



Thank you for your interest in taking an English Language Course in London.

Cultural Cube is able to enrol you at a well established London College that has a world-wide reputation for offering the highest quality courses at reasonable prices. As of the 1st of January 2005 the Home Office introduced a list of 'Accepted Colleges'. Only students that study at a College featured on the providers register will be issued with a student visa provided they satisfy all the immigration requirements to come and study in the UK. You will be pleased to know that the College that we work with is on the list and has had over 10,000 Graduates.

We can offer you different courses at a level to suit your needs. Most courses can be started on any Monday and each comprises 15 hours organised study per week throughout. In the classroom study periods, all language skills (speaking, listening, writing and reading) are taught using all the most up-to-date methodologies. Progress is regularly monitored and teachers are always available for consultation, under the specialist guidance of the Head of Studies. Regular in-house testing takes place, and progress from level to level is achieved regularly. Progress from one level to the next normally takes about three months of sustained study. Regular testing ensures that the most effective use of time is made, and the highest possible linguistic gains are achieved.

STANDARD ENGLISH COURSES

- Beginner
- Elementary
- Pre-intermediate
- Intermediate
- Upper intermediate
- FCE
- Advanced
- Proficiency

IELTS (International English Language Testing System)

If you want to go to University in the UK or are considering a career in the Ministry of Defence or medicine, you need to take an IELTS course. IELTS tests the complete range of English language skills which will commonly be encountered by students when studying or training using the English Language. All candidates take the same Listening and Speaking Modules. There also is an optional Academic Reading and Writing Module. The Academic Module is suitable for candidates planning to undertake higher education study.

IELTS is accepted by:

- most British, Australian, Canadian and New Zealand academic institutions
- American academic institutions are increasingly accepting IELTS for admissions purposes
- many professional organisations including the New Zealand Immigration Service, the Australian Department of Immigration and Multicultural Affairs, the Australian Medical Council, the UK General Medical Council and the UK Ministry of Defence (MOD).

The College can prepare students for the IELTS (International English Language Testing System) examination, providing the students with the required experience and skills that gives them the confidence to pass the IELTS examinations. Advice about local testing centres will be provided at the end of the course, should the student decide to take the exams.



In association with the 'Know Before You Go' Campaign, we are working with the Foreign & Commonwealth Office (FCO) to do all that we can to help British travellers stay safe overseas. Before you go overseas, check out the FCO website at www.fco.gov.uk/travel. It is packed with essential travel advice and tips, and up-to-date country information.

CULTURAL CUBE LTD., 16 ACLAND ROAD, IVYBRIDGE, DEVON, PL21 9UR, ENGLAND

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REGISTERED IN ENGLAND NO. 4341848 : DIRECTORS: A T & C A Swale-Jarman



BUSINESS ENGLISH COURSE

This is a new, 16 week course that includes 20 days of practice tests spread throughout the course.

During the course, students will cover the following study and information units:

Cambridge BEC Vantage exam * BEC Vantage Book * Vocabulary skills * Teamwork & Communication * Entertaining and Corporate Hospitality * Ordering Goods and Cash Flow * Brand Power and Public Relations * Relocation and New Premises * Reporting Results and Environmental Report * Health & Safety * Rights At Work * Business Expenses and Business Travel * Flexible Benefits and Staff Appraisal * Marketing Disasters * Going Global

COMPUTING WITH ENGLISH

The College can offer a special English combined with computing course. Students choose from many different subjects ranging from beginners to advanced. Four days a week you will study English and one day a week you will study computing. Some of the modules that can be studied are: * Word * Excel * Powerpoint * Dreamweaver * Photoshop * Business Management and many more

ACCOMMODATION

London is one of the world greatest cities, famous for its nightlife and cosmopolitan atmosphere. But is it well known that finding comfortable and affordable accommodation is not easy. This is why we have selected a large number of host families who are available throughout the year for students.

Homestay

Living with a host family in London is an affordable option that will also enable students to practice their English and experience the British way of life. All our host families live in the North London area, close to local transport and facilities, so it's easy to get to the College or the city centre for a night out. All room are inspected regularly to ensure that they are comfortable, clean and safe.

Price per person per week (GBP)	Accommodation Type	Board
88.00	Single	None
99.00	Single	Breakfast
115.00	Single	Breakfast and Evening Meal
77.00	Double	None
88.00	Double	Breakfast
110.00	Double	Breakfast and Evening Meal

NOTE: All accommodation reservations incur an additional non-refundable GBP35 fee.

Self Contained Shared Student Apartments

All our student apartments are located in the North London area, as close to local transport and facilities as possible, so it's easy to get to the School or the city centre for a night out. Students should be aware that everyday travel to school can take between 20 and in some cases 60 minutes. This is normal in a city as London. If you are not sure how to travel to school, please ask your apartment manager or accommodation officer. They will give you full instructions on local travel. If you have any other problems, or if you need any information about the local area, please ask your apartment manager or accommodation officer. They will be happy to help you.

Price per person per week (GBP)	Accommodation Type	Board
77.00	Double	None
88.00	Double	Breakfast
110.00	Double	Breakfast and Evening Meal

NOTE: All accommodation reservations incur an additional non-refundable GBP35 fee.



FEES

Course	Length	Price (GBP)
General English	4 weeks	90.00
General English	8 weeks	180.00
General English	12 weeks	270.00
General English	27 weeks	399.00
General English	52 weeks	459.00
Computing combined with General English	4 weeks	189.00
Computing combined with General English	8 weeks	279.00
Computing combined with General English	12 weeks	299.00
Computing combined with General English	27 weeks	599.00
Computing combined with General English	52 weeks	699.00
Business English	16 weeks	299.00
IELTS Exam Preparation	8 weeks	199.00

VISA REFUSAL INSURANCE

No-one can guarantee that you will be granted a visa for the UK. Sometimes visa applications take longer than you intend and then you are refused. This usually results in the loss of a large part of your fees. Cultural Cube can offer you Visa Refusal Insurance which will protect your money if you are refused a visa. The cost of the Visa Refusal Insurance is GBP35. If you are refused a visa, you will receive a refund of all your course fees. If you have booked accommodation and have to cancel and can tell us at least 2 weeks before your course start date, your accommodation charges will also be refunded in full. If, as a result of a visa refusal, you have to cancel your accommodation within 2 weeks of arrival, you will receive a refund of accommodation charges, less the cost of the first 2 weeks. The Visa Refusal Insurance only covers the Course Fees

CANCELLATION

1. If we receive written notice that you wish to cancel three (3) weeks or more prior to the commencement of your course, and you have not yet received a visa, you will receive a refund of all course fees, less an administration charge equivalent to your Course Fees or GBP110, whichever is less, provided you return, at your expense, all original documents that we have issued to you. All accommodation charges are refunded, less 5%. Accommodation Booking Fees are not refundable.
2. If we receive written notice that you wish to cancel within three (3) weeks of the commencement of your course, and you have not yet received a visa, you will not receive a refund of your course fees, less an administration charge equivalent to your Course Fees or GBP150, whichever is less, provided you return, at your expense, all original documents that we have issued to you. All accommodation charges are refunded, less the cost of the first two (2) weeks. Accommodation Booking Fees are not refundable.
3. If we receive written notice that you wish to cancel three (3) weeks or more prior to the commencement of your course as a result of failure to obtain an entry permit or visa and you have not taken out visa insurance, you will receive a refund of all course fees, less an administration charge equivalent to your Course Fees or GBP110, whichever is less, provided you return, at your expense, all original documents that we have issued to you. All accommodation charges are refunded, less 5%. Accommodation Booking Fees are not refundable.
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5. All completed Refund Requests will be paid 45 days from receipt. Refunds are made by bank transfer and the transfer costs deducted from the refund.
6. If no request for a refund is received (with full documentation) before the final course date, a refund is not payable.
7. In the event of the student's visa being cancelled or withdrawn by H/M Immigration or the Home Office, on the grounds of unacceptable conduct within the visa requirements, or having broken the UK law in any way affecting visa status, no refund will be payable. The student may however, on request, be permitted to "freeze" his/her course for a period of up to 6 months.
8. Courier Fees are not refundable.

** Original Documents are: Entry Permit/Visa Refusal Letter; original Certificates of Enrolment; a full copy of your Passport including the refusal stamp page. (If you cannot send the Original Refusal Letter, you must send a copy of your passport that has been certified by an official, for example, Police Officer, Solicitor, Judge.)



WHO CAN APPLY FOR A COURSE?

Anyone who is eligible to be granted a Student Visa. Before you consider making an application to join a course, you should check the requirements by visiting this link: <http://www.ukvisas.gov.uk/>

The basic criteria are:

- You must be able to show that you have been accepted on a course of study at an educational establishment that is on the UK's Department for Education and Skills (DfES) Register of Education and Training Providers – no problem here as the College is on the list.
- You must be able to show that you are going to follow a course run during the week involving at least 15 hours of organised daytime study each week – we will provide official documentation from the College to prove that you have registered for such a course.
- You must be able to show that you are able to pay for your course and support yourself and any dependants, and live in the UK without working or needing any help from public funds – the documents from the College will prove that you have paid your fees and, if appropriate, paid for your accommodation for at least the first month or two of your course.
- You must be able to show that you intend to leave the UK when you complete your studies – you must be able to prove that you have a good reason to return to your Home Country

WHAT ABOUT EMPLOYMENT?

You can take part-time or holiday work, but you must not:

- work for more than 20 hours a week during term time unless your placement is part of your studies, has been agreed with your educational institution and leads to a degree or qualification awarded by a nationally recognised examining body
- do business, be self-employed or provide services as a professional sportsperson or entertainer
- work full-time in a permanent job.

If you are coming to the UK as a student for six months or less, you must ask the Entry Clearance Officer for permission to work.

WHEN TO APPLY:

As far in advance of your proposed start date as possible. Remember, you have to apply, pay your fees, receive your official acceptance and then make your visa application. We suggest that you send your Application File to us at least 8 weeks before the date that you wish to start the course. We can accept applications within the 8 weeks, but there is an additional non-refundable 'Late Application Fee' of GBP30.

You must realise that you will not be issued with any visa support documentation until your full fees have been received. By paying your fees, you are providing evidence to the British Authorities that you can pay for your course and, if applicable, your accommodation.

FINANCIAL:

- Total Course Fees are payable with your application.
- Accommodation Fees are payable with your application.
- Any additional services required are payable with your application.

HOW TO APPLY:

- To apply, **send** your completed Application File to us, following the guidance included below.
 - Submit your complete Application File at least 8 weeks before you wish to start your course.
 - You are advised to use a secure method to send your Application File – Registered Mail or Courier are recommended.
 - **All forms and documents must be written in English.**
 - If any of the documents are not in English, you must attach a verified translation.
- Your **Application File** is made up of:
 - (a) **Application Cover Sheet.**
 - (b) **FORM A** – English Language Course Application **with** a passport-type photograph attached
 - (c) **Copy of the 'personal details' page of your Passport** – that is the page with your photograph
 - (d) **FORM B** – signed Candidate Agreement
 - (e) **FORM C** – Payment Advice for your **total fees**



APPLICATION FILE COVER SHEET
(MUST BE SENT WITH YOUR APPLICATION FILE)

Your completed Application File may be sent by secure mail or courier to:

**Cultural Cube Ltd, UK English Courses, 16 Acland Road,
Ivybridge, Devon, PL21 9UR, UK**

**** We do not accept applications by fax or email ****

Please tick to indicate that the Form or Document is enclosed.

- London English Course Application Form-** (2 pages)
- Passport-type photo attached to application**
- Copy of the 'personal details' page from your Passport**
- Signed Candidate Agreement**
- Service Request / Payment Advice**

If any item is not included, please explain:

PLEASE PRINT THE FOLLOWING

YOUR FIRST NAME: _____ YOUR LAST NAME: _____

NATIONALITY: _____ AGE: _____ years

YOUR ADDRESS: _____

Telephone: _____ Email address: _____

Date you sent the Application File: _____ (dd/mm/yy)

Please email us at admin@culturalcube.com to advise us to expect your Application File



LONDON ENGLISH LANGUAGE COURSES APPLICATION

PRINT/TYPE ALL ANSWERS (tick as appropriate)

PERSONAL INFORMATION

Title: Mr Miss Mrs Ms Dr Prof

First/Given Name: _____ Last/Family Name: _____

Other Names: _____ Age now: _____ years

Date of Birth: (day/month/year): ____/____/____ Sex: Male Female Married Single

Current Status: Student Graduate Employed Unemployed

If employed, state occupation: _____

What is the highest level of education you have achieved? _____

If you are a student: Name of University: _____ Graduation date: _____

Course Title: _____ Qualification to be awarded: _____

Are you a qualified teacher? Yes No If 'yes', main subject: _____

CONTACT DETAILS

Address: _____

Town/City: _____ State/County: _____

Country: _____ Zip/Postcode: _____

Home Phone: Country Code: _____ City/Area Code: _____ Number: _____

Mobile Phone: _____

Fax: Country Code: _____ City/Area Code: _____ Number: _____

Email Address: _____ (print clearly and check that it is correct)

PASSPORT INFORMATION

Passport Number: _____ Country of issue: _____ Nationality: _____

Date of Issue: (day/month/year): ____/____/____ Expiry: (day/month/year): ____/____/____

Do you already hold a valid visa for the UK? Yes No Do not need a visa

LANGUAGE ASSESSMENT - Please identify by a tick your standard in the following languages

ENGLISH	Verbal: Fluent <input type="checkbox"/>	Advanced <input type="checkbox"/>	Basic <input type="checkbox"/>	None <input type="checkbox"/>
	Written: Fluent <input type="checkbox"/>	Advanced <input type="checkbox"/>	Basic <input type="checkbox"/>	None <input type="checkbox"/>

GERMAN	Verbal: Fluent <input type="checkbox"/>	Advanced <input type="checkbox"/>	Basic <input type="checkbox"/>	None <input type="checkbox"/>
	Written: Fluent <input type="checkbox"/>	Advanced <input type="checkbox"/>	Basic <input type="checkbox"/>	None <input type="checkbox"/>

SPANISH	Verbal: Fluent <input type="checkbox"/>	Advanced <input type="checkbox"/>	Basic <input type="checkbox"/>	None <input type="checkbox"/>
	Written: Fluent <input type="checkbox"/>	Advanced <input type="checkbox"/>	Basic <input type="checkbox"/>	None <input type="checkbox"/>

FRENCH	Verbal: Fluent <input type="checkbox"/>	Advanced <input type="checkbox"/>	Basic <input type="checkbox"/>	None <input type="checkbox"/>
	Written: Fluent <input type="checkbox"/>	Advanced <input type="checkbox"/>	Basic <input type="checkbox"/>	None <input type="checkbox"/>



YOUR DESIRED COURSE – tick requirements

Course Duration: 4 weeks 12 weeks 16 weeks
 27 weeks 1 year

General English Business English IELTS English and Computing

Starting Date: (Please chose a Monday of the month you would like to start in, (day/month/year): ____/_____/____

Please refer to the Course Prices and write the TOTAL COST of your course here: [_____]

INSURANCE

We strongly recommend students to take out insurance on enrolment. Please tick either of the following boxes:

- I would like Cultural Cube to arrange insurance for me and provide a quotation
 I will make my own insurance arrangements

VISA INSURANCE

I would like to take out Visa insurance (GBP35)

ACCOMMODATION

How many weeks accommodation do you require? (We suggest that you book at least 4 weeks. After that, you can either book additional weeks or find your own accommodation)

4 weeks 12 weeks 16 weeks 27 weeks 1 year

Host Family

- Single No meals per week (GBP88)
 Single Breakfast included per week (GPB99)
 Single Breakfast and Evening Meal included per week (GBP115)
 Double No meals per week (GBP77)
 Double Breakfast included per week (GBP88)
 Double Breakfast and Evening Meal included per week (GBP110)

HOST FAMILY ACCOMMODATION – STATE YOUR PREFERENCES: - (please tick your preferences)

Would you accept a Host Family with children: YES NO
Do you object if members of the Host Family smoke? YES NO
Do you object if the Host Family has pets? YES NO

Student Apartment / Self-contained flat

- Double No meals per week (GBP77)
 Double Breakfast included per week (GBP88)
 Double Breakfast and Evening Meal included per week (GBP110)

Student Hostel

Shared Breakfast included per week GBP120

Please calculate the TOTAL COST of your requested accommodation and write it here: [_____]

Add the Accommodation Booking FEE + 35-00

TOTAL COST OF ACCOMMODTION [_____]

EMERGENCY CONTACT INFORMATION – must be completed

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

I confirm that the information I have provided is true and accurate.

Signed: _____

Date: ____/____/____



TERMS AND CONDITIONS OF APPLICATION / PARTICIPANT AGREEMENT

- (1) A Fully Completed Application File consists of; London English Course Application Form-(2 pages); Passport-type photo attached to application; copy of the 'personal details' page from your Passport; Signed Candidate Agreement; Payment Advice
- (2) Incomplete applications will not be considered.
- (3) Applications are only considered if received at least 8 weeks before your anticipated start date.
- (4) Your full fees must be paid using PayPal, UK cheque or Bank Transfer. Any additional services, if any, must be paid within 7 days of you being granted an Entry Permit/Visa and at least 7 days before your arrival in the UK. Please remember that payment by bank transfer may take up to 10 days to reach our account.
- (5) All transfer fees to/from Cultural Cube are payable by the applicant.
- (6) You agree, understand and accept that the granting of a visa for the UK (if required) is at the sole discretion of the Embassy or High Commission. Whilst Cultural Cube will provide supporting documentation and assistance, no guarantee that a visa will be granted can be offered.
- (7) You agree, understand and accept that you are required to purchase suitable travel / comprehensive medical and Third Party insurance.
- (8) You agree, understand and accept that your personal information may be shared between interested parties, but that we will not pass your details to any other organisation that is not directly connected with your application.
- (9) The minimum age for enrolment is 17 years. However please note that students below 18 must provide a letter from their parents or guardian.
- (10) Fees are not transferable to another person.
- (11) If you wish, you may take out a VISA Refusal Insurance. The insurance is charged at GBP35.00. If you have taken out the visa refusal insurance you will receive back all your course fees in the event of a visa refusal (less the time you have already studied if in the UK). GBP35.00 insurance fee is non-refundable.
- (12) No refund is payable after the duration of the proposed course period has elapsed, and/or if not all documents have been submitted. If no request for a refund is received (with full documentation) before the final course date, a refund is not payable.
- (13) In the event of the student's visa being cancelled or withdrawn by H/M Immigration or the Home Office, on the grounds of unacceptable conduct within the visa requirements, or having broken the UK law in any way affecting visa status, no refund will be payable. The student may however, on proper application to the registry, be permitted to "freeze" his/her course for a period of up to 6 months.

FEES / CANCELLATION & REFUNDS:

- 1. If we receive written notice that you wish to cancel three (3) weeks or more prior to the commencement of your course, and you have not yet received a visa, you will receive a refund of all course fees, less an administration charge equivalent to your Course Fees or GBP110, whichever is less, provided you return, at your expense, all original documents that we have issued to you. All accommodation charges are refunded, less 5%. Accommodation Booking Fees are not refundable.
- 2. If we receive written notice that you wish to cancel within three (3) weeks of the commencement of your course, and you have not yet received a visa, you will not receive a refund of your course fees, less an administration charge equivalent to your Course Fees or GBP150, whichever is less, provided you return, at your expense, all original documents that we have issued to you. All accommodation charges are refunded, less the cost of the first two (2) weeks. Accommodation Booking Fees are not refundable.
- 3. If we receive written notice that you wish to cancel three (3) weeks or more prior to the commencement of your course as a result of failure to obtain an entry permit or visa and you have not taken out visa insurance, you will receive a refund of all course fees, less an administration charge equivalent to your Course Fees or GBP110, whichever is less, provided you return, at your expense, all original documents that we have issued to you. All accommodation charges are refunded, less 5%. Accommodation Booking Fees are not refundable.
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- 5. All completed Refund Requests will be paid 45 days from receipt. Refunds are made by bank transfer and the transfer costs deducted from the refund.
- 6. If no request for a refund is received (with full documentation) before the final course date, a refund is not payable.
- 7. In the event of the student's visa being cancelled or withdrawn by H/M Immigration or the Home Office, on the grounds of unacceptable conduct within the visa requirements, or having broken the UK law in any way affecting visa status, no refund will be payable. The student may however, on request, be permitted to "freeze" his/her course for a period of up to 6 months.
- 8. Courier Fees are not refundable.

** Original Documents are: Entry Permit/Visa Refusal Letter; original Certificates of Enrolment; a full copy of your Passport including the refusal stamp page. (If you cannot send the Original Refusal Letter, you must send a copy of your passport that has been certified by an official, for example, Police Officer, Solicitor, Judge.)

Agreement: I confirm that I have read and accept all the Terms and Conditions in this document.

Name: _____ (PLEASE PRINT)

Signed: _____

Dated: _____/_____/_____
 DAY MONTH YEAR



SERVICES REQUEST & PAYMENT NOTIFICATION

Your application will not be considered until we have received your full fees

Please tick <input checked="" type="checkbox"/> services required	Course	Price (GBP)	Your cost
<input checked="" type="checkbox"/>	Total cost of your selected English Language Course		
	Visa Refusal Insurance	35.00	
	Total Cost of Accommodation, if required		
	Documentation sent by Courier (non-refundable and compulsory if you live outside the European Union as postal services are not always secure)	65.00	
	TOTAL COST OF YOUR REQUESTED COURSE & SERVICES		

PLEASE TICK THE METHOD YOU HAVE USED TO MAKE YOUR PAYMENT

BANK/WIRE TRANSFER - Please use your LAST NAME and the REFERENCE: **ECUK** with the following information:

Bank Name: Barclays Bank Bank Address: 19 Princess Street, Plymouth, Devon, PL1 2HA, England.
Account Name: Cultural Cube Ltd Account number: 90161756
Sort Code: 20-68-10 SWIFT: BARCGB22 IBAN: BG40 BARC 2068 1090 1617 56

- I have transferred the funds by Bank/Wire transfer on _____
- I wish to transfer the funds by Bank Transfer, but the regulations in my Country require that I have to present an invoice before an international payment can be made. (On receipt of your Application File, we will send you an invoice by email that you can print and present to your Bank)
- ** Please fax a copy of the transfer receipt to +44 (0)870 742 6936

PAYPAL = You must pay the Total Fees + 2% to cover charges

- I have paid using my PayPal account by sending the funds to admin@culturalcube.com Use your LAST NAME and REFERENCE: **ECUK** in the comments box.
- I want to use PayPal but need you to send a 'REQUEST MONEY' email to my email address.

UK CHEQUE - GBP Sterling drawn on UK Bank Account only

- I enclose a cheque payable to 'Cultural Cube Ltd'

REMEMBER THAT YOU ARE RESPONSIBLE FOR ALL COSTS INVOLVED IN MAKING YOUR PAYMENT