



basilpaterson
edinburgh



Celebrating over 90 years of providing education
to British and International students

A message from the Principal

“At Basil Paterson Edinburgh our success is measured by the outcomes we help our students to achieve. Although we are led by academic achievement, success can mean much more than that. Every student at Basil Paterson Edinburgh is an individual with their own specific motivations. It is our business to be familiar with these and to provide a supportive, challenging and rewarding environment while continually pushing students toward their goals. The time spent at Basil Paterson Edinburgh should allow students the opportunity to develop themselves and their abilities far beyond the classroom.”



Welcome

Welcome to Basil Paterson Edinburgh

Basil Paterson Edinburgh is proud to have been helping learners achieve their goals for over 90 years. We remain as dedicated to empowering students through their studies as all those years ago.

Located in the heart of Edinburgh's historic New Town, Basil Paterson Edinburgh provides a unique academic environment where international students learn under the same roof as local students studying for UK qualifications as well as trainees taking the Cambridge CELTA course.

Qualified and enthusiastic teaching staff work hard to ensure the highest level of academic support is provided while also challenging students to progress and take ownership of their own learning. We believe learning involves much more than is taught in the classroom, so we complement the work done in class with a varied social and cultural programme.

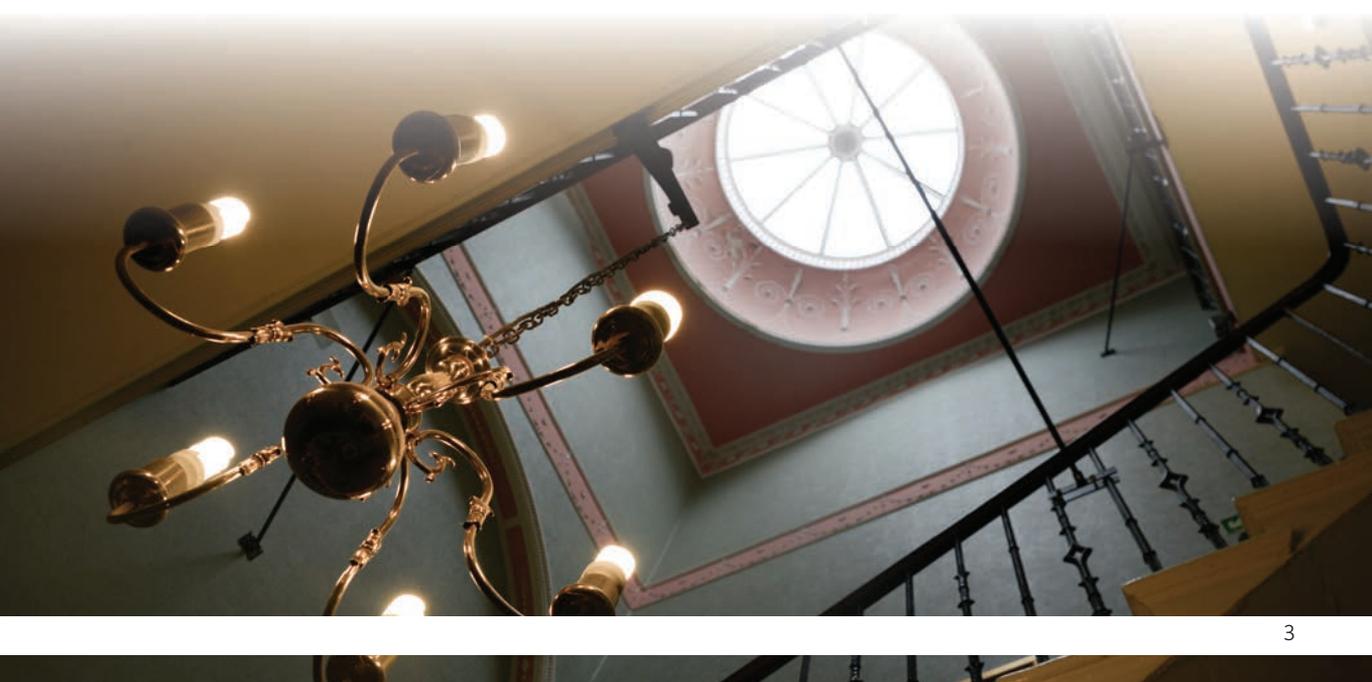
As the largest open test centre in Scotland for IELTS and Cambridge Examinations, we are best placed to guide learners through the exam preparation process. Studying at Basil Paterson Edinburgh allows students to be familiar with the environment in which they will take their final exam.

The History of Basil Paterson

When Basil Paterson founded the school back in 1929, he believed that learning should be more personally tailored and should keep the learner at the heart of it. These views still play a big part in forming our ethos and approach today.

Basil Paterson was born in India as his father was a minister there. The family returned to Scotland when Basil was a child and he was brought up in Edinburgh. At 25 he travelled to London where he took up a post as an Instructor at Greenwich Naval College. It would appear that he enjoyed this foray into education as on his return to Edinburgh a few years later, he set up his first school which was based around five minutes walk from where the school stands today.

Our building also has an interesting history having been built in the 1700s by John and James Williamson. The Williamson brothers would go on to travel to the USA where they were involved in the building of The White House. Experts have told us that there are a number of similarities in the internal design. The famous connection was commemorated in 2018 when a plaque was unveiled outside Basil Paterson Edinburgh to celebrate the link.



Academic Approach

What can learners achieve with a course at Basil Paterson Edinburgh?

- Improved confidence when communicating in English for work, study and travel
- More ownership over the language learning process and development of independent study skills
- The knowledge, skills and strategies needed for success in English language exams
- Greater intercultural competence through working in multinational classes
- Increased motivation through intensive courses which challenge and inspire learners

Learning Objectives

Our aim at Basil Paterson Edinburgh is to provide a learning environment which helps all students to reach their full potential. Whether students objectives are to improve their English skills for work, university or life in an English-speaking country, they find that studying with us provides the focus and drive that they need. With a maximum class size of 12 made up of students from all over the world they have the opportunity to interact in a truly international environment. Tailored support from qualified teachers and individual coaching sessions helps our learners to achieve their aims. We expect students to take ownership of their learning process and we help them to develop the skills needed to achieve that so that we are all working together towards a common goal.

Course level

We ask every student to complete a placement test before arrival and a short speaking assessment on the first day. This gives us essential information about their English language level and which class is most suitable. Students progress at different speeds and there is no fixed time for studying at each level. Progress depends on motivation, self-study habits, learning strategies and language immersion. We expect students to work hard and focus on their goals, but also to be realistic about what is achievable in the time they have.

Assessment and Coaching

In order to help students to progress, teachers continually assess them by reading written work, listening to spoken production and evaluating class performance. Students are also expected to self-assess regularly, evaluating their own progress in relation to their goals. This is further supported by students being invited for an individual coaching session each Friday. These sessions provide learners with an opportunity to discuss their own progress and to set achievable goals for self-study. It is also an open space for students and teachers to discuss the students longer term goals and how we can support them in achieving these.



Academic Approach

Homework

Our courses are designed to be intensive and learners should expect homework every day and over the weekend. Regular self-study ensures that better progress is made and helps develop good learning habits. Homework comes in many forms not just written exercises. Perhaps students will be asked to make a phone call to a company in English, interview their homestay hosts or report back to the class verbally on a TED talk they have watched.

Certificates

At the end of their course, students get a certificate showing their course dates, attendance and assessment of their level of spoken production, spoken interaction, reading, listening and writing skills. The levels are based on teachers' evaluations the students level with reference to the Common European Framework for Languages.

Daily Programme

The day of study starts with a morning discussion session, bringing students from all classes together. Interesting topics are selected from local and international news as a springboard for discussion. The rest of the day consists of carefully designed lessons which cater for our learners diverse needs.

Learning Outcomes of our Programme

No matter which course learners are studying and what goals they have it is our expectation that all students will achieve certain outcomes throughout their period of study with us.

- Students are able to express themselves clearly and with more variety in both social, academic and business situations
- They increase their fluency and accuracy in English
- They have more confidence in reading and listening and are better equipped to participate in discussions and conversation
- As well as spoken production being improved we also see better use of non-verbal skills such as body language and appropriate gestures to enhance verbal communication.



English Focus

Achieving your Goals in English

Our English Focus course provides you with the tools you need to be a better communicator in English. For you that might mean that you can speak to your British friends easier, or watch a tv show in English without subtitles, or it could mean that you can speak with customers or clients at work more professionally. Whatever your needs, English focus helps satisfy them. Those studying on one of our English Focus programmes develop knowledge and accuracy but also focus on the core language skills of reading, writing, listening and speaking.

- Start any Monday of the Year
- Minimum age 16
- Small classes; Maximum 12 per class
- Variety of levels from beginner to advanced

Part-time course

15 hours per week

08.40—08.55	Morning Discussion Session
09.00—10.00	Spoken Fluency and Interaction
10.00—10.15	<i>Morning break</i>
10.15—11.15	Language Focus
11.15—11.30	<i>Morning break</i>
11.30—12.30	Language Practice

Full-time course

25 hours per week

08.40—08.55	Morning Discussion Session
09.00—10.00	Spoken Fluency and Interaction
10.00—10.15	<i>Morning break</i>
10.15—11.15	Language Focus
11.15—11.30	<i>Morning break</i>
11.30—12.30	Language Practice
12.30—13.30	<i>Lunch break</i>
13.30—14.30	Reading, Writing and Listening Skills
14.30—14.45	<i>Afternoon break</i>
14.45—15.45	Critical Evaluation and Analysis



English Focus

Morning Discussion Session

This is a voluntary class we encourage students to attend. It is a teacher-led discussion, usually around news, current affairs or other interesting topics. It is a great warm up to start the day and helps learners be more productive during the rest of their classes.

Spoken Fluency and Interaction

In this class students focus on the 'performance' aspect of speaking through a range of spoken activities. They focus on the use of voice through activities concentrated on pronunciation, including phonology, intonation and natural speech, such as colloquial expressions and slang. Learners study how non-verbal communication is used to help understanding. The class allows students to improve their presentation and public speaking skills.

Language Focus and Language Practice

Students are able to understand and use more complex structures. Confidence is developed as accuracy and fluency improve. Lessons are designed to allow students to use the language and give them opportunities to put their knowledge into practice.

Reading, Writing and Listening Skills

Through a variety of tasks involving exercises such as letter writing, email correspondence and creative writing students increase their abilities to understand language, form, purpose and how to use appropriate language. Learners listening and reading skills develop as they learn to listen and read for a purpose as well as skills such as scanning and summarising. This class incorporates examples of natural pronunciation and authentic materials to promote communication and discussion as in real life.

Critical Evaluation and Analysis

Students are given the opportunity to develop their critical thinking and problem solving skills through a series of speaking based activities. Students focus on a variety of tasks to enhance and develop critical thinking skills such as ranking, summarising and how to discuss issues. Students learn to critically analyse situations which impact their daily lives through participating in debates, media analysis and problem solving tasks.

Course fees include:

- Study materials
- Certificate on completion of course
- Access to self-study resources
- Access to our social and cultural programme
- IT facilities and WiFi
- Individual weekly Coaching Sessions
- Level testing before arrival



Courses for IELTS Test-Takers

Achieve your Target Score

We understand the challenges taking tests in English can bring. Our IELTS preparation course help students prepare for the test, with development of their language skills in the morning classes and improvement of technique in the afternoon classes. The Test Strategies and Test Skills Practice classes focus on test techniques and familiarisation with the test format and marking criteria. Experienced teachers provide useful feedback and guidance.

- Start any Monday of the year
- Minimum level of BI for IELTS course

Before enrolment we ask students to complete a placement test and discuss their needs. This gives us essential information about their current English level, their target score in IELTS, strengths and areas to work on. We are then able to advise them on how many weeks they should study with us before the test.

Course fees include:

- Study materials
- Certificate on completion of course
- Access to self-study resources
- Access to our social and cultural programme
- IT facilities and WiFi
- Individual weekly Coaching Sessions
- Level testing before arrival
- Guidance in booking your IELTS test

IELTS Preparation Schedule

IELTS Preparation: 25 hours per week

08.40—08.55	Morning Discussion Session
09.00—10.00	Spoken Fluency and Interaction
10.00—10.15	<i>Morning break</i>
10.15—11.15	Language Focus
11.15—11.30	<i>Morning break</i>
11.30—12.30	Language Practice
12.30—13.30	<i>Lunch</i>
13.30—14.30	IELTS Test Strategies
14.30—14.45	<i>Afternoon break</i>
14.45—15.45	IELTS Test Practice

Computer Delivered IELTS

Basil Paterson is now pleased to offer Computer Delivered IELTS. The test content and structure remain the same, as does scoring and level of difficulty. This provides test takers with more choice. Please contact us for computer delivered IELTS test dates and availability.

IELTS Tests at Basil Paterson Edinburgh

04 January	04 April*	11 July	10 October
11 January	11 April	18 July	24 October*
18 January	18 April	25 July	31 October
01 February*	09 May	08 August*	07 November
08 February	16 May	22 August	21 November
22 February	30 May	29 August	28 November
07 March	06 June	05 September	05 December*
14 March	13 June*	12 September	12 December
21 March	20 June	26 September	

Academic only / **Academic and General Training**

*Edinburgh and Aberdeen exam date

Please note the IELTS exam must be booked and paid for online, separately from the course



Cambridge Exam Preparation

A Qualification for Life

If you require an official qualification for work or study, a Cambridge English exam is an ideal way to prove your level of English proficiency.

Cambridge First (B2 First), Cambridge Advanced (C1 Advanced) and Cambridge Proficiency (C2 Proficiency) are recognised by employers and universities all over the world; an excellent addition to anyone's C.V.

At Basil Paterson Edinburgh we offer intensive 4-week and 6-week Cambridge exam preparation courses for First Certificate and Advanced. We can also offer Proficiency preparation on an individual tuition basis. As Basil Paterson Edinburgh is the largest open test centre in Scotland for Cambridge and IELTS exams, the final exam will take place here in the same building.

Course fees include:

- Study materials
- Certificate on completion of course
- Access to self-study resources
- Access to our social and cultural programme
- IT facilities and WiFi
- Individual weekly Coaching Sessions
- Level testing before arrival
- Relevant exam booked

6-week Cambridge Exam Preparation course fees

First & Advanced**	27 Jan – 06 Mar
First & Advanced**	27 Apr – 05 Jun
First & Advanced**	19 Oct – 27 Nov

** Please note that the exam takes place the week after the course end date and therefore students should book an additional week's accommodation.

4-week Cambridge Exam Preparation course fees

First & Advanced**	29 Jun – 24 Jul
First & Advanced**	27 Jul – 21 Aug
First	14 Sep – 10 Oct
Advanced	21 Sep – 17 Oct

** Please note that the exam takes place the week after the course end date and therefore students should book an additional week's accommodation.

Cambridge Exams at Basil Paterson Edinburgh

C2 Proficiency: 07 Mar, 09 May, 12 Jun and 03 Dec

C1 Advanced: 14 Mar, 09 May, 10 Jun, 31 Jul, 28 Aug, 17 Oct and 02 Dec

B2 First: 13 Mar, 16 May, 09 Jun, 30 Jul, 27 Aug, 10 Oct and 01 Dec

B1 Preliminary for Schools: 03 Jun and 06 Jun

B1 Preliminary & A2 Key: 22 May, 21 Jul and 04 Dec

Please note the speaking test normally takes place the day before the written components for first, Advanced and Proficiency Exams.



Individual Tuition & Business English

Focus on your Progress

Our individual tuition courses offer a personalised, intensive English language programme that allows students to make the maximum possible progress for their individual needs. They choose to focus on specific language development as well as specialised requirements, such as language for career purposes. Offering a flexible tuition programme, our teachers also adapt the lessons to suit each learners individual learning style.

Whether it is Business English, Exam Preparation, or extra time developing one particular area of language knowledge, we tailor each class to ensure students make maximum progress.

- Start any Monday of the year
- All levels, from beginner to advanced
- Choose from 1-35 hours tuition per week

Individual Tuition

Focus on areas such as:

Business English

Focus on language, vocabulary and practice of business situations to improve confidence and performance in meetings, presentations, telephoning and e-mailing.

Fluency Practice

Intensive practice of speaking skills, with correction and language input tailored directly to each students needs.

Exam Preparation

Exam techniques, practice and feedback relating specifically to the exam and focussing on your individual needs.

Course fees include:

- Study materials
- Certificate on completion of course
- Access to self-study resources
- Access to our social and cultural programme
- IT facilities and WiFi
- Individual weekly Coaching Sessions
- Level testing before arrival



Combination Course

Tailored for your needs

A combination programme of group classes and individual tuition is ideal for those who would like to develop their language and communication skills alongside other students, with additional classes focussing on their specific needs. A combination course programme includes four hours of group classes each day, followed by either one or two hours of individual tuition.

Before arrival, we ask students to complete a placement test so that the teacher can prepare a relevant and stimulating programme of work for the individual lessons. These classes might focus on English for professional or academic purposes, exam preparation or teaching methodology. Group classes follow our English Focus programme.

This is a popular option with our corporate clients for their employees as it gives them the chance to benefit from international classes as well as focussing on their own particular requirements.

Combination Course Schedule

20 hours group classes + 5 or 10 hours of individual tuition per week

08.45–09.00	Morning Discussion Session
09.00–10.00	Spoken Fluency and Interaction
10.00–10.15	<i>Morning break</i>
10.15–11.15	Language Focus
11.15–11.30	<i>Morning break</i>
11.30–12.30	Language Practice
12.30–13.30	Lunch break
13.30–14.30	Reading and Writing Skills
14.30–14.45	<i>Afternoon break</i>
14.45–15.45	Individual Tuition
15.45–16.00	<i>Afternoon break</i>
16.00–17.00	Individual Tuition (Combi 10 only)

Course fees include:

- Study materials
- Certificate on completion of course
- Access to self-study resources
- Access to our social and cultural programme
- IT facilities and WiFi
- Individual weekly Coaching Sessions
- Level testing before arrival



Festival Course

Festival Course

In August every year, Edinburgh comes alive for the International and Fringe festivals, with thousands of performances taking place in venues across the city, including dance, theatre, comedy and the world-famous Edinburgh Military Tattoo. We harness this energy in the classroom with our Festival course, which runs from 10th to 29th August. The course structure mirrors the English Focus programme, combining essential language and skills development and an afternoon Project Workshop inspired by the Edinburgh Festival. On past courses students have prepared and delivered a performance, led their own guided tour and produced a festival documentary, demonstrating their new-found confidence in a second language. The course is complemented by a full and varied social and cultural programme, with eight activities scheduled per week.

The Festival Course is particularly suited to those interested in literature and performance art, providing a fully immersive cultural experience. Where possible we recommend students book for the full three-week programme so they have the opportunity to see all the festival has to offer.

Festival Course Schedule

25 hours per week

08.45 – 09.00	Morning Discussion Session
09.00 – 10.00	Spoken Fluency and Interaction
10.00 – 10.15	<i>Morning break</i>
10.15 – 11.15	Language Focus
11.15 – 11.30	<i>Morning break</i>
11.30 – 12.30	Language Practice
12.30 – 13.30	Lunch break
13.30 – 14.30	Reading and Writing Skills
14.30 – 14.45	<i>Afternoon break</i>
14.45 – 15.45	Festival Project Workshop



Christmas Course

2020 Christmas Course dates

Week One	Full-time
Monday 21st December	08.45 – 15.45
Tuesday 22nd December	08.45 – 15.45
Wednesday 23rd December	08.45 – 15.45
Thursday 24th December	08.45 – 15.45
Friday 25th December	CLOSED
Weekly total	<i>20 hours</i>

Week Two	Full-time
Monday 28th December	08.45 – 15.45
Tuesday 29th December	08.45 – 15.45
Wednesday 30th December	08.45 – 15.45
Thursday 31st December	08.45 – 15.45
Friday 1st January	CLOSED
Weekly total	<i>20 hours</i>

08.45 – 09.00	Morning Discussion Session
09.00 – 10.00	Spoken Fluency and Interaction
10.00 – 10.15	<i>Morning break</i>
10.15 – 11.15	Language Focus
11.15 – 11.30	<i>Morning break</i>
11.30 – 12.30	Language Practice
12.30 – 13.30	Lunch break
13.30 – 14.30	Reading and Writing Skills
14.30 – 14.45	<i>Afternoon break</i>
14.45 – 15.45	Christmas Project Workshop

Christmas Course

Edinburgh's Christmas celebrations are well-known all over the world. As one of the few course providers open over the festive period, Basil Paterson Edinburgh offers an intensive two-week Christmas course which runs alongside our festive social and cultural programme. The Christmas Course is ideal for learners who want to experience a traditional Scottish Christmas in a homestay environment. It is also suitable for university students who are already studying in the UK over the academic year and would like intensive language skills development between semesters. Popular social and cultural activities during the Christmas Course include Scottish Ceilidh dancing, festive storytelling, ice skating in Princes Street Gardens and a torchlit procession through the Old Town.

Course fees include:

- Study materials
- Certificate on completion of course
- Access to self-study resources
- Access to our social and cultural programme
- IT facilities and WiFi
- Individual weekly Coaching Sessions
- Level testing before arrival



Accommodation

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

Homestay

Living in a homestay has many advantages. Most importantly, it provides students with the chance to practise English, to interact with local people and to immerse themselves in the local culture and language. We have a full time accommodation and welfare officer who chooses our homestay hosts very carefully, both for the facilities they have to offer and, especially, their ability to give students the warmth of a “home from home”. At your homestay you eat meals with the other members of the household and share the common living areas. You are provided with a single room, breakfast and dinner every day and a quiet place for study. Homestays are located in residential areas of Edinburgh, typically 30 minutes from the college on good bus routes. This is the only option for students aged under 18 years old as it provides an extra level of care and allows us to better monitor their safety.

Student residence (July/Aug)

During summer months we offer several different university residence options; ideal for students aged over 18 who prefer a more independent living experience. At a student residence you have a single room with private bathroom, access to shared kitchen facilities and common living areas. Most residence options are within walking distance from the college.

Private apartments

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

All accommodation options begin the Sunday before the course starts and end the Saturday after the course finishes. If extra nights are required please ask.



Social & Cultural Programme

At Basil Paterson Edinburgh we believe the learning experience should continue once classes have finished for the day. Our courses run alongside a varied social and cultural programme, which provides an opportunity for students to learn about the Scottish capital and make friends with both international and local students in a relaxed and informal setting.

During the summer months we offer eight activities per week and at least four activities per week during the rest of the year. The schedule changes every week, designed to provide something for all ages and interests. Many activities are free of charge with a small supplement for certain excursions, such as theatre visits or Scottish Ceilidh dancing. We can also help students to book weekend trips to other parts of Scotland and make recommendations about the best places to visit. We love Edinburgh and we want to help our students get to know more than just the tourist spots.

Sample programme

Monday: Guided Walking Orientation Tour

Join our social and cultural programme coordinator as students are introduced to our wonderful city. They will show off the main landmarks, tell a few interesting tales and provide some local hints and tips too.

Tuesday: Visit to Cramond

A short bus ride from the city centre. Cramond is a delightful area of the city with its own beach and even an island to explore! A beautiful spot on a sunny day, or an atmospheric one in Autumn.

Wednesday: Traditional Storytelling Event

We invite professional storytellers to Basil Paterson to tell traditional stories, talk about local culture and give students the chance to tell their own tales. Always lots of fun.

Thursday: Visit to Scottish Parliament and Arthur's Seat

Walk up through the Old Town to the Scottish Parliament building. Learn about the interesting and meaningful architecture before climbing Arthur's Seat, Edinburgh's very own extinct volcano. From the top there is a great view of the city skyline including a new perspective on the parliament building.

Friday: Scottish Ceilidh Dancing

Round off the week by sampling some traditional Scottish music and dancing. Join us at a local Ceilidh (*Kay-lee*) to learn some popular dances that you would likely stumble across at most Scottish Weddings or Celebrations.



Travel

Getting here

You can fly directly to Edinburgh from over 100 destinations worldwide. The city is just a 1 hour flight from London and is also well connected to other major UK cities by train.

Airport arrivals

Edinburgh International Airport is 7 miles from the city centre, with the journey taking just 25 minutes. There are a number of regular transport services to the city centre:

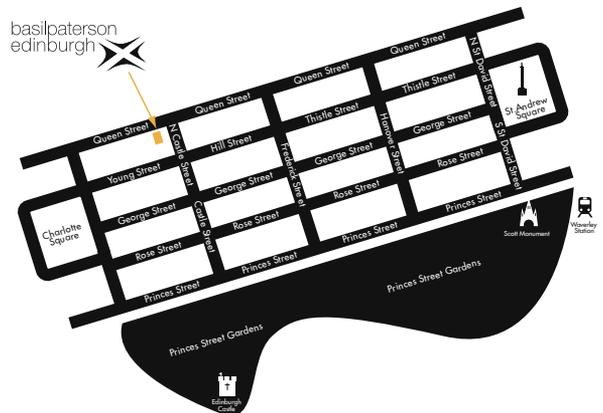
- **Airlink bus service** – Operates every 10 minutes, 24 hours a day, 7 days a week. You will find the bus stop just outside the airport terminal.
- **Skyline services 200, 300 and 400** – Operates everyday until late evening. The service runs up to every 30 minutes and goes to more residential areas of the city.
- **Tram** – A new and popular method to travel to the city centre. Trams every 10 minutes each way, taking 40 minutes to arrive centrally at Princes Street.
- **Taxi hire** – Taxis are available from directly outside the airport terminal.
- **Executive airport transfer** – Basil Paterson can organise a transfer directly from Edinburgh airport to your accommodation. Students will be met by a friendly and professional driver in the terminal who will help get your stay off to a smooth start.

Public transport

The city is further connected with an excellent public transport system.

Public transport available in Edinburgh:

- **Buses** – Connecting the city and its outskirts with a vast network of routes. Lothian buses sell weekly and monthly tickets which offer unlimited travel. You can pay for the bus with contactless payment, if you pay cash for the bus you need the correct money as they do not give change.
- **Trains** – The two main train stations, Waverley and Haymarket, link Edinburgh to cities and towns across the UK.
- **Taxis** – There are taxi ranks located throughout the city. Many taxis take payments by credit card but you should check before starting your journey.





Please read the Terms and Conditions before returning your completed Enrolment Form to:

Basil Paterson Edinburgh
66 Queen Street, Edinburgh EH2 4NA
Telephone: +44 (0) 131 225 3802
Email: info@basilpaterson.co.uk

Enrolment Form

Personal Details

Family Name

First Name Nationality

Gender Language

Date of Birth Profession

Home Address

Telephone

Mobile Number

Email address

Passport Details

Name as it appears on passport

Passport Number Expiry Date

Basil Paterson Edinburgh has been licensed by the UK Border Agency as a Highly Trusted Sponsor to enrol international students under Tier 4 of the Points Based System. Sponsor Licence Number: 9H4Q97VC8

Emergency Contact

Name Telephone

Relationship to you Does this person speak English? Yes No

How did you hear about Basil Paterson Edinburgh?

British Council Agent Website Advertisement Friend Teacher Studied here before

Other

Agent Name

Level of English:

Beginner Elementary A1 Pre-Intermediate A2 Intermediate B1 Upper Intermediate B2 Advanced C1/C2

Course Details

Start Date Finish Date

English Focus Full-time Part-time

IELTS Test Preparation Full-time Part-time

Cambridge Examination Preparation B2 First C1 Advanced

Combination Courses Combination5 Combination10

Festive Programmes Festival Course Christmas Course

Individual Tuition Number of Hours per week required

Accommodation and Welfare Details

Please indicate the type of accommodation you wish to book:

- Homestay – standard single room (half-board)
- Homestay – single room with private bathroom (half-board)
- Self-catering apartment (18+)
- Student residence (available in July and August only) (18+)

Arrival date:

Departure date:

*Accommodation begins from the Sunday before the course starts until the Saturday after the course ends.

Are you a smoker: Yes No

Please provide any other relevant information (e.g. medical conditions, special dietary requirements, allergies etc.) or anything else you think we should know about you.

If you are not using our Accommodation service, please provide your contact address in Edinburgh.

 Telephone:

If you are under the age of 18 you are required to submit a Parental Consent Form with your enrolment. Please contact us for a copy.

Travel Details

Flight Number Date Day Time

Edinburgh Airport Arrival:

Edinburgh Airport Departure:

* Executive Airport Transfers can be arranged at the cost of £64 each way.

Do you require an Executive Airport Transfer? Arrival Departure

Payment Details

Deposit (£300) Full Fees

Bank Transfer Cheque (UK £ Sterling Only) Travellers Cheques (UK £ Sterling Only) Cash

N.B. PLEASE ENCLOSE A COPY OF THE BANK TRANSFER DOCUMENT IF USING THIS METHOD OF PAYMENT.

The Language School Company Limited T/A Basil Paterson, HSBC, 65 Cornmarket Street Oxford OX1 3HY

Account number: 42788209 **Sort code:** 40-35-34 **IBAN:** IBAN: GB76 HBUK 4035 3442 7882 09 **SWIFT:** HBUKGB4B

Credit/Debit Card Payments - please indicate card type:

VISA MASTERCARD DELTA SOLO

Card Number Valid from Expiry Date

3 Digit Security Code (see back of card)

Name of cardholder

Invoice address if different

Address of cardholder

Signature

Date

Declaration

I have read and understood the Terms & Conditions. I will / will not be responsible for the payment of the course fees.

(Please delete where appropriate). If you are not responsible for payment of your course please provide the name and address of your sponsor

Signature of student Date

Signature of person responsible for fees
(if different from student) Date

Booking Terms and Conditions

1. Definitions

1.1 When the following words with capital letters are used in these Terms, this is what they will mean:

Booking: your booking for one of Our Courses;

Courses: the language training courses advertised on Our website;

Deposit: the sum of 300 GBP;

Event Outside Our Control: is defined in clause 8.2;

Fees: the fees payable by you in respect of your Booking;

Terms: the terms and conditions set out below;

We/Our/Us: Instill Education Limited (trading as "OISE") a company registered in England and Wales under company number 01293463 and having its registered office at 38 Binsey Lane, Oxford OX2 0EY, United Kingdom. VAT registration number GB792403230.

1.2 When We use the words "writing" or "written" in these Terms, this includes e-mail unless We say otherwise.

2. Bookings

2.1 Bookings can be made by completing and submitting the form on Our website together with payment of your Deposit or the total Fees (as applicable, see clause 3.1).

2.2 Please ensure that you read these Terms carefully, and check that the details of your Booking are complete and accurate, before you make your Booking. If you think that there is a mistake, please contact Us to discuss. We will confirm any changes in writing to avoid any confusion between you and Us.

2.3 When you make a Booking with Us, this does not mean that We have accepted it. Our acceptance of the Booking will take place as described in clause 2.4. If We are unable to confirm your Booking, We will inform you of this.

2.4 These Terms will become binding on you and Us when we confirm your Booking in writing to you, at which point a contract will come into existence between you and Us. We will assign a unique reference number to your Booking and inform you of it when We provide confirmation. Please quote this number in all subsequent correspondence with Us relating to your Booking.

3. Payment of Fees

3.1 Where the Course is due to begin more than 4 weeks from the date of your Booking, a Deposit is payable at the time of making your Booking. Where the Course is due to begin less than 4 weeks from the date of your Booking, the Fees must be paid in full at the time of your Booking.

3.2 When We confirm your Booking under clause 2.4, We will provide a statement showing the balance of the Fees due to be paid, which should be settled at least four weeks before the Course starting date. Please note that you will not be allowed to attend any Course unless payment of the Fees has been made in full.

3.3 All Fees must be paid in Sterling (GBP). All bank charges are payable by you.

3.4 All refunds due under these Terms will be paid to the person from whom payment was originally taken, using the same method of payment as used by them.

4. Changes to Bookings

4.1 If you wish to change your Booking by switching to another Course, you must provide at least 10 days' notice of such change to Us in writing, otherwise you will be expected to attend the Course originally booked or cancel your Booking under clause 7.

4.2 Where you have given the appropriate notice under clause 4.1:

(a) We will refund any difference between the cost of the original Booking and your revised Booking on the last date of the Course to which you have switched (whether or not you remain on the Course for its full duration); or

(b) You may be required to pay any difference between the cost of the original Booking and your revised Booking at the time of your request.

4.3 If you wish to take a holiday at any time during the Course, you must give Us at least two weeks' notice in writing. No refunds are payable in these circumstances.

4.4 We reserve the right to cancel a Course, or make changes to course arrangements, as a result of Events Outside Our Control. Clause 8 will apply in such circumstances.

5. Our liability to you

5.1 Where We provide any assistance to you in making travel and accommodation requirements, We do so only as an intermediary between you, travel organisations and host families. Unless and to the extent caused by Our negligence, We will not be liable to you for any losses arising from any delays or failures relating to travel and accommodation arrangements. We will, however, use our reasonable endeavours to defend your interests and mediate on your behalf in the event of any breach of contract on the part of a travel organisation or host family.

5.2 If We fail to comply with these Terms, We are responsible for loss or damage you suffer that is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it is an obvious consequence of Our breach or if it was anticipated by you and Us at the time we entered into this contract.

5.3 We do not exclude or limit in any way Our liability for death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors, or for any liability which cannot be excluded or limited by law.

6. Insurance, accommodation, student visas, study permits and safeguarding

6.1 You are responsible for arranging your own travel and medical insurance (including the costs of repatriation in the case of illness or accident) and student visitor visa.

6.2 If you are denied a student visitor visa and provide Us with a copy of the rejection letter on or before the first day of the Course, the We will refund all Fees paid.

6.3 Accommodation will begin on the Sunday before the Course starts and will end on the Saturday after the Course ends. If you have asked Us to arrange host family accommodation, you will receive details of your host family address at least five days before the Course starting date (unless you have made a late Booking) to enable you to inform the host family of your approximate time of arrival.

6.4 Basil Paterson Edinburgh operates a child protection and safeguarding policy in relation to care of our 16/17-year-old students. Full policies can be found on our website.

7. Your rights to cancel and applicable refund

7.1 You have the following rights to cancel your Booking:

(a) you have a legal right to cancel your Booking within 14 calendar days of the date of your Booking, in which event We will, subject to clause 7.3, refund all of the Fees including the Deposit; or

(b) you may cancel your Booking at any time after the period of 14 days referred to in clause 7.1(a) but before the Course has begun, in which event We will retain the Deposit and refund the balance of any Fees paid by you.

7.2 To exercise your rights to cancel under clause 7.1, you must inform Us of your decision by making a clear statement to this effect by completing the cancellation form on Our website or by contacting Us (see contact details below).

7.3 The law requires us to obtain your express consent to Us providing Our services where the starting date of the Course falls during the 14 day cancellation period referred to in clause 7.1(a). By making your Booking, you will be treated as giving this consent. You acknowledge that if you subsequently cancel, We will be entitled to deduct an amount from the Fees paid which is in proportion to the services that we have performed up to the date of your cancellation.

7.4 Once a Course has begun, you may cancel your Booking with immediate effect by giving Us written notice if:

(a) We break this contract in any material way and We do not correct or fix the situation within 30 days of you asking Us to in writing;

(b) We go into liquidation or a receiver or an administrator is appointed over Our assets; or

(c) We are affected by an Event Outside Our Control.

8. Our rights to cancel and applicable refund

8.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our obligations under these Terms that is caused by an Event Outside Our Control.

8.2 An Event Outside Our Control means any act or event beyond Our reasonable control including but not limited to strikes or other industrial action, civil commotion, terrorist attack or threat of terrorist attack, epidemic, adverse weather conditions or other natural disasters.

8.3 If an Event Outside Our Control takes place that affects the performance of Our obligations under these Terms:

(a) We will contact you as soon as reasonably possible to notify you; and

(b) We will, where possible, propose alternative arrangements (which may include alternative dates or venues) for the Course.

8.4 You may cancel your Booking if any alternative arrangements proposed by Us are unsuitable for any reason, in which case We will refund all Fees paid in advance for the Course.

8.5 We reserve the right to refuse your attendance on the course if you are suffering from any illness, medical condition or mental or physical disability which was not disclosed at the time of Booking.

9. How we may use your personal information

9.1 We will use the personal information (including sensitive information about your health, religious beliefs and practices or dietary requirements) that you provide to Us:

(a) to administer and provide Our Courses to you;

(b) to process payment in relation to any Booking;

(c) for internal training and monitoring purposes; and

(d) to inform you about similar Courses and other services that We provide, but you may stop receiving these at any time by contacting Us.

9.2 We will not give your personal data to any third party other than:

(a) as strictly necessary for Us to perform Our contract with you;

(b) to host families; or

(c) to the schools and offices within our group companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006) including those outside the European Union.

9.3 You have the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 1998. Any access request may be subject to a fee of £10 to meet Our costs in providing you with details of the information We hold about you.

9.4 We may wish to use photographs and audio visual media containing your image or likeness in our marketing and promotional materials and you hereby consent that We may do so in all and any media for such purposes. If you would prefer that We do not, you should notify Us in writing. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media continuing your image or likeness shall belong to Us and shall not entitle you to receive any royalties or other payments.

10. Other important terms

10.1 These Terms set out the entire agreement between you and Us relating to your Booking.

10.2 We may transfer Our rights and obligations under these Terms to another organisation, and We will always notify you in writing if this happens, but this will not affect your rights or Our obligations under these Terms.

10.3 This contract is between you and Us. No other person shall have any rights to enforce any of its terms.

10.4 Each of the clauses in these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

10.5 If We fail to insist that you perform any of your obligations under these Terms, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, We will only do so in writing, and that will not mean that We will automatically waive any later default by you.

10.6 These Terms are governed by Scottish law. You and We both agree to submit to the non-exclusive jurisdiction of the Scottish courts.

basilpaterson edinburgh



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