



WINDSOR

english

Monthly **ENGLISH COURSE** fee **60 hours** of Group Tuition

1 Month (4 weeks)	900
2 or 3 Months (8 or 12 weeks)	780
4 to 6 Months (16 to 24 weeks)	720
7-9 Months (28 to 36 weeks)	660
10-12 Months (40 weeks or 48 weeks)	600

Morning Sessions ONLY

It is possible to enrol for one week only, subject to availability in each class. The cost is £295 during the year or £325 during the summer period (July and August).



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SPECIAL RATES & OFFERS

(at Management Discretion)

5% off Your New Enrolment

New Student Only - Valid Once Only



Enrol for 6 months and receive
1 x 'flexi month'*



Enrol for 12 months and receive
2 x 'flexi months'



Recommend a Friend and
Receive One Week for Free

To Be Added to the End of Your Membership



Renew Your Course At Least 15
Days Before the End of Your
Course and Save £25



*

**Please refer to our T&C to have the full explanation of what 'flexi months' are.*

Valid for 2024 Courses



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1 Windsor English Terms & Conditions

1. Payment of Fees:

- These are the fees applicable for the year 2024.
- Fees are payable at the time of booking in full, with a deposit, or through a monthly payment plan.
- No reservation will be made unless payment has been completed in full or partially.
- If fees are paid in several installments, an additional administrative fee will apply. Please see the management team for details.

2. Administrative Fee:

- An administrative fee of £65 is required at the time of registration. This includes a learning diary and learning aids.
- If moving up a level class requires additional resources, a fee of £25 will be requested for new books.
- For students requiring a letter of invitation for a short-term study visa, the administrative fee is £125. Payment for the English course must be made before the letter is issued. In the event the visa is not obtained, written justification is required, and the course fee will be refunded except for £300, which will be retained as an administrative cost.



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2 Windsor English Terms & Conditions

3. Class Schedule:

- Classes run throughout the year, except for a two-week break during the Christmas holiday and one week at Easter.
- If class attendance and registration fall below four students per class, we reserve the right to end the course and refund students on a pro-rata basis.

4. Bank Holidays & Students Time Off:

- Bank holidays are part of the course schedule. We do not charge students for bank holidays when the school is closed; those days are added to the end of the membership.
- Time taken off for personal reasons will not be credited back to the course booking.



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Windsor English Terms & Conditions

5. Management Discretion:

- At the management's discretion, hours missed can be added to another course or postponed within a 12-month period as a credit of time, not money, provided at least two weeks of classes are missed.
- This must be due to serious medical reasons or other significant issues, and formal justification will be required.
- The 'flexi' month option seen in our 'offers' section on our tariff card refers to when students sign up for 6 or 12 months. They are offered the option to use some time off they may want to have by paying a fee of £35 per week of administrative cost.
 - For example, if someone has a 6-month membership and wants to take time off to travel or for children's bank holidays for a couple of weeks, they pay £70, and these 2 weeks are added to the end of the course calendar. This option can be used for up to 4 weeks.



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4 Windsor English Terms & Conditions

6. Refund Policy:

- No refund of course fees, deposits, administrative fees, or resource fees is permitted.
- Payment for English classes must be made in advance and at the time of booking.
- Please note that a calendar month counts as four weeks of tuition.
- When the school is closed for bank holidays or holidays, these days are added to the course calendar as extra days of tuition at the end of the course, with no money refunded.
- Attendance for part of the week will count as a whole week.
- In the event of a class cancellation by Windsor English, the student will be offered a rescheduled class or an online class.
- Any missed classes due to student absence will not be refunded or rescheduled.
- Payments are non-refundable.
- For the continuation of your programme, once your membership has ended, we cannot guarantee your place until your next payment has been made.



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5 Windsor English Terms & Conditions

7. Information & Enrollment:

- These Terms & Conditions are for informational purposes only. You will be asked to sign an electronic copy during your enrollment process.
- "Course" refers to the English group classes that students attend. "Membership" refers to the fee paid to attend the course.

By enrolling in Windsor English, students agree to abide by these Terms & Conditions. Windsor English reserves the right to update these terms at any time.




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**If you have any questions or need assistance,
please reach out to us at:**

21 Osborne Road Windsor Berkshire SL4 3EG
(by appointment only)

 01753 858995

 <http://windsorenglish.com>

To speak to a member of our team, please reach out to
Corinna, Director of Studies, or **Nathalie, the Director**.

Address your mail directly to them at:
info@windsorenglish.com

