

**Courses run from January to December every Monday for all levels except Beginners.**

**ACCORD Manchester is closed on the following public holidays and during the Christmas period:**

April 14th, April 17th, May 1st, May 29th, August 28th and from December 16th 2017 to January 7th 2018 inclusive. There will be no classes on these days. The school will open on Monday January 8th 2018.

Course Name	Course Duration	Price Per Week
<b>GENERAL ENGLISH</b> Open all year round for students aged 18+ and in July and August for students aged 16+		
Standard 15 hour Programme	1 - 4 weeks	£190.00
	5 - 8 weeks	£180.00
	9 weeks +	£170.00
Intensive Course 'A' (20 hrs/week)	1 - 4 weeks	£245.00
	5 - 8 weeks	£235.00
	9 weeks +	£225.00
Intensive Course 'B' (20 hrs/week)	1 - 4 weeks	£245.00
	5 - 8 weeks	£235.00
	9 weeks +	£225.00
Intensive Course 'C' (25 hrs/week)	1 - 4 weeks	£300.00
	5 - 8 weeks	£290.00
	9 weeks +	£280.00
Super Intensive Course 'D' (30 hrs/week)	1 - 4 weeks	£360.00
	5 - 8 weeks	£350.00
	9 weeks +	£340.00

Course Name	Course Duration	Price
<b>ACCORD JUNIOR MBA (2 weeks' course)</b> For students aged 16+		
Dates: 03/07 to 14/07/2017, 17/07 to 28/07/2017, 31/07 to 11/08/2017 15 hours General English in multinational classes + 12 hours in Junior MBA Workshops (Introduction to Management, Marketing & Sales, Accounting, Organisations, Human Resources, etc.)	2 weeks	£960.00

Course Name	Course Duration	Price Per Week
<b>BUSINESS ENGLISH COURSES (BEC)</b> Open all year round for students aged 18+		
BEC 1 (20 hrs/week)	From 1 week	£735.00
BEC 2 (25 hrs/week)	From 1 week	£845.00
BEC 3 (30 hrs/week)	From 1 week	£950.00
BEC 4 (15 hrs + 4 hrs One-to-One/week)	From 1 week	£820.00
BEC 5 (15 hrs + 8 hrs One-to-One/week)	From 1 week	£1,020.00
BEC 6 (15 hrs + 12 hrs One-to-One/week)	From 1 week	£1,180.00

Course Name	Course Duration	Price Per Week
<b>ONE-TO-ONE ENGLISH COURSES</b> Open all year round for students aged 18+ and in July and August for students aged 16+		
EXEC 1 (15 hrs/week)	From 1 week	£780.00
EXEC 2 (20hrs/week)	From 1 week	£980.00
EXEC 3 (25 hrs/week)	From 1 week	£1,225.00
<b>SPECIALISED CLOSED GROUPS</b>	Price on request	

**Fees include level testing, teaching materials and end of course certificate.**

A non-refundable booking fee of £40.00 is to be added.

Types of Accommodation	Rates
<b>HOMESTAY</b> (half-board)	From £195.00 per week
<b>HALL OF RESIDENCE</b> (July-August only)	
• Single en-suite room	£165.00 per week
• Superior en-suite double room	£260.00 per week
<b>HALL OF RESIDENCE</b> (All year round)	
• Single room, shared bathroom	£ 150.00 per week
<b>HOTEL</b>	from £70.00 per room/night
<b>SERVICED APARTMENT</b>	from £85.00 per room/night
<b>TRANSFERS</b> Manchester airport Liverpool airport	Single: £65.00    Return: £110.00 Single: £100.00    Return: £180.00

**A non-refundable accommodation booking fee of £40.00 is to be added.**

**Dates of stay:** Please note arrivals are on Sundays, departures are on Saturdays. Additional nights are possible, on request.

[www.activeenglishacademy.com](http://www.activeenglishacademy.com)

# TERMS AND CONDITIONS

2017

## 1. Registration

There are several ways for you to book your course with ACCORD.

**Online** at [www.activeenglishacademy.com](http://www.activeenglishacademy.com)

**By post:** The completed registration form must be sent to the following address:

ACCORD Manchester, Brook House, 64-72 Spring Gardens, Manchester, M2 2BQ, UK

**By fax or email:** Please fax or email your registration form.

Please note that your booking will only be guaranteed once we have received the deposit or full amount for the course fee and accommodation.

## 2. Payment

For all courses booked for less than 4 weeks, we require payment in full at the time of booking.

If you register for more than 4 weeks, we require you to pay a deposit on course fees and accommodation (if arranged by the school). A non-refundable registration fee of £40 and a £760 deposit must accompany your course application. If you wish, you can settle the total amount of your stay in full at the time of registration.

You must pay the rest of your fees in full 30 days before the course starts. For bookings made less than 30 days before the start of the course, payment in full is due immediately.

If you require accommodation, there will be a non-refundable booking fee of £40 together with a deposit of £200.00 due to be paid when registering. For bookings made less than 30 days before the start of the course, payment in full is due immediately.

For payment by bank transfer, please enclose a copy of the bank payment form.

*If you require a visa:*

On receipt of your course reservation and payment in full for the course, accommodation and applicable fees or of a non-refundable deposit of £500, we will issue a Letter of Acceptance.

If you require the original letter of invitation sent via a courier, there will be an extra fee of £80.

## 3. Acceptance of Enrolment on a Course

Confirmation of your application by the school means that you have been accepted on a course and this confirmation constitutes a legally binding agreement, governed by English law, for the period specified on the application form. If you receive your visa based on an acceptance letter from our school, you are legally bound to attend our school for the duration of your course.

## 4. Accommodation

*If you do not require a visa:*

This will be booked after we receive your accommodation deposit of £200. This includes a non-refundable £40 booking fee for organising accommodation. For bookings made less than 30 days before the start of the course, payment in full is due immediately. Accommodation is not guaranteed and is subject to availability. Please read accommodation terms and conditions for more details.

*If you require a visa:*

Accommodation is to be paid in full with your booking.

## 5. Airport and Train Station Transfer

This will be booked after we receive the fee and clear and understandable flight/train details.

If the school does not receive any information regarding your travel arrangements within 3 days prior to your arrival, transfer arrangements will be cancelled and not refunded.

## 6. Cancellation

If you cancel your stay over 4 weeks before your course is due to start, ACCORD will refund you 50% of the payment received less £300, accommodation booking fee of £40 (if you have requested accommodation) and £40 in bank charges (£25 for EU nationals).

If you cancel your stay 3 or 4 weeks before your course is due to start (Monday for the course, Sunday if you have requested accommodation), ACCORD will refund you 40% of the payment less £300, accommodation booking fee of £40 (if you have requested accommodation) and £40 in bank charges (£25 for EU nationals).

If you cancel 2 weeks or less before your course is due to start (Monday for the course, Sunday if you have requested accommodation), there will be no refund.

Refunds will be made only to the person or organisation from whom the fees were received. All refunds will be made by bank transfer.

No refund is available after the course start date (Monday if you have booked a course, Sunday if you have booked a course and accommodation with ACCORD).

The registration fee of £40 and accommodation booking fee of £40 are non-refundable.

Your legal right to cancel: You have a legal right to cancel your booking for a period of seven working days. You can do so by notifying us in writing addressed to Cancellations Department, ACCORD Manchester, Brook House, 64-72 Spring Gardens, Manchester M2 2BQ, United Kingdom.

## 7. Refunds

If you paid the £500 deposit, there will be no refund.

If you cancel your booking because of a visa refusal, we will refund any fees that you have paid provided that you send us a signed copy of the visa refusal letter issued by the British Embassy/Consulate at least 2 weeks before your course is due to start. We will refund you in full less £300, accommodation booking fee of £40 (if you have requested accommodation) and £40 in bank charges.

If you notify us later, we reserve the right to charge you in line with our normal cancellation terms. If you have requested accommodation/airport transfer, the school must be informed of refusal at least two weeks before your accommodation start date or you will have to pay for 1 week's accommodation, and the accommodation placement fee, even if your cancellation is caused by a visa refusal.

Refunds will be made only to the person or organisation from whom the fees were received. All refunds will be made by bank transfer.

You are not entitled to a refund if you leave the course early, if you are absent from class or for days when the school is closed for public holidays.

Any refunds are entirely at the discretion of the school. If we are unable to offer you a place on a course, we will refund all (refundable) fees already paid.

If you cannot come for medical or professional reasons (we must receive a doctor's certificate or a certificate from your company by post), we will postpone your stay for a period of 12 months on receipt of the certificate. No refund will be offered.

## 8. Course Attendance

When registering for a course, you agree to attend regularly. No claim for refund will be accepted if you miss classes or drop out of the course.

ACCORD Manchester cannot issue a certificate at the end of the course if the student does not attend classes regularly or complete the course without a valid reason.

Students with one-to-one lessons need to give 24 hours' notice of cancellation.

## 9. Your Level of English

It is your responsibility to check the level of English you need for the course you wish to take. If you are not sure about your level, please contact the school: we will advise you.

If your level of English is unsuitable for the course you have booked, we reserve the right to move you to a more suitable one. If we move you to a more expensive course as a result, you will have to pay the difference.

If your level is too low to join a group course, we will offer you a programme of Individual Tuition at our current rates (please see Dates and Prices). Because this will be more expensive, you can choose either to pay extra or maintain the full length of your booking, or to pay the original fees and shorten your studies.

## 10. Misconduct

We expect all students to be polite and considerate towards others in the school. You must pay for any damage you cause to the school or homestay and its contents. The school reserves the right to cancel a student's course in the case of serious misconduct. Refunds will be at the discretion of the school.

## 11. Insurance

ACCORD Manchester declines any responsibility for damage, theft or loss of student's property.

The school does not accept any responsibility in the event of death, illness or any other circumstances outside its control.

We strongly recommend that students arrange their own insurance prior to their stay.

## 12. Public Holidays

ACCORD Manchester will be closed for British public holidays and during the Christmas period:

April 14th, April 17th, May 1st, May 29th, August 28th and from December 16th 2017 to January 7th 2018 inclusive. There will be no classes on these days. The school will open on Monday January 8th 2018.

## 13. Prices

All prices and terms are valid from 1st January to 31st December 2017.

## 14. Methods of Payment

Fees must be paid in full in Sterling, prior to starting the course.

You may pay by:

- **Credit card:** We accept Visa and Mastercard.
- **Bank transfer:** Please send a copy of the form by email or fax, stamped by your bankers for our records. You must pay all bank charges incurred when paying course fees by bank transfer. Please make sure that bank payment reaches us before the start of your course, as you may be refused admission.

Please contact us to obtain all our bank details.

- **Cheque:** A cheque in GB Pounds Sterling drawn on a British bank made payable to 'ACCORD Manchester Ltd.' We do not accept foreign cheques or sterling cheques drawn on a foreign bank.
- **In person:** At the school in cash, by credit card, by cheque in pounds sterling.

## 15. General

**15.1** ACCORD Manchester reserves the right to cancel or change the dates, times, fees or any other details relating to its courses and will inform any students this may affect. In this case we will always offer you an alternative, but if you choose not to accept it we will refund you all fees paid.

**15.2** Once a student has registered for a course and the content has been confirmed, ACCORD Manchester is unable to change the hours agreed.

**15.3** In order to fulfill our obligations to you and, in some cases, to the British authorities, it is necessary for us to see and copy your passport (and visa if appropriate), to have contact details for you in Manchester (including a mobile phone number if you have one), and to have details of your next of kin in your own country. You therefore agree to provide these and keep them up to date if they change.

**15.4** If a situation arises that has not been covered by these Terms, we reserve the right to take any fair and reasonable action that we think appropriate.

**BY SUBMITTING A BOOKING, YOU ARE AGREEING THAT YOU HAVE READ AND UNDERSTOOD THESE TERMS OF REGISTRATION AND AGREE TO ABIDE BY THEM.**

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ACCORD Manchester, Brook House, 64-72 Spring Gardens, Manchester, M2 2BQ, England  
Tel: +44 161 236 2644 Fax: +44 1200 438 151 Email: [info@activeenglishacademy.com](mailto:info@activeenglishacademy.com)