with a variety of activities which may include course enrolment, accommodation arrangements, travel arrangements, visa procedures, accreditation reporting, sending communications to you and examination registration.

**If you do not wish Leeds Language College Ltd. to use your personal data in this way, then you will not be able to enrol on a course.**

By ticking () the boxes and signing below, you accept that Leeds Language College Ltd. can process the data on this form to our staff as necessary.

I understand that by ticking this box I give my consent for Leeds Language College Ltd. staff to record sensitive personal information about me, to process and store it securely for the purposes of course enrolment, progression, attendance and communication with me.

I understand that by ticking this box I give my consent for Leeds Language College Ltd. staff to record sensitive personal information about me, to process and store it securely in electronic and paper format, for the purposes of course enrolment, progression, attendance and communication with me.

|           |  |
|-----------|--|
| FULL NAME |  |
| SIGNATURE |  |
| DATE      |  |

# LEEDS LANGUAGE COLLEGE TERMS AND CONDITIONS

If you have a specific question, please contact us on [info@leedslanguagecollege.com](mailto:info@leedslanguagecollege.com) and we aim to reply within 24 hours.

## 1. GENERAL TERMS

Should you become a learner of Leeds Language College Ltd, the College will take all reasonable steps to provide the courses as described in our current brochure. In the unlikely event that Leeds Language College Ltd is unable to provide any courses due to industrial action or circumstances beyond the College's control, the College will take all reasonable steps to minimise any disruption to your education.

The College is unable to accept applications from learners of less than 16 years of age. All classes at Leeds Language College Ltd are subject to availability. Learners should check class details before enrolment.

Learner details are kept on a database and learners must keep Leeds Language College Ltd informed of any changes to their details. Leeds Language College Ltd will not give learners' personal details to a third party (apart from appropriate authorities) without written permission.

All classes at Leeds Language College Ltd. are subject to availability. Learners should check class details before enrolment. Decisions made by the management of Leeds Language College Ltd will be final and binding in all cases for all learners and their agents/representatives. The agreement between you and Leeds Language College Ltd is subject to English law and the exclusive jurisdiction of the English courts.

## 2. COURSE PROFILE AND DELIVERY OF LESSONS

The College reserves the right to make variations to the award title, contents, personnel, place, time or method of delivery of, to discontinue or to merge or combine courses, if such action is reasonably considered necessary by the College.

If, after an application for a course has been accepted, the course is substantially varied from that described in the brochure or cancelled for reasons other than industrial action or circumstances beyond the reasonable control of the College, the College will use reasonable endeavours to provide a suitable replacement course. If you do not accept the replacement course, you will be entitled to withdraw from the course. In the event of such withdrawal, an appropriate refund of course fees will be made. No changes to course times may be requested by a learner for a minimum of 4 weeks and class times can be only changed if there is a place available.

Students cannot change from full-time hours to part-time hours or vice-versa and continue with the same price plan.

Students cannot exchange their full-time or part-time classes for one-to-one lessons.

## 3. PLACEMENT ON COURSES AND LEVELS OF STUDY

New learners must take a Leeds Language College Ltd spoken and written placement test, to determine the most suitable level to study. The college's levels are based on the requirements of the Common European Framework for Languages from A1 to C2+ level.

If learners disagree with the College's reasonable assessment of their language proficiency and choose to leave the College as a result, no refund will be payable. Leeds Language College Ltd learners can change their level of study with the approval of the College. Placement tests are compulsory and refusal to participate will result in expulsion without refund.

## 4. COURSE BOOKS

Learners must purchase their initial textbook at £60 on enrolment after assessment. Subsequently, further textbooks must be purchased for each change of course/level in the first week of the new term.

Learners must have their own textbook and resources; otherwise, they will not be admitted to class. The course books used must be the books detailed in the course syllabus for each group and level.

## 5. ENROLMENT AND FEES

To pay Leeds Language College Ltd you can choose how you wish to make payment:

By Bank Transfer: HSBC BANK  
13 Parliament Street  
York, United Kingdom, YO1 8XS  
Account name: Leeds Language College Ltd  
Account number: 43975002  
IBAN: GB30HBUK40473143975002  
BIC: HBUKGB4109Y

When you pay by bank transfer, please, add £20 to the fee to cover exchange rate charges. Please, remember to include all bank charges.

(2) **By cheque:** Cheques to be made payable to Leeds Language College Ltd in GBP (POUNDS STERLING). Course bookings will be confirmed when cheques have cleared in full. When you pay by cheque, please, add £20 to the fee to cover exchange rate charges. Please, remember to include all bank charges.

(3) **By credit card:** Please, give the card number, expiry date, and a written statement to authorise us to take the money.

A single non-refundable fee of £75 is paid for registration to Leeds Language College Ltd. This payment covers enrolment registration charges and is payable to Leeds Language College at enrolment.



If Leeds Language College Ltd has not received payment, a course will not be booked. Learners are responsible for these payments which, if not made, will affect visa requirements. Once payment has been received into the bank, a Certificate of Enrolment can be issued. Leeds Language College Ltd cannot guarantee a learner will study at their time of choice but will try to meet the learner's request. The course book for the initial level costs £60. Learners must purchase new course books for subsequent levels. Subsequent course books cost £60 at Leeds Language College but may be purchased directly from book shops or online retailers.

Late Homework Marking or Class Assessment Rescheduling fee is £25 per item of late homework or per rescheduled test.

**NOT INCLUDED IN TUITION FEES: TEXTBOOKS, TRAVEL, HEALTH OR PERSONAL INSURANCE, EXTERNAL EXAMINATION FEES, STATIONERY, ACCOMMODATION, BANK TRANSFER CHARGES.**

#### **6. MEDICAL AND PERSONAL INSURANCE**

It is a good idea to take out an 'all-risks' insurance policy which covers loss or theft of property as well as accidents and health whilst in England. If you have not done this already and want to get more information, please contact the Association of British Insurance. Tel: 020 7600 3333 Website: [www.abi.org.uk](http://www.abi.org.uk)

#### **7. INSTALMENT PAYMENTS:**

All courses of up to 12 weeks' duration must be paid in full on enrolment. Payment by instalments is not available to learners who obtain their visas through Leeds Language College Ltd., as paying by instalments could affect visa applications. For non-visa learners, courses over 12 weeks can be paid by instalment by arrangement.

| <b><u>WEEKS OF COURSE BOOKED</u></b> | <b><u>MAXIMUM NUMBER OF PAYMENTS</u></b> |
|--------------------------------------|--|
| 1-11                                 | FULL PAYMENT AT ENROLMENT                |
| 12-24                                | 2 PAYMENTS                               |
| 25-41                                | 3 PAYMENTS                               |
| 42+                                  | 4 PAYMENTS                               |

If payments are not paid on the agreed date, then the entire outstanding amount must be paid immediately. If payment is not made, the course will be cancelled, and learners must enter any further course as a new enrolment. If payments are late, Leeds Language College Ltd may discontinue the instalment plan. It is the responsibility of the learner to make payments into the agreed instalment payment plan. Instalment payments are only available to learners who complete the full course. All payments must be made in advance.

#### **8. REFUNDS OF COURSE FEES**

Leeds Language College Ltd will not refund exam fees, travel costs or transfer costs to airports. Refunds can take up to 28 days or 4 weeks after all the relevant and requested documentation has been received by Leeds Language College Ltd. When payments are made through an agent, the refund will be given by that agent. With exception of payments by agents, refunds will only be made in the name of the learner by cheque or bank transfer only. Additional bank charges will not be paid by Leeds Language College Ltd. The amount of refund payable to you depends on amount of time given before the start of the course. Learners who cancel a course after obtaining a learner visa through the College must present an enrolment letter for a new college as proof of further studies in the UK. Please Note: Fees are non-transferable for all learners.

| <b><u>AMOUNT OF TIME GIVEN BEFORE COURSE</u></b> | <b><u>PERCENTAGE OF REFUND</u></b> |
|--|------------------------------------|
| 7 WEEKS +  | 70%                                |
| 5-6 WEEKS  | 55%                                |
| 3-4 WEEKS  | 40%                                |
| 2 WEEKS  | 10%                                |
| 1 WEEKS  | 5%                                 |
| Less than 1 WEEK                                 | 0%                                 |
| AFTER START DATE                                 | 0%                                 |

All learners with visa refusal are entitled to a refund of their course fees (not registration fees). Leeds Language College Ltd will deduct an administration fee of £400 on each visa application. Learners with visa refusal must send or fax a stamped copy of "notice of immigration decision" in order to process a refund.

#### **9. ONE TO ONE TUITION**

Normal payment in advance and cancellation rules apply (see above). Tuition is subject to availability of teachers and classrooms. Leeds Language College Ltd may change teachers depending on availability. Learners are required to give at least 24 hours' notice before rescheduling a one to one lesson, otherwise the learner will be charged for the cancelled class. For lessons on Mondays, the college must be informed of a cancellation by Friday afternoon. Late students are not compensated for lesson time they have missed.

#### **10. CHANGES TO COURSE DETAILS AND EXTENSIONS**

If learners wish to change their start date, a £60 administration charge will be payable. Learners must inform Leeds Language College Ltd of any required change at least 7 days in advance. If a learner fails to start at the selected date or complete a course, the learner will be removed from the class with no possibility of transfer or refund. Course extensions will only be granted if learners have authorised absence (formal holiday entitlement) or medically certified illness. Learners with current valid visas will be charged a £10 administration fee if they wish to extend their course and can pay the continuous price if the extension is for 4 weeks or more.

### **11. LEARNER HOLIDAYS, PUBLIC HOLIDAYS AND WORKING HOURS**

Authorised holidays must be booked 7 days in advance and should be planned carefully, as administration costs could apply for changes or cancellations. When booking authorised holidays, learners are entitled to equivalent course time back to compensate for any authorised holidays taken during the course. Any lessons taken as time back for authorised holidays, must be taken immediately following the course and while any visas are still valid. If a learner does not claim the equivalent lessons immediately following a course and leaves the course for any length of time, they forfeit the equivalent lessons and cannot claim them back at a later date. The lessons must be taken immediately and continuously in the days following the end date of the course. Please note there is no lesson time given back for bank or public holidays. Learners are allocated the following number of authorised holidays:

| <b>HOLIDAYS / ABSENCE</b> | <b>STUDY AUTHORISED HOLIDAY</b> |
|---------------------------|---------------------------------|
| <b>WEEKS PAID</b>         |                                 |
| <b>LESS THAN 7 WEEKS</b>  | <b>NONE</b>                     |
| <b>8-11 WEEKS</b>         | <b>1 WEEK</b>                   |
| <b>12-17 WEEKS</b>        | <b>2 WEEKS</b>                  |
| <b>18-23 WEEKS</b>        | <b>3 WEEKS</b>                  |
| <b>24-29 WEEKS</b>        | <b>4 WEEKS</b>                  |
| <b>30-35 WEEKS</b>        | <b>5 WEEKS</b>                  |
| <b>36-39 WEEKS</b>        | <b>6 WEEKS</b>                  |
| <b>40+ WEEKS</b>          | <b>8 WEEKS</b>                  |

Leeds Language College office working hours are Monday to Friday, 9 a.m. to 5.00 p.m. Leeds Language College Ltd will be closed for Christmas/New Year bank and public holidays.

### **12. HOME STAY ACCOMMODATION (LEARNERS AGED 18+ ONLY)**

Leeds Language College Ltd will arrange Home stay accommodation on behalf of learners of Leeds Language College only on request subject to the following terms:

1. Accommodation fees must be paid in full and booked at least two weeks before learner arrival at the College.
2. Accommodation fees are indicative and subject to change depending on availability of the property.
3. Accommodation fees must be paid in full directly to the College and not to the host family or residence. The accommodation is only valid for the person and dates given. No refund will be given for late arrivals or early departures.
4. An accommodation search fee of £100 is payable for each search made by the College.
5. The minimum fee to be paid for a Home stay is one week.
6. If you cancel your accommodation you must give one week's complete notice of cancellation.
7. Cancellation must be in blocks of complete weeks. No refund will be given for partial cancellations or where the notice is less than one week. There is a cancellation charge of 50% of one week when more than one week's notice is given.
8. Any refunds for cancelled or changed accommodation are given at the end of the course, once the period of tuition has officially finished.
9. Refunds for accommodation are given within 28 days or 4 weeks of the course completion date and after all the relevant and requested documentation has been received by Leeds Language College Ltd.
10. Leeds Language College Ltd can only arrange accommodation that is available at any given time. Double rooms are only for learners who travel and pay together.

### **13. HOMEWORK AND ASSESSMENTS**

Homework assignments, Class work assessments, and additional online portal work, carried out according to the class schedule, are free of charge for all learners.

Weekly class assessments must be completed in class, according to the class assessment schedule, under the supervision of the teacher. The designated day for class assessments is usually Friday. All learners are expected to attend. The teacher will inform the learners in advance if another day has been designated for assessments because of a public holiday or college outing.

Weekly homework assignments must be fully completed and submitted to the teacher on time, by the designated weekly deadline, otherwise they will not be marked and the learner will be allocated a 0% mark for each missing assignment. Homework can be submitted by email if a learner is absent on the due date.

Weekly class tests, level assessments, and homework assignments are compulsory and refusal to participate in these will result in expulsion without refund.

Learners may request late homework to be marked and may request occasional rescheduling of tests to another time/day if they are unable to attend their class on the designated assessment day but will have to pay an additional fee for this service and may be given a different test from the one completed by their classmates on the official designated test day.

The Late Homework Marking or Class Assessment Rescheduling fee is £25 per item of late homework or per rescheduled test. This service is only available to learners who are still within their contracted course term (not available to learners who have completed their course). It is also limited to 3 instances per learner per term (that is, not more than 3 incidents in total of rescheduled tests or late homework marking within a 13-week period).

Learners must have an attendance record of 85% and a minimum average of 60% for classwork and homework marks to receive a



certificate of course completion/attendance or to be promoted to a higher level. Learners who have a good attendance ratio of at least 85% but who have failed to achieve the minimum average of 60% for homework and class work assessments will not be able to move to a higher level but will be given a letter confirming attendance on their course. Certificates and letters are issued on the last day of attendance for the final course completed and are not retrospective.

#### **14. LEARNER ATTENDANCE**

Leeds Language College Ltd learners are expected to attend all their classes unless learners are unable to attend due to either medically certified illness or authorized holiday entitlement. Learners who are absent for less than 10 sessions without a doctor's certificate, may be excluded from the class, at the discretion of the College. Learners absent for more than 10 sessions will be reported to the Home Office and UK Visas and Immigration (UKVI) and may be excluded from their class and required to book another course. Learners who have an attendance record below 85% over the course of one calendar month (during term time) may be removed from the class (unless medically certified illness or authorised holiday). Learners who have an attendance record below 85% at the end of their course will not be issued a certificate of course completion or attendance and will not gain promotion to a higher-level group.

No refund will be payable in such circumstances. Late arrivals of 15 minutes or more will always be excluded from the class and will be marked absent, with no refunds or course extensions given for lateness. Repeated late arrivals of less than 15 minutes, exceeding 2 separate instances of lateness in 10 sessions, will be excluded from class and marked absent at the discretion of Leeds Language College Ltd, if the incidents of lateness have not improved following a verbal warning and are deemed to be disruptive to the remaining learners in the class, to the learning program and to the teacher. Leeds Language College Ltd learners who have unsatisfactory attendance (below 85%) will be reported to the UKVI/Home Office and not be issued with a leaving or attendance certificate unless there are exceptional circumstances.

#### **15. OPTIONAL EXTERNAL EXAMINATIONS**

External Examinations such as Cambridge ESOL examinations can be taken at a learner's request and fees must be paid on specific dates. Payment of examination fees is the responsibility of the learner.

#### **16. PHOTOCOPYING, PHOTOGRAPHS AND INTERNET USE**

All photocopying carried out at Leeds Language College is in compliance with the college's CLA Licence. Learners are not permitted to photocopy or print course books on college premises.

Learners may use the college Internet for study or recreational purposes but must not access any websites on college premises with illegal, explicit, discriminatory, or offensive content, which promote or support extremism or violence and which would be inappropriate for learners aged under 18 to access.

Leeds Language College Ltd may use learner photos for promotional and publicity material unless a learner specifically objects before the photograph is taken. Learners and staff should inform the college in advance if they do not want their photograph to be taken and should opt out of posing for photographs if they do not want their image to be used in college advertising material and on the college website.

Where a learner or member of staff poses for a photograph, their photograph may be used and published for printed and online promotional, advertising, and marketing purposes.

#### **17. GENERAL LEARNER CONDUCT**

Learners must inform Leeds Language College Ltd of any changes in personal circumstances, in particular, changes of address, telephone numbers, and email address. Leeds Language College Ltd will exclude any learners who are involved in a proven criminal offense or blatant misconduct. No refund will be given.

Any learners who deliberately damage the property of Leeds Language College Ltd will be held responsible and must rectify any damage. Learners must observe and obey the fire and safety rules of Leeds Language College Ltd (including no smoking in the building). Failure to do so may result in expulsion. Learners must behave in a respectful and courteous manner towards other learners and staff. Failure to do so may result in expulsion and being reported to the police and UK Visas and Immigration (UKVI).

#### **18. GENERAL SAFETY AND FACILITIES**

Learner property left at Leeds Language College Ltd will be at the owner's risk. Leeds Language College Ltd does not have parking spaces or facilities for storage. The building in which the college is located and the immediate external area near the front entrance to the building is a non-smoking zone. Learners may be fined by Leeds City Council for smoking and littering in this area and Leeds Language College Ltd is not liable for any fines incurred by the learners or caused by them. If Leeds Language College is fined for a breach of learner conduct on or around college premises, the learner(s) responsible for the penalty will cover the costs of any resulting fines.



## AGENT CONTRACT

Please complete and return the details by fax +44 (0) 11 32 42 75 34.

A contract exists between Leeds Language College Ltd, 4<sup>th</sup> Floor, 31 - 32 Park Row, Leeds LS1 5JD, England, U.K. and the agent:

### 1. CONTACT AGENT INFORMATION

|                 |  |             |            |
|-----------------|--|-------------|------------|
| CONTACT NAME:   |  |             |            |
| COMPANY:        |  |             |            |
| ADDRESS LINE 1: |  |             |            |
| ADDRESS LINE 2: |  |             | Post Code: |
| E-MAIL:         |  | WEBSITE:    |            |
| PHONE NUMBER:   |  | FAX NUMBER: |            |

### 2. BUSINESS DETAILS

|                                    |  |   |  |
|------------------------------------|--|---|--|
| Name of owner:                     |  | Other branches (if applicable):           |  |
| Number of Employees:               |  | Amount of time business has been running: |  |
| Services provided by the business: |  |   |  |

### 3. TERMS OF CONTRACT

#### THE AGENT WILL

- Give recommendations for courses and services provided by Leeds Language College Ltd.
- Give correct and precise information on the College and its services. This includes terms and conditions of enrolment, prices, course dates and suitability of the course for the student.
- Provide Leeds Language College Ltd with a signed application form completed by the student which shows they have read and accepted the terms and conditions of the College.
- Before accepting payment, provide details of any additional fees the agency charges in addition to the commission charged to the school.
- Provide accurate and full details of card payment fees or bank transfer fees incurred by sending payments to the UK (When you pay by bank transfer you must add £20 to the fee to cover exchange rate charges and include all bank charges).
- Take full payment from the student including any accommodation, enrolment and book fees plus any extra bank charges that apply. Agents will keep 20% of the COURSE FEE payment which is paid on enrolment.
- Send the payment to Leeds Language College Ltd by bank transfer or credit card (with any bank charges paid) within a minimum of 10 working days before the enrolment date.
- Visa card fees and bank transfer fees must be paid in full by the student or the agent.
- If an incorrect payment is made, the agent will pay a £30 handling fee plus bank transfer charges to return agency fees which were not deducted by the agency prior to enrolment.
- If you charge an additional charge, Leeds Language College Ltd asks that you give students this information before payment is received. (See agent contract).
- The agent reserves the right to charge up to 5% to cover registration and administration over and above the quoted Leeds Language College Ltd price.

#### THE AGENT WILL NOT:

- Guarantee times of classes to students.
- Take payment from a student under 18 years of age.
- Add commission on the accommodation service provided.
- Enter into any binding agreements on behalf of Leeds Language College Ltd.

#### LEEDS LANGUAGE COLLEGE LTD WILL:

- Supply the student with a letter of enrolment before the student arrives in the UK.
- Provide home stay accommodation which has been paid for in agreement with the Terms and Conditions of the College.
- To assist the student during his/her stay in Leeds and offer support and advise as required.
- Allow the agent to keep 20% of the student tuition fee which is paid on enrolment only.

#### LEEDS LANGUAGE COLLEGE LTD WILL NOT:

- Enrol or supply an enrolment letter to any student who does not pay in full.
- Pay commission to the agent when the student extends their course.

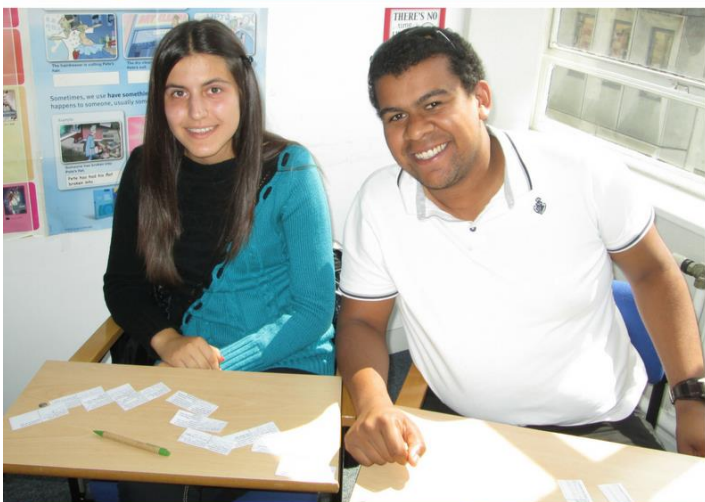
**AGREEMENT:** This agreement is subject to English Law and shall be subject to the exclusive jurisdiction of the courts of England and Wales.

I agree to the Terms and Conditions of the above contract and General Terms and Cognitions of Leeds Language College Ltd. The contract will end when a notice of termination is provided by either the agent or the College. The contract will commence from the date that this completed form is received by Leeds Language College Ltd.

#### SIGNATURES AND DATES

|                                     |  |       |  |
|-------------------------------------|--|-------|--|
| ON BEHALF OF THE AGENT              |  | DATE: |  |
| ON BEHALF OF LEEDS LANGUAGE COLLEGE |  | DATE: |  |









LEEDS LANGUAGE COLLEGE LTD

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4th Floor, 31 - 32 Park Row, Leeds LS1 5JD, England, U.K.,

TEL/FAX: +44 (0) 113 242 75 34

EMAIL: [info@leedslanguagecollege.com](mailto:info@leedslanguagecollege.com)

WEBSITE: [www.leedslanguagecollege.com](http://www.leedslanguagecollege.com)

SKYPE ID: leedslanguagecollege