

#### **General conditions**

# How to apply

Fill in the application form in full, specifying the course and type of accommodation you want. Send it to us with a sterling cheque or postal order for £300 as a deposit for your course. Make it payable to English @ Oxford. Please don't send cash.

#### Accommodation

We will arrange your accommodation in a hotel, guest house or local family (homestay) and send you the details. You will pay the hotel or family directly. Please let us know at least 48 hours in advance if you wish to cancel a hotel booking and one week to cancel a family homestay booking.

### **Travel to Oxford**

There are regular buses from London Victoria and both London Heathrow and Gatwick airports (Heathrow is the nearest). You should not have to wait more than 30 minutes, but if you would like a timetable we can send you one. If you prefer to be collected from the airport by car, we can arrange this: Heathrow from €130 one way; Gatwick from €180 one way. This is payable xxx

### Insurance

Please make sure you have full travel and medical insurance to cover your trip. If you are from an EU country, you will not have to pay medical fees, but you will have to pay if you need a visit to the dentist.

#### Cancellation

In the event of cancellation, the deposit of £300 is normally non-refundable.

#### What the fees include

Tuition, all course materials, end-of-course certificate and report.

## **Payment**

The balance of the fees will be payable on or before the first day of the course. This can be done in cash, by postal order, travellers cheque or cheque drawn on a British bank. You can also pay by direct transfer to e@o's bank. Details available on request.