

English for Aviation

Member of
**BUSINESS
ENGLISHUK**
for Professional Training

Accredited by the



for the teaching
of English



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This is a computer generated image of Anglo-Continental. Many large trees in the gardens make it difficult to take a photograph of the entire campus.





Welcome to Anglo-Continental

Anglo-Continental is one of the world’s leading English language teaching organisations with an enviable reputation built over sixty five years. We are accredited by The British Council and a member of English UK, which means our programmes are strictly regulated and our standards are guaranteed. Anglo-Continental is also regularly inspected by the Independent Schools Inspectorate (ISI). Although one of the largest schools in the UK, we are still a family run organisation and pride ourselves on our friendly personal service and efficient administration.

Anglo-Continental has been providing specialised English language training to aviation organisations worldwide since 1971. Since the introduction of the ICAO language proficiency requirements, we have also developed a range of courses specifically designed to assist aviation organisations and individuals in achieving the mandatory ICAO Level 4 (Operational).

Our Trainers

We are an approved Cambridge Teacher Training and TKT Examination Centre. All our long-term trainers have the CELTA qualification or Trinity Certificate in TESOL, and many have the DELTA or an equivalent diploma. In addition, most trainers have specialised knowledge and experience in aviation.

Location: Bournemouth, South Coast of England

Anglo-Continental is located in Bournemouth, a lively university town. Bournemouth is a prestigious business centre and several multi-national companies have their regional or United Kingdom headquarters in the town. London Heathrow Airport and London Gatwick Airport are only 2 - 2½ hours away with frequent National Express Coach and train services to Bournemouth. As a cosmopolitan town with no strong regional accent, Bournemouth is the ideal location to learn English in England.

Bournemouth has a mild climate and 12 kilometres of sandy beaches (awarded the prestigious Blue Flag for cleanliness), and it is well known for its beautiful parks, gardens and extensive leisure facilities.

Anglo-Continental English Language Levels	CEF*
Beginner to Elementary	A1
Pre-Intermediate	A2
Intermediate	B1
Upper Intermediate	B2
Advanced	C1
Proficiency to Near Native	C2

* CEF = Common European Framework

Meet the Team

The Anglo-Continental Aviation English Division Team



Guido Schillig
Managing Director

"I am privileged to continue Anglo-Continental's tradition of providing specialised English language training to individuals and aviation organisations worldwide since 1971."



Steve Millar
Director of Studies

"I am responsible for the strategic planning and ongoing development of our courses."



Véronique Bethell
Professional Training Supervisor

"I have over 25 years experience in the language school industry, and for a number of years I have been specialising in the Aviation and Professional Training Programmes at Anglo-Continental."



Jon Underwood
Head of Professional Training

"I am responsible for coordinating the Aviation English Programmes. I also have considerable experience, at home and abroad, in ICAO rating using the Anglo-Continental Test of English for Aviation Personnel (TEAP)."



Paul Mellor
Projects Coordinator

"My specialist areas are in aviation language training and assessment, teacher training and the phonology of international English. I am also responsible for the development of the Test of English for Aviation Personnel (TEAP)."

This is our core Aviation team. Other members of our Aviation Professionals Panel join us when required.



Peter Chance
Aviation Professional

"After a long career as a pilot, both fixed wing and helicopter, I am now using the experience and knowledge I gained to teach English to aviation professionals in order to help them improve their communication skills and prepare for ICAO English language assessment."



Paul Steinly
Aviation English Specialist

"My particular interests in Aviation English are in producing aviation materials for use in the classroom and as guided study, and involvement in the raters' courses."



Ron Longley
Aviation Professional

"After careers in the Royal Air Force and National Air Traffic Services, I am now involved in the teaching of English for Aviation and the preparation of teaching and testing materials."



Simon Wilkinson
Aviation Professional

"As well as being a qualified teacher, I am also a commercial flying instructor and have worked as a Charter Pilot. I enjoy using my varied experience to teach aviation English and help candidates prepare for ICAO spoken English tests."



Penny Weal
Aviation Professional

"With a degree in Aeronautical Engineering, and following a career with Rolls-Royce Aero Engines, I now enjoy teaching Aviation English and ICAO rating."

Introduction to ICAO

The International Civil Aviation Organisation (ICAO) grades

English Language performance on a scale of 1 to 6:

Level 1 Pre-Elementary

Level 4 Operational

Level 2 Elementary

Level 5 Extended

Level 3 Pre-Operational

Level 6 Expert

In order to conform with ICAO language proficiency requirements, Pilots, Air Traffic Controllers and all others who use English in R/T communication on international routes must be at ICAO English Language Level 4 (Operational) or above.

This must be confirmed by successful completion of an airline industry approved test.

Those who are assessed at ICAO Level 4 or 5 must be re-tested at regular intervals. Those who fail may not be licensed to operate on international routes.

ICAO Language Proficiency Requirements

Appendix A (Annex 1) of ICAO Doc 9835, which sets out the language proficiency requirements, states that pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the Appendix. The six descriptors are:

- ◆ Pronunciation
- ◆ Structure
- ◆ Vocabulary
- ◆ Fluency
- ◆ Comprehension
- ◆ Interaction

All six descriptors must be met at any given level for a candidate to be rated as having attained that level.





Test of English for Aviation Personnel (TEAP)

Anglo-Continental's Test of English for Aviation Personnel is widely used to assess the language competence of pilots and air traffic controllers in accordance with the ICAO Language Proficiency Rating Scale. Aviation personnel and/or their sponsors are then able to determine a training programme if required.

The TEAP, in line with ICAO's directives, includes a listening and an oral component. It is designed to generate a sample of the candidate's language skills which enables us to rate the candidate's competence in all areas covered by the ICAO descriptors. It is conducted as an interview, and is divided into four parts:

Part 1

This consists of an interview including an introduction to the candidate's job and the context in which he/she works.

Part 2

After listening to a short recording of a non-standard incident, the candidate is required to summarise it. He/she is then asked to talk about this type of incident in general terms.

Part 3

In this part, candidates are asked to report and comment after listening to up to three recordings - two based on radiotelephony and one in an informal style. Prior to each recording, the candidate is asked to listen for specific details. There is no visual contact between the interlocutor and the candidate during this section of the test.

Part 4

After listening to a long informal report of an incident in aviation, the candidate is required to give a detailed summary. A discussion regarding the more general issues raised by the report follows.

The test has a duration of approximately 30 minutes.

All TEAP interviews are recorded for security and moderating purposes and each candidate is assessed by at least two raters. A report is issued by our aviation specialists providing the candidate's ICAO level profile and the grade attained for each descriptor. A certificate is awarded to candidates who achieve level 4 or above.



Approved by
the UK CAA



Test Fees 2016

Test fee per candidate: £ 124

Flexible Dates

Please contact us to book the test at a time convenient to you.

aviation@anglo-continental.com



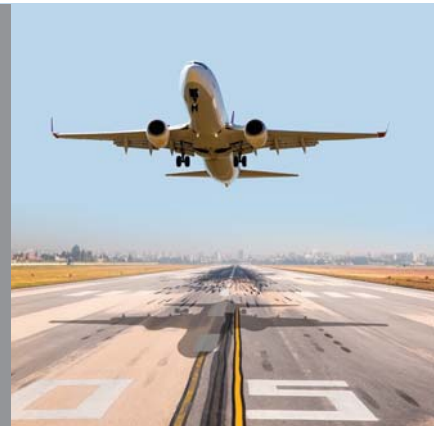


Introduction to Aviation English

This course is intended for people with limited knowledge of aviation, who are aiming to start their training for a career in the aviation industry. They may wish to become a pilot or an air traffic controller, or to be involved in airport administration, and need to have an overview of how the aviation world works.

This special programme gives them an insight into the world of aviation and an understanding of some of its terminology, whilst improving their general English language at the same time.

The course provides a useful combination of intensive general English and aviation English tuition. The intensive programme, adopting an integrated skills approach, focuses on general English language development. The specialised component of the course concentrates on extending the trainee's aviation English vocabulary, whilst also improving the receptive and productive language skills, using a range of topic areas within the context of aviation.



Programme features

- Insight into the world of aviation
- Variety of aviation topics
- Combination of general and aviation English
- Opportunity to meet other trainees with similar interests

Introduction to Aviation English Course 2016

Course number	IAE-30
Entry level	Intermediate
Lessons per week (45 minutes)	30 20 lessons of General English plus 10 lessons of Aviation English
General English class size	Maximum 15
Aviation English class size	Maximum 12
Minimum age	18
Course duration (weeks)	2 - 4
Course fees	Pounds sterling
2 weeks	930
3 weeks	1300
4 weeks	1670

Standard homestay accommodation fees - single room	
	Pounds sterling
First week	175
Each additional week	115
High season supplement (19 June to 14 August - per week)	37

Executive homestay accommodation* fees - single room	
	Pounds sterling
First week	295
Each additional week	235
High season supplement (19 June to 14 August - per week)	37

* Subject to availability

Course information

The course includes the following components:

General English language tuition

The course concentrates on structure and usage, oral communication, vocabulary development and listening and reading comprehension.

Aviation English language tuition

The course focuses on developing the necessary language skills and vocabulary required for communication in a variety of Aviation contexts.

- 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
- International Civil Aviation Organisation (ICAO)

Course fees include...

Administrative services

- Enrolment fee
- Student card

Education

- All tuition
- Use of the multi-media learning centre
- All textbooks and teaching materials
- Notebook
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)

Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

Social Activities Programme

- Afternoon and evening activities.
- Weekly programme available online: www.anglo-continental.com/leisure.html

Additional study

Trainees are given guided private study material and additional tasks may include pre-session preparation and follow-up work. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/DVD and reference material is available for private use.

Homestay accommodation fees include...

Single room

From the Sunday before course commencement to the Sunday after its completion

Meals

Breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the Student Centre).

Course entry dates 2016

JAN 4	FEB 1, 29	MAR 29	APR 25	MAY 23	JUN 20	JUL 18	AUG 15	SEP 12	OCT 10	NOV 7	DEC 5*
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Additional entry dates can be arranged for groups

* 2 or 3 weeks only



Pilots and Air Traffic Controllers

Anglo-Continental's ICAO 291 course is designed to assist aviation professionals who are concerned with meeting the ICAO language proficiency requirements.

Both course modules provide an ideal combination of general and specialised English tuition. This ensures that the trainees have the opportunity to improve their general English language skills, which is essential to support the development of the specialised aviation English required for ICAO language proficiency requirements.

General English

The general English tuition adopts an integrated skills approach. The course concentrates on structure and usage, oral communication, vocabulary development and listening and reading comprehension. This provides the trainee with an opportunity to communicate and interact with other learners in a multi-lingual environment, as well as develop their language skills in preparation for the specialised component. Options of either 20 or 25 lessons per week are available.

Specialised Aviation English

The specialised aviation English component focuses on developing the trainee's communicative competence, with particular reference to the six ICAO language proficiency descriptors - pronunciation, structure, fluency, vocabulary, comprehension and interaction. Course participants will develop their listening skills with authentic recordings and practise using the functional language and vocabulary required in both standard and non-standard aviation situations.

The Foundation Module is for trainees who are working towards an ICAO Operational Level and includes 10 Aviation English lessons per week. The Operational Module, aiming at ICAO Levels 4 and 5, has more focus on the specialised area of language development with 15 lessons per week. Candidates should select either the Foundation Module or the Operational Module, depending on their level of English.



Programme features

- Oral assessment prior to enrolment in order to select the appropriate course module
- Aviation English lessons conducted by teacher qualified subject matter experts
- Special courses for groups can be offered in the UK or in-country

ICAO Course 291

English for Pilots and Air Traffic Controllers 2016

Course number	Foundation Module		Operational Module	
	G-1.30A1	G-1.35A1	G-1.35A2	G-1.40A2
Minimum entry levels (Prior to enrolment, trainees may be required to undertake an oral assessment)	ICAO Level 3 (low level) Pre-Intermediate Stage 2	ICAO Level 3 (low level) Pre-Intermediate Stage 2	ICAO Level 3 (high level) and above Upper Intermediate Stage 1	ICAO Level 3 (high level) and above Upper Intermediate Stage 1
Lessons per week (45 minutes)	30 20 lessons of General English plus 10 lessons of Aviation English	35 25 lessons of General English plus 10 lessons of Aviation English	35 20 lessons of General English plus 15 lessons of Aviation English	40 25 lessons of General English plus 15 lessons of Aviation English
Homework (General English and Aviation English)	Yes	Yes	Yes	Yes
Class size - General English	Average 10 (Max. 15)	Average 10 (Max. 15)	Average 10 (Max. 15)	Average 10 (Max. 15)
Class size - Aviation English	Maximum 8	Maximum 8	Maximum 8	Maximum 8
Minimum age	18	18	18	18
Course duration (weeks)	2, 4 or 8	2, 4 or 8	2, 3 or 4	2, 3 or 4
Final Test	TEAP at extra cost (see page 7)	TEAP at extra cost (see page 7)	TEAP at extra cost (see page 7)	TEAP at extra cost (see page 7)
Course fees	Pounds sterling			
2 weeks	940	1030	1110	1200
3 weeks	-	-	1570	1705
4 weeks	1690	1870	2030	2210
8 weeks	3190	3550	-	-

Standard homestay accommodation fees - single room (Pounds sterling)

First week	175
Each additional week	115
High season supplement (19 June to 14 August - per week)	37

Executive homestay accommodation fees - single room (Pounds sterling) subject to availability

First week	295
Each additional week	235
High season supplement (19 June to 14 August - per week)	37

Course entry dates 2016

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
4	1, 29	29	25	23	20	18	15	12	10	7 (2, 3 or 4 weeks only)	5 (2 or 3 weeks only)

Additional entry dates can be arranged for groups

Course fees include...

Administrative services

- Enrolment fee
- Pre-training assessment
- Student card

Education

- All tuition
- Use of the multi-media learning centre
- All textbooks and teaching materials
- Notebook
- Educational Advisory Service
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)
- Supervision of training programme by our Head of Professional Training

Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

Social Activities Programme

- Afternoon and evening activities.
- Weekly programme available online: www.anglo-continental.com/leisure.html

Homestay accommodation fees include...

Single room

From the Sunday before course commencement to the Sunday after its completion

Meals

Breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the Student Centre).

Notes

- ICAO Level 3, Pre-Operational, covers a wide range of ability in terms of language competence. The Anglo-Continental levels of English included (Intermediate to Upper Intermediate) refer to a trainee's overall language competence.
- Any trainee enrolled on the Foundation Module or the Operational Module, whose English is found to be below the level specified for the course, will automatically be transferred to a General Intensive Course (Course G-1.30) or the Foundation Module, as appropriate. The sponsors will be informed immediately in order that a revised study plan may be agreed.
- Trainees at ICAO Level 2 should contact us for course details.

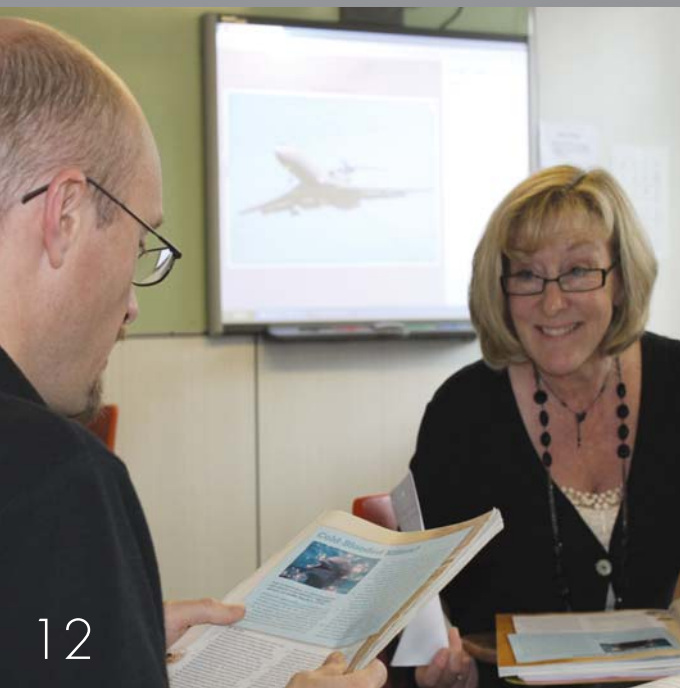


Aviation English Teachers

In line with ICAO language proficiency requirements for Aviation Personnel to achieve level 4 or above, Anglo-Continental provides courses to assist those concerned in the attainment of this essential qualification.

Our Teaching Methodology Course for Aviation English Teachers provides vital training for English language teachers with the latest methodology for teaching Aviation English in the context of ICAO standards, along with personal aviation language development which results from working with expert teacher trainers.

The objective of the training is to develop the course participants' knowledge of Aviation English and English Language teaching skills within an aviation context, including a practical review of current methodology and classroom practice. Although an aviation background is an advantage, the course is designed to enable English language teachers who have little or no prior knowledge of aviation to teach Aviation English to Aviation Personnel. As all lessons have an aviation context, every part of the course contributes towards expanding the trainees' Aviation English knowledge.



Programme features

- Aviation English teaching methodology
- Aviation English appropriate to the learner's needs
- Experienced teacher trainers and aviation professionals

Teaching Methodology Course for Aviation English Teachers 2016

Course number	TAE-30
Entry level	Upper Intermediate
Lessons per week (45 minutes)	30 15 lessons of Aviation English Teaching Methodology plus 15 lessons of Aviation English
Guided private study (sessions per week)	5
Class size	Maximum 12
Minimum age	21
Course duration (weeks)	1
Course fees	Pounds sterling
1 week	590*

Standard homestay accommodation fees - single room	
1 week	Pounds sterling 175

Executive homestay accommodation** fees - single room	
1 week	Pounds sterling 295

* Inclusive of VAT where applicable.
** Subject to availability.

Course planning

There will be an initial group needs analysis at the beginning of each course. Sessions will be planned accordingly, also taking into account participants' methodological awareness and aviation background.

Course content

15 Lessons per week: Aviation English teaching methodology.

The following areas will normally be covered:

- Task design
- Phonology - issues of international comprehensibility. Discrimination and production
- Listening skills - for gist, specific information and inference
- Teaching to the ICAO descriptors
- Assessing a trainee's level regarding the ICAO descriptors
- Plain English for Pilots and Air Traffic Controllers
- Sourcing, creating and exploiting appropriate teaching materials
- Using aviation DVD materials for comprehension and language skills development
- Testing progress and achievement
- Teaching functional language, appropriate to ICAO doc 9835

15 Lessons per week: Aviation English, adapted to meet trainees' specific requirements, covering areas such as:

- Aircraft structures and systems
- Aviation and airport organisation
- Flight operations and flight safety
- ATC organisation and control of airspace
- En-route, aerodrome and approach control
- ICAO/RT phraseology and procedures
- Standard and non-standard phraseology
- Incidents and accidents

Course fees include...

Administrative services

- Enrolment fee
- Student card

Education

- All tuition
- Use of the multi-media learning centre
- All textbooks and teaching materials
- Notebook
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)

Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

Social Activities Programme

- Afternoon and evening activities. Weekly programme available online: www.anglo-continental.com/leisure.html

Additional study

Trainees have guided private study sessions. Tasks set may include pre-session preparation, follow-up work and research assignments. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/ DVD and reference material is available for private use.

Homestay accommodation fees include...

Single room

From the Sunday before course commencement to the Sunday after its completion

Meals

Breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the Student Centre).

Course entry dates 2016

MAR 14	JUN 13	OCT 17
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Additional entry dates can be arranged for groups

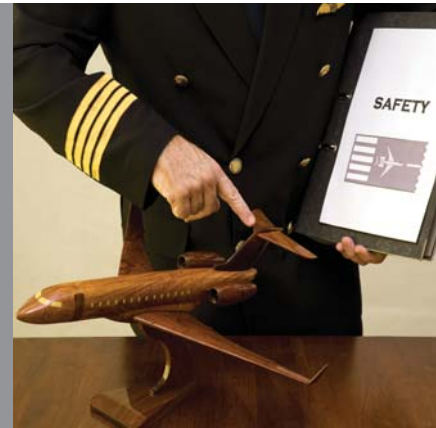


ICAO Raters

This course is intended for teachers of aviation English who are required to assess and rate the English language capabilities of pilots, air traffic controllers and other aviation professionals, according to the Language Proficiency Requirements of the International Civil Aviation Organisation (ICAO), as set out in ICAO Document 9835. The participants' level of English language should be advanced. This will be assessed prior to the commencement of the course.

The course concentrates on interpreting the language criteria of the ICAO Rating Scale and applying them by listening to and assessing sound files of various non-native speaker aviation professionals.

Trainees with no experience of English language teaching are required to attend the Language Awareness Development Course (LAD-30) before beginning this course. See details on pages 16-17.



Programme features

- Detailed study of ICAO language proficiency requirements criteria
- Assessment/rating practice, both as part of a group and individually, using sound files of authentic aviation professionals
 - Pre-course tasks
- Also available in-country on request

Professional Training Course for Raters 2016

Course number	RAT-30
Entry level	Advanced
Lessons per week (45 minutes)	30
Guided private study (sessions per week)	5
Class size	Maximum 12
Minimum age	21
Course duration (weeks)	1
Course fees	Pounds sterling
1 week	590*
Standard Homestay accommodation fees - single room	
1 week	Pounds sterling 175
Executive homestay accommodation** fees - single room	
1 week	Pounds sterling 295

* Inclusive of VAT where applicable.

** Subject to availability.

Course content

30 Lessons in a closed professional group, supplemented by guided private study.

The following areas will normally be covered:

- Evaluating and comparing different test types (e.g. for ab-initio trainees or trained professionals, direct or semi-direct, including computerised tests)
- Identifying the criteria for ICAO levels in: Listening (general comprehension, interpretation and discrimination) Speaking (accuracy, intelligibility and communicative competence)
- Defining and evaluating appropriate levels of competence in communication skills, and the 6 criteria of the ICAO Rating Scale.
- Practical exercises in rating trainees' performance at various levels of the ICAO Rating Scale, with emphasis on Levels 2 - 5.
- Identifying areas for development in failed candidates' performance, and guiding them towards improving their language proficiency.
- Blind rating assessments for standardisation purposes and to assess the course participants' level of competency.

Course fees include...

Administrative services

- Enrolment fee
- Student card

Education

- All tuition
- Use of the multi-media learning centre
- All teaching materials, including pre-course tasks
- Notebook
- Anglo-Continental Certificate of Training (subject to satisfactory course completion). Throughout the course each trainee's rating skills will be monitored and their level of competence assessed at the end of the programme.

Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

Social Activities Programme

- Afternoon and evening activities. Weekly programme available online: www.anglo-continental.com/leisure.html

Additional study

Guided individual study - including pre-session preparation, self-assessment, follow-up work, research assignments and project work - is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/dvd and reference material, both aviation and non-aviation, is available for private use.

Homestay accommodation fees include...

Single room

From the Sunday before course commencement to the Sunday after its completion

Meals

Breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the Student Centre).

Course entry dates 2016

MAR 7	JUN 6	OCT 10
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Additional entry dates can be arranged for groups



Language Awareness Development

The main focus of this programme is on developing a sound awareness of the linguistic features associated with spoken communication, with particular reference to ICAO's (International Civil Aviation Organisation) Doc.9835. This provides a better understanding of the terminology and key elements essential for the assessment of linguistic proficiency, specifically in the areas of listening and speaking.

The course is intended for those within the Aviation industry, with limited or no experience of teaching English and has been designed to raise the English language awareness of native and non-native speakers of English.

The LAD-30 Course is scheduled immediately prior to and in preparation for our special programme for ICAO raters, the RAT-30 Course, which involves participants in listening to, analysing and assessing the language competence of aviation personnel.



Programme features

- In-depth language analysis
- Familiarisation with ICAO levels and the six descriptors
- Ideal preparation for the RAT-30 Course
 - Pre-course tasks

Language Awareness Development Course 2016

Course	LAD-30
Entry level	Advanced
Lessons per week (45 minutes)	30
Guided private study (sessions per week)	5
Class size	Maximum 12
Minimum age	21
Course duration (weeks)	1
Course fees	Pounds sterling
1 week	590*
Standard homestay accommodation fees - single room	
1 week	Pounds sterling 175
Executive homestay accommodation** fees - single room	
1 week	Pounds sterling 295

* Inclusive of VAT where applicable.

** Subject to availability.

Course content

30 Lessons of Language Awareness Development

It is essential that RAT-30 Course participants have a good level of English language awareness to enable them to interpret the language criteria of the ICAO rating scale and also to assess speech samples from aviation professionals.

This 30 lesson pre RAT-30 Course concentrates on the key aspects of each of the six main language areas considered to be vital in demonstrating ICAO language proficiency. The lessons include carefully graded study tasks involving language analysis exercises and performance comparisons. This course aims to develop preliminary skills in evaluation for all appropriate tests of aviation language proficiency.

A number of points will be covered for each language area and the following are some of the key features included:

Pronunciation – how pronunciation can affect a listener's ease of understanding

Structure – how communication can be affected by incorrect or limited use of grammatical structures.

Vocabulary – how a candidate's aviation English vocabulary resources can enhance or inhibit communication.

Fluency – the influence of speech flow on effective communication

Comprehension – how the use of good comprehension skills and strategies can support communication.

Interaction – understanding the importance of a candidate's ability to use effective strategies to maintain communication.

Course fees include...

Administrative services

- Enrolment fee
- Student card

Education

- All tuition
- Use of the multi-media learning centre
- All teaching materials, including pre-course tasks
- Notebook
- Anglo-Continental Certificate of Training (subject to satisfactory course completion)

Internet access

- Free wireless internet access.
- Computers available in the Student Centre, multi-media learning centre and the language laboratory.

Social Activities Programme

- Afternoon and evening activities.
- Weekly programme available online: www.anglo-continental.com/leisure.html

Additional study

Guided individual study - including pre-session preparation, self-assessment, follow-up work, research assignments and project work - is an integral part of the course. We also recommend that some time should be devoted to additional study in the Multi-Media Learning Centre. An extensive selection of computer programs, audio, video/dvd and reference material, both aviation and non-aviation, is available for private use.

Homestay accommodation fees include...

Single room

From the Sunday before course commencement to the Sunday after its completion

Meals

Breakfast and evening meal Monday to Friday; breakfast, a light lunch and evening meal on Saturday and Sunday (lunch from Monday to Friday may be purchased in the Student Centre).

Course entry dates 2016

FEB 29	MAY 31	OCT 3
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Additional entry dates can be arranged for groups



Special Aviation Programmes

Anglo-Continental offers specialised language training both for individuals and professional groups. Specially designed programmes prepare trainees for professional and specialised employment.

Aviation English language training courses

These courses combine intensive general English tuition with specialised English study - subjects include: Aeronautical Information Service (AIS), Air Navigation, Aviation Management, Aviation Security, Cabin Crew, Engineering in Aviation and Meteorology.

Training Objectives

Training objectives are defined before enrolment in consultation with trainees' sponsors. All special group programmes can be adjusted to the participants' level of English and professional knowledge and experience.

Course Content

Group training programmes, usually of **30 lessons per week**, normally include two components:

- **General English Language Tuition**, with other trainees in international classes or in closed professional groups;
- **Specialised English Language Tuition**, normally in closed professional groups.

Course Durations

Professional training programmes may be of any duration from 4 to 50 weeks according to need.

Language Levels

Trainees can be accepted for general English tuition at all levels of English from beginner to advanced. The minimum level for specialised language training is Low Intermediate.



Your Career

If you are planning a career as a pilot and are interested in starting your aviation training whilst improving your English language level at Anglo-Continental, we can assist you by introducing you to one of the following local flight training schools once you are in Bournemouth:

Bliss Aviation
www.blissaviation.com

Bournemouth Commercial Flight Training
www.bcft.aero

Aviation English Language Training Courses 2016

AERONAUTICAL INFORMATION SERVICE (AIS)

- ◆ Flight rules
- ◆ Air traffic services
- ◆ Theory of flight
- ◆ Air navigation
- ◆ Meteorology
- ◆ Communications
- ◆ Aerodromes

AIR NAVIGATION

- ◆ Aircraft characteristics
- ◆ Weather
- ◆ The earth
- ◆ Aeronautical Information Service (AIS)
- ◆ Locations, maps and charts
- ◆ Speed, time and distance
- ◆ Navigational aids

AVIATION MANAGEMENT

- ◆ International aviation
- ◆ Aviation services
- ◆ Airline management
- ◆ Airline operations
- ◆ Airport management and operations
- ◆ Telecommunications
- ◆ Airport construction and maintenance
- ◆ Marketing and public relations
- ◆ Management communication

AVIATION SECURITY

- ◆ Threats to civil aviation
- ◆ Passenger profiling
- ◆ Questioning techniques
- ◆ Methods of concealment
- ◆ Screening of passengers and luggage
- ◆ Explosive devices, other prohibited items, and CBRN threats
- ◆ Document verification
- ◆ Biometric technologies
- ◆ Customer service and effective security
- ◆ Passenger restraint

CABIN CREW

- ◆ Airports
- ◆ Aircraft
- ◆ Boarding and in-flight duties
- ◆ In-flight emergency procedures
- ◆ Dealing with passengers
- ◆ Medical problems
- ◆ Food and drink

ENGINEERING IN AVIATION

- ◆ Theory of flight
- ◆ Aircraft construction, systems and components
- ◆ Engines
- ◆ Propellers
- ◆ Electricity and electronics
- ◆ Cockpit instruments
- ◆ Tools and workshop practices

METEOROLOGY

- ◆ Principles of meteorology
- ◆ General aviation terminology
- ◆ Met services at airports
- ◆ Visibility, the atmosphere and pressure
- ◆ Precipitation
- ◆ Forecasting



Accommodation

Homestay Accommodation Fees 2016 - single room (Pounds sterling)

	Standard - 18+	Standard with Private Bathroom 18+	Executive - 18+
First week	175	230	295
Each additional week	115	170	235
High season supplement (19 June to 14 August - per week)	37	37	37

Selection of homestay accommodation

Carefully selected homestay accommodation is an established feature of all our programmes. Thanks to our selection process, administration and supervision of our homestay accommodation, we ensure that you are comfortable and well looked after during your course. All homestay accommodation registered with Anglo-Continental is checked at regular intervals by our staff and evaluated by our students, to ensure that it remains at a high standard.

Standard homestay accommodation

- A pleasantly furnished single bedroom
- Shared shower or bathroom and toilet facilities
- 16 meals per week
- A light laundry service

Standard homestay accommodation with private bathroom (Age 18+ only) Limited availability

- A pleasantly furnished single bedroom
- Exclusive use of a shower or bathroom and toilet facilities
- 16 meals per week
- A light laundry service
- Internet access is available in most homes

Executive homestay accommodation (Age 18+ only)

For students attending the Executive Programme and, subject to availability, for Business and Specialised, Professional Training, Aviation and Club 50+ Programmes:

- A spacious, comfortably furnished bedroom
- Exclusive use of a shower or bathroom and toilet facilities
- 16 meals per week (3 course evening meal accompanied by a glass of wine or beer)
- A washing and ironing service
- Internet access is available in all executive homes
- Our executive hosts provide an enhanced standard of hospitality and comfort

Alternative accommodation

While we strongly recommend homestay accommodation in order to enhance the language and cultural experience of your stay, alternative accommodation can be arranged on request for students over the age of 18 years:

- Student hotel accommodation
- Hotel and guest houses

Reservations made through Anglo-Continental are subject to a reservation fee. Further details and suggested establishments are available on our website: www.anglo-continental.com/alternative.html

If you wish to make your own accommodation arrangements and need some guidance, please refer to the Bournemouth Tourism website: www.bournemouth.co.uk



Student Support

Safety and student support

The safety and wellbeing of our students is one of our top priorities. Anglo-Continental has fully trained staff and facilities to provide a high standard of student support, safety and first aid.

Emergency telephone

Anglo-Continental operates a 24/7 helpline for emergencies. Telephone: (GB code) +(0)1202 55 74 14 or (GB code) +(0)78 3161 3193 (out of office hours only).

First aid

Anglo-Continental has 15 fully qualified first aid staff, many of which are also trained in use of the automated external defibrillator (AED). The AED is available onsite to treat life threatening heart problems. Anglo-Continental also has a dedicated first aid room and first aid equipment in key areas around the school.

First aid staff are on campus during office hours. First aid arrangements are also provided for excursions, sports and leisure activities.

Medical treatment

Where appropriate, Anglo-Continental can assist with the arrangement of emergency medical and dental treatment as provided by the British National Health Service. Long-term students are assisted to register with a local doctor.

Student care

When you are away from home, problems can arise. Most of these are easily solved with the help of our Student Services staff.

Our Student Support staff provide a confidential and discreet service for problems of a delicate or sensitive nature. Two members of the Student Support Team are fully qualified therapeutic counsellors and members of the British Association of Counselling and Psychotherapy (BACP). As well as qualifications, the Student Support Team has a wealth of experience in dealing with international students and the variety of problems that might arise.

From your first contact with us to your last day at Anglo-Continental, we will give you all the help you need.



Anglo-Continental transfer services

Anglo Coach Transfer



This service provides a meet and greet welcome from our staff on arrival at any passenger terminal at London Heathrow Airport.

This convenient service, operating each Sunday during June, July and August, takes students to their accommodation. On return to London Heathrow Airport a car will collect you from the accommodation and transfer you to the waiting airport coach at the school.

Anglo-Continental Coach Transfer Services

Journey time: Approximately 2 hours

London Heathrow Airport (LHR) to Accommodation

Sunday, 5, 12, 19 and 26 June 2016
Sunday, 3, 10, 17, 24 and 31 July 2016
Sunday, 7 and 14 August 2016

Coaches depart between

0800 to 2000 hours

Charges per person

£ 45

Accommodation to London Heathrow Airport (LHR)

Sunday, 19 and 26 June 2016
Sunday, 3, 10, 17, 24 and 31 July 2016
Sunday, 7, 14, 21 and 28 August 2016

Coaches depart between

0500 to 1600 hours

£ 45

Reservation and confirmation of flight details are required no later than 10 days in advance.

Anglo Car Transfer



This service offers a personal meet and greet service from any location in Great Britain at any time and on any day. You will be driven directly and comfortably to your destination.

Anglo-Continental Car Transfer Services

Charges per person per single journey

From/To	Time	1 person	2 persons	3 persons	Approximate Journey Time	Extra Waiting*
London Heathrow	Any time	£ 161	£ 89	£ 67	90 minutes	£ 18
London Gatwick	Any time	£ 178	£ 97	£ 69	120 minutes	£ 18
London City	Any time	£ 255	£ 137	£ 97	150 minutes	£ 18
London Centre	Any time	£ 266	£ 135	£ 92	150 minutes	£ 18
London Stansted	Any time	£ 250	£ 133	£ 99	180 minutes	£ 18
London Luton	Any time	£ 200	£ 108	£ 85	210 minutes	£ 18
Southampton Airport	Any time	£ 82	£ 45	£ 36	30 minutes	£ 18
Bournemouth Airport	Any time	£ 40	£ 23	£ 21	10 minutes	£ 18

* The first 2 hours of waiting time are free of charge. Extra waiting time charge per 30 minutes.

Reservation and confirmation of flight details are required no later than 10 days in advance.

Reservation

Anglo-Continental car and coach transfers must be booked no later than 10 days before the date of arrival, stating:

- Name
- Mobile telephone number
- Student reference number
- Date of arrival
- Time of arrival
- Flight number
- Airport of departure
- Airport of arrival
- Details of connecting flight if applicable

Arrival at the airport

When you leave the Customs Hall, look for our Representative carrying a sign with the name of the school.



Full details of the meeting point are given in the confirmation documents.

Delayed arrival - car transfers

The driver will wait for 2 hours from the advised arrival time. If you are delayed further, for whatever reason, the driver will wait for up to an additional 2 hours and you will be charged £ 18 per 30 minutes. Any additional charges must be paid on the first day of school.

Possible waiting times for coach transfers

It is our aim to transfer you to Bournemouth as soon as possible after meeting our representative. However, Anglo-Continental cannot be held responsible for delays caused by late arrival of incoming flights, congestion at UK Border Control, hold ups at Customs or heavy traffic on the roads.

Luggage allowance - car and coach transfers

Your free allowance is one piece of luggage of a standard size and shape weighing not more than 23kg, plus one item of hand luggage of not more than 10kg.

If your luggage does not conform with the above, an additional charge may have to be made. It is important that you advise us in advance if there is excess baggage so we can make appropriate arrangements, otherwise you may find that the excess luggage cannot travel with you and there may be additional charges.

Cancellation

Notice of cancellation or change of a transfer must be received in writing by the school before 12.00 hours (British Time) on the Wednesday prior to the scheduled day of arrival or departure. If such notice is not received within the period stipulated, we incur obligations to the transport companies and therefore the full charge must be paid.

Public transfer services (making your own way to Bournemouth)



National Express Coaches

National Express provide bus services to the public. There are frequent services throughout the day every day of the year and services from London Heathrow are direct to the Bournemouth Interchange.

However, if you arrive at another airport you will have to change buses. You will need to take a taxi from the coach station to your accommodation. For full details of their services, current timetables and prices please visit www.nationalexpress.com

National Express Coaches to Bournemouth

Coach Station

London Heathrow Airport
 London Gatwick Airport
 London City Airport
 London Stansted Airport
 London Luton Airport

Coaches operate between*

06.00 - 00.30
 03.40 - 24.00
 05.50 - 20.00
 04.05 - 23.45
 04.10 - 23.55

* Coach times may vary. Please check the National Express website for the latest information: www.nationalexpress.com



National Rail

Train services from London Waterloo and Southampton Airport Parkway are direct and available every day of the year. Other airports are served by trains but are not direct and may involve a coach or the underground depending on the particular airport.

You will need to take a taxi from Bournemouth railway station to your accommodation. For full details of their services, current timetables and prices please visit www.nationalrail.co.uk

National Rail Services to Bournemouth

Train Station

London Heathrow Airport
 London Gatwick Airport
 London City Airport
 London Stansted Airport
 London Luton Airport

Trains operate between*

06.45 - 23.30
 06.50 - 23.50
 06.40 - 22.11
 06.00 - 23.15
 05.45 - 20.45

* Train times may vary. Please check the National Rail website for the latest information: www.nationalrail.co.uk



Conditions of enrolment 2016

All enrolments are subject to these conditions, which become legally binding on confirmation of acceptance by Anglo-Continental, and to the age limitations and arrangements specified in Anglo-Continental's official publications.

The enrolled trainee intends and is able to follow and complete the course of study at Anglo-Continental and declares that he/she shall abide by all current UK laws and leave the United Kingdom at the end of his/her studies.

Anglo-Continental reserves the right to withhold confirmation of an enrolment, at its discretion, if such action is deemed necessary in the interests of the trainee or the school or if an incorrect declaration has been made.

Fees

The fees for courses and accommodation are valid from 1 January to 31 December each year. The fees for the following year are normally published in July/August.

The fees must be received in full by Anglo-Continental no later than four weeks before course commencement, otherwise Anglo-Continental reserves the right to cancel, without notice, the course, accommodation and all other services. Course fees are calculated in complete weeks, and any part of a week is counted as a full week.

No compensation, fee reductions, refunds, credit, additional lessons or extension of the course can be given for:

- services or facilities included in the fees and not used;
- late entry to or absence or early departure from a course without formal curtailment;
- lessons replaced by testing, class allocation procedures or the sightseeing tour on on course entry dates;
- days when schools are closed because of official holidays.

Any refunds which are approved can only be made by the office or Agent to whom the fees were originally paid. Anglo-Continental reserves the right to make fee adjustments as a result of changes to statutory taxes without prior notice.

Visas

If you require a visa, **it is your responsibility to ensure that you apply for the correct type of visa** to allow you to study at Anglo-Continental for the entire period of your course(s). You must ensure that all details on your confirmation documents (including the visa letter or the Confirmation of Acceptance for Studies) issued by Anglo-Continental are correct before you apply for your visa. Anglo-Continental cannot be held liable for any errors that occur during the visa application process. It is also your responsibility to continue to maintain the correct immigration status to study at Anglo-Continental for the duration of your course(s). Failure to do so may lead to termination of your studies without refund or compensation.

School regulations

Anglo-Continental publishes regulations to ensure that the courses function smoothly. Acceptance of and compliance with these regulations, and with English law, are contractual obligations on the part of the trainee. The school regulations are available online: www.anglo-continental.com/schoolregs.html

Cancellation or change of time of a test

Notice of cancellation or change of time of a test must be received in writing by the school at least 5 working days prior to the scheduled test date. If such notice is not received within the stated period then the full charge remains due.

Cancellation or postponement of a course

A course is not transferable but may be cancelled or postponed and full course fees will be refunded (except for bank charges), provided that written notice is received by Anglo-Continental not less than four weeks before the scheduled date of course commencement. In the absence of such notice, or if less than four weeks' notice is received:

- in the case of cancellation, a fee of £ 500 is payable in lieu of notice;
- in the case of postponement, Anglo-Continental reserves the right to levy a charge to cover administration and accommodation costs incurred on the trainee's behalf;
- should the application for a visa be refused, we will refund any published fees paid in advance (after deduction of an administration charge of £ 50) provided that you send us a copy of the letter of refusal before the intended start date of the course.

Any additional charges for services provided by a third party (such as Home Office CAS charges, hotel accommodation, flat rental and courier services) are not refundable.

Curtailement of a course

If a course of more than eight weeks' duration is curtailed by the trainee, four weeks' notice must be given to the school. If no notice or insufficient notice is given, course fees must be paid in lieu of notice together with any accommodation charges due. In all cases, course fees must be paid for a minimum of eight weeks.

If a course of eight weeks' duration or less is curtailed, no refund of course fees can be given. Trainees must have personal insurance against inability to attend or continue a course for medical or compassionate reasons (see 'liability and insurance').

Change of course

If after commencement of a course, the trainee wishes to change to a course of a lower specification, two weeks' notice must be given to the school. If approved, the change must be made on a scheduled entry date for the new course.

Any refund due will be in the form of a credit towards any required extension of the amended course or towards any subsequent course with Anglo-Continental during the twelve months following the end of the amended course. The credit is not transferable to any other person, and no cash refund can be given.

Incorrect declaration

Anglo-Continental reserves the right to withdraw a trainee from the course if an incorrect declaration has been made or if information regarding a trainee's ability to participate in the course has not been disclosed to us before course commencement. In this case, no refund can be made.

English language level

Any information about your level received prior to your arrival will act as a guide only. Your English language level will be determined by our entry test on your first day. If you are not at the required level for your course, you will be transferred to a suitable alternative course.

Accommodation

The fee for the first week in homestay accommodation includes a non-refundable administration charge to cover the cost of selection, reservation and administration.

Any request to change or leave accommodation, either separately or in conjunction with the curtailment of a course, must be made to Anglo-Continental at least two

weeks before the date of the proposed move and approved before the change is made. Failing this, accommodation fees are payable in lieu of notice. Accommodation fees continue to be payable for any periods of absence during the course.

Photography, film, sound recordings and written work

During our courses we sometimes take photographs, film footage and sound recordings, some of which may be incorporated into items such as, but not limited to, future publicity material, tests and educational materials. We may also wish to use examples of your written work. If you do not wish to participate in any of these items please advise Anglo-Continental in writing before the start of the course, otherwise it is understood that you have unreservedly given your consent for these to be used.

Liability and insurance

Anglo-Continental will not be liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute. Anglo-Continental will also not be held responsible for any delay in scheduled services of third party companies, or if any service cannot be provided as specified. Any complaints, liabilities, losses or damages arising should be submitted to the third party company concerned. It is the trainee's responsibility to take out personal insurance against all such risks, including inability to attend or continue a course and for the payment of medical expenses.

Transfer fuel surcharge

If a transportation company levies a surcharge because of an increase in the price of fuel, the additional cost will be charged to you. Please check the website for the latest charges www.anglo-continental.com/en/uk/transfer.html

Force majeure

It shall be a fundamental condition of the contract between the trainee and Anglo-Continental or its Agents that neither Anglo-Continental nor its Agents shall be in any way liable to the trainee in the event of any service contracted to be supplied by them becoming impossible to supply by reason of industrial dispute or other cause outside their control.

Data protection

To ensure that your course at Anglo-Continental meets your requirements we and, if appropriate, the Anglo-Continental Agent in your own country will need to use the information you provide (such as your personal data and details of any special requirements) in order to process your enrolment.

We must pass your information on to those involved in providing you with services relating to your stay at Anglo-Continental, such as your reservation of accommodation and transfer services. The information may also be provided, if required, to security or credit-checking organisations, customs and the Home Office as required by UK law.

Please note that where your information is held by an Anglo-Continental Agent, it will be subject to your Agent's own data protection policy and their country's national law.

Validity of conditions

These Conditions of enrolment are valid from 1 January 2016 and are subject to English law. The English language version is legally binding in all cases.

Anglo-Continental reserves the right to waive or adjust the specifications of a course, which may include age limits, without prior notification.

Enrolment form 2016



Detach here

Personal data

(Please complete in BLOCK CAPITALS)

Mr Mrs Miss Other Please mark X

Family name

First name

Date of birth

As in your passport

Place and country of birth

Nationality

Mother tongue

Passport Number (if you require a visa)

Occupation

Home address

Road/Number

Town/postcode

Country

Mailing address (If different from home address)

Name

Road/Number

Town/postcode

Country

Contact details

Telephone - private

Telephone - business

Telephone - mobile

Fax - private

Fax - business

Email

Skype

Course data (Complete for each course required)

Course number Course name

Day Month Year

Entry date / / Number of weeks

Course number Course name

Day Month Year

Entry date / / Number of weeks

What is your present level of English?

Beginner Intermediate

Elementary High intermediate

Pre-intermediate Advanced

Have you attended an Anglo-Continental course before? Yes No

If yes, in which year(s):

Aviation Programmes Only Job description/Qualifications

Company name

Job title and main responsibilities

Brief job description (Include any special areas of interest)

Brief job description (Include any special areas of interest)

Brief job description (Include any special areas of interest)

Aviation Qualifications

Aviation Qualifications

Test data

Do you wish to take the TEAP (Test of English for Aviation Personnel) during your course? Yes No

Accommodation data (Sunday to Sunday)

I require standard homestay accommodation

I require standard accommodation with private bathroom

Subject to availability.

I require executive homestay accommodation Subject to availability.

I do not require accommodation. I shall be making my own arrangements and will notify you of the address before my arrival in England.

Do you smoke? Yes No

Do you suffer from an allergy? Yes No

If yes, please give details

Do you have any special dietary requirements? Yes No

e.g. vegetarian.

If yes, please give details

Do you have a medical condition of which we should be aware? Yes No

If yes, please give details

Do you have a physical disability, learning disability or mental health issue? Yes No

If yes, please give details

Transfer services (Please refer to pages 22 and 23)

I wish to reserve: On arrival

Anglo-Continental car transfer On departure

Airport/Place of arrival

Airport/Place of departure

If you reserve a transfer, you must advise Anglo-Continental of your travel details not less than 10 days before your arrival.

Anglo-Continental coach transfer

(Operates every Sunday from 05 June to 14 August from London Heathrow Airport to Bournemouth, and from 19 June to 28 August from Bournemouth to London Heathrow Airport) On arrival

On departure

Signature

I confirm that I have read and accept the 'Conditions of enrolment' on page 24, and have completed the 'Payment of fees' on page 26.

Signature

Place Date

Detach here

Payment of fees



Detach here

Please repeat the name of the enrolled person as it appears on the 'Enrolment form' overleaf

Family name

First name

Where to pay your fees

I will pay the fees to Anglo-Continental's Agent
(Please do not complete 'how to pay your fees' section as our Agents have their own payment procedures)

I will pay the fees to Anglo-Continental
(In this case, please complete the relevant section in 'how to pay your fees')

How to calculate your fees

Course fees	First course	<input type="text"/>
	Second course	<input type="text"/>
	Third course	<input type="text"/>
	Accommodation fees	<input type="text"/>
	High season supplement	<input type="text"/>
	Sub total	£ <input type="text"/>

Other charges

	On arrival	On departure	
Anglo-Continental car transfer	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Anglo-Continental coach transfer	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Home Office CAS Fee			£ <input type="text"/>
		Total	£ <input type="text"/>

When to pay your fees

If you DO NOT require a VISA

The fees must be received in full at least 4 weeks before course commencement. (No deposit required).

If you REQUIRE a VISA

To obtain a visa you will need our confirmation documents. We must therefore ask you for a deposit of £ 500 (deductible when you pay your fees), or the full amount of the fees due, at the time of enrolment. We must also register your details with the Home Office which at present charges £ 21 per person to issue a Certificate of Acceptance to Study (CAS). You will be automatically invoiced for this fee.

I wish to pay the deposit of £ 500 now (deductible when I pay my fees) and I confirm that I will pay the balance to reach Anglo-Continental not later than 4 weeks before course commencement

I wish to pay the fees in full now

Refund guarantee

Should your application for a visa be refused, we will refund any published fees paid by you (after deduction of an administration charge

of £ 50), provided that you send us a copy of the letter of refusal before the intended start date of your course and the refusal was not based on incomplete or inaccurate information on your visa application. Any additional charges for services provided by a third party (such as Home Office CAS charges, hotel accommodation, flat rental and courier services) are not covered by this guarantee.

How to pay your fees

Preferred payment method - I will arrange a secure online bank transfer or credit card payment via peerTransfer:
<https://www.peertransfer.com/school/anglo-continental>

Bank transfer
I will arrange for a bank transfer using SWIFT to:
Lloyds Bank plc, 45 Old Christchurch Road
Bournemouth BH1 1ED, England
account name: Anglo-Continental
account number: 01 91 75 58
IBAN: GB05 LOYD 3091 0801 9175 58
BIC: LOYDGB21045
sort code: 30-91-08

(Please inform your bank that you will pay all bank transfer charges both in your own country and in England, and send us a copy of the Bank's Transfer Confirmation as proof of payment.)

My company/sponsor will pay the fees

Company/Sponsor's name	
Road	PO Box
Town/postcode	
Country	
Name of person responsible for payment	
Telephone	
Mobile	
Email	

Credit card/Payment card

I will pay by credit card/payment card (most major cards accepted). I authorise Anglo-Continental to debit my credit/debit card with the applicable fees, in accordance with my enrolment, 4 weeks before course commencement. I understand the visa deposit (if applicable) will be deducted immediately. A service charge of 2.5% is applicable on credit card transactions.

Type of card	
Card number	<input type="text"/>
Valid from	<input type="text"/> / <input type="text"/>
Expiry date	<input type="text"/> / <input type="text"/>
Security code	<input type="text"/>
American Express	Security code other cards <input type="text"/>
Name of cardholder	
Road	PO Box
Town/postcode	
Country	
Signature of cardholder	

If you have been advised by our Agent in your country, please write their name, company name and address in the space provided below:

<input type="text"/>

Detach here


General information

How to enrol

Please complete the 'Enrolment form' and 'Payment of fees' on pages 25 and 26.

- Choose the course or courses you wish to attend
- Select the entry date and decide how many weeks you wish to study
- Complete the accommodation section
- Decide if you wish to use a car or coach transfer from the place of arrival in England to Bournemouth
- Select where, when and how you wish to pay your fees
- Send the 'Enrolment form', completed on both sides, to our Agent in your country. Alternatively post, fax or email it to Anglo-Continental.

You can also enrol and make secure credit card payments online at: www.anglo-continental.com

This symbol  will appear at the bottom of your screen indicating that this form is secure and that any details you enter cannot be accessed by anyone except Anglo-Continental.

Our confirmation

When your 'Enrolment form' is received and accepted by the school the following documents will be sent to you:

- A letter of confirmation of enrolment
- An invoice for the full amount of the fees due
- Your accommodation address (due to the careful procedure involved in selecting your accommodation, the address may be sent to you at a later date)
- Our 'Student Handbook'

If you require a visa we can only send you these documents after we have received your deposit of £ 500 (deductible when you pay your fees) or the full amount of the fees due.

Entry to England

When you pass through UK Border Control on arrival in England you will be required to show your:

- Passport or identity card
- Visa (if required)
- Confirmation of enrolment from Anglo-Continental
- Copy of the bank's transfer confirmation, or other evidence that you have paid your fees to Anglo-Continental or its Agent.

Student travel insurance

For your protection and peace of mind you should have comprehensive travel insurance which should include any possible cancellation or curtailment charges. Such insurance may be obtained through your own travel adviser. If however, you would like further advice, please contact us.

Lesson duration

All lessons are of 45 minutes' duration.

- 20 lessons per week = 15 hours
- 25 lessons per week = 18 hours 45 minutes
- 30 lessons per week = 22 hours 30 minutes
- 35 lessons per week = 26 hours 15 minutes
- 40 lessons per week = 30 hours

School and national holidays

Anglo-Continental schools are closed:

- 19 December 2015 to
3 January 2016 for 2 weeks
- 24 December 2016 to
2 January 2017 for 1 week

Anglo-Continental schools are also closed on official national holidays declared by the British Government. Those scheduled for 2016 are: 25 March, 28 March, 2 May, 30 May and 29 August.

If your entry date coincides with an official holiday, your accommodation will still be reserved for you from the Sunday before your course commences, and we would advise you to plan to arrive on that day. Your course will begin with the entry test on the next working day following the holiday.

No compensation, fee reductions, refunds, credit, additional lessons or extension of the course can be given for days when the school is closed because of official holidays.

Accommodation during school holidays

If you are attending a course which continues after the school holiday, 24 December 2016 to 1 January 2017, homestay accommodation will be upgraded to full board during the holiday, at a supplement of £ 50 per week. This will be automatically reserved and invoiced. If you do not require this accommodation, you must inform us at least 4 weeks before the holiday period and we will arrange a full refund.

UK visa requirements

If you are unsure whether you will need a visa to study in the UK, visit the Home Office website at: www.gov.uk/visas-immigration

You may also wish to consult your nearest British Embassy or Consulate.

If you require a visa in order to study in the UK, we strongly recommend that you apply as early as possible for your course as the application procedure may take several weeks to complete. Before issuing a visa letter, Anglo-Continental must be in receipt of a deposit of £ 500 (deductible when you pay your fees) or the full amount of the fees due. Before assigning a Confirmation of Acceptance for Studies (CAS) the full amount of the fees will be due unless you are government sponsored.

It is your responsibility to ensure that you apply for the correct type of visa to allow you to study at Anglo-Continental for the entire period of your course(s). You must ensure that all details on your confirmation documents (including the visa letter or the CAS) issued by Anglo-Continental are correct before you apply for your visa. Anglo-Continental cannot be held liable for any errors that occur during the visa application process. It is also your responsibility to continue to maintain the correct immigration status to study at Anglo-Continental for the duration of your course(s). Failure to do so may lead to termination of your studies without refund or compensation.

We strongly recommend that you send a scanned copy of your visa to us to check prior to your departure to the UK.

Refund guarantee

Should your application for a visa be refused, we will refund any published fees paid by you (after deduction of an administration charge of £ 50) provided that you send us a copy of the letter of refusal before the intended start date of your course.

Any additional charges for services provided by a third party (such as CAS charges, hotel accommodation, flat rental and courier services) are not covered by this guarantee.

Anglo-Continental's Home Office Licence Number

Anglo-Continental holds Tier 4 Sponsor status on the Home Office Register of Sponsors. Anglo-Continental's Licence Number is: 52F9Y0GV5. Further details are available on our website: www.anglo-continental.com/visas.html

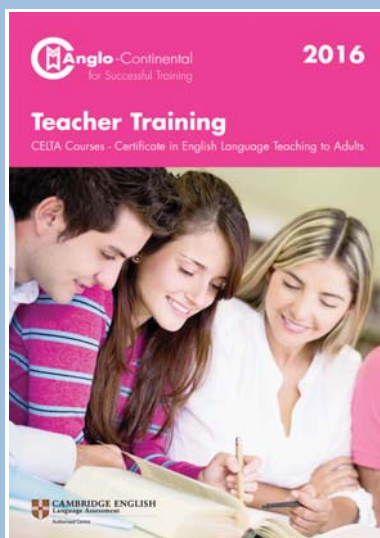
Schengen visa

If you require a visa to travel to the UK and you intend to travel within Europe during your stay, it is advisable that you also obtain a Schengen visa before you travel to the UK. The Schengen visitor visa has made travelling between its 15 European member countries much easier. For further information visit the Schengen visa website at www.schengenvisa.cc

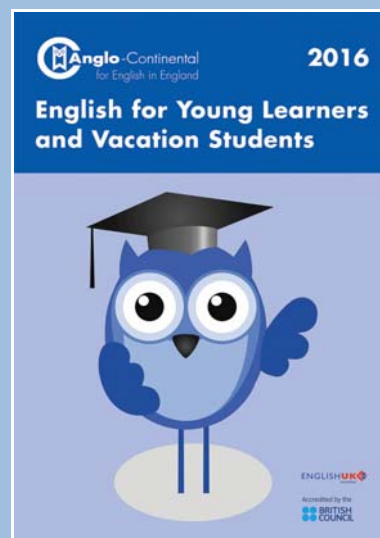
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