



inlingua Cheltenham

Learning in the Heart of England

General English

Business English

Vocational Courses

Teacher Training

Online Courses

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inlingua Cheltenham on the Map

You can reach us by:

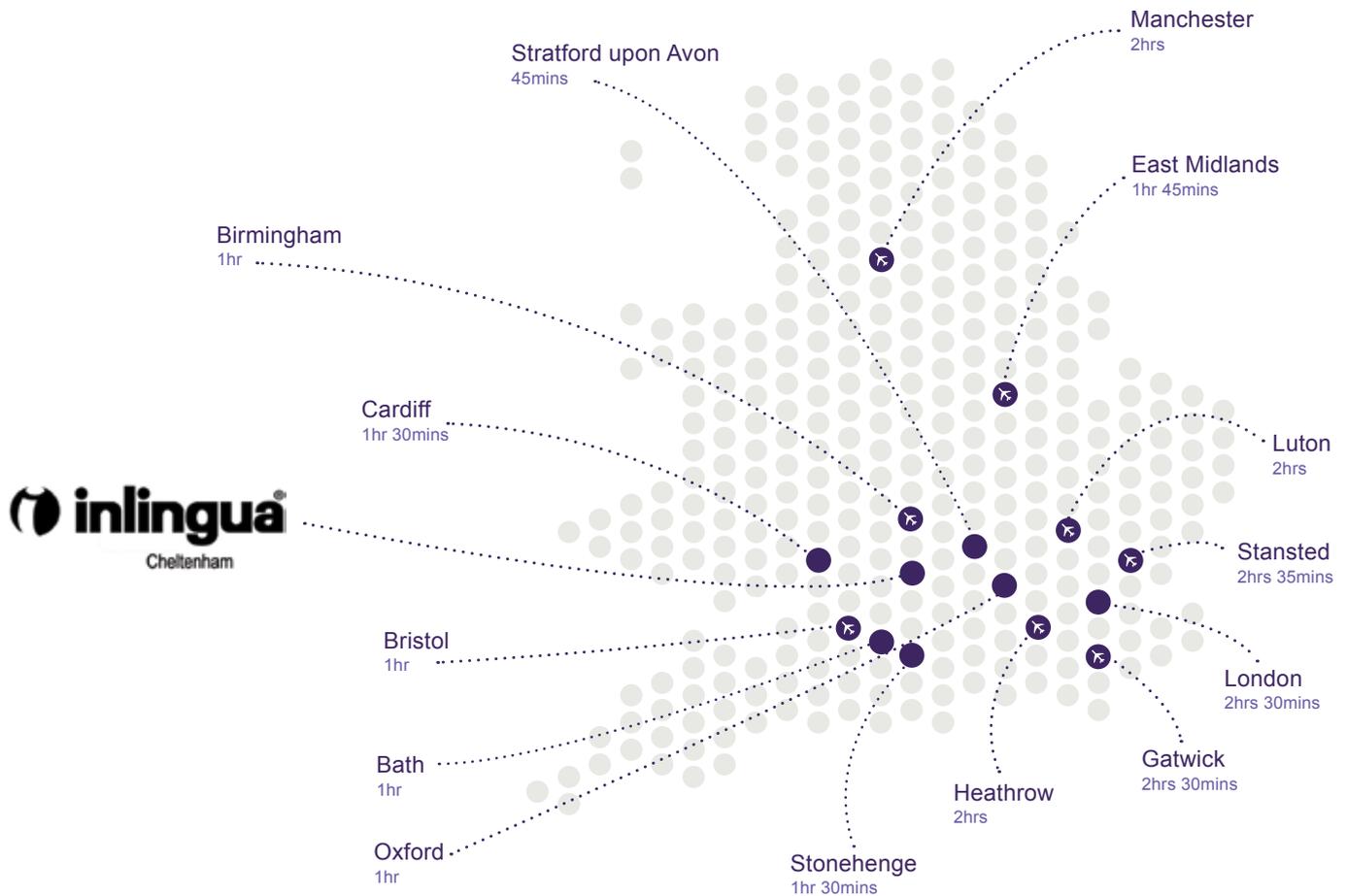
- Train
- Coach
- Car

The United Kingdom is the very home of the English language and the perfect destination to learn the language in its most natural environment. A UK education is very desirable for many students as the English accent is so appealing and the language has so many words and phrases to express meaning and feeling.

Central London: 2.5 hours	Stratford upon Avon: 45 minutes
London Heathrow: 1.45	Cardiff: 1.5 hours
Oxford: 1 hour	Stonehenge: 1.5 hours
Bath: 1.25 hours	Birmingham: 1 hour
Bristol: 1 hour	The Cotswolds: 30 minutes

When choosing the perfect English town to study in, there are many fantastic towns and cities to visit and each will have their own attractions, but many students wish to have the best of both worlds with a gateway to the unspoiled and peaceful English countryside – and have easy access to the cities

inlingua Cheltenham offers this perfect compromise – located nearby the idyllic Cotswolds countryside and yet in quick, easy and cheap reach of cities like London.



Why come to Cheltenham?



Cheltenham is a vibrant and exciting English town, in the heart of the Cotswolds, one of the most beautiful areas of England. Here you can concentrate on improving your English in a pleasant and tranquil environment without the stress of busier destinations.

We are the only private English language school locally, which provides maximum exposure to the language, culture and people.

Cheltenham has a population of 120,000 and the people who live here are predominately English.

Cheltenham is a "typical" English town where you can experience real English life and culture. The people of Cheltenham have no discernible accent, so the English spoken is clear and understandable. In addition to your training programme, you will have the chance to take full advantage of the wide range of cultural, social and sporting events that Cheltenham offers and experience all aspects of English life and culture.

The school is based in the centre of Cheltenham, only 50 metres away from the main high street. Accommodation for students is either a walk or a short bus journey away. Students will be impressed how quick and easy it is to get around the town, either walking to school or going home at night to their homestay.



Beautiful location: Cheltenham is a pretty Regency town in the picturesque Cotswolds region a place of natural beauty and a popular tourist attraction.

Exciting town: Cheltenham is a university town with a reputation for its excellent shops, restaurants, cafes, bars, pubs, clubs, cinemas and theatres

Safe and secure environment: The town has a very low crime rate and students will feel safe in the town centre and suburban areas.

Non EFL town: inlingua Cheltenham is the only private language school in the town. Clients will benefit from this exposure to English people and culture.

Teachers and Families: It is a place where you can be taught by an English teacher and stay in an English family, a true immersion programme.



Things to do in Cheltenham

Cheltenham has festivals running all throughout the year. The most famous being the Cheltenham Gold Cup in March where people from all over the world come for the horse racing, this is a 5 day annual event with a spectacular finale.

Other festivals include music, science, literature and food. These continue throughout the year. It is a great opportunity to pursue your interests and meet new people.



Arts and Culture

Cheltenham is a very arts-focussed town and has three theatres, stunning Georgian architecture and boasts some of the most interesting little museums and art galleries in the country. Many a pleasant afternoon can be spent exploring the town itself or visiting the museums and parks which are only a short walk away from the school.

Shopping

Regularly declared one of the best towns to shop, Cheltenham has a great mix of well-known and independent shops, department stores and boutiques where you will be able to find exclusive clothes and gifts.



Night Life

The town has a night life scene for every taste – from fancy wine bars to pubs, great restaurants, nightclubs and live music. There is something for everyone.



inlingua Cheltenham is accredited by:



We are also members of:



inlingua Cheltenham and inlingua International

inlingua Cheltenham

The school was founded in 1990 and since then has established itself as a provider of high quality English courses. Our latest ISI report has rated our school as 'Exceeding Expectations' in every single category which is an accolade that we wear with pride. We will continue to strive to exceed expectations for our students with academic excellence and service every day.

All of our teachers are CELTA or Cert. TESOL qualified as an absolute minimum, with many qualified at Diploma level and beyond. A number of our teachers have professional business experience and qualifications and understand the business and related linguistic needs for a student. This means we can offer a tailor made approach for every student to help them reach their goals.



inlingua Cheltenham

Founded in Bern, Switzerland in 1968 and since then, inlingua – meaning 'mother tongue' has dedicated itself to understanding best how people learn and the most effective way of teaching a language. This research has evolved over the last forty years, but the key theme of immersion has remained the same. Learning a language from a native speaker of that language by speaking and listening is universally accepted as the best way to learn a language quickly and effectively.



inlingua method

inlingua continues to be the first choice for thousands of language learners worldwide. The pedagogical department in Bern are constantly updating and developing new teaching materials and methods for use exclusively in inlingua centres. This helps to ensure the highest possible standard and continuity within all centres within the inlingua organisation.



inlingua is the largest association of privately-owned language schools in the world. There are more than 350 centres in 40 countries

inlingua Cheltenham Facilities

Our Mission

We offer students a wide range of educational experiences whether it is language training, professional development or cultural experiences and exchanges. We aim to achieve this by implementing the latest teaching methodologies in our approach.

Location

inlingua Cheltenham comprises of three well maintained period buildings in the centre of Cheltenham, making it a perfect location to be at the heart of the action. With 28 classrooms, we can teach up to 200 students at any one time.

Business Centre

Our Business Centre is a quiet haven for those who wish to come to the UK to study Business English. As one of the few schools in the country that offer a separate building for their corporate clients, this is a serious and tranquil environment to study amongst like-minded professionals. There is a separate common room, study area and social programme for our corporate clients.



Main School

Our main school is next door to the Business Centre. Students at our main school study our General English programmes. This also includes courses of English for the over 40s, Teacher Training, Aviation and Military, CIMA, International Foundation Programme and the teaching of other languages to local people and companies.

Our campus has the following facilities:

- Free WiFi throughout the school
- 45 computers for students use
- 3 film rooms for learning or recreation
- Recreational computer room
- Learning Centre including Macmillan English Campus and inlingua Online
- Computers in each classroom
- Reading Library
- Large common room and garden
- The school offers its students (staying more than 6 weeks) FREE Gym membership at Cheltenham Ladies College Public Gym, which allows students to use three gyms and a 25 metre swimming pool. The facility is available throughout the day and weekends.





General English

Improve your English with us, whether you are looking to improve from your current level and build your confidence or study for exams to move your education forward.

Join group lessons and make new friends from all over the world - or combine sociable group lessons with one to one classes.

General English

Language Skills Programme (LSP)

These English courses are available all year round. The LSP 20 and 30 are General and Intensive courses, visa compliant and offer the following structure: Morning lessons focus on grammar and language skills. In the afternoon students can take additional skills lessons

as well as PET, FCE, CAE, TOEIC, IELTS or other Cambridge exam preparation classes.

If you do not wish to follow an examination course, you can choose from one of our skills based courses in the afternoon.

The afternoon sessions include specific skills development (listening, pronunciation, reading and writing), Business English, discussions, conversation and role plays.



LSP 30

Our most popular course of 30 lessons per week (22.5 hours) of intensive English. Classes run from 0900 to 1500 per day including breaks. The course is based around General English in the morning where the four skills are taught and in the afternoon we offer skill lessons and exam preparation. The class size is maximum 10 students.



LSP 20

This is a popular programme for those who wish to have a less intense course or can only do morning lessons. This course is 20 lessons per week (15 hours) and runs from 0900-1215 including a short break. The course covers the four skills of General English. Class sizes maximum 10 students.



LSP 10

For those students who do not require a visa or are working in the area we offer a course of 10 lessons per week (7.5 hours). The course offers skills based programmes with the chance of practice the four skills and examination preparation for ESOL examinations. The time of these lessons is 1330-1500 every weekday in class of maximum size 10 students.

Group Courses	Code	Lessons per week	1 – 4 weeks	5- 8 weeks	9-12 weeks	13 – 24 weeks	25 – 36 weeks	37 – 48 weeks
Language Skills Programme LSP 30	LSP 30 (22.5 hours)	30	GBP 325	GBP 305	GBP 285	GBP 250	GBP 225	GBP 200
Language Skills Programme LSP 20	LSP 20 (15 hours)	20	GBP 270	GBP 255	GBP 230	GBP 210	GBP 190	GBP 170
Language Skills Programme LSP 10	LSP 10 (7.5 hours)	10	GBP 115	GBP 95	GBP 80	GBP 70	GBP 65	GBP 50

Price per week includes: 10, 20 or 30 lessons of tuition per week (1330-1500, 0900-1215 or 0900-1500 inclusive of breaks), all materials and books

Please note: During July and August, the maximum class size is 12. During the rest of the year it is 10 students.

LSP 20 and 30 lessons plus One to one classes

Options available

LSP 30 + 5/10

LSP 20 + 5/10

Dates: Start any Monday

Class size: 10 + 1 to 1

Level: Elementary to Advanced

Age: Adults aged 16+

If you have any specific needs that you wish to focus on outside of group lessons, you can combine our LSP General English courses on page 9 with extra one to one lessons. This is the preferred option of students who are taking an English examination that we do not offer in our normal group classes or have a specific desire to focus on a language skill or vocabulary.



Language Skills Programme Combination			
Summary	Code	Lessons per Week	Cost per week
Combine group lessons with one to one.	LSP 20+5	25 (18.75 hours)	£480
	LSP 20+10	30 (22.50 hours)	£680
	LSP 30+5	35 (25.75 hours)	£540
	LSP 30+10	40 (30 hours)	£740

Intensive One to One classes

Dates: All year round, start any Monday

Level: Any

Age: Adults aged 16+

Individual lessons are perfect if you want to make fast progress, or if you want to focus on specific language skills or vocabulary. You can choose the number of lessons per week and the course will be designed especially for you and your objectives.

We can help you get to where you want to go when it comes to your English language ambitions. This option is recommended in particular for beginners or advanced students as we would recommend that beginners join an MCIP course for a couple of weeks before joining our elementary classes.



Language Skills Programme Combination			
Summary	Code	Lessons per Week	Cost per week
One to one lessons 45 minutes per lesson	MCIP 10	10 (7.5 hours)	£450
	MCIP 20	20 (15 hours)	£850
	MCIP 30	30 (22.5 hours)	£1200
	MCIP 40	40 (30 hours)	£1440

IELTS Preparation

IELTS is becoming one of the most important exams for English language learners required by UK and US universities and by the UKVI who require this qualification from a designated SELT (Secure English Language Testing) centre.

We have many years of experience in training for IELTS exams and to learn with trainers who will not only show you the linguistic skills you need to pass an exam, but skills you will hold for the rest of your life.

We offer several options for you to prepare for your IELTS exam:

- Take our English for Academic Purposes Course – morning lessons of General English and IELTS Preparation in the afternoon.
- Take one of our intense 4 week courses – 30 lessons per week dedicated to IELTS



preparation in groups. Perfect if you're nearly ready to take the exam.

- Take one of our 10 or 12 week courses which is 30 lessons per week of dedicated IELTS Preparation.

Please note: If you are looking to achieve a particular score, we will test your English ability online before accepting your booking for this course to ensure that your goal is realistic.

IELTS Exam Preparation (10-12 week courses)					
Summary	Description of Course				
Code	IELTS 1	IELTS 2	IELTS 3	IELTS 4	IELTS 5
Date Start	21 st September 2015	11 th January 2016	14 th March 2016	13 th June 2016	12 th September 2016
Date End	11 th December 2015	18 th March 2016	3 rd June 2016	19 th August 2016	2 nd December 2016
Weeks	12	10	12	10	12
Tuition Cost per course	£2900	£2700	£2900	£2700	£2900

IELTS Exam Preparation (4 week courses)					
Summary	Description of Course				
Code	IELTS 6	IELTS 7	IELTS 8	IELTS 9	IELTS 10
Date Start	16 th November 2015	22 nd February 2016	9 th May 2016	25 th July 2016	7 th November 2016
Date End	11 th December 2015	18 th March 2016	3 rd June 2016	19 th August 2016	2 nd December 2016
Weeks	4	4	4	4	4
Tuition Cost per course	£1300	£1300	£1300	£1340	£1300

Price includes: 30 lessons of tuition (0900 - 1500), books and materials

FCE/CAE Preparation

Cheltenham itself is a centre for certain ESOL exams which provide a recognised English language qualification that are acceptable to schools, universities and employers worldwide. You can prepare for the exam and take the exam in Cheltenham. We will also make sure you have plenty of mock exams to get you ready for your big day!

Our most popular Cambridge exams are FCE and CAE and we run 4, 10 and 12 week courses at intervals all year round.

Please note: that if you are looking to achieve a particular score, we will test your English ability online before accepting your booking for this course to ensure that your goal is realistic.



FCE/CAE Exam Preparation (10-12 week courses)				
Summary	Description of Course			
Code	FCE/CAE 1	FCE/CAE 2	FCE/CAE 3	FCE/CAE 4
Date Start	21 st September 2015	4 th January 2016	14 th March 2016	19 th September 2016
Date End	11 th December 2015	11 th March 2016	3 rd June 2016	9 th December 2016
Weeks	12	10	12	12
Tuition Cost per course	£2900	£2700	£2900	£2900

FCE/CAE Exam Preparation (4 week courses)				
Summary	Description of Course			
Code	FCE/CAE 5	FCE/CAE 6	FCE/CAE 7	FCE/CAE 8
Date Start	16 th November 2015	15 th February 2016	9 th May 2016	14 th November 2016
Date End	11 th December 2015	11 th March 2016	3 rd June 2016	9 th December 2016
Weeks	4	4	4	4
Tuition Cost per course	£1300	£1300	£1300	£1300

Price includes: 30 lessons of tuition (0900 - 1500), books and materials

Summer School

Summer Package Programmes



English Extra Summer Programme

This is an all-inclusive package that mixes learning and fun. This is the place to be if students are looking for a summer vacation to remember and yet satisfy parents in their search for educational value in safe surroundings. The course suits individuals and groups and offers a complete package of lessons, leisure, excursions and an excellent English host family.

The package is available between 27.6.2016 and 26.8.2016 and includes per week:

- 20 EFL lessons (0900 - 1215)
- 2 afternoon activities
- 3 evening activities
- Friday barbecue
- 1 full day excursion
- 1 half day excursion
- Half board homestay in a single or twin room

Weeks	Prices
1-4 weeks	£605 per week
5-8 weeks	£555 per week

Academic English Extra Summer Programme

For those students who would like a more serious course, we offer our LSP 30 with full social programme. This course is designed for students who wish to develop their English on a more intensive course but still take part in our active social programme.

The package is available between 27.6.2016 and 26.8.2016 and includes per week:

This course is designed for students aged 16+, but we will welcome students aged 13+ if they come in a group where the majority of students are 16 or older.

- 30 EFL lessons per week (0900 - 1500)
- 3 evening activities
- Friday barbecue
- Full day excursion
- Half board homestay in a single or twin room

Weeks	Prices
1-4 weeks	£655 per week
5-8 weeks	£595 per week



English for the Over 40s



This course is specially designed for the over 40s and made to include English lessons in the morning and visiting places of interest in the afternoon.

The morning sessions are used to talk about the afternoon trip and what the group are likely to see, going through the vocabulary and the expressions you are likely to encounter.

The afternoons will be spent on supervised trips. A sample timetable is below.

Number of lessons/hours:

20 lessons per week

Level taught:

Elementary to advanced

Enrolment:

available to individuals and groups

Minimum stay:

1 week

Age Ranges:

40+

Sample Timetable for English for the over 40's

Assessment & Tour of Cheltenham	Morning: Lessons	Morning: Lessons	Morning: Lessons	Morning: Lessons	Full day excursion
Afternoon: Sudeley Castle and Gardens	Afternoon: Bibury and Bourton	Afternoon: Kiftgate Court Gardens	Afternoon: Stratford upon Avon	Afternoon: Hidcote Manor Gardens	

English for the Over 40s

Summary	Code	Start Dates	Weeks	Cost per week
English for the over 40s	40+	09.05.2016	2	£655
		23.05.2016	1	£655
		13.06.2016	2	£655
		20.06.2016	1	£655
		08.08.2016	2	£685
		15.08.2016	1	£685

These are set dates, but these courses are also available on demand for groups of 4 people or more.

General and Business English (GBE)



LSP 20 (Language Skills Programme 20) + PSP 10 or 20 lessons (Business English)

Number of lessons/hours: 30 or 40 lessons per week (22.5 or 30 hours)

Course Dates: All year round, start any Monday

Maximum class size: 10 (LSP) + 5 (PSP)

Minimum stay: 1 week

Lesson location: LSP in the General English School and PSP in the Business Centre

Level taught: Intermediate to Advanced

Age: Adults, 21 and above

Description

Do you wish to benefit from the best of both schools? Then why not take a General and Business English combination course? In the mornings you will concentrate on General English developing your language skills, in the afternoon you will concentrate on Business English in our Business Centre with our corporate clients in mini group session with a maximum of 5 people per class. This course gives you the option to combine General English with a dedicated specialist Business Centre course in the afternoon.

This course also offers a **FREE BULATS** language level test

BULATS is a recognised business English examination for many multi-national companies across Europe and could help your career prospects for the future school preparation.

General and Business English			
Summary	Code	Weeks	Cost per Week
30 lessons per week comprising of 20 lessons of General English held in the Main School and 10 lessons of Business English in PSP mini group at the Business Centre in mini groups of 5	GBE 30	1-4	£440
		5-8	£375
		9-12	£365
		13-24	£315
40 lessons per week comprising of 20 lessons of General English held in the Main School and 20 lessons of Business English in PSP mini group at the Business Centre in mini groups of 5	GBE 40	1-4	£530
		5-8	£465
		9-12	£425
		13-24	£395

Price includes: 30 or 40 lessons of tuition per week inclusive of all materials and books

English and CIMA and CIMA only



Students studying the full course will complete all five modules during their time at the school, that if passed will earn them a CIMA Certificate in Business Accounting.

This course is perfect for those who are looking to start a career in finance or wish to obtain a qualification alongside learning English and allows them to compete on an international platform and take their career to the next level.

C01	C02	C03	C04	C05
Fundamentals of management accounting	Fundamentals of financial accounting	Fundamentals of business mathematics	Fundamentals of business economics	Fundamentals of ethics, corporate governance and business law

Make the most of your precious time in the UK and study for your Certificate in Business Accounting at the same time as perfecting your English language skills if required.

There are two types of courses offered:

1. International Students course. This is an intensive course that includes 40 lessons (30 hours per week) of English in the mornings and study towards the certificate in the afternoons. This course is available every weekday between 0900-1645, including breaks and lunch. Students taking this course will need a minimum language level of B1 to start this course
2. Native Speaking course for UK or overseas national with IELTS 6.5 or equivalent. This course has no EFL Component and is designed for native speakers. The course is available every weekday afternoon between the hours of 1330-1645.

We are offering this course in 8 and 16 week time frames. In the 8 week course, students will see themselves completing two modules in CO2 and CO4 which will count towards the full certificate.

The course is divided up into 5 modules:

CIMA – Certificate in Business Accounting (for International Students)				
Summary	Code	Start Dates	Weeks	Course Cost
General English in the mornings with afternoons studying 2 modules of CIMA Certificate in Business Accounting CO2 and CO4	CIMA1	18.01.16	8 weeks	£2675
	CIMA2	04.04.16	8 weeks	£2675
	CIMA3	05.09.16	8 weeks	£2675
	CIMA4	16.01.17	8 weeks	£2775
General English in the mornings with afternoons studying all 5 modules of CIMA Certificate in Business CO1 – CO5	CIMA5	18.01.16	16 weeks	£4995
	CIMA6	14.03.16	16 weeks	£4995
	CIMA7	29.08.16	16 weeks	£4995
	CIMA8	16.01.17	16 weeks	£5095

CIMA – Certificate in Business Accounting (for Native Speakers or Fluent)				
Summary	Code	Start Dates	Weeks	Course Cost
Studying 2 modules of CIMA Certificate in Business Accounting CO2 and CO4	CIMA1	18.01.16	8 weeks	£1500
	CIMA2	04.04.16	8 weeks	£1500
	CIMA3	05.09.16	8 weeks	£1500
	CIMA4	16.01.17	8 weeks	£1600
Studying all 5 modules of CIMA Certificate in Business CO1 – CO5	CIMA5	18.01.16	16 weeks	£2750
	CIMA6	14.03.16	16 weeks	£2750
	CIMA7	29.08.16	16 weeks	£2750
	CIMA8	16.01.17	16 weeks	£2850

Native speakers or students with minimum IELTS levels of 6.5 or equivalent

Tailor Made (Mini-Stay) courses

Suitable for PON Groups



- English for Teachers
- Teaching Methodology for Teachers
- Company Visits
- Professional Development
- School Integration
- English for Shakespeare
- English for Drama
- English for Travel and Tourism
- English for Ecology
- English for Conservation
- English for Fashion and Textiles
- English for Work
- English for Sport
- Work Experience

These courses are designed specifically for the client. They are attractive to school groups, college students, university students, teachers groups, institutional organisations or company employees. The courses are tailor made to the requirements and specifications of each individual group, they are designed around a theme or particularly experience the group wishes to enjoy during their stay.

inlingua Cheltenham can organise everything for your stay, once you have arrived in the UK. The course can last as long as you want from 5 to 14 days, or longer if you wish. Prices start from GBP 295 per person per week inclusive of course, accommodation, transfers and social programme.

All Tailor Made group proposals are different and therefore individually priced. If you would like group quote please contact us. You will be surprised with the variety of options you have around the Cheltenham area and beyond. Cheltenham is an excellent base for your course with a wide selection of excursions and activities available for the student.

This is not an exhaustive list of the themed programmes that we offer, but provides examples of what can be achieved.

Below are some sample programmes which give you an idea of what we can do. In the course of a year we attract over 30 groups for this type of course offer and no two courses are the same.

These are suitable for PON groups

Sample Programme (Examination preparation)						
Sample	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	English test and orientation	EFL Lessons	EFL Lessons	EFL Lessons	EFL Lessons	Full Day Excursion to London
Afternoon	Guided Walking Tour of Cheltenham	PET/FCE/GESE Examination preparation lessons	Cotswold Village Excursion	PET/FCE/GESE Examination preparation lessons	Half day excursion to Oxford	
Evening	Games Night	Ten Pin Bowling	Free Time	Disco	Free Time	

Sample Programme (School Integration)						
Sample	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	English test and orientation	Full day visit to an English State School in the Cheltenham area	EFL Lessons	Full day visit to an English State School in the Cheltenham area	EFL Lessons	Full Day Excursion to Oxford
Afternoon	Guided Walking Tour of Cheltenham		Half Day Excursion to Stratford Upon Avon		Half day excursion to Bath	
Evening	Games Night	Ten Pin Bowling	Free Time	Disco	Free Time	

State School Placement

There are many local state schools which we have formed a relationship with and a number of them are happy to work with us in accepting well- educated students from overseas. The school will offer the full curriculum to students who are at a language level to cope with the demands of studying at this level.

This course is for EU/EEA students from the ages of 15-17 who would join the GCSE or A level study period. GCSE year students study at least 10 subjects and A level students study 3 or 4 subjects. State schools in the UK run a three term year that starts in September, January and April and students can join in for one, two or all three school terms

We will arrange accommodation and help with any issues that arise during the student's time here and try to match the student with a child in the family that attends the same school to ensure full integration. We can also arrange a guardian, if needed, for an extra cost.



State School Placement With EAP Preparation			
Summary	Code	Term	Cost
4 weeks (30 lessons per week) language training at inlingua Cheltenham followed by State School Placement	ESSP 1	1 Term	£4950
	ESSP 2	2 Terms	£7995
	ESSP 3	3 Terms	£9995
Please note, terms start in September, January and April			

State School Placement Without EAP Preparation			
Summary	Code	Term	Cost
School placement at a local state school in the Cheltenham area for 1, 2 or 3 terms	SSP 1	1 Term	£3950
	SSP 2	2 Terms	£6995
	SSP 3	3 Terms	£9250
Please note, terms start in September, January and April			

Please note that the prices above are for the placement only, please add Homestay Accommodation (Full board homestay is £155 per week), school uniform, school expenses for any trips and transfers from and to the airport. inlingua Cheltenham will organise homestay accommodation for you.



Business English

In our exclusive Business Centre, professionals will find that they have the perfect environment to learn. We offer a discreet, calm and warm environment to teach the very specific subjects that a client needs to advance their career.

Our teachers have had long and distinguished careers and clients will benefit from this experience and will be delighted to meet like-minded people.

The Business Centre Experience

1



Simulated Business Meetings (Role Play)

Every week, we run a simulated business meeting which gives you an opportunity to practice specialised Business English that you may need during meetings. Clients are given the choice of which part they can play to practice leading a meeting or negotiation. Whichever part you play in this simulated meeting, you will receive trainer feedback at the end.

2



Blended Learning

inlingua Cheltenham offer a blended learning approach to their course and clients will have the opportunity to work online through their own ILP on the Macmillan English Campus (MEC) system before, during and after their stay. This will complement and enhance the learning process. There are self-study or mentored options available.

3



Company Visits

We frequently arrange visits to local companies. A guided tour of an interesting factory can often provide stimulating and useful language practice. Visits in the past have included; The Morgan Sports Car Factory in Malvern, where they build sports cars by hand. In nearby Oxford, there is the state of the art automated BMW/Mini-Cooper Plant. Students can also request company visits for themselves as a fact finding mission or business collaboration which we can help arrange.

4



Overseas Training

Over the last ten years, inlingua Cheltenham have offered courses abroad either because clients cannot come to train due to work commitments or the company are looking for a more cost effective way to train their employees. We have run a number of courses overseas, such as, Teacher Training courses in China, Malta and Switzerland and English for Oil and Gas at refineries in Germany and Spain. Currently we are conducting an online course in Iraq for an Oil and Gas company.

Business English Skills and Industries



We have for many years worked with clients from a variety of industry sectors. Whether we have given expert tuition to just one employee or whole groups, we have approached the task in hand with the dedication and professionalism multinational companies have come to expect from us.

Over the years inlingua Cheltenham has taught many clients from various business sectors, some of which are listed below.

- Military
- Aviation
- Product Management
- Oil & Gas
- Medicine
- Quality Management
- Logistics
- EU regulations
- Science and technology
- Law
- Finance
- Procurement
- Diplomacy
- Security
- Public Sector
- Manufacturing
- Sales and Marketing
- Administration

On your first day, you will complete an assessment and then complete a needs analysis with your teacher to identify your personal objectives. We will then create the right syllabus for your needs.

We will guide you through each possible business situation by using the specially developed inlingua APP material. You can choose from any of the inlingua module options below.

- Presentations
- Business Correspondence
- Interview skills
- Telephoning
- E-mailing
- Business Writing
- Human Resources
- Management
- Financial English
- Meetings
- Negotiation
- Socialising Across Cultures

We offer the following focussed Business English lessons to clients who need to improve specific skills.

This is not an exhaustive list but gives you an idea of the versatility and flexible approach we have to your training needs.

- Legal English
- Military English
- Aviation English
- English for Education
- English for Diplomacy
- English for The Public Sector
- English for Real Estate
- English for Banking
- English for Energy Industries
- English for EU Integration
- English for Engineers
- English for Commerce
- English for Oil and Gas
- English for Logistics
- English for Social Policy
- English for Accountancy
- English for Human Resources
- English for Management

Business Centre Courses

One to One and Group Courses



CIP (Crash Intensity Programme – One to One Teaching)

Number of lessons/hours:

20, 30, 35, 40, 45 or 50

Age:

Adults, 21+ years old

Course Dates:

All year round, start any Monday

Minimum stay:

1 week

Levels taught:

Beginner-Advanced

Max class size:

One to one

This is a total English immersion programme for those wishing to make fast progress in a limited time. Lessons are taught on a one to one basis. Typically, morning lessons focus on grammar and language skills development, while afternoon sessions focus on specialist skills related to your profession. The course is tailored for each client. Afternoon specialist skills modules include: Presentations, Telephoning, Socialising Across Cultures, Meetings, Business Correspondence, Emailing, Negotiating and Interview skills.

Crash Intensity Programme (CIP)				
Summary	Code	Lessons per Week	Weeks	Cost per Week
One to one lesson programme. 45 minutes per lesson	CIP 20 (15 hours)	20	1-2	£975
			3-4	£945
			5+	£895
	CIP 30 (22.5 hours)	30	1-2	£1445
			3-4	£1395
			5+	£1325
	CIP 40 (30 hours)	40	1-2	£1870
			3-4	£1835
			5+	£1625
	CIP 50 (37.5 hours)	50	1-2	£2220
			3-4	£2115
			5+	£2000

Price includes: 30 or 40 or 50 lessons of tuition per week (0900-1500 or 0900-1645 or 0900-1830 inclusive of breaks), social programme, all materials and books and BULATS test at the end.

Please note: Individual one to one lessons cost £50 per 45 minute lesson.

Professional Skills Programme (PSP – Mini Group Courses)

Number of lessons/hours:

20 or 30

Age:

Adults, 21+ years old

Course Dates:

All year round, start any Monday

Minimum stay:

1 week

Levels taught:

Pre-Intermediate-Advanced

Max class size:

5

This programme concentrates mainly on English skills that are needed in a business environment. The lessons are mini-group lessons with a maximum of 5 clients per class. The course follows the inlingua APP Professional English course material. In the mornings, lessons focus on grammar and

language skills development. The afternoon lessons focus on business skills, and you have the opportunity to put the language into practice in simulated group based business scenarios. This course is also available with extra one-to-one lessons.



Professional Skills Programme				
Summary	Code	Lessons per Week	Weeks	Cost per Week
Mini group training programme. 45 minutes per lesson	PSP 20	20 (15 hours)	1-2	£460
			3-4	£440
			5+	£400
	PSP 30	30 (22.5 hours)	1-2	£675
			3-4	£645
			5+	£610

Price includes: 20 or 30 lessons of tuition per week (0900-1215 or 0900-1500 including breaks), social programme, all materials and books.

The course follows the inlingua APP Professional English course material

CIP and PSP Combination Courses

Our combination programmes are perfect for those that wish to combine individually designed one-to-one lessons with the sociable mini group option. These programmes consist of 30 or 40 x 45 minute lessons per week (Monday to Friday). The maximum number in any mini- group is 5 clients although the average class size is usually 3 clients. One-to-one lessons are individually designed around the clients' needs.

Minimum stay:

1 week

Level taught:

Elementary-advanced

Maximum class size:

5 (mini-group) and 1 to 1

Select the one that fits you best:

Combi 20:20

Number of lessons/hours:

40 lessons (30 hours)

(20 mini-group plus 20 individual lessons)

Age:

Adults, 21 + years old

This is our most popular programme and combines both the sociable mini-group option with one-to-one lessons.

CIP Combi 30:10

Number of lessons/hours:

40 lessons (30 hours)

(30 individual lessons plus 10 mini-group lessons)

Age:

Adults, 21+ years old

Ideal for those clients who wish to concentrate on Business English through individually designed one-to-one lessons with some additional mini-group practice sessions.

CIP Combi 20:10

Number of lessons/hours:

30 lessons (22.5 hours)

(20 individual lessons plus 10 mini-group lessons)

Age:

Adults, 21+ years old

A slightly less intensive option which allows more time outside of the classroom to practice social English. This programme is a combination of mini-group lessons with one to one lessons



PSP Combi 10:30

Number of lessons/hours:

40 lessons (30 Hours)

(10 individual lessons plus 30 mini group)

Age:

Adults, 21 + years old

An economical way to combine a Business English mini-group programme with some individually designed one-to-one lessons

PSP Combi 10:20

Number of lessons/hours:

30 lessons (22.5 hours)

(10 individual lessons plus 20 Mini group lessons)

Age:

Adults, 21 + years old

A slightly less intensive programme consisting of 30 lessons both in mini-groups and one-to-one

Professional Skills Programme				
Summary	Code	Lessons per Week	Weeks	Cost per Week
One to One and Mini group training programme. 45 minutes per lesson	CIP Combi 30:10 (30 hours)	40 - 30 one to one lessons and 10 mini group lessons	1-2	£1740
			3-4	£1635
			5+	£1535
	CIP Combi 20:20 (30 hours)	40 - 20 one to one lessons and 20 mini group lessons	1-2	£1470
			3-4	£1365
			5+	£1265
	CIP Combi 20:10 (22.5 hours)	30 - 20 one to one lessons and 10 mini group lessons	1-2	£1205
			3-4	£1125
			5+	£1015
	PSP Combi 10:30 (30 hours)	40 - 10 one to one lessons and 30 mini group lessons	1-2	£1215
			3-4	£1150
			5+	£1060
PSP Combi 10:20 (22.5 hours)	30 - 10 one to one lessons and 20 mini group lessons	1-2	£955	
		3-4	£890	
		5+	£800	

Price includes: 30 or 40 lessons of tuition per week (0900-1500 or 0900-1645 inclusive of breaks), social programme, all materials and books.

Professional Business and General English



Number of lessons/hours:

30 or 40 lessons per week
(22.5 or 30 hours)

Age:

Adults, 21 and above

Course Dates:

All year round, start any Monday

Levels taught:

Intermediate to advanced

Minimum stay:

1 week

Maximum class size:

5

This course gives you the option to combine General English with a dedicated specialist Business Centre course in the afternoon. In the mornings you will concentrate on General English developing your language using the four skills. All lessons will be taught in the Business Centre in mini group sessions with up to 5 clients per class.

Professional Skills Programme			
Summary	Code	Weeks	Cost per Week
30 lessons per week of 20 lessons of General English and 10 lessons of Business English in mini groups of 5 in our Business Centre	PBGE 30 (22.5 hours)	1-2	£675
		3-6	£615
		7-10	£590
		11-15	£550
40 lessons per week of 20 lessons of General English and 20 lessons of Business English in mini groups of 5 in our Business Centre	PBGE 40 (30 hours)	1-2	£765
		3-6	£700
		7-10	£650
		11-15	£620

Price includes: 30 or 40 lessons of tuition per week (0900-1500 or 0900-1645 inclusive of breaks), social programme, all materials and books and FREE BULATS test at the end.

Overseas Contracts

Over the last few years inlingua Cheltenham has increasingly become involved in overseas contracts where we have offered courses, with or without a blended learning approach. Below are some of the courses we have completed and are currently involved in which may give you some idea of what we can offer.

- English for Oil and Gas courses in Germany for BP
- Online General English and English for Oil and Gas for PetroChina in Iraq
- Online course in English for Security in India
- English for Diplomacy in Oman
- Teacher Training Joint Cert TESOL course at Shenyang University in China
- Teacher Training Diploma TESOL course in Malta.
- Cert TESOL course in Zurich

Whether it is 1 or 1000 people who need specific training in English in relation to their industry, we can help you. We have previously provided English for industry, courses in these areas.

- Military
- Aviation
- Product Management
- Oil & Gas
- Medicine
- Quality Management
- Logistics
- EU regulations
- Law
- Science and Technology
- Finance
- Procurement
- Diplomacy
- Security
- Public Sector
- Manufacturing
- Sales and Marketing
- Administration

Please contact us for a tailor made quotation.



Business English Exams

The following courses are available for those students who wish to take the following examination at inlingua Cheltenham or elsewhere. We can offer full preparation courses for each of these examination upon request.

BULATS	Cambridge BEC Vantage and Higher	ICFE English for Finance Personnel	ILEC English for Law
<p>At inlingua Cheltenham we offer the BULATS test which is the Cambridge ESOL Business Language Testing Service (BULATS). This is a multilingual tool for organisations and clients that need a rapid, reliable and cost effective way of assessing the language skills of employees, trainees and job applicants.</p> <p>BULATS tests communication skills that are needed in real business situations. All four skills are tested: listening, speaking, reading and writing.</p>	<p>The Cambridge BEC examination is a useful qualification for people who need to use English as a foreign language in international business and who are already in business-orientated work or preparing to follow such a career. The examination is aimed at an upper intermediate or advanced level of competence.</p>	<p>The University of Cambridge ESOL examinations (English for Speakers of Other Languages) and ACCA (The Association of Chartered Certified Accountants) have combined their areas of expertise to develop the International Certificate in Financial English.</p>	<p>We offer preparation courses for the ILEC test. The examination is aimed at upper-intermediate to advanced learners of English and can be taken by law clients and qualified lawyers alike. The exam has been long awaited by law companies around the world to externally validate the English abilities of their employees and for recruitment purposes.</p>

Social Programme



We have designed our social programme for our Business English clients from the feedback our executive clients have given us over time and we think that we have put together the perfect social programme that allows our clients to build upon their new found language skills in a way that will still add value through situations that may come through their work, be it entertaining or networking.

Sample Social Programme

Monday 1700 - 1800

Welcome drink: Join our Principal and your fellow clients in a traditional English pub.

Tuesday 1830 - 2030

Dinner at a favourite restaurant: Enjoy a lovely meal in the company of your teachers and fellow clients. This is a great evening out and a good way to practice your English.

Wednesday 1515 - 1645

Simulated business meeting: A perfect opportunity to practice your English in a business meeting. During this teachers will observe and give feedback at the end.

Thursday 0900 - 1230

Visit to the Morgan factory: Visit one of the few truly British car factories in the country. You will see car making in process by hand instead of machines. (Fortnightly visits)

Social Programme

Sample Social Programme



Thursday 1800 - 2000

Skittles: A fun traditional English pub game - a great way to relax and unwind after a busy day of learning.

Friday 1030 - 1100

Goodbye drinks: Join your colleagues and teachers to celebrate finishing your Business English course, enjoy a drink and some nibbles

Saturday 0900 - 1800

Full day excursion: Join one of our teachers and other clients for a day trip to some of England's finest cities, where you can see the sights.





Online Courses

Online courses will never substitute an immersion programme here in Cheltenham, but it will offer another learning experience which suits your lifestyle, finances and the time you have available for learning and improving your English.

inlingua Cheltenham have developed over the last couple of years, various forms of online courses and platforms of delivery, which cater for the growing demand for learning through online media.

From the comfort of your desk, company training room or your home, you can work on your self-study learning path. We also offer remotely accessed Virtual Classrooms broadcast real time to your computer or pre-recorded. You could meet colleagues from your company around the world or have personal spoken interaction with your teacher as if you were in the classroom with them.

Increasingly over the last few years inlingua Cheltenham has been involved in a number of overseas contracts for

many of its courses and many of these contracts invariably involve a combination of face to face and online courses incorporating Virtual Classroom elements.

This type of blended learning approach to training and language development is going to become a large part of a educational provision for our industry in the coming years.

Independent Learning (Self-Study)



Taking part in your course online can be an efficient and cost effective way to continue your learning, especially if you need to fit it around other studies, a job or family commitments.

For large companies, this is an easy way to train international staff working in different timezones, who cannot find a mutually convenient time to get together.

It does take dedication and motivation to continue with an online course, especially on an Individual Learning Path but the main benefit to you is that you can join in at any time, wherever you may be in the world – from your phone, tablet or laptop.

You will complete set exercises in reading, writing and listening and have access to recorded teacher led lessons for you to take notes from. This is a course that will have you learning from your teachers, but also learning independently and your confidence in using English in your day to day life will quickly grow.

We suggest that students on an Individual Learning Path set aside the same daily or weekly spot to work on their programme little and often each day is best so that it becomes a part of your routine. Those who practice and study in this way often see the best results.

inlingua Cheltenham will be on hand to help you with anything you need throughout your course and we will look after you if you have any academic questions or technical queries.

Students will complete set exercises for reading, writing and listening and you will have access to recorded teacher led lessons

Mentored Learning

(Teacher Led Self-Study)

The mentored approach is where you will be assigned a teacher who will not only set work for you to do through your Individual Learning Path (ILP) but will mark your work, give you feedback on your progress via email and Skype tutorials on areas of your language development you need to work on. They will assign you more exercises to deal with the development of your language learning.

Your teacher will support you by setting exercises, communicating with you, giving feedback and conducting a 30 minute Skype lesson once a week to keep you focussed. It is easy to slot in around a busy lifestyle.



General English Online Courses (Elementary to Advanced Level)			
Summary	Code	Weeks	Course Cost
Self-study: following your own Individual Learning Path through our online portal.	OSS4	4 week option	£99
	OSS8	8 week option	£149
Mentored: continue with your Individual Learning Path with support from inlingua Cheltenham teaching staff and 30 minute Skype lesson per week.	OMS4	4 week option	£199
	OMS8	8 week option	£399

Business English Online Courses (Elementary to Advanced Level)			
Summary	Code	Weeks	Cost
Self-Study: following your own Individual Learning Path through our online portal.	BOS4	4 week option	£109
	BOS8	8 week option	£159
Mentored: continue with your Individual Learning Path with support from inlingua Cheltenham teaching staff. 30 minute Skype lesson per week.	BOM4	4 week option	£199
	BOM8	8 week option	£399

Price includes: Unlimited use of Macmillan English Campus, the teacher's time, certification, Skype lesson (mentored only), progress reports and level assessments.

A mentored approach will keep you on track with your personal learning path

Virtual Classroom



The worldwide e-learning industry is economically significant, and was estimated in 2010 to be over \$100 billion. By 2020 it will be close to \$500 billion. Since its inception, it has been identified that consulting, content, technologies, services and support are the five key sectors of the e-learning industry.

At inlingua Cheltenham clients can take part in online courses, by participating in our Virtual Classroom

We can help develop your Business English skills in Communication, Presentation, Telephoning, Business Correspondence, Interviewing, E-Mailing, Business Writing, etc.

We can offer you the following options using this form of learning environment.

- One to one classes with our teachers in Cheltenham.
- Remotely connected classes in different

locations of your company offices worldwide.

- We can also prepare for you recorded lessons that you can store and watch in your own time.
- We can also transmit live taught lessons to your colleagues at your company.
- Our flexibility, dedication and up to the minute technology will be the key to your success in online language learning.

Virtual Classroom Course in General or Business English

Summary	Number of Hours	Cost per Hour
Companies can use the Virtual Classroom portal for individual or group courses where that group is in the same company or spread over a number of its subsidiaries or partner companies around the world. The Virtual Classroom can be used effectively with groups of up to 8 individuals at a time with a teacher	10	£70
	20	£60
	50	£55

Price includes: Access through our Webex portal with teacher led lesson presentations either to individual terminals or transmitting out to a group. Each student will have access to their own Individual Learning Path (ILP) during this training period.



Vocational Courses

inlingua Cheltenham offers you the opportunity to develop your career and your professional qualifications with our range of excellent vocational courses, in this section we offer you:

- International Foundation Year (IFY)
- Aviation English (including ICAO Level 4)
- Military English
- Work Experience and Internship

International Foundation Programme



inlingua Cheltenham in partnership with



Most universities in the UK do not consider a high school diploma gained outside of the EU as sufficient to meet their entry requirements and students are required to prove their level of English and complete an extra year of education.

For many students, deciding how to take their study further, there can be a lot of questions about which way to go.

inlingua Cheltenham have helped many students through this process, whether it be IELTS preparation or academic counselling or through our International Foundation Programme with two intakes per year.

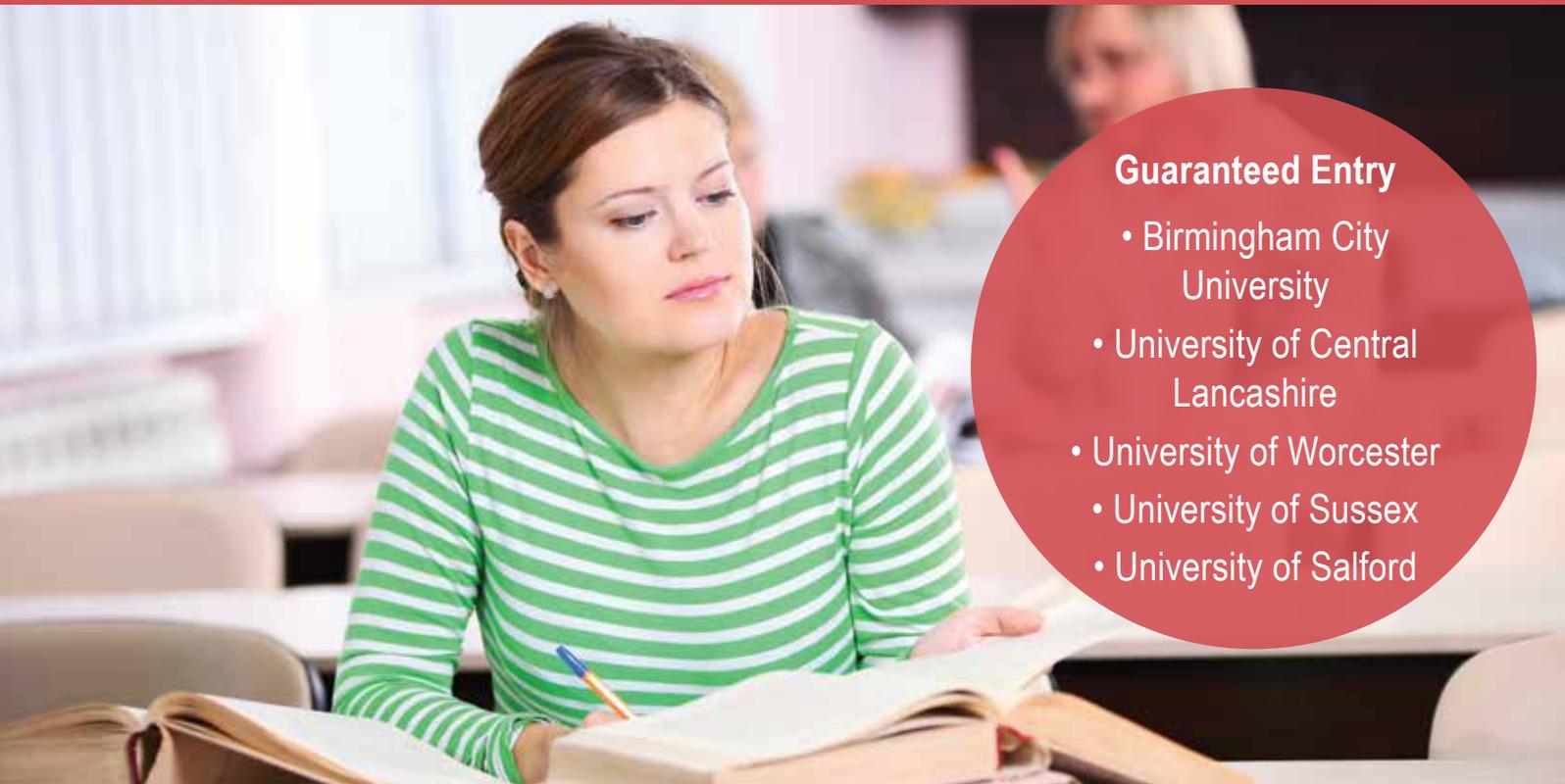
Our International Foundation Programme aims to improve a student's Academic English, enhance study skills, build on cultural understanding and experiencing academic study in English in the fields of Business, IT and Engineering.

Our extensive programme provides students with a unique opportunity to study across a wide range of subjects, leading to a qualification that offers entry to many universities all over the world.

Business, IT and Engineering degrees are of the most sought after subjects all over the world and inlingua Cheltenham will prepare all students for this path to give the best start in a young person's career.

- 30 lessons per week
- Books and materials
- NCC enrolment and test fee
- Guaranteed Conditional Offer from selected universities

Progressions to Universities Around the World



Guaranteed Entry

- Birmingham City University
- University of Central Lancashire
- University of Worcester
- University of Sussex
- University of Salford

Study Subjects in Business, IT and Engineering

With our International Foundation Programme, we offer guaranteed entry - this means students signing up for our Foundation Programme can choose to receive a conditional offer from one of the universities above.

This conditional offer is subject to passing our Foundation Programme at the required IELTS level and is compliant with a Tier 4 visa.

This is a popular option for students who find that they want the peace of mind of a university place guaranteed for them and they should expect to receive their conditional

offer within three weeks of signing up for their place on our programme. There are more than 30 other universities throughout the UK and beyond. A few examples are:

- Heriot Watt University
- Keele University International Study Centre
- Leeds Metropolitan University
- Oxford Brookes University
- Sheffield Hallam University
- University of Essex
- University of Leeds
- North Alabama University
- Heidelberg University
- Humboldt State University
- Nottingham Trent University
- Plymouth University
- University of St Andrews

Students can join us with an IELTS level of 4.5 or equivalent as we will take students to the required level of English for their degree course.

The Academic Programme



This is an intensive programme of 24 or 36 weeks where students will study the following subjects:

- General English and IELTS Preparation
- Cultural Studies
- Mathematics
- Computing
- Business
- Accounting
- Economics
- Academic English - study skills and critical thinking

An academic path like this one will lead to the option of many different subjects that include Business, Finance, Computer Networks, Multimedia, Mechanical Engineering, Aircraft Engineering, Sound and Video Technology, Business Management and many more options.

Choosing a general programme will allow

students some flexibility if they are not quite sure which degree course they would like to continue with. At inlingua Cheltenham, we have an experienced academic team who would be happy to assist any students experiencing indecision on which university or course to undertake.

Students will study from 09.00 - 15.00 every weekday

International Foundation Programme			
Summary	Start Dates	Weeks	Course Cost
Group Training: 30 Lessons of General English, IELTS Preparation, Academic English, Maths, Culture Studies, IT and Computing, Business, Accounting and Economics	14/09/2015	36	£9195
	04/01/2016	24	£6800
	12/09/2016	36	£9395

Price includes: 22.5 hours tuition per week, books, materials, enrolment and examination fees. Conditional offer from selected universities

Aviation English and ICAO Level 4

Aviation English

inlingua Cheltenham have for many years been offering Aviation English for Military and Civil personnel from many countries. Aviation English is taught either as a complete course or part of a combination course. It involves General or Business English along with visits to Aeronautical establishments such as Gloucester, Bristol and Birmingham Airport and a number of Air Force bases in our area.

The course below is for Aviation English only and the following will be covered:

- General English-language communication skills
- Communication for general & specialised aviation functions
- Understanding of aviation vocabulary & terminology for different specialisations
- Oral proficiency skills for routine & unusual ATC situations & aircraft emergencies
- Awareness of aviation context & environment
- Careers in the Aviation industry - pilots, air traffic controllers, engineers and other ground staff
- Aircraft - types, structure and maintenance
- Airport - areas, layouts, equipment and planning
- Phases of flight - pushback, take-off en route and landing
- Language of flying - communication in the air and on the ground
- Theory of flight
- Meteorology
- Navigation
- Emergency situations



ICAO Operational Level 4

New language standards for pilots and air traffic controllers were ratified by the Council of the International Civil Aviation Organisation in March 2003. They have strengthened the requirement for English language proficiency for international flights, raising levels from a recommended practice to a minimum standard.

ICAO Level 4 meets the English language training requirements of international civil aviation and air traffic management personnel. inlingua Cheltenham offer a series of short-course certificate programmes in ICAO Operational Level 4 as listed below.

Following our long history of involvement and co-operation with the international civil aviation industry in the provision of English language training programmes, inlingua Cheltenham fully incorporate the new English language requirements in our course design and offer testing and assessment of civil aviation personnel according to the new approved ICAO Language Proficiency Rating Scale.

Level 1	Pre-elementary	Level 4	Operational
Level 2	Elementary	Level 5	Extended
Level 3	Pre-Operational	Level 6	Expert

Code	Start Dates	Weeks	Course Cost
AE1	08.02.16	4	£1200
AE2	09.05.16	4	£1200
AE3	12.09.16	4	£1200
AE4	31.10.16	4	£1200

Code	Start Dates	Weeks	Course Cost
ICAO1	08.02.16	6	£1795
ICAO2	09.05.16	6	£1795
ICAO3	12.09.16	6	£1795
ICAO4	31.10.16	6	£1795

Please note: These are set dates, but these courses are also available on demand for groups

Price includes: 30 lessons of tuition (22.5 hours) books and materials.

Military English

inlingua Cheltenham have for many years been offering Military English for Military and Civil personnel from many countries.

In these turbulent times, there is increased demand for effective military communications in English, particularly between members of international forces involved in peacekeeping operations in the world's trouble spots, but also between peacekeepers and local community leaders.

The precise and timely transmission of information and its accurate recording are of paramount importance when lives are at stake. The inlingua Cheltenham course in Military English is designed to prepare military and security personnel, civil servants and diplomats to take up roles where they will need to use English on a daily basis.

The trainee will take part in a needs analysis process and then receive training in areas that will enable him or her to function effectively in a variety of target situations.

The training is delivered within a framework derived from the NATO STANAG 6001 language proficiency guidelines, and certain elements are in the form of specific purpose training based directly on an assessment of each trainee's specialist needs.

The inlingua Cheltenham course combines General English and Military English, the courses length is set out in the table below and consists of 22.5 hours of tuition per week, where the morning lessons for 15 hours per week are spent covering General English and the afternoon lessons of 7.5 hours per week will be on Military English.

Code	Start Dates	Weeks	Course Cost
ME1	08.02.16	4	£1200
ME2	09.05.16	4	£1200
ME3	12.09.16	4	£1200
ME4	31.10.16	4	£1200

N.B. These are set dates but these courses are also available on demand for groups
Price includes: 30 lessons of tuition (22.5 hours) books and materials.



During the morning the trainee will be placed in a class for General English, the class size will be a maximum of 10 trainees from many different countries but of the same language level. The course will be largely communicative in nature but all four skills will be covered during the duration of the course. The afternoon will be on Military English where the following topics will be covered. This is not an exhaustive list and will be modified according to the trainee(s) particular area of Military expertise.

The course will consist of content from:

- Fighting Forces
- Uniform and Equipment
- The Infantry Platoon
- Reconnaissance Patrol
- Return to Headquarters
- At the Information Post
- Battle Camp
- Survival in the Field
- Room Inspections
- Briefings
- Prisoners of War
- An Army Career
- Platoon in Defence
- Fire and Manoeuvre.
- Appreciation.
- Section in the Attack
- Debriefing.
- Advance to Contact
- Weapon Handling
- Fit to Fight
- The Tank.

(This is not an exhaustive list and will be adapted to the trainee or trainees)

Development of Trainee Skills: Basic functional language for everyday military and security situations.

Study skills and strategies use of materials, dictionaries, integrated skills work, discourse analysis, ways of recording vocabulary and using supplementary resources, such as libraries.

Practical reading skills – for reading notices, signs, instruction manuals, etc.

Practical writing skills – for writing clear messages, military briefs and reports plus other texts of various kinds.

Practical listening skills – for listening to direct orders, transmitted information, instructions and casual conversations.

Practical speaking skills – for giving orders, making presentations, delivering briefings, speaking about oneself (background, home country and role, etc.), eliciting information from others, telephoning, negotiating, etc.

Work Experience (Internship)

(over 18s only)

If you wish to get an experience of working for a company in the UK, Inlingua Cheltenham can arrange it for you. We offer unpaid work experience placements in the following professions for EU/EEA students:

- Accountancy
- Catering
- Agriculture
- Business
- Business Management
- Business Administration
- Engineering
- Finance
- Horticulture
- Hotels
- Human Resources
- Import/Export
- Insurance
- IT
- Marketing
- Public Relations
- Travel and Tourism

Students can start placements on any Monday throughout the year. Applications should be received at least 6 weeks before the intended placement start date. The minimum length of stay is 6 weeks.

Applicants should have at least an intermediate level of English to get the most out of the experience. We will organise the accommodation for the student regardless where the placement is.



Work Experience/Internship				
Summary	Code	Date	Weeks	Cost
Work placements available in 16 business sectors	WEP	Start any Monday except for two weeks over Christmas and New Year	Minimum 6 week placement	£525

SEW – Spoken English For Work – Trinity College, London

The Spoken English for Work examination are open to anyone aged 18 and above and whose first language is not English. Students will either be preparing to enter the world of work or already be working. The SEW examinations are intended to assess student's oral skills in communicating in English within a working environment. The examinations are not profession specific, although students can choose to talk about their job if they wish. The examination is offered at four levels starting with SEW 1 for elementary level students to SEW 4 for advanced students. The content of the course covers a wide range of subject matter and tasks which arise in a variety of real-life working situations. Students are assessed on their language abilities and not their knowledge of specific professions.

Spoken English for Work (SEW) Course				
Summary	Code	Date	Weeks	Fee per week
Group training: 30 lessons per week	SEW	Available on request	2	£275





Teacher Training

From the very beginning we have been quick to establish ourselves at the forefront of training excellent teachers and adopting pioneering methodology in learning languages. Our TESOL courses are second to none and our graduates are in high demand all around the world.

All of our course trainers are TEFLQ qualified and have been training prospective trainee teachers for many years.

Certificate in TESOL

(Cert TESOL – Trinity College, London)



We are accredited by Trinity College London to provide this excellent internationally recognised qualification and for this reason it is our most popular teacher training course. TESOL stands for 'Teaching English to Speakers of Other Languages'. It is aimed at those with little or no teaching experience and will equip those candidates with the

basic skills and knowledge needed to teach English as a second language. The course provides an introduction to the theory and practice of English teaching and an insight into the challenges facing a learner from the perspective of a teacher.

The course is QCF Level 5, comparable

in difficulty to the second year of an undergraduate degree.

We have a great success rate on our programme: an amazing 97% of participants who have completed the course have passed and obtained this valuable professional qualification on our last 15 courses!

No teaching experience is required - this course is open to anyone with the qualifications for entry to higher education, such as A-levels. Typical participants include:

- College graduates
- Professional people looking for a career change
- Teachers of other subjects
- People who see TEFL as a means of living and working abroad
- Gap-year students
- People looking to host and teach students in their homes.
- Non-native English speakers and international applicants are also welcome.



Non-Native Trainees

If English is not your first language, you should have a level of proficiency in English equivalent to CPE, CAE or an IELTS score of 7.0, TOEFL 600.

Previous participants have gone on to become TEFL teachers in countries as varied as: Argentina, China, Czech Republic, France, Germany, Greece, Italy, Japan, Oman, Russia, Saudi Arabia, Spain, Switzerland, Turkey and the UK.

We cannot stress enough how intensive this course is. Throughout the four weeks there are assignments which will need to be completed outside of the classroom so it is important that you are certain that you can combine home and work commitments at the same time.

We have a great success rate on our programme: an amazing 97% of participants who have completed the course have passed



Cert. TESOL (TEFLi)				
Course Summary	Code	Start Date	Number of Weeks	Cost per Course
Group Training: Intensive full time programme: Monday to Friday 0900 – 1700	Cert TESOL	22.02.16	4	£1155 (plus £145 Moderation Fee)
		16.05.16		
		05.09.16		
		17.10.16		

Please note: These are set dates, but these courses are also available on demand for groups of 8 people or more.

Price includes: 4 weeks tuition, books and materials with access to our TEFL resources.

Diploma in TESOL

Part Time by Distance Learning

(Dip TESOL – Trinity College, London)



Our Dip TESOL is an advanced teaching qualification. If you have 2 years TEFL experience (960 hours classroom teaching), and plan to pursue TEFL as a full-time career, it is the course for you. We have many years' experience of running this top-level qualification. We guarantee that our course will extend your repertoire of practical classroom activities.

Doing a Trinity Diploma is a great investment in your future career as a professional TEFL teacher. That's why we have high expectations and set high standards. With our course, you'll develop your professional knowledge and expertise so you can teach with confidence in any situation. We aim to help you build on your existing skills and to increase your understanding of the key factors affecting language learning and teaching.

- You will become familiar with a huge range of techniques for ensuring your EFL classes promote effective learning time after time.
- You will know the best TEFL publications on the market, and how to use them to get the most from your students.
- You will be able to adapt your teaching style to suit your learners.

On top of that, you will be a great colleague able to help novice TEFL teachers with ideas, and ready to give guidance on a range of topics relating to EFL classroom skills. What is more, you will probably find that you prepare your classes more effectively and in less time - with practice.

Our Trinity TESOL Diploma course is comprehensive, as you would expect. We have a research-based method. That means that you will do a lot of reading - both from specialised TEFL magazines and from books to develop your awareness of the issues.

It also gives you the chance to explore in more detail areas that are of particular interest to you. We will also encourage you to reflect on your teaching, and your learning, so you can accurately evaluate the appeal and appropriateness of the activities you use in class.

We offer the Diploma in TESOL as a Part Time course. The course is conducted by Distance Learning over 9 months with two weeks of face to face at our school towards the end of the course. The online part of this course is done through Moodle.

Dip. TESOL (TEFLQ) – Part Time				
Course Summary	Code	Start Date	Number of Weeks	Cost per Course
Part Time with two face to face or online sessions per month. On-going assignments and two week full time taught sessions towards the end of the course.	Dip TESOL PT	14.09.15 – 13.05.16	33	£1995 (plus £325 exam fee)
		11.01.16 – 26.08.16		
		12.09.16 – 12.05.17		

Price includes: 33 weeks of online Moodle course and assignments, two weeks face to face at the end of the course at the school, all materials and access to the training library.

CLIL (Content Language and Integrated Learning)

Compliant with Erasmus+ Funding Criteria

What is CLIL?

CLIL aims to introduce students to new ideas and concepts in traditional curriculum subjects using the foreign language as the medium of communication - in other words, to enhance your pupils learning experience by exploiting the synergies between the two subjects. This is often particularly rewarding where there is a direct overlap between the foreign language and the content subject.

How does the CLIL approach benefit pupils?

Although it may take a little while for pupils to acclimatise to the challenges of CLIL, once they are familiar with the new way of working, they will feel increased motivation and focus. This makes it likely that they will progress at faster than usual rates in the content subject. CLIL aims to improve performance in both the content subject and the foreign language. Research indicates there should be no detrimental educational effects for students

taught in English even though it is not their mother tongue.

What are the practical implications of introducing CLIL into the school curriculum?

The subject content should always be the primary focus of any materials used in the CLIL classroom. CLIL should not be used as an opportunity to use texts as glorified vocabulary lists, or to revise concepts already studied in the mother tongue. However, it is impossible to transfer existing subject lesson plans without modifying them to take into account pupil's abilities in the target language. Therefore the planning process is vital. It is likely that, especially to begin with, lessons will need to be challenging cognitively, with comparatively light linguistic demands. Teachers need to design materials to suit the needs of their learners, and to enable them to develop until they are working at high levels of cognitive and linguistic challenge.

Our CLIL course will allow teachers to build upon their existing language and learn new ideas and concepts to help teach their academic subject. The course is designed to give teachers an insight into how young people learn languages and how they could teach them. A significant component is giving the teacher the tools to continue to build upon their knowledge and learning after the course in order to continue to gain maximum benefit. The course is designed for non-native English speaking qualified teachers who are required to teach their academic subject in English.



CLIL			
Code	Dates	Course Length Weeks	Cost per week
CLIL1	11.01.16	2	560 (€728)
CLIL2	29.02.16	2	560 (€728)
CLIL3	07.03.16	1	280 (€364)
CLIL4	28.03.16	2	560 (€728)
CLIL5	04.04.16	1	280 (€364)
CLIL6	23.05.16	2	560 (€728)
CLIL7	30.05.16	1	280 (€364)
CLIL8	20.06.16	2	560 (€728)
CLIL9	27.06.16	1	280 (€364)
CLIL10	15.08.16	2	560 (€728)
CLIL11	22.08.16	1	280 (€364)
CLIL12	24.10.16	2	560 (€728)
CLIL13	31.10.16	1	280 (€364)
CLIL14	14.11.16	2	560 (€728)
CLIL15	21.11.16	1	280 (€364)

Please note: These are set dates, but these courses are available on demand for groups of 8 or more.

Price includes: 30 lessons per week (0900 - 1500, books and materials with access to our TEFL resources.

Refresher Courses for English Language Teachers

Compliant with Erasmus+ Funding Criteria

(TEFL Refresher)



What is TEFL Refresher?

Every now and then, even successful, experienced English language teachers can benefit from a refresher. An advanced English teaching course is the perfect chance to explore the latest methodologies and get back in touch with the language you teach

What's more, you'll get the chance to network with fellow language teaching professionals. The skill with which you convey the pleasures and importance of the English language makes a huge difference to your students. Speaking English lets them communicate with the world and enjoy diverse, international cultures. You make that happen.

This course will help you refresh your skills and renew confidence in your ELT classroom skills. The course is designed for teachers of English from all over the world who want to develop their language training techniques. There is an element of General English development included in the course as well as development of methodology, classroom techniques and up to date resources to use in your classroom.

TEFL Refresher Course			
Code	Dates	Course Length Weeks	Cost per week
TEFLR1	11.01.16	2	560 (€728)
TEFLR2	29.02.16	2	560 (€728)
TEFLR3	07.03.16	1	280 (€364)
TEFLR4	28.03.16	2	560 (€728)
TEFLR5	04.04.16	1	280 (€364)
TEFLR6	23.05.16	2	560 (€728)
TEFLR7	30.05.16	1	280 (€364)
TEFLR8	20.06.16	2	560 (€728)
TEFLR9	27.06.16	1	280 (€364)
TEFLR10	15.08.16	2	560 (€728)
TEFLR11	22.08.16	1	280 (€364)
TEFLR12	24.10.16	2	560 (€728)
TEFLR13	31.10.16	1	280 (€364)
TEFLR14	14.11.16	2	560 (€728)
TEFLR15	21.11.16	1	280 (€364)

Please note: These are set dates, but these courses are available on demand for groups of 8 or more.

Price includes: 30 lessons per week (0900 - 1500, books and materials with access to our TEFL resources.



Information

- [How to get to inlingua Cheltenham](#)
- [Lesson Times and EFL Language Levels](#)
- [General English Social Programme](#)
- [General Information](#)
- [Enrolment Form](#)
- [Additional Expenses](#)
- [Terms and Conditions](#)

How to get to inlingua Cheltenham

By coach: National Express coaches arrive in the centre of Cheltenham, five minutes' walk from the school. Coaches run from all major airports. There is an excellent direct coach service from London Heathrow, that takes approximately 2 hours. National Express bus tickets can be booked on www.nationalexpress.com or organised by inlingua Cheltenham

By train: Cheltenham Spa train station is on the outskirts of Cheltenham. Walking distance is around 25 minutes to the school. There are regular buses to the town centre and a taxi rank nearby. Train tickets can be bought online at www.nationalrail.co.uk

By car: We can arrange taxis for you from anywhere in the UK. If you are driving yourself, you can approach Cheltenham from the M5 motorway or the A40. Follow the signs for the town centre. Because of our location in the town centre, parking space next to the main school building is limited. However, there are various local parking facilities nearby.



Airports

By plane the nearest airports to Cheltenham are Bristol International and Birmingham International. However, there are excellent transport links from London Heathrow, London Gatwick, Luton, Stansted and Cardiff.

There are many low cost airlines flying to and from various airports in the UK to European cities.

These include
<http://www.easyjet.com>
<http://www.ryanair.com/>
<https://www.germanwings.com/en/index.shtml>
<http://www.monarch.co.uk>

Travel within Cheltenham

Weekly bus tickets are available in Cheltenham which entitles you to unlimited travel on buses throughout Cheltenham. These are priced approximately GBP14 per week, and can be purchased on board the bus or the from the bus station. For further information, see www.stagecoachbus.com

Travel through the UK by rail:
Cheltenham's railway station has excellent connections throughout the UK, including direct trains to London, Cornwall, Birmingham, Bristol, Manchester, Edinburgh, York and many more places. For further information see: <http://www.nationalrail.co.uk>

Travel through the UK by coach:
National Express is the main bus service in England. It offers expressway coach services linking many cities and towns. For further information see www.nationalexpress.com

Lesson Times and EFL Language Levels

The times of your lessons during the weekday are as follows:

0900 – 1030	Double lesson
1030 – 1045	Break
1045 – 1215	Double lesson
1215 – 1330	Lunch
1330 – 1500	Double lesson
1500 – 1515	Break
1515 – 1645	Free time or lessons

First Day at School

All new students begin their course on Monday mornings. Students staying in host family accommodation will receive directions how to get to school by their host family on the first morning. Students without host family accommodation will have received their school details before their arrival and should make their own way to the school for 0845.

Testing

On the first day at inlingua Cheltenham, students are given a test to determine their current level of English. The test consists of multiple choice questions and an oral test. Students are then placed in a class at an appropriate level. Students are monitored closely and constantly by their teachers to ensure that they are always at the correct learning level.

Orientation

On the first day, students are given a tour of the school and town centre, pointing out areas of interest and importance.



Student Levels Determined By Exam									
inlingua Level	CEFR	Cambridge	IELTS	ESOL	TOEIC	Trintiy GESE	Trintiy ISE	Macmillan online & test	Inlingua Placement Test
Beginner APP 1A	Pre-A1					1	-	Level 1: 0 – 20:	0-20
Elementary APP 1B	A1		1.0-2.0	Entry 1		2	-	Level 2: 21-30	21-35
Pre-Intermediate APP2A-2B	A2	KET	2.0-3.0	Entry 2	150 – 300	3-4	ISE 0	Level 3: 31-50	36-50
Intermediate APP 2B-3A	B1		3.5-4.0	Entry 3	350 – 500	5		Level 4: 51-63	51-70
Established Intermediate Upper	B1+	PET	4.5-5.0			6	ISE I		
Intermediate APP 3B-4A	B2		5.5-6	Level 1	600 – 750	7-8		Level 5: 64-80	71-90
Established Upper Intermediate	B2+	FCE	6.5	Level 2		9	ISE II		
Advanced APP 4A-4B	C1		7.0-7.5		800 - 850	10		Level 6: 81-100	91-100
Established Advanced	C1+	CAE	7.5-8			11	ISE III		
Established Proficient APP 4B	C2	CPE	9			12	ISE IV		

Accommodation



Welfare

Our welfare and pastoral care is one of our greatest strengths as determined by our recent ISI inspection.

We have a dedicated welfare team who look after the well-being of our students and our membership to the Gloucestershire Safeguarding Team allows us to regularly update our understanding and procedures surrounding the issues that young people may face.

All of our host families for under 18s are DBS checked which gives parents the peace of mind that their children are in safe hands.



Homestay

Your accommodation is one of the most important aspects of your stay. Our qualified Welfare and Accommodation Officer is at hand to help you throughout.

Every student will tell you that accommodation can make their time in the UK from a good stay to an excellent one and we take great care to make sure that students are matched with the right family.

The best way to take advantage of your stay in England is by staying with a native English speaking host. This gives you the opportunity to improve your English and expose you to the life and culture of the country.

Our host families have welcomed students from all over the world and hosted with us for many years. If you do have any preferences for location or dietary requirements, please let us know and we will be able to find a family to suit your needs. While there may be other inlingua students staying with a host family during their stay, we do not place two students of the same mother tongue together.

All of our host families are either within

walking distance or short bus ride from the school.

Standard Homestay

Ideal for group course students, a standard homestay offers half board accommodation during the week and full board at the weekends. Accommodation is in a single room, you will have access to a desk for studying and you will share the rest of the house as a member of the family. Full board is available if requested. A good number of our host families are located within walking distance of the school. The furthest distance is approximately 20 minutes by bus.

Executive Homestay

Executive Homestay families offer private bathroom facilities which are either en-suite or the student has sole use of the facilities. Accommodation offered is on half board arrangement on weekdays and full board weekends. Full board is available if requested.

Thanks to our close relationship with our host families we can offer high quality homestay accommodation to suit your needs.

Accommodation

Hotels

Although we strongly recommend host family accommodation to all our clients due to the value of developing your English socially, some people prefer to stay at one of the many hotels near the school. The school has a variety of hotels in close proximity.

Self-catering

If you want to be more independent, we offer a wide range of self catering accommodation. The different options available are:

- Serviced apartments/short term rental
- Self-catering in a homestay

If you wish to take advantage of this type of accommodation then please note that this can take longer to arrange.

Here are a few local hotels that we can recommend:

- Queens Hotel - www.mercure.com
- Montpellier Chapter Hotel - www.themontpellierchapterhotel.com
- The Cheltenham Townhouse - www.cheltenhamtownhouse.com
- Hotel du Vin - www.hotelduvin.com/hotels/cheltenham
- The George Hotel - www.stayatthegorge.co.uk
- The Big Sleep Hotel - www.thebigsleephotel.com
- The Abbey Hotel - www.abbeyhotel-cheltenham.com
- Willoughby House Hotel - www.willoughbyhousehotel.co.uk
- Holiday Inn Express - <http://www.hiexcheltenham.com/>

Guest House / Bed and Breakfast / Hostel / Serviced Apartments

Cheltenham has a wealth of other accommodation options such as Guest Houses, B&Bs and Hostels. If you would like this type of accommodation please ask us for a list of possible places to stay. If self-catering is not available for the dates of your stay then we can only offer host family accommodation with a half board arrangement. If you require self-catering, you should inform us well in advance of your course start date. It is possible for students on long term courses to change from homestay accommodation to self-catering.



General English Social Programme

We have two types of social programme. The programme for our Business Centre clients is illustrated on page 27 and is running separately to the programme below which is available for the students in the main school who are on English and Vocational courses.

We offer a full social programme throughout the year. All activities and excursions are organised and led by inlingua Cheltenham staff.

During July and August we host activities every weekday afternoon and evening, plus full day excursions on a Saturday.

During the rest of the year we offer at least 2 to 3 activities per week in the evenings and a full day excursion every week. Those groups who have Tailor Made programmes organised will have pre-arranged activities and excursions according to their individual programme.



Sample Social Programme

Sample Social Programme (September to June)

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Evening		Ten Pin Bowling	Karaoke/Disco		Ghost Walk	Full day excursion to Oxford

Sample Social Programme (July and August)

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Afternoon	Football, Tennis and Swimming	Half Day Excursion to Stratford	Go Karting	Half Day excursion to Berkeley Castle		Full day excursion to London
Evening	Pizza night	Disco	Film night	Toga party	Barbecue	

General English Social Programme

Our exciting and varied Social Programme offers something for everyone and features the following:

Sports

Football/Volleyball	Tennis	Squash	Badminton	Swimming	Ten Pin bowling
Canoeing	Cycling	Horse riding	Go Karting	Gym	Skittles

Cultural

Film evening	Gym	Ghost Walk	Cotswold Tour	Theme parties
Greyhound racing	Theatre evenings	International Food evening	Afternoon Tea at the Queens Hotel	Museum Visit

Social

Quiz night	Disco/Karaoke
BBQ	Pizza night
Laser Quest	Theme Party
Treasure Hunt	Skittles

The social programme is run on a pay as you go basis. Students must sign up and pay at reception in the lead up to the event.

As mentioned before Business Centre students have their own separate programme, however, they are welcome to join the main school social activities if desired.

Half and Full Day Excursions

London - The Capital	The University City of Oxford
Cardiff + The Big Pit: The Welsh cultural Tour	Warwick Castle and Stratford-upon-Avon
The Royal Forest of Dean	Bath - the Roman city
The Spectacular Cotswolds Tour	Bristol
Ancient Stonehenge, and Salisbury	Birmingham – second largest city of England
The Harry Potter Gloucester Tour	Berkeley Castle
Cadbury's World	Chester
Seaside	Bicester outlet Mall



General Information

Medical and Travel Insurance

Whilst all students are insured against accident and loss while at the school, students should consider whether they are adequately insured for their possessions or pre-existing medical conditions.

Our policy is available to view on our website and covers eventualities like cancellation, course fees and medical expenses. It is your responsibility to check that you have cover for everything that you require.

Students travelling from EU countries should bring their EHIC card (E111) which entitles the card holder to emergency medical and dental care.



Climate

Cheltenham has a variable but generally mild climate and weather extremes are rare. Students should come prepared for all types of weather during their stay in England. For information on English weather today and a forecast for the week visit <http://www.bbc.co.uk/weather>



Mobile Phones

Mobile telephones can be brought into England. Customers with subscriptions to GSM services, providing they have a roaming agreement with the English network operator(s) may use their subscription. Pay-as-you-go mobile phones are available in Cheltenham shops. You can buy a mobile in Cheltenham for as little as £20 and a SIM card on 'Pay as you go' arrangements. For information on the major mobile phone operators in England, please see links below <http://www.vodafone.co.uk> <http://ee.co.uk/>



Visa Students

inlingua Cheltenham is a fully accredited school and an A graded School which means we offer visa documentation for Tier 4 students.

This system is relevant for all students wanting to study academic courses in the UK for 6 months or longer from visa countries. inlingua Cheltenham are authorised to issue CAS numbers and advise on which SELT centres would be the most appropriate in the UK and abroad.

SELT centres are UKVI approved centres worldwide for EFL qualifications that are acceptable for Tier 4 student visas.

In addition to this type of visa, inlingua Cheltenham offer visa documentation for Short Term Study Visas for 6 and 11 months as well as for children under the age of 18. Standard Visitor Visa (child).

General Information

Banks

Banks are open Monday to Friday from 0900 to 1700. ATMs in England accept most major credit cards. Visitors are advised to change their bank notes at banks and the Bureau de Change to get the best exchange rate. Opening a bank account in England is an option for students staying three months or longer and have booked and paid for at least 12 weeks accommodation.

We are able to give advice on opening a bank account. Full details will be given at reception when the students arrive here at inlingua Cheltenham.

Shops

The opening hours of most shops in England are 0900 until 1730, Monday to Saturday. Supermarkets and shops are open on Sunday from 1100 to 1600.

Telephone

Calling into England:

When making a call into England from another country, the lead zero of the area code is dropped and the country code for England (+44) is added. For example, to reach inlingua Cheltenham, you will dial the number as +44 1242 250 493.

Calling out of England

When making a call to another country, the international access code is "00" or + followed by the country code for the country you are calling, followed by the area code then phone number.



Entertainment

Cheltenham has a wide variety of entertainments on offer including numerous shops, restaurants, pubs and bars, discos, 3 theatres, an 11 screen cinema, recreation centre and a number of beautiful parks - ideal in the summer!

For further useful information about Cheltenham and the Cotswolds, please visit the following links:

<http://www.visitcheltenham.gov.uk>

<http://www.explore-gloucestershire.co.uk/cheltenham.html>

Enrolment Form 2016

Personal details:

Passport No. Date of Birth

Mr/Mrs/Miss First Names

Last name



Address

City & Postcode Country

Nationality Occupation Telephone n°

Mobile n° Email

Emergency Contact in your country: English speaking: Yes No Relation to you:

Name Telephone n°

Course required:

	Course name	Start Date	Finish Date	Number of weeks
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Example

1.	LSP 30 or PSP 30 or Cert TESOL	11.1.2016	5.2.2016	4
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What is your level of English?

Beginner Elementary Pre-Intermediate Intermediate Upper Intermediate Advanced



Enrolment Form 2016

Do you require a Visa?

Yes Short Term Study Visa Up to 6 months Tier 4 (General Student Visa) Child Visa
Up to 11 months

Accommodation:

Standard Homestay Executive Homestay Self Catering Hotel Other

Date of arrival Date of departure Half board Full board

Would you prefer accommodation with:

With Children: Yes No With Dogs: Yes No With Cats: Yes No Do you smoke?: Yes No

Any medical condition/s we should know about i.e. diabetic:

Other requirements:

Travel:

I am arriving at Date of arrival Time of arrival Flight No

(name of airport)

I am departing from Date of departure Time of departure Flight No

(name of airport)

I want **inlingua** to organise: a return coach ticket a one way taxi transfer a two way taxi transfer

one way coach ticket (price on request) I will organise my own transfers

Please send the £60 Registration Fee, the £25 Visa Application Fee and the £40 Accommodation Arrangement Fee (if applicable) with your application form to reserve your course. These fees are non-refundable and are not part of your course fee.

Please note: The £60 Registration Fee and the £40 Accommodation Arrangement Fee do not apply to our Business Centre Courses.

How to Pay:

By bank transfer in pounds sterling (account details on the invoice you will be sent)

By bankers' cheque (in pounds sterling drawn on a UK bank)

By bank transfer or CC through 'Pay to Study' via our website

Through my **inlingua** school/agent who are:

I wish to enrol on a course with **inlingua** Cheltenham as detailed above. I have read and agree to the Terms and Conditions of Enrolment.

Signed Dated Guardian or Parent signature:
(For students under 18)



Additional Expenses 2016:

Registration and Accommodation Arrangement Fees:

(These only apply to courses mentioned in the English and Vocational Course brochure)

Registration Fee: £60 (non refundable, this must be sent with your application form)

Accommodation Arrangement Fee: £40 (non refundable, this must be sent with your application form if applicable)

Insurance Cover: Included in your tuition fees (Policy breakdown available upon request)

Medical and Travel Insurance: This is included in the fees and is offered through a company called Gibbs Denley StudentGuard policy. A copy of what is covered will be sent to you at the time when we confirm your enrolment.

Accommodation			
Standard Homestay	£140 per week	Standard Homestay Full Board	£155 per week
Executive Homestay	£190 per week	Executive Homestay Full Board	£205 per week
Self-Catering Homestay	£95 per week	Student Hotel Residency (prices are per person)	Student Hotel Residency (prices are per person)
3* / 4* Boutique Hotel	£60 to £130 per night		

Please Note: Normal arrival and departure day is Sunday (The charges above are for 7 nights accommodation).
Summer supplement: In July and August host family payments by £10 per week to cater for peak seasonal demand i.e standard homestay is £150 per week
Christmas Holidays: Students are welcome to stay during the Christmas period when there are no lessons with their host families. However, these two weeks will be charged at the Executive Homestay rate of £190 per week and full board will be provided.
All host families offered by inlingua Cheltenham are checked on a regular basis and conform to the high standards expected by the British Council and the Independent Schools Inspectorate (ISI). Please be careful when booking families over the internet as they may not have been checked and we have no control over the service they offer

Standard Homestay: is half board and includes breakfast and dinner Monday to Friday, and all three meals at the weekend.

Executive Homestay: is standard homestay plus private bathroom.

Full Board: is breakfast, packed lunch and dinner Monday to Friday and all three meals at the weekend.

Self-Catering: is in a host family with access to the kitchen.

Student Hotel Residency (Bed and Breakfast): inlingua Cheltenham can offer two 3* hotels located just ten minutes' walk from school. This option is suitable for groups or individuals and prices quoted are based on bed and breakfast accommodation. Half or full board options are available and prices start at an extra £20 per day.

If you choose to pay your accommodation fees in instalments, the school will charge, at its discretion, a **£25** administration fee.

Airport Transfers (Coach or Taxi)					
Return Coach Journey			Taxi (one way only)		
We can arrange a return (two way) coach ticket for you from the following airports / stations Note: These prices include inlingua Cheltenham's administration fee	Heathrow	£65	We can arrange a pick up and drop off service at most places in England. Note: Here are the one way prices for most destinations. Students arriving in groups of 2,3 or 4 can share taxi costs.	Heathrow	£145
	Gatwick / Stansted	£75		Gatwick / Stansted	£175
	Birmingham	£60		Birmingham/Bristol	£105
	London Victoria	£65		London Victoria	£185
	Luton	£75		Luton	£155
You can organise your own ticket through National Express coaches if you wish. The website is: www.nationalexpress.com			Please note: We reserve the right to charge an excess if your flight has been delayed or cancelled. This is to cover any costs charged to us by the taxi company		

Examination Fees			
The examination fees include a nominal charge for administration related to setting up the examination and enrolment	Cambridge ESOL Exams	PET and KET	£95
		FCE, CAE, IELTS, BEC, CPE	£160
	Other Examinations	TOEIC and TOEFL	£140
		BULATS	£65

Visa Students Only

Visa Application Fee: £25 (only for Tier 4 Student Visas)

Non refundable and must be sent with the application form. The fee is chargeable when applying for a Tier 4 Visa and require a CAS Number.

Courier Fee: £90 (if applicable)

Tier 4 Student Visa Applications

Please Note: As we are a A graded school, you cannot change sponsor during the application process while you are awaiting the decision about leave to remain.

inlingua Cheltenham is an official sponsor for Tier 4 Student Visa purposes. This system is relevant for all students wanting to study on academic courses in the UK for 6 months or longer from visa countries.

To help issue the appropriate documents for any student who is booking with us a course of minimum 6 months' duration, we would require the following information from a designated visa country:

- Student details
- Passport details
- Home address of student
- Proof of current SELT approved English level

For more information on applying for a Visa please contact us: Tel: 0044 (0) 1242 250493

Email: info@inlingua-cheltenham.co.uk

School Public Holiday Dates 2016:

School re opens in 2016 on 4th January

Dates	English and Vocational Centre	Business Centre
1st January 2016	Closed	Closed
25th March 2016 (Good Friday)	Open for all lessons	Open for all lessons
28th March 2016 (Easter Monday)	Open for testing of new students only	Open for all lessons
2nd May 2016 (May Bank holiday)	Open for testing of new students only	Open for all lessons
30th May 2016 (Spring Bank Holiday)	Open for testing of new students only	Open for all lessons
29th August 2016 (Summer Bank Holiday)	Open for testing of new students only	Open for all lessons
16th December 2016 – 2nd January 2017	Closed	Closed

Terms and Conditions 2016

Terms and Conditions 2016 (part 1):

How to Apply to the School

If you have any questions about your course, please contact us. Please apply as early as possible so we have time to process your application and find you the right type of accommodation and make arrangements for your visa if one is required.

General and Intensive English courses

(including Vocational programmes)

1. You need to complete an application form. You will find an application form at the back of this leaflet or obtain one by email, post or online at www.inlingua-cheltenham.co.uk.
2. You need to calculate the total cost of your course by adding together:
 - Total tuition fee
 - £60 Registration Fee (if applicable)
 - Total accommodation price (if required)
 - £40 Accommodation Arrangement fee
 - (if booking accommodation)
 - £25 Visa Application Fee
 - Airport transfers and other transport services
3. Please email or post the application form, together with your Registration Fee (£60), Accommodation Arrangement Fee (£40) and Visa Application fee (£25, if applicable).
4. Send us your flight, train or coach details as soon as you have arranged your travel even if you have not booked the airport meeting and transport service through the school.
5. Tell us immediately if you have to change your course dates because of any delays or if your visa has been refused.
6. Pay the balance of your fees at least three weeks before your arrival date.

Please note: If you are a Visa student upon confirmation of your enrolment and invoice you must pay 15% deposit of the total invoice value before we issue the visa documents.

Please note: Upon successful completion of your Visa application, full payment of remaining fees must be paid at least 3 weeks before course starts.

Please note: If you were unsuccessful in gaining a Visa, the deposit is refunded in full, but not the Registration, Visa Application and Accommodation Arrangement Fees and any other costs the school have incurred i.e. bank charges, courier fees.

Business Centre

1. You need to complete an application form. You will find an application form at the back of this leaflet or obtain one by email, post or online at www.inlingua-cheltenham.co.uk.
2. You need to calculate the total cost of your course by adding together:
 - Total tuition fee
 - Total accommodation price (if required)
 - Airport transfers and other transport services
 - £25 Visa Application Fee (if applicable)
 - Any other costs i.e. Lunch with the teacher
3. Please email or post the application form. Send us your flight, train or coach details as soon as you have arranged our travel even if you have not booked the airport meeting and transport service through the school.
4. Tell us immediately if you have to change your course dates because of any delays or if your visa has been refused.
5. Fees should be paid at least three weeks before your arrival date or according to a prior arrangement. (Refer to Terms and Conditions - Deposit and Payment at the back of this price list.). If you are a Visa student, upon confirmation of your enrolment and invoice, you must pay 15% deposit of the total invoice value before we issue the visa documents unless you have a prior arrangement with the school.
6. Upon successful completion of your Visa application, full payment of remaining fees must be paid at least 3 weeks before your course starts unless you have a prior arrangement with the school.

What we do:

When we have received your application form and deposit (if applicable), we will send you:

- A letter confirming the booking.
- Confirmation of the total amount you must pay for your course, accommodation and any other cost (your invoice).
- A Certificate of Enrolment if you need to obtain a Visa on entry, which will include your CAS number if appropriate.
- Information about your accommodation including travel details, confirmation of your airport meeting and transfer service if booked (this may be sent a few days after your enrolment documents)

If we cannot accept your application, we will offer you an alternative date for your course or refund your deposit.

Once your booking has been accepted, your Registration, Visa Application and Accommodation Arrangement fees (where applicable) will not be refunded.

Terms and Conditions 2016

How to pay:

The invoiced total is normally for full payment in advance for the course and accommodation. All payments must be made in £ Sterling (GBP).

You can pay

- By cash direct to the school, (Do not send cash in the post).
- By a cheque drawn on an English bank, payable to inlingua Cheltenham.
- By Sterling bank transfer through your bank or via our website 'Pay to Study'
- By Credit Card via our website, please go to the link 'Pay to Study'

Name of Account: English and Vocational Academy (EVA) Ltd t/a inlingua Cheltenham
Bank: Lloyds TSB
Rotunda Montpellier
CHELTENHAM GL50 1SH
Account Number: 34564760
Sort Code: 30-95-72
IBAN Code: GB02 LLOYD 309572 34564760
BIC Code (Swift): LOYDGB21108

(If you are paying by Sterling Bank Transfer, you should email or send a copy of the transfer document with your application form. Please ask the bank to include your name and invoice number or student number on the transfer).

We hope everything in this section is understandable and clear, if for some reason it is not clear please ask, we are here to help:

inlingua Cheltenham, Rodney Lodge, Rodney Road, Cheltenham, Gloucestershire, England. GL50 1HX

Tel: +44 (0) 1242 250493

Email: info@inlingua-cheltenham.co.uk

Web: www.inlingua-cheltenham.co.uk

Terms and Conditions 2016 (part 2):

Course fees

All course tuition fees include books and materials. If there are any changes to the UK VAT laws, inlingua Cheltenham books and reserves the right to pass on those changes to the client.

Deposit and Payment

A non-returnable Registration Fee of £60 along with the Accommodation Arrangement Fee of £40 and a Visa Application Fee of £25 (if applicable) should be sent with your application form.

Visa Students only

A further deposit of 15% of the total invoice value (in all cases a minimum of £100) should be paid on receiving course confirmation and the proforma invoice. Payment of the 15% will then be credited to your account and a new invoice will be produced for visa purposes. Only after receiving the deposit are we able to issue a Confirmation of Enrolment and your unique visa reference number.

The rest of the course fee is payable in full no later than three weeks before the course commences. If a course is booked less than three weeks before the commencement dates, full payment should be made on receipt of the course confirmation and invoice, otherwise this will be subject to an interest charge of 8% per month or part thereof up to the first day of the course and until payment is received.

We reserve the right to cancel or terminate any course that has not been paid and students will not be allowed to start their courses until payment has been received.

For courses at the Business Centre, payments must be in advance unless there is a prior arrangement with the school. If there is an arrangement in place then the fees should be paid within 30 days of the start date otherwise an interest charge of 8% per month or part thereof up to the first day of the course and until payment has been received.

Please ensure that when you pay the fees you also pay the bank charges for the transfer so that the school receives the full amount. Shortfalls in payment will be requested and interest charged if need be.

Ensure when making your payment that you indicate who the payment is for so as to avoid embarrassing situations when we chase for payments. If a student wishes to pay their accommodation fees in instalments an admin fee of £25 per instalment paid will apply. Tuition fees should be paid in full before the course starts

Confirmation

We reserve the right not to accept a student and/or to terminate without notice a course that has already begun if payment is not made in full in accordance with our payment terms.

Cancellation

A cancellation charge will apply according to the following scale:

- up to 21 days before the course begins: lose deposit plus non-refundable fees
- 21 days to 15 days 33% of the total invoice
- 14 days to 8 days 66% of the total invoice
- 7 days to 3 days 75% of the total invoice
- 2 days or less 100% of the total invoice
- no refunds will be made after the course has started

Please arrange adequate insurance to cover your course fees should you need to cancel for health or other personal reasons. If a course is cancelled due to an unsuccessful visa application, all fees paid to us (minus our bank charges, Registration, Visa Application, Accommodation Arrangement and Courier fees) will be refunded in full, on receipt of written confirmation from the Visa Section of the British Embassy that your visa application has been unsuccessful.

Group Courses

General English

If there are fewer than three students on a Language Skills Programme 20 or 30 course, the number of lessons per day may be reduced according to the following scale:

LSP30 • 2 students – from 6 to 3 lessons, 1 student – from 6 to 2 lessons
LSP20 • 2 students – from 4 to 2 lessons, 1 student – from 4 to 1 lesson

We reserve the right to offer LSP/20 lessons in the afternoon should we, at our sole discretion; feel that this is in the students' or schools' best interests.

Business Centre

If there are no other clients of similar level, Business Centre mini-group lessons are upgraded to one to one, but with 50% fewer lessons. This policy will be implemented at the school's discretion. Please note that we do not accept beginners on group classes until they have progressed enough to join a group course of Elementary level.

Bank Holidays

Please also note that there are no group course lessons on Bank Holiday Mondays - EXCEPT in Business Centre where classes run as normal. Please refer to Public Holidays dates on page 78 of this booklet. Students on short courses (1, 2 or 3 weeks) will have extra lessons to compensate for loss of lessons on Bank Holiday Mondays if it occurs.

Extending Your Course

If you are a student with or without a visa you can extend your stay if you wish, and your visa allows. We will add the number of weeks of your original booking to your extension and this may mean you will pay a lower price per week for your extension depending which price bracket you fall in to. Please refer to the price list for details.

Taking Holidays

If you have booked a long duration course of 12 weeks or more and wish to take a holiday during your course, this is possible AS LONG AS you request the number of weeks you wish to take for holidays at point of booking and when at the school you give us four weeks' notice in writing before taking the holiday. We normally allow students to take a maximum of 1 week's holiday for every 12 weeks that they are in the school.

Holidays arranged after the time of booking or exceed those pre-booked will be treated as absences and you will lose those weeks of tuition.

Alternatively you can ask for the free weeks as holiday. Please note no refund or extension will be granted in this situation. If you wish to retain your accommodation you must pay a retainer of £50 per week to the host family while you are away. If students shorten their course there is no refund of fees.

Long-Term Bookings

Students cannot reduce the length of their course by changing programmes. Under Home office visa regulations we are responsible and duty bound to look after you for the whole duration of your course.

All examination classes are in the afternoon. Students who want exam classes must book the LSP 30 course. It is not possible to book LSP 20 and then change the timetable to 10 lessons in the morning and 10 lessons in the afternoon.

Any students in breach of their visa will be reported to immigration.

Accommodation Fees

Inlingua Cheltenham makes a charge of £40 for arranging accommodation. This charge is also applied if you change host families unless it is deemed the family is unsuitable for you. Please note to change a family is possible but you must have a good reason to do so. The fee that you pay to us for host family accommodation irrespective of the Accommodation Arrangement Fee is what we pay to the host family. We do, however, have a contract with the host family which stipulates that we must give them four weeks' notice if a student is going to change or leave the family. In exceptional circumstances (for example, the family does not provide what they have promised etc.) we may decide not to give the family 4 weeks' notice.

Examination Fees and Skills Sessions

Examination Fees (for Cambridge examinations, IELTS etc.) are not included in the course price and will be charged separately. If there are fewer than 5 people enrolled on an LSP30 programme specifically wanting to follow a published IELTS or Cambridge examination preparation Skills Session, we reserve the right to cancel the Skills Session and offer alternative Skills Sessions instead. In these rare situations, we will also offer an extra programme of supervised self study, in order to help the students prepare for the exams.

Activities and Excursions

General English

Activities and excursions are normally offered as optional extras. These activities are organised for students and offered either free of charge or at cost price (when a cost is incurred by inlingua). Students who prepay activities on the summer programme will normally be guaranteed a place on activities and excursions.

Business Centre

The Executive Social Programme is included in the fees, except the cost for public transport, meals, entrance fees and personal spending is to be paid by the client. Any students on a combined General and Business English course will need to pay for their social programme. Please note: inlingua Cheltenham organises activities and excursions as a service to clients and can accept no responsibility for loss of clients' belongings or any personal injury to clients whilst participating in these activities.

Medical and Travel Insurance

inlingua Cheltenham include **Medical and Travel Insurance as part of your tuition fee**. This policy is through Gibbs Denley StudentGuard insurance covers you throughout your stay.

A copy of what is covered through this policy will be sent with your confirmation and invoice.

Students aged 17 and under will need to provide a signed Parental Consent Form for immigration and the school.

Declaration by the client (or Guardian if under 18)

When you enrol on a course at inlingua Cheltenham, whether you complete an inlingua Cheltenham enrolment form, enrol via an agent or by any other means, your act of enrolment means that you are fully in accordance with our terms and conditions and agree to abide by them.

Signed: _____

Date: _____



Why Choose inlingua Cheltenham

1. The school is located in the Centre of the English town of Cheltenham (www.visitcheltenham.info)
2. Cheltenham is a typical English town where the population of 120000, where approximately 90% are English
3. Host Families offered by inlingua Cheltenham are likewise approximately 90% English. The school has over 350 Host families available and they are all within walking distance of the school.
4. Cheltenham as a town has no discernible English language accent and therefore the learning environment encourages clear and correct English
5. Cheltenham has all the features socially and culturally of a city and caters for all ages
6. Cheltenham is a very safe town with low unemployment and crime. Recently Cheltenham was voted the safest place for international students in the UK.
7. Cheltenham is located in the heart of the Cotswolds (www.cotswolds.info/) which is a tourist destination in the UK and therefore the whole area including Cheltenham is a place of natural beauty
8. Cheltenham is approximately one hour from Oxford, Bristol, Bath, Cardiff and Birmingham, Stratford Upon Avon and two hours from London Heathrow. London Heathrow can be reached from Cheltenham by train, National Express Coach or by road
9. inlingua Cheltenham is recognised by Accreditation UK; Trinity College, London; ISI, CIMA, ELPAC and NCC. inlingua Cheltenham are also members of EnglishUK; Business English UK and worldwide network of independent inlingua language schools (www.inlingua.com). A fully accredited school in every sense.
10. In the recent ISI inspection in July 2015, inlingua Cheltenham 'Exceeds all Expectations' in all categories such as Curriculum, Teaching and Learner's achievements, Students' Welfare, Health and Safety, Pastoral Care, Governance, Leadership and Management (<http://www.educationaloversight.co.uk/schools/8464/>) .
11. inlingua Cheltenham is an A graded Home Office approved school and therefore can issue visa documentation for all types of student visas for language learning including Tier 4.
12. As part of the inlingua network, we have developed our own teaching method and textbooks for General and Intensive English as well as Executive and Corporate English training.
13. We have class sizes with a maximum of 10 people (average 8/9) in our General and Intensive English classes and a maximum of 5 people (average 3/4) in our Business Centre for corporate clients.
14. We are one of the few Language schools that has its own dedicated Business Centre building for corporate company clients which is has its own teachers and the centre is set out as company meetings rooms and specifically designed to give a professional environment.
15. We also are a Teacher Training Centre and therefore train people to become Teachers of English.
16. Recently inlingua Cheltenham was voted the 'Best Teaching School' by the ESL review
17. inlingua Cheltenham is a school of languages that teaches other languages besides English. The school only employs native speaking teachers of that language.





inlingua Cheltenham
Rodney Lodge, Rodney Road
Cheltenham
Gloucestershire
Tel: 0044 (0) 1242 250493
Email: info@inlingua-cheltenham.co.uk



<http://www.inlingua-cheltenham.co.uk/>



<https://www.facebook.com/inlinguaCheltenham>



<https://www.twitter.com/inlinguaChelt>



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<https://www.linkedin.com/company/inlingua-cheltenham-school-of-languages/>

