49
Years' Experience in Teaching

FrancesKing
School of English

2022

Enrolment Information for Adult Programmes

in London All Year and Dublin in Summer

Course fees
London all year 2022

FrancesKing School of English

Registration fee £75

Code	Course	Lessons per week	Timetable	Weeks	Start dates	Price per week 1-3	4-7	8-11	12-24	25+	Minimum level
Jump into English, General English, Academic Year											
JIE	Jump into English	30 ❶	Morning, afternoon & 1 evening	1-4	Every Monday ❷	£450	£405	-	-	-	A2
E20	Standard General English Morning	20	Morning	1-24		£350	£315	£292	£256	£220	A2
E28	Intensive General English	28	Morning & afternoon	4-24		-	£395	£365	£320	£275	A2
AY20	Standard Academic Year Morning	20	Morning	25-52		-	-	-	-	£220	A2
IAY28	Intensive Academic Year	28	Morning & afternoon			-	-	-	-	£275	A2
English for Professionals											
C20	Club 8 Standard Professional English	20	Morning	1-12	Every month by arrangement and every Monday ❷ within these dates: Spring (March 21-April 29); Summer (June 13-August 26); Autumn (October 10-28)	£465	£385	£357	£354	-	B1
C28	Club 8 Intensive Professional English	28	Morning & afternoon			£580	£485	£445	£440	-	B1
C22+	Club 8 Combination	22+	Morning & afternoon			Fee as for C20 +£85 per private lesson or special rate of £65 for 5 or more private lessons per week					B1
IELTS Preparation											
I20	Standard IELTS	20	Morning	2-8	Every Monday ❷	£350	£315	£292	-	-	B1
I28	Intensive IELTS	28	Morning & afternoon			£435	£395	£365	-	-	B1
I8	Part Time IELTS	8	Afternoon	1-24		£85	£80	£73	£64	-	B1
English Online - before and after your course in London											
Please ask for details											

❶ Integrated programme including classroom lessons, activities, outside speakers, a lunch and evening event.
❷ When Monday is a public holiday, classes start on the following Tuesday. January 4; April 19; May 3; August 30.

Private Lessons				
Code	**Course**	**Lessons/week**	**N. of people**	**Price**
PF	Flexitime Private and Online Lessons	2+	1-3	£85 / lesson £65 / lesson for 5 or more lessons / week if you book a group programme for the same week

Start dates and timetable by arrangement. All levels including beginners. Lessons are 1 hour (60 minutes).

Christmas and New Year in London	
Start dates	December 19 (1-2 weeks); December 28 (1 week)
Fees	Week 1 - £350, 20 lessons. Week 2 - £210, 12 lessons. 2 week course - £560

Two City Experience
If you'd like to combine stays in London and Dublin please contact london@francesking.com Tell us how many weeks you'd like to spend in each city and your choice of course and accommodation. We'll get back to you with a price.

PROGRAMME NOTES

Visa document courier £45

Optional medical, travel and course insurance £5.53/week
Book at: www.guard.me/francesking

Examination fees

IELTS	£215
Linguaskill	All skills £90 Per skill £45

Courses fees include
- placement test and assessment
- welcome pack
- school certificate
- use of self-access study facilities

Course fees do not include
- bank charges
- travel and excursions

Students must buy course books as directed by their teachers. Guide prices – £35-£40/8-12 weeks.

Activities
Some activities, such as guided walks, language workshops and museum visits, are free; others such as restaurant visits, some tourist attractions and excursions are charged. You can see the activity programme for the current month in Free Time on our website.

Class size
Maximum 14, except Club 8 Professional maximum 8

Ages
Minimum age 16 except:
Club 8 Professional English – 24
Christmas and New Year in London – 18
Private lessons – 5

Timetable
1 lesson = 50m
6 lessons = 5h
8 lessons = 6h 40m
20 lessons = 16h 40m
28 lessons = 23h 20m

Morning – 20
9.00-12.50 Monday to Friday

Afternoon – 20
13.45-17.30 Monday to Friday

Morning and afternoon - 28
9.00-12.50 Monday to Friday
13.45-15.30 Monday to Thursday

Part time afternoon - 8
13.45-15.30 Monday to Thursday

Jump into English
9.00-12.15 and 13.00-16.15
18 classroom based sessions (classroom session = 45 minutes); 3/4 outside activities (morning or afternoon); 1evening activity / week

Discount for Returning Students
Students who have studied at Frances King before, can get a discount on their next course for 3 years.
Contact london@francesking.com for details.

Accommodation and transfers fees
London all year 2022

FrancesKing School of English

Code	Accommodation type	Star rating	Price
	Homestays		
A1	Private Home: Single Self-Catering	**	£156 / week
A2	Standard Single Bed and Breakfast	**	£162 / week
A3	Standard Twin/Double Bed and Breakfast	**	£144 / week / person
A5	Standard Single Half-Board	**	£223 / week
A6	Standard Twin/Double Half-Board	**	£182 / week / person
A7	Premium Single Bed and Breakfast	***	£200 / week
A8	Premium Twin/Double Bed and Breakfast	***	£168 / week / person
A9	Premium Single 4 Dinner Plan	***	£234 / week
A10	Premium Single Half-Board	***	£260 / week
A11	Premium Twin/Double Half-Board	***	£229 / week / person
A12	Premium Private Bathroom Supplement		£47 per week / room
A13	Deluxe Single Bed and Breakfast	****	£260 / week
A14	Deluxe Single 3 Dinner Plan	****	£302 / week
	Residences		
A306	iQ Hammersmith: Single Studio Self-Catering	***	From £464 / week £105 Service Fee (one payment)
A301	Lightfoot Hall: Single Studio Self-Catering	***	£498 / week
A302	Lightfoot Hall: Twin Room Self-Catering	***	£240 / person / week
A310	Chapter Portobello: Single Studio Self-Catering	***	£383 / week
	Studios and Apartments (prices are per night per studio / apartment)		
A410	Chelsea Cloisters: Studio (1-2 people), Self-Catering	***	£109
A411	Chelsea Cloisters: 1 Bedroom Apartment (1-3 people), Self-Catering	***	£142
A412	Chelsea Cloisters: 2 Bedroom Apartment (2-4 people), Self-Catering	***	£208
A910	Citadines: Studio (1-2 people), Self-Catering	****	£154
A912	Citadines: 1 Bedroom Apartment (1-4 people), Self-Catering	****	£218
	Hotels		
	Prices on request. Please supply arrival and departure dates and preferred star rating.		

Homestay travel zones and times		
	Travel time	**Zones**
Deluxe	15-30 minutes	1-2
Premium	15-45 minutes	1-3
Standard	30-45/50 minutes	2-3
Self-catering	30-45/50 minutes	2-3

Transfers (from/to)	Price / Single Transfer		
	1-3 people travelling to same address	Supplement for health safety, 1-3 people*	4-7 people travelling to same address
Heathrow	£95	£25	£120
Gatwick	£120	£40	£160
Stansted/Luton	£130	£30	£160
London City	£100	£30	£130
London Railway Stations	£90	£30	£120

Double fares apply on public holidays and December 24-26, 27, 28, 31; January 2 2023

* In periods of high viral infection cars with a distance of 2m between driver and passenger are used and a supplement is charged.

ACCOMMODATION NOTES

All types of accommodation are offered all year except Lightfoot Hall Single Studios which are offered in summer only.

Homestay Supplements

- Special diets: £37/week/person
- Bookings which include weeks commencing December 19, 26: £31/week/person
- Full board supplement for students under age 18: £67/week (Standard/ Premium)

Arrival/departure
Accommodation is booked from Saturday to Saturday or Sunday to Sunday. Apartments, studios and hotels can be booked to start on other days.

Extra nights
Subject to availability at 1/7th of weekly fee.

Twin/double accommodation
For 2 people booking together for the same dates.

Twin rooms have 2 single beds, double rooms have 1 bed for 2 people.

iQ Hammersmith Service Fee
Covers linen and kitchen packs and end of stay cleaning

Studio and apartment prices
For bookings of 7 days or more, 1-6 night prices on request.

Safety Precautions
Health and safety protocols will be provided for each accommodation type.

Frances King Quality Ratings
** Standard
*** Premium
**** Deluxe

TRANSFER NOTES

Supplement for transfer 23.00-5.00
1-3 people: £15, 4-7 people: £25.

Waiting time
2 hours included. Extra time: 1-3 people £25 per 30 minutes, 4-7 people: £40 per 30 minutes.

Arrival time
It is not always possible to arrive at accommodation before 7.00 or after 22.00. Please check with us before making travel arrangements.

Safety Precautions
Cars are sanitized between journeys. Masks must be worn.

Course fees
Dublin Summer 2022

FrancesKing School of English

Registration fee €75

Code	Course	Lessons per week	Timetable	Weeks	Start dates	Price per week 1-3	Price per week 4-7	Price per week 8	Minimum level
General English									
E20	Standard General English Morning	20	Morning	1-8	June 27 (1-8 weeks) July 4 (1-7 weeks) July 11 (1-6 weeks) July 18 (1-5 weeks) July 25 (1-4 weeks) August 2 (1-3 weeks) August 8 (1-2 weeks) August 15 (1 week)	€259	€248	€235	A1
E28	Intensive General English	28	Morning & Afternoon			€347	€335	€324	A2
IELTS Preparation									
I20	Standard IELTS	20	Morning	2-8	June 27 (1-8 weeks) July 4 (1-7 weeks) July 11 (1-6 weeks) July 18 (1-5 weeks) July 25 (1-4 weeks) August 2 (1-3 weeks) August 8 (1-2 weeks) August 15 (1 week)	€259	€248	€235	B1
I28	Intensive IELTS	28	Morning & afternoon			€347	€335	€324	B1
I8	Part Time IELTS	8	Afternoon	1-8		€88	€87	€87	B1
English Online - before and after your course in Dublin (no registration fee)									
Please ask for details									

Private Lessons				
Code	**Course**	**Lessons/week**	**N. of people**	**Price**
PF	Flexitime Private and Online Lessons	2+	1-3	€72 / lesson €65 / lesson for 5 or more lessons / week if you book a group programme for the same week

Start dates and timetable by arrangement. All levels including beginners. Lessons are 1 hour (60 minutes).

Internship Programme Placement Fee
Internship placement fee: from €525

Two City Experience
If you'd like to combine stays in London and Dublin please contact london@francesking.com Tell us how many weeks you'd like to spend in each city and your choice of course and accommodation. We'll get back to you with a price.

PROGRAMME NOTES

Visa document courier €50

Optional medical, travel and course insurance up to 12 weeks €50. To book your insurance contact dublin@francesking.com

Examination fees

IELTS	€225

Courses fees include
- placement test and assessment
- welcome pack
- school certificate
- use of Study Centre

Course fees do not include
- bank charges
- travel and excursions
- course books - €35 for course of 3 weeks or more

Activities
Some activities, such as guided walks, language workshops and museum visits, are free; others such as restaurant visits, some tourist attractions and excursions are charged. You can see the activity programme for current month in Free Time on our website.

Class size
Maximum 15

Ages
Minimum age 16 except:
Internship - 18
Private lessons – 5

Timetable
1 lesson = 50m
8 lessons = 6h 40m
20 lessons = 16h 40m
28 lessons = 23h 20m

Morning – 20
9.00-12.50 Monday to Friday

Morning and afternoon - 28
9.00-12.50 Monday to Friday
13.45-15.30 Monday to Thursday

Part time afternoon - 8
13.45-15.30 Monday to Thursday

Discount for Returning Students
Students who have studied at Frances King before can get a discount on their next course for 3 years.
Contact dublin@francesking.com for details.

Accommodation and transfers fees
Dublin Summer 2022

FrancesKing School of English

Code	Accommodation type	Star rating	Price
Homestays			
D4	Private Home Single/Twin/Double, Self-Catering	**	€191/ week / person
D5	Standard Single, Half-Board	**	€219 / week
D6	Standard Twin/Double, Half-Board	**	€203 / week / person
D1	Premium Single, Half-Board	***	€257 / week
D2	Premium Twin/Double, Half-Board	***	€235 / week / person
D3	Premium Homestay: Private Bathroom Supplement	***	€60 / week / room
D8	Deluxe Single, Half-Board	****	€299 / week
D9	Deluxe Twin/Double, Half-Board	****	€280 / week / person
Residences and Flatshares			
D602	The Point - Single Self-Catering	***	€339 / week
D611	Ardcairn House - Single Self-Catering	***	€317 / week
D303	Baggot Street Single Room, Self-catering	**	€282/ week €40 Service Fee (one payment)
D304	Baggot Street Twin Room, Self-catering	**	€247 / week / person €40 Service Fee (one payment)
Studios and Apartments			
D901	Studios: Single / Twin, 1-2 people, Self-Catering	***	From €850 / week / studio
D902	Apartments: 1 Bedroom, 1-3 people, Self-Catering	***	From €1050 / week / apartment
D903	Apartments: 2 Bedrooms, 2-4 people, Self-Catering	***	From €1300 / week / apartment
D904	Apartments: 3 Bedrooms, 3-6 people, Self-Catering	***	From €1600 / week / apartment
Hotels			
Prices on request. Please supply arrival and departure dates and preferred star rating.			

When the price is stated as "from", this is the lowest price possible at quiet times. At busy times, such as summer, and for late bookings, prices will be higher. Please check with us.

Transfers (from/to)	Price / Single Transfer	
	1-2 people travelling to same address	3-5 people travelling to same address
Dublin Airport	€85	€150

ACCOMMODATION NOTES

All types of accommodation are offered all year.

Homestay Supplements

- Special diets: €50/week/person

Arrival/departure
Accommodation is booked from Saturday to Saturday or Sunday to Sunday. Apartments, studios and hotels can be booked to start on other days.

Extra nights
Subject to availability at 1/7th of weekly fee.

Twin/double accommodation
For 2 people booking together for the same dates.

Twin rooms have 2 single beds, double rooms have 1 bed for 2 people.

Studio and apartment prices
Prices vary depending on length of stay. Please check prices and availability with our bookings department

Frances King Quality Ratings

** Standard
*** Premium
**** Deluxe

TRANSFER NOTES

Supplement for transfer 23.00-5.00 €25.

Additional drop off at a different address €30.

Waiting time
1 hour and 15 minutes included. Extra time: car parking charge €9/hour plus €10 for every 15 minutes.

Arrival time
It is not always possible to arrive at accommodation before 7.00 or after 22.00. Please check with us before making travel arrangements.

Enrolment details, terms and conditions
London and Dublin 2022

ENROLMENT

You can book in the following ways:

1. Online at www.francesking.com
2. By email to london@francesking.com or dublin@francesking.com
   Download the Enrolment Form from
   www.francesking.com/school-of-english-london/more-information/downloads
3. Visit our school in London:
   77 Gloucester Road, London SW7 4SS
   Tel: 020 7870 6533
   - Take a test, pay a deposit and reserve a place on the next course
   - Please bring your passport/ID card with you to make a booking

PAYMENT

You must send payment with your enrolment. We can confirm your course or accommodation booking and send a letter of confirmation when you or your company have paid:

- Registration fee of £75 (or £25 for evening classes) / €75 and a deposit of
  - £200 (London) / €200 (Dublin) if you want to book a course
  - £500 (London) / €500 (Dublin) if you want to book a course and accommodation
    – 15 days before your arrival you need to pay the balance of your course and accommodation fees
    – Deposits are non-refundable and non-transferable
- Payment in full, in the following cases:
  - If you are applying for a Student Visa
  - If you are booking less than 15 days before arrival
    – Documents for visa applications will not be issued unless students have paid course and accommodation fees in full

You can pay by:

- Credit Card (Visa or MasterCard). Please request a card authorisation form or pay online at:
  London: https://secure.francesking.com/payment/page010.aspx?city=LON
  Dublin: https://secure.francesking.com/payment/page010.aspx?city=DUB
  It is safe to give your credit card details on our secure server.
- International Bank Transfer to our bank:

London	**Dublin**
Nat West Bank Business Education Ltd, trading as Frances King School of English, National Westminster Bank plc, Piccadilly, London W1A 2DG Bank sort code: 56 00 03 Account number: 17054524 IBAN BIC number (SWIFT): NWBKGB2L IBAN number: GB62 NWBK 5600 0317 0545 24	Bank of Ireland Business Education Ltd, trading as Frances King School of English (Ireland) Ltd, Bank of Ireland, Lower Baggot Street, Dublin 2 Bank sort code: 90 14 90 Account number: 62783119 IBAN BIC Number (SWIFT): BOFIIE2D IBAN number: IE18 BOFI 9014 9062 7831 19

  – Frances King is not responsible for any bank transfer charges. Payment must be received in full– please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.
  – You need to email a copy of the bank transfer with your Enrolment Form.
  – Please make certain that your name appears clearly on the bank transfer.
- Sterling cheque drawn on an British bank account (for London) or Euro cheque drawn on an Irish bank account (for Dublin)

CONFIRMATION

When we receive your Enrolment Form and payment, we check the availability of your course and accommodation and send your confirmation documents by email or post within 3-4 working days. We can also send your documents by courier (DHL): £45/ courier (for London) / €50/courier (for Dublin). We will contact you if the course or accommodation you want is not available and offer you an alternative.

If you would like us to arrange accommodation before your pre-entry visa is issued, you need to agree to our Accommodation Cancellation Policy, otherwise we will not arrange your accommodation until a visa has been issued.

If you want to book an airport transfer (either a single or return) you must email us your flight details and your phone number. We will then confirm that we have booked this for you.

Students aged 16 and 17 must book a return airport transfer unless a guardian (over 21 years) is meeting the student at the airport.

You must inform your homestay or other accommodation provider of your arrival time. If you do not do this, we cannot guarantee that your host/accommodation provider will be there to meet you.

INSURANCE

Before you arrive in the UK/Ireland, you should take out insurance for your own financial and personal security. EU nationals should bring their European Health Insurance Card (EHIC) which allows you access to health care services.

- You can take out your own insurance or the International Student Policy offered by Guard.Me Insurance

For further details, please visit:

London insurance:
www.francesking.com/school-of-english-london/more-information/downloads

Dublin insurance:
www.francesking.com/school-of-english-dublin/more-information/downloads

COURSE INFORMATION

Passport/ID card
All students are required to present their passport/ID card on their first day and the school may retain a copy.

Contact details
You are required to provide, and keep up-to-date, your contact details in London/ Dublin and next of kin contact details in your own country and any other changes of circumstance that would affect your visa.

Your Course
Frances King cannot guarantee a particular course, timetable until you have finished the entry test at the school. In the event of insufficient enrolments for a course, the school reserves the right to offer an alternative course of equal value. Frances King also reserves the right to change course programmes and locations without prior notice in the event of unforeseen circumstances beyond our control or if in the best interests of the school.

Attendance
You are required to attend regularly and on time.

Homework
In addition to timetabled classes, students should also expect to spend a minimum of 6 hours / week on homework and self-study activities.

Academic Year
Students need to plan their holidays in advance – students will not pay for holiday time. Students can take holidays as follows:

- 25 week course: 4 weeks
- 28 week course: 4 weeks
- 36 & 42 week course: 6 weeks
- 48 & 52 week course: 8 weeks
- Extra 2 weeks' holiday for those present during school holidays December 21, 2020 - January 1, 2021

Private lessons
Requests for a change to your timetable must be made 48 hours in advance (during office hours, 9.00-17.00, Monday-Friday).

Photography/videos
Sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Please advise us at the time of booking if you do not wish to appear in any promotional material. It is your responsibility to absent yourself when photographs are being taken or videos made.

Unless directed by your teacher, classes cannot be filmed or otherwise recorded without the permission, in writing, of a Director, Principal or Academic Director. Teachers may organise filming and recording to enhance your educational experience.

Progress meetings
From time to time you will have a short, 5-minute meeting with your teacher.

Student holidays

- Course less than 12 weeks: no holidays
- 12 weeks or more except examination preparation courses: 2 weeks/12 weeks
- You must give 1 week's notice to the school
- Holidays may not be taken within the first 8 weeks of your course
- Homestay accommodation: you must give one week's notice to the school. Retainer fee to leave luggage: £50 / week (London)
- All other accommodation: you will be charged the full weekly rate during your holiday period and may leave your luggage in your room
- Holidays and visas: if you book a course of 12 weeks or more and need a visa to enter the country and wish to take a holiday either during or after your course, you should request extra weeks when you apply for your visa

Public holidays
There is no reduction in course fees when a course includes a public holiday.

ACCOMMODATION INFORMATION

First and second choice of accommodation
Please always include a second choice of accommodation on the Enrolment Form. Where the first choice of accommodation is not available we will book the second choice.

Accommodation arrangements
In arranging accommodation Frances King will be acting as agent for the supplier, as principal or a sub-agent. The status of Frances King in relation to specific accommodation will be explained on request. Frances King is not responsible for payment of any tax claimed from students by UK, Irish or foreign authorities.

CANCELLATION

a) Cancellation of group courses

Before arrival: If you want to cancel your booking before starting your course or before arrival in the UK / Ireland, you must give notice in writing. We will refund all fees minus the Registration fee £75/€75 and the deposit: £200 (London) / €200 (Dublin).

Before arrival when a student is refused a visa: If you want to cancel your booking before arrival in the country, you must send us a copy of your visa refusal letter issued by the respective Embassy/Consulate. All course fees will be refunded less registration fee of £75/€75.

After arrival: If you cancel or curtail your course after arrival in the country, there is no refund in any circumstances.

- Course credits may be given at the school's discretion
- No credit for course cancelled during the first 4 weeks
- If the course is longer than 4 weeks, you must give advance notice to cancel or postpone your course
- Credits are not transferable and must be used within 1 year
- Credits may be used to pay for group courses or private lessons at the school's discretion and if teachers are available, but may not be used to pay for accommodation

If you leave because you are ill or because of the death or serious illness of a close relative, you may be able to claim reimbursement of fees through your insurance.

No refund will be given if a student leaves for what is an insurable risk.

b) Cancellation of private lessons

- You must give 1 week's notice in writing. You may apply for a credit for the unused part of the course. This may be used as part-payment towards any Frances King course within 1 year.
- To postpone lessons you must give 48 hours' notice (during office hours 9.00 -17.00, Monday-Friday). All late cancellations are charged at the full rate.

c) Cancellation of bookings made at a distance

For course bookings made 'at distance' (e.g. via our website, telephone, email), you have the right to cancel, with a full refund of monies paid, without giving a reason, within 14 days (the Cancellation Period) of our confirmation. Cancellation must be made in writing by post or email within the Cancellation Period. We will not start providing services to you during the Cancellation Period unless you request us to do so in writing. We will refund fees paid within 14 days of the date of your cancellation request. In the event that you have confirmed in writing that you wish us to start providing services within the Cancellation Period, we will deduct from the refund, a reasonable sum for the services provided, based on the proportion of the course undertaken.

d) Cancellation of accommodation

Before arrival: if you want to cancel your accommodation before arrival in the UK / Ireland you must give notice in writing. We will refund all fees minus the Accommodation Deposit, £300 (London) / €300 (Dublin) unless the accommodation fees for the notice period exceed that amount. If so you will be charged £300 (London) / €300 (Dublin) plus the difference. This also applies to students whose accommodation has been confirmed by the school and have had their visa granted.

Before arrival when a student is refused a visa: if you want to cancel your booking before arrival in the country, you must send us a copy of your visa refusal letter issued by the respective Embassy/Consulate. All accommodation fees will be refunded less an administration charge of £75 (London) / €75 (Dublin), provided the correct notice to cancel accommodation is given. If notice is insufficient you will be charged for the notice period. See notice period (below) to cancel accommodation.

After arrival: if you cancel or curtail your accommodation after arrival in UK / Ireland, you will be charged a cancellation fee of £75 (London) / €75 (Dublin). The notice period required varies according to your accommodation type. See Notice Period to cancel accommodation below. There is no refund for this period.

e) Non-arrival

In case of non-arrival on booked dates, when the school has not received notice of cancellation in advance, there will be no refund or credit of course or accommodation fees.

f) Refunds

Course and accommodation refunds may take up to 60 days to process. Refunds cannot be processed until the school has been paid in full for all services booked. Refunds will only be made to the person or organisation that paid in the first instance.

NOTICE PERIOD TO CANCEL ACCOMMODATION

Providers may vary notice periods during the year. If there is a change, we will inform you when you book. You must give notice as below, "the notice period", to cancel accommodation before arrival, otherwise you must pay for the period.

3 weeks' notice: London Residences - iQ Hammersmith

2 weeks' notice: London Residences - Lightfoot Hall, Chapter Portobello.
Dublin - Serviced Apartments, The Point, Baggot Street Residence, Ardcairn House

1 week's notice: London and Dublin Homestays

24 hours' notice: London and Dublin Hotels

Lightfoot Hall, The Point, Ardcairn House: 4 weeks' notice is required to shorten a stay after arrival.

Citadines Studio & Apartments: 5 days' notice is required to cancel a stay of 7-29 days otherwise a cancellation fee of 4 nights will be charged. 10 days' notice is required to cancel a stay of 30+ nights, otherwise a cancellation fee of 10 nights will be charged.

Chelsea Cloisters Studios & Apartments: 7 days' notice is required to cancel, otherwise a fee of 2 nights is charged. No refund is given if a stay is shortened or cancelled after arrival.

Baggot Street Residence: No refund is given if a stay is shortened or cancelled after arrival.

TRANSFER TERMS AND CONDITIONS

- Flight details and your mobile telephone number must be received in writing before 14.00 (UK / Irish time) on the Friday before arrival
- To cancel or change an airport transfer you must inform us in writing 12 hours before the flight arrival or departure time or you will be charged for the transfer
- For last minute changes or cancellations, please phone +44 (0) 7768 325 391 (London) / +353 (0) 83 450 2204 (Dublin)
- A supplement of £15 (London) / €25 (Dublin) will be charged for an airport transfer service between 23.00- 05.00. A supplement will also be charged for airport transfers on public holidays (and during the Christmas period) - please ask for prices
- Waiting time of 1¼ hours (Dublin) / 2 hours (London) is included in the transfer price. If you do not contact the driver within 1¼ hours (Dublin) / 2 hours (London) of the flight arrival time, the driver will leave the airport and any request for a further transfer will be charged at the full rate. Waiting time starts from the scheduled time of arrival, unless the flight is early.
- Please read your airport transfer confirmation documents carefully before departure as they include important baggage allowance and arrival information

16 AND 17 YEAR OLDS

- Students of age 16 and 17 study alongside adult students with minimal or no supervision outside class times. If closer supervision is required, we recommend our Teenager Programme.
- Students of age 16 and 17 without a guardian in the country must stay with a homestay. We advise students to book full board. They must book a return airport transfer unless a guardian (21 years and over) is meeting them at the airport.
- Students of age 16 and 17 should carry a letter of consent to travel alone and present it, if requested, on arrival in the country. We will send a form letter with the confirmation documents.
- Please refer to "Information for Parents of Students aged 16 & 17 on an Adult Course" https://www.francesking.com/school-of-english-london

COMPLAINTS AND CONDUCT

Complaints
Problems and complaints with courses, accommodation and other services should be brought to our attention immediately so that we can help.

Conduct
Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. Students will be responsible for all costs arising.

PERSONAL INFORMATION

We will keep your information in electronic and paper format. Details will be passed to airport transfer accommodation and other providers as needed. Information will also be passed to UK or Irish visa and immigration and other government authorities if required.

FORCE MAJEURE

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemics and the like. Refunds will not be made in such circumstances.

2022 Calendar

FrancesKing School of English

January							
wk	M	T	W	T	F	S	S
1						1	2
2	3	4	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28	29	30
6	31						

February							
wk	M	T	W	T	F	S	S
6		1	2	3	4	5	6
7	7	8	9	10	11	12	13
8	14	15	16	17	18	19	20
9	21	22	23	24	25	26	27
10	28						

March							
wk	M	T	W	T	F	S	S
10		1	2	3	4	5	6
11	7	8	9	10	11	12	13
12	14	15	16	17	18	19	20
13	21	22	23	24	25	26	27
14	28	29	30	31			

April							
wk	M	T	W	T	F	S	S
14					1	2	3
15	4	5	6	7	8	9	10
16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	24
18	25	26	27	28	29	30	

May							
wk	M	T	W	T	F	S	S
18							1
19	2	3	4	5	6	7	8
20	9	10	11	12	13	14	15
21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	29
23	30	31					

June							
wk	M	T	W	T	F	S	S
23			1	2	3	4	5
24	6	7	8	9	10	11	12
25	13	14	15	16	17	18	19
26	20	21	22	23	24	25	26
27	27	28	29	30			

July							
wk	M	T	W	T	F	S	S
27					1	2	3
28	4	5	6	7	8	9	10
29	11	12	13	14	15	16	17
30	18	19	20	21	22	23	24
31	25	26	27	28	29	30	31

August							
wk	M	T	W	T	F	S	S
32	1	2	3	4	5	6	7
33	8	9	10	11	12	13	14
34	15	16	17	18	19	20	21
35	22	23	24	25	26	27	28
36	29	30	31				

September							
wk	M	T	W	T	F	S	S
36				1	2	3	4
37	5	6	7	8	9	10	11
38	12	13	14	15	16	17	18
39	19	20	21	22	23	24	25
40	26	27	28	29	30		

October							
wk	M	T	W	T	F	S	S
40						1	2
41	3	4	5	6	7	8	9
42	10	11	12	13	14	15	16
43	17	18	19	20	21	22	23
44	24	25	26	27	28	29	30
45	31						

November							
wk	M	T	W	T	F	S	S
45		1	2	3	4	5	6
46	7	8	9	10	11	12	13
47	14	15	16	17	18	19	20
48	21	22	23	24	25	26	27
49	28	29	30				

December							
wk	M	T	W	T	F	S	S
49				1	2	3	4
50	5	6	7	8	9	10	11
51	12	13	14	15	16	17	18
52	19	20	21	22	23	24	25
1	26	27	28	29	30	31	

Holiday LONDON DUBLIN BOTH

There are no classes on public holidays. There are no classes for 2 weeks from December 19 2022-January 2 2023, except for the Christmas Course in London. In 2023 the schools will open again on January 3 in London and January 2 in Dublin.

Guide to English levels

Your present level of English		CEFR	IELTS	Cambridge	TOEIC	BEC	TOEFL (Paper)	TOEFL (IBT)
I speak English fluently and understand almost everything, although I sometimes have difficulty with very colloquial English	Proficiency	C2	8.0	CPE	850-975		625-680 (600)	116-120
I am fluent and confident in expressing myself although I sometimes have problems with more complex ideas or unfamiliar situations	Advanced	C1	7.0-7.5	CAE	750-850	BEC Higher	575 (550)	94-115
I speak well but not fluently in a variety of situations. I can express quite complex ideas, but I find it difficult to understand fast speech of native speakers	Upper Intermediate	B2	5.5-6.5	FCE	450-750	BEC Vantage	525 (500)	47-93
I understand and speak quite well in familiar everyday situations	Intermediate	B1	4.0-5.0	PET	300-450	BEC Preliminary	475 (450)	32-46
I can understand and speak basic English in familiar situations	Elementary	A2	3.5	KET	125-300		425	29-31
I speak very little English	Beginner	A1	3 or below		0-125			
I am a complete beginner	Complete Beginner	A0						