

## Course Details and Fees

(Sterling £/euro €) 2017

### English with Confidence

	COURSE LENGTH	COURSE DATES	HOURS	LEVEL	GROUP SIZE	FEES £/€ per week
SMALL GROUP	1 or more weeks	Courses start any Monday 9 Jan - 15 Dec	25 Hours	Lower- to Upper-Intermediate	maximum 4 participants	£795.00
						€1,113.00
5 plus 1 COMBINATION	1 or more weeks	Courses start any Monday 9 Jan - 15 Dec	30 Hours (25 Group+ 5 Hours 1:1)	Lower- to Upper-Intermediate	maximum 4 participants	£1,095.00
						€1,533.00
50:50 COMBINATION	1 or more weeks	Courses start any Monday 9 Jan - 15 Dec	25 Hours (12.5 Small Group & 12.5 Hours 1:1)	Lower- to Upper-Intermediate	maximum 4 participants	£1,395.00
						€1,953.00
INDIVIDUAL TRAINING	1 or more weeks	Courses start any Monday 9 Jan - 15 Dec	25 Hours	All Levels	individual training	£1,825.00
						€2,555.00

### English for Lawyers

	COURSE LENGTH	COURSE DATES	HOURS	LEVEL	GROUP SIZE	FEES £/€ per week
50:50 COMBINATION	1 or more weeks	Courses start any Monday 9 Jan - 15 Dec	25 Hours (12.5 Small Group & 12.5 Hours 1:1)	Lower- to Upper-Intermediate	maximum 4 participants	£1,395.00
						€1,953.00
INDIVIDUAL TRAINING	1 or more weeks	Courses start any Monday 9 Jan - 15 Dec	25 Hours	All Levels	individual training	£1,825.00
						€2,555.00



#### Notes

1. An additional registration fee of £100 / €140 is added to the fees for the course(s) booked.

# Course Details and Fees 2017

## Course Fees Include:

- All training hours.
- All study materials.
- A training folder and information pack, including information on classes and timetables, as well as local services and life in Cambridge.
- An end-of-course certificate.
- An end-of-course report.
- Almost unlimited access to the Professional Centre (8am-10pm, 7 days a week)
- Use of computers (including Internet), photocopier, DVD, audio and library facilities for study purposes.
- A subsidised weekday programme of social activities, including cinema, fitness centre, pub trips etc.

## A sample day:

*This example shows the day of a client who has chosen a 5 plus 1 combination course.*

08.00	Breakfast at homestay.
09.00-10.30	Group training - activating language, problem solving - practising future tenses.
10.30-11.00	Coffee Break.
11.00-12.00	Group training - better speaking, how to present information, pronunciation practice.
12.00-13.00	Group training - better understanding, listening for specific details using a DVD.
13.00-14.00	Lunch Break.
14.00-15.30	Group training - professional English skills, telephoning, dealing with incoming calls.
15.45-16.45	Individual training - further fluency practice and correction.
17.00-18.00	Private study* - preparing an article for tomorrow's group.
18.15-19.15	Dinner at homestay.
19.30-20.30	Private study* - watching second half of DVD with subtitles.
20.45-22.00	Social activities - pub evening with fellow professionals.

\* These are example timings only. Participants may use the Professional Centre for private study at any time between 8am and 10pm, 7 days a week.

## Enrolment Form – NOTES

Please fill in both pages of the enrolment form in CAPITAL LETTERS and send to Ann Stevenson at CAE Professional Centre.

1. **Personal Details** - These details will help us to make the arrangements for your stay. We will send your certificate of enrolment and joining instructions to your address.
2. **Course Details** - Choose your course and enter the dates you wish to come for. In addition to your course hours, approximately 5 hours per week will be needed to prepare certain tasks relating to the course e.g. any presentations, vocabulary building, newspaper articles. We will explain the options for further private study at the beginning of your course. Individual (1:1) Training is also available for 20 to 30 hours per week at £73/€102 per hour. Please contact CAE if you are interested in one of these options.
3. **English Level** - If you are not sure about your level, please telephone us so that we can have a short conversation to assess your suitability for the course you have chosen. Please note that the small group course is not suitable for beginners, or elementary students, or for people with a very advanced level of English. CAE reserves the right to convert small group courses booked by beginners, elementary students or very advanced students into an equivalent number of 1:1 hours if a suitable group is not available on the day of arrival.
4. **Professional Details** - Please feel free to bring along any literature, which you think would be useful for you to work on during your course. If you would like to give us any information about your individual training at this stage, please send us a separate sheet outlining your needs or requests.
5. **Accommodation** - Homestay accommodation includes bed, breakfast and evening meal 7 days per week. Accommodation is arranged from the Sunday afternoon before the course to the Saturday morning after the end of the course. Additional nights can be booked (subject to availability). Lunches are available in the CAE cafeteria at approx. £6.00 per day. You should bring enough £ sterling to cover your everyday expenses. We do not have halls of residence. Short-term self-catering options are rare in Cambridge, but we can send you a short list of alternatives for you to contact direct. Please indicate your first and second choices for accommodation, as it may not be possible to arrange your first choice in cases of late booking.
6. **Arrival transfers** - If you require this service, we will add the cost to your invoice and arrange for you to be met at the airport. Details of the transfer will be sent to you with your joining instructions.
7. **Booking your course** - Please note that your place on the course can only be confirmed when we have received your deposit. Please indicate your chosen method of payment.
8. **Payment of fees** - If you are paying by card, please make sure that you give us the expiry date and security code.
9. **Further information** about CAE Professional Centre, including FAQs, can be found on our website <http://www.CAEPProfessional.co.uk>



# Enrolment Form 2017

Please complete this form in CAPITAL LETTERS and send to Ann Stevenson at CAE Professional Centre

## 1 Personal Details

Family name: \_\_\_\_\_ Address \_\_\_\_\_  
First name: \_\_\_\_\_  
Nationality: \_\_\_\_\_ email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Tel (home) \_\_\_\_\_ [Invoice address - if different from above] \_\_\_\_\_  
First language: \_\_\_\_\_ Tel (work) \_\_\_\_\_  
Fax \_\_\_\_\_

Male  Female

Do you have any illness which the Centre should know about?  No  Yes If 'yes', please specify \_\_\_\_\_

Do you have any dietary needs? (e.g. vegetarian)  No  Yes If 'yes', please specify \_\_\_\_\_

Do you have any allergies?  No  Yes If 'yes', please specify \_\_\_\_\_

Do you smoke?  No  Yes Are you bringing a car?  No  Yes

Do you need a visa?  No  Yes If 'yes', please specify your passport number: \_\_\_\_\_ Passport expiry date: \_\_\_\_\_

How did you hear of the CAE Professional Centre? \_\_\_\_\_

British Council  Business English UK  Colleague  Agent  (Name \_\_\_\_\_ )

Studied at CAE before  (Date \_\_\_\_\_ ) Internet  Other  please specify \_\_\_\_\_

## 2 Course Details

I would like to enrol for:

Small Group from \_\_\_\_\_ to \_\_\_\_\_ Hours per week: 25

5 plus 1 Combination from \_\_\_\_\_ to \_\_\_\_\_ Hours per week: 30

50:50 Combination from \_\_\_\_\_ to \_\_\_\_\_ Hours per week: 25

Individual Training from \_\_\_\_\_ to \_\_\_\_\_ Hours per week: 25

*English for Lawyers* Combination from \_\_\_\_\_ to \_\_\_\_\_ Hours per week: 25

*English for Lawyers* Individual Training from \_\_\_\_\_ to \_\_\_\_\_ Hours per week: 25

NB: An additional registration fee of £100/€140 is added to the fees for the course(s) booked. This fee is non-refundable.

## 3 English Level

1. Please try and estimate your level of English by indicating with a cross  where appropriate:

	Lower Intermediate (CEF:A2)	Intermediate (CEF:B1)	Upper Intermediate (CEF:B2/C1)
Speaking			
Understanding			
Reading			
Writing			

2. Which of these areas do you need to improve most? \_\_\_\_\_

3. In what situations do you use English? \_\_\_\_\_

4. Are you interested in taking an English language exam?  No  Yes

## 4 Professional Details

Please give your employer's details (if applicable). \_\_\_\_\_

Name of organisation \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ Company e-mail: \_\_\_\_\_ Company Website: \_\_\_\_\_

Brief job description \_\_\_\_\_

