



CICERO
LANGUAGES
INTERNATIONAL

Since 1980

Welcome



CHRISTOPHER HILLS

Director, working with English language schools since 1978



CARRIE

teaching English since 1987,
Academic Director and
Manager at Cicero since 2000

Cicero is a small, friendly and professional school, which was established in 1980. It is accredited by the British Council.

Students often say that learning English at Cicero is like being part of a big family, and that is just the way we want it to be for you.

We take time to find out what your language needs are and then help you achieve your targets.

We have taught students from 70 countries all over the world. Everyone gets a warm welcome and we are here to help you throughout your stay. You will find a friendly atmosphere and staff who are here to help. You will soon make new friends and feel part of the Cicero family.

We hope you will find all the information you need on the next few pages, but if you have any questions before or after you book your course, please let us know; we are always happy to help.

WHY CHOOSE CICERO?

- We are a small, friendly school.
- We look after you and your needs.
- Classes are small, making your progress faster.
- All our teachers are qualified to teach English as a foreign language.
- We provide a positive and supportive learning environment.
- We prepare a profile for you - we know your needs and aims from day one.
- We assess your progress every four weeks, maximising your learning and helping you focus on areas to work on.
- The teachers give regular class tests.
- We are an established school, founded in 1980 and British Council accredited.
- Royal Tunbridge Wells is an attractive, historical town, ideally located between London and the coast.
- We are surrounded by beautiful countryside, in Kent, "The Garden of England".
- We advise you on how to continue with your studies in the future.



Royal Tunbridge Wells

Royal Tunbridge Wells, with a population of about 56,000, is situated in “The Garden of England”. Ideally located between London and the South Coast, it is one of only three “Royal” towns in England.

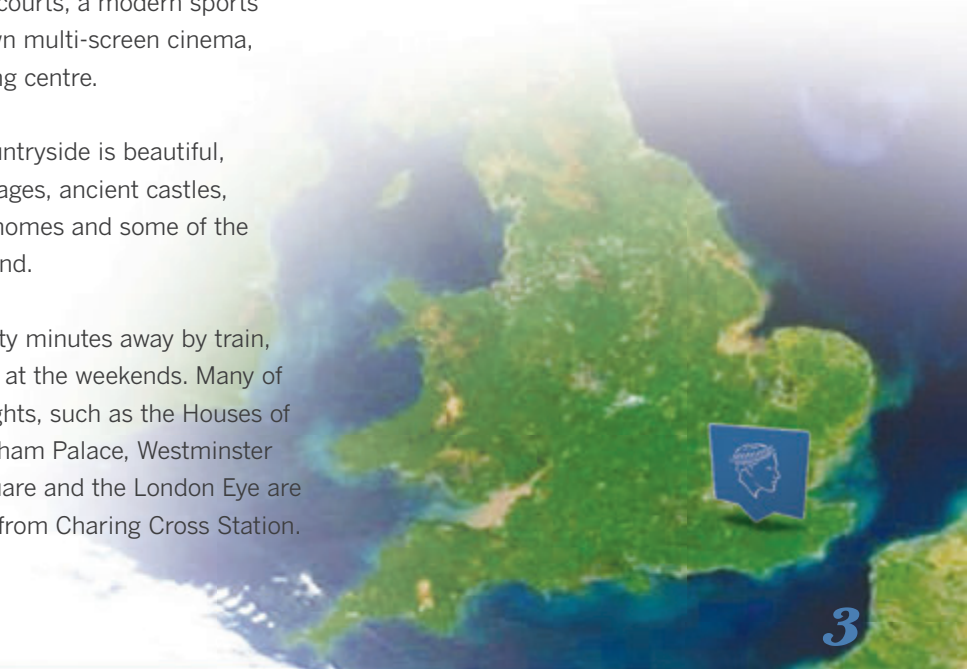
In the 17th century people came to “take the waters”, believing it could cure the sick. You can still see the spring and try the water today, from Easter to September. Royal Tunbridge Wells is a popular place with lots going on – cafés, restaurants, night clubs, a museum, a large shopping centre, theatres, a jazz club, a library, parks, gyms, tennis courts, a modern sports centre, an out-of-town multi-screen cinema, bowling and shopping centre.

The surrounding countryside is beautiful, with picturesque villages, ancient castles, magnificent stately homes and some of the finest views in England.

Central London is fifty minutes away by train, perfect for exploring at the weekends. Many of the most popular sights, such as the Houses of Parliament, Buckingham Palace, Westminster Abbey, Trafalgar Square and the London Eye are easy to visit on foot from Charing Cross Station.

To the south is the seaside, with both Brighton and Hastings near enough for day trips.

- a popular, friendly, spa town
- lots to see and do
- an ideal base for visiting some of England’s best places
- 50 minutes from Central London by train
- 40 minutes from the coast
- beautiful countryside, pretty villages
- nearby castles and stately homes to visit
- good railway links to Gatwick and Heathrow airports





Cicero is accredited by the British Council. The British Council regularly inspects schools and ensures that organisations provide quality provision.



www.facebook.com/cicerolanguages



www.linkedin.com/company/cicero-languages-international

Levels and Courses

Elementary

Very limited command of English but can take part in simple conversations on familiar subjects with a limited use of basic structures and vocabulary.

Pre Intermediate

A limited but effective command of English in familiar situations and can talk about familiar topics for a limited time with an adequate command of basic structures.

Intermediate

A generally effective command of English in a range of familiar situations and can engage in extended conversations on familiar topics with an adequate degree of fluency and range of expressions.

Upper Intermediate

A good operational command of English in a wide range of realistic situations and can engage in extended conversations with a good degree of both fluency and grammatical accuracy and wide range of expressions.

Advanced

An excellent operational command of English

in a wide range of real-world situations and can engage in a full range of spoken interactions confidently and effectively, giving due attention to appropriacy and register.

A TYPICAL DAY AT CICERO

- 08:00** breakfast at your host family
- 08:30** walk to Cicero
- 09:00** morning lessons
- 10:30 to 11:00** break
- 11:00 to 12:30** lessons
- 12:30 to 13:30** lunch break, prepare something in the small kitchen at school or buy something from one of the many bakeries, cafés or restaurants near the school
- 13:30** afternoon lessons (optional)
- 18:00** main evening meal at your host family
- Evening:** meet up with some of the students at a local pub, spend the evening with the host family or go on an activity organised by the school

GENERAL ENGLISH

mornings, afternoons or full-time

Most students join a group class for much or all of their time here. You can improve your English for your work, everyday use, or for travelling and holidays.

If you do not have any special language needs (such as work-related language), then group classes are ideal for you.

You will study with other students of a similar English level and will benefit from plenty of communication practice to help you become more fluent. You will gain confidence, learn to express yourself more naturally and understand what people say to you more easily.

Group lessons are the most economical way of studying.

Lesson units per week	20 or 30
Full hours per week	15 or 22.5
Class type	group
Level	elementary to upper intermediate
Max. class size	10
Course length	1 to 52 weeks

FAST TRACK 1-TO-1

mornings, afternoons or full-time

You have a teacher to yourself – two if you choose full-time one-to-one lessons. This course is designed specifically for your needs; it is effective and makes the most of your time here. It is suitable if you would like to achieve as much as possible within a limited time or if you need to focus on specific language areas for work, studies or exams. For example, a marketing executive might want to prepare for an important presentation, or a school student might need to get ready for an exam in English. We will send you a needs analysis in advance and call you if you would like to discuss any specific aspects of your course, or if we need to check your English level.

The teachers regularly discuss your progress with you and adapt the course plan according to your needs.

Lesson units per week	you choose
Full hours per week	you choose
Class type	1-to-1
Level	any
Max. class size	1
Course length	you choose

FAMILY ENGLISH

mornings

You have your own teacher for your family and you study in your host family's home.

You have three hours every morning and you choose how you divide up the time.

We will ask for your English levels and your interests before you come so your teacher can plan your lessons around your requirements. Parents must be available and responsible for their children at all times.

* At least one parent must be of pre intermediate level or higher.

Lesson units per week	20
Full hours per week	15
Class type	private group
Level	any - but see *
Max. class size	you choose
Course length	you choose
Min. age for tuition	5

SURVIVAL ENGLISH

mornings

A special course for people with basic English who want to learn more for travelling, holidays and leisure. You will study essential areas such as at the airport, shopping, at a restaurant, trains and buses, sightseeing and more.

You will go into Tunbridge Wells with your teacher and practise the language you have learnt.

Lesson units per week	20
Full hours per week	15
Class type	group
Level	elementary
Max. class size	10
Course length	1 week



“It’s a beautiful experience which I recommend to everybody who will learn English. I think Cicero is like a family, students and teachers are very friendly.”

MILENA, SWITZERLAND

Courses

IELTS EXAMINATION

afternoons

IELTS is one of the most widely used tests for people who want to study or work in English-speaking countries.

On this afternoon course, you will prepare and practise for the exam, learning useful techniques and tips from your teacher. The small classes give you lots of opportunity to make good progress.

You can take the exam at the end of your course if you wish. The exam usually takes place on a Saturday so you will need to make your return travel arrangements for the Sunday.

Lesson units per week	10
Full hours per week	7.5
Class type	group
Level:	intermediate and above
Max. class size	8
Course length	4 weeks

ENGLISH FOR BUSINESS

afternoons

On this course you will focus on English for your job. You will improve your business communication skills and cover everyday business areas. These may include telephoning, emailing, presentations, meetings, business travel and many more.

With a maximum of 6 in a class you will have plenty of speaking practice and attention from the teacher. We send you a needs analysis to complete in advance which helps your teacher to prepare the course.

The teacher regularly reviews the course content with the class and amends or adds to the plan as the course progresses.

Lesson units per week	15
Full hours per week	11.25
Class type	group
Level	pre intermediate and above
Max. class size	6
Course length	1 to 3 weeks

SUPPORT COURSE

afternoons

You have a teacher just for you and you can choose how many units you have a week. These lessons will give you extra help and support for the work you are doing in your morning classes.

Together you can look at grammar, vocabulary or other areas which you would like to spend more time on. The classes will give you more confidence and help you to make more progress.

Lesson units per week	1 to 5
Full hours per week	0.75 to 3.75
Class type	1-to-1
Level	elementary and above
Max. class size	1
Course length	you choose

SPECIAL INTEREST COURSES

A range of special courses which allow you to improve your English while learning about another subject or practising a sport you enjoy. They are ideal for you to use your English in a practical and different way. You will find that



Special Interest Courses

you make progress with your English without thinking about it.

You can book any number of these sessions for your afternoons (apart from the Afternoon Tea course) – they are completely flexible and the choice is yours.

For example you could study aromatherapy for one afternoon, then do some horse riding, followed by an afternoon visiting a local English garden.

AFTERNOON TEA

afternoons

In the first lesson you will learn about the customs and history of tea and tea-making with a qualified English teacher. You will then go out together for afternoon tea and some more interesting discussion.

In the second lesson, with an experienced cookery teacher, you will make some typical food for afternoon tea to take home with you, such as scones, shortbread and profiteroles – delicious!

Full hours per session	2.5
Class type	1-to-1
Level	elementary and above
Course length	2 sessions

AROMATHERAPY

afternoons

You will learn about the practice of aromatherapy with a qualified tutor. You can choose how many of these sessions you do – each one is two hours.

There are four options for you: learning how to make your own face cream, choosing three oils for a hand and foot massage, learning about different oils and their uses, or a session where you can request what you would like to do. You can choose as many sessions as you would like.

Full hours per session	2
Class type	1-to-1
Level	elementary and above
Course length	you choose

ART: DRAWING

afternoons

This course suits everyone - from beginners to more advanced artists. Our experienced teacher will plan the lesson for you, focusing on the materials or the techniques you use. You can learn to use graphite, charcoal, pastel, ink, crayon and gouache. He will teach you technique and observation, looking at areas such as scale, subject, composition, perspective, colour and pattern.

Full hours per session	2
Class type	1-to-1
Level	elementary and above
Course length	you choose

ART: WATERCOLOURS

afternoons

This course is suitable for all levels of art student. Our experienced teacher will plan the lesson to suit your needs.

You can learn about the use of materials - brushes, pigment and paper, and also about mixing, transparency, gradation, washes, pressure and drawing.

Special Interest Courses

Your teacher will show you how to paint your own picture.

Full hours per session	2
Class type	1-to-1
Level	elementary and above
Course length	you choose

ART: PAINTING WITH ACRYLICS

afternoons

This course teaches you how to work with acrylics.

You will study at your own speed with the guidance of an experienced teacher who will help you develop your own style.

You will look at mixing and application, he will advise you about what brushes to use and you will learn about drying, opacity and glazing.

Full hours per session	2
Class type	1-to-1
Level	elementary and above
Course length	you choose

DISCOVER LONDON

afternoons

On this course you will have the chance to visit London twice with your teacher and your class. In the first session you will plan in detail what you are going to see in London and your teacher will give you some useful information about places of interest.

In the second and third sessions you will visit London together in the afternoons for the trips you have planned. Please see our website for the latest course dates.

Full hours	14 including trips to London
Class type	group
Max. class size	10
Level	elementary and above
Course length	1 week

FLOWER ARRANGING

afternoons

The teacher is a very skilled and experienced flower arranger.

Each session is three hours and you can choose from the following: an introduction to flower arranging and making a lined

arrangement, a seasonal display and learning more about methods and materials, a contemporary decorative design, or a theme you can choose. The classes are at Cicero and you can take the displays home with you.

Full hours per session	3
Class type	1-to-1
Level	elementary and above
Course length	you choose

ENGLISH GARDENS

afternoons

This course takes you out of the classroom and into the beautiful countryside around Tunbridge Wells.

With a qualified English teacher, you will visit a local country house or castle and garden. The teacher will tell you about its history and background.

Each session is four hours including travelling time. You can book as many afternoon sessions as you would like – a very relaxing and pleasant way to spend your time!

Full hours per session	4
Class type	1-to-1
Level	elementary and above
Course length	you choose

HORSE RIDING

afternoons

For this course you can book any number of two-hour sessions with your own instructor and we organise your transport to the stables and back.

You will take care of the horse for thirty minutes and ride with your instructor for the rest of the lesson. You will hack out if you can already ride and if you are a beginner, you will start with arena work. If you are a more experienced rider some areas you might cover are dressage, lunge and jump lessons.

Full hours per session	2
Class type	1-to-1
Level	elementary and above
Course length	you choose

TENNIS

afternoons

You have your own tennis coach, an experienced and qualified instructor, who designs the course to suit your needs. You might spend time on the four basics of tennis – forehand, backhand, serve and volley, or you might want to focus on tactics and tennis rules. If you are not very experienced you might want to book two one-hour sessions instead of a longer period. You can improve your game whatever your level!

Full hours per session	2
Class type	1-to-1
Level	elementary and above
Course length	you choose

STUDENTS AGED 13 TO 17

If you are aged between 13 and 17 you can book a course with our accredited sister school, the Weymouth English Centre.
www.weymouthenglishcentre.com

Summer Courses for Teenagers (16-18)

THE COURSE

This course is designed for people aged between 16 and 18 who are still at school. It is a short course with lessons and a fun programme of activities in your summer holidays.

THE LESSONS

You will practise your grammar, improve your vocabulary and everyday expressions, and work on the skills of speaking, listening, reading and writing.

You will study with other young learners and adults in classes of mixed nationalities with a maximum of ten students per class.

We will help you to develop both your fluency and your confidence in English and improve your marks at school in your home country. There are two types of course:

ENGLISH & ACTIVITIES

This course has 15 hours (20 lesson units) of tuition a week, activities on three afternoons and three evenings each week and a day trip to London each Saturday.

ENGLISH INTENSIVE & ACTIVITIES

This course has 22.5 hours (30 lesson units) of tuition a week, activities on three evenings each week and a day trip to London each Saturday.

EXTRA LESSONS

If you would like some additional help with your lessons, you can book some Support Course sessions (see page 6).

ACCOMMODATION

Your accommodation will be in a single room and you will be the only person of your mother tongue in the family - unless you ask to share with a friend.

You will have breakfast and your evening meal with the family and packed lunches all week.

PROGRAMME OF ACTIVITIES

The programme of activities includes sports, visits to places of interest and cultural activities. Typical activities are tennis, a tour of Tunbridge Wells, a quiz night, bowling, rounders, cinema, a trip to the seaside or salsa dancing.

Each course includes two day trips to London with sightseeing, time in Covent Garden, a ride on the London Eye and more. All the activities are accompanied by Cicero leaders.

INCLUDED IN THE PRICE

This course price includes the lessons, course materials, accommodation with a host family, all meals and the full programme of activities with admission fees. The only extras you need are your travel to Tunbridge Wells and pocket money.

TRAVEL

We recommend that you book a flight to Heathrow airport to arrive between 09:00 and 17:00 UK time. You can then book a seat on our transfer coach or minibus. Our leaders will meet you when you arrive at Heathrow and bring you to Tunbridge Wells, where your hosts will be waiting for you.

For the return journey we recommend booking a flight that departs from Heathrow between 13:00 and 18:00. Our leaders will accompany you to the airport and help you check in. They will then stay at the airport until your flight has departed.



If you travel at different times or to different airports, we can book private taxi transfers for you. Please see the dates and prices for details.

A TYPICAL WEEK

SUNDAY

Arrival at Heathrow. Our leaders will meet you and take you to Tunbridge Wells, where you will meet your host family.

MONDAY

08:00 meet the staff and do a short test. You will then have an orientation and we will put you into a class of the right level.

09:30 to 11:00 and **11:30 to 13:00** lessons

13:00 to 14:00 lunch

14:00 to 15:30 afternoon lessons (intensive course students only). A guided tour of Tunbridge Wells

Evening: meet the other students for a game of bowling

TUESDAY

09:00 to 10:30 and **11:00 to 12:30** lessons

12:30 to 13:30 lunch

13:30 to 15:00 lessons (intensive course)

14:00 boating and rounders in the park

WEDNESDAY

09:00 to 10:30 and **11:00 to 12:30** lessons

12:30 to 13:30 lunch

13:30 to 15:00 lessons (intensive course)

Evening: a quiz night with prizes

THURSDAY

09:00 to 10:30 and **11:00 to 12:30** lessons

12:30 to 13:30 lunch

13:30 to 15:00 lessons (intensive course)

14:00 a visit to Knole House, dating from the 15th century and one of the largest houses in England, set in a beautiful 1,000-acre park

FRIDAY

09:00 to 10:30 and **11:00 to 12:30** lessons

12:30 to 13:30 lunch

13:30 to 15:00 lessons (intensive course)

Evening: a meal at a restaurant

SATURDAY

Day trip to London with sightseeing, time in Covent Garden and then a ride on the London Eye

SUNDAY

A free day with your host family or friends.

INFORMATION FOR PARENTS OF STUDENTS AGED UNDER 18

Our team is there to help if there are any questions or problems. Students are given an emergency contact number where they can always reach Cicero staff who will help outside normal school hours.

When students are not at school or on an organised activity, they can spend their free time with their host families or friends. We will ask them where they will be and when they are returning to their host families every day.

Students under 18 should be home by 22:30. If they wish to leave Tunbridge Wells outside the programme of activities they will need written permission from you and permission from the school. As part of our safeguarding policy, all our staff are officially checked. All other adults who might be alone with our students under 18 are also checked or have signed our Suitability to Work with Children form. You can find our full Safeguarding Policy on our website.

“Everything was great! We lived in a very friendly and hospitable family! As for Sally, she is a good, funny and clever teacher! We loved it! We would like to come again.”

**VADIM AND MAKAR,
RUSSIA**

The School & Visas

HOW OLD DO I NEED TO BE?

The minimum age for the courses in this brochure is 16, except the Family English course. Occasionally we accept bookings from students aged 15, but only in special circumstances.

WHAT WILL HAPPEN ON MY FIRST DAY AT SCHOOL?

When you arrive our team will be there to welcome you. There is a short written and spoken test which help us to create a profile for you and place you in the right class. We will then show you around the school and give you some information about your stay here before introducing you to your morning class teacher.

HOW IS MY LANGUAGE PROGRESS ASSESSED?

Your teachers will monitor your progress throughout your course and give you a one-to-one progress assessment session every four weeks. They will move you to a higher or lower level if necessary.

WHO ARE THE ENGLISH TEACHERS?

All our teachers are qualified as teachers of English as a foreign language and of a high professional standard.

WHO ARE THE STUDENTS?

Our students are aged 16 upwards and come from all over the world, so you will have plenty of opportunity to practise your English with them, in and outside class.

WHERE ARE THE LESSONS?

Classes are usually held at Cicero but in busy times we hire classrooms in another building in the town, less than ten minutes' walk from the school.

I AM A BEGINNER AND DON'T SPEAK ANY ENGLISH YET - HAVE YOU GOT A COURSE FOR ME?

Yes we have. Fast Track courses are suitable for beginners and give you the perfect opportunity to make good progress within a limited time. You can start with 60 hours of one-to-one lessons and then join a group course when your level is suitable. Group courses are for students who can speak and write a little English, elementary level or above.

IS THE SCHOOL OPEN ON PUBLIC HOLIDAYS?

Yes, we are open from Monday to Friday throughout the year including public holidays, except the Christmas and New Year period.





WHAT EXTRA WORK CAN I DO TO HELP MY ENGLISH?

You can borrow DVDs and library books from us for your free time. Your teacher will guide you about which areas of the language you need to focus on and you can ask for extra work if you feel you need some.

There are many websites and apps which you can use to help your English – speak to your teachers for further advice.

Spending your free time with students of different nationalities is one of the best ways of practising your English without even knowing you are doing it!

I'M STILL NOT QUITE SURE WHICH COURSE I SHOULD BOOK - CAN YOU HELP ME?

Yes we can; finding the right course for you is important and we will take time to help you. You can email, call or use our live online help system. If you tell us what your aims are, we will advise you about the best way of achieving them.

HOW CAN I BOOK A COURSE?

Booking is easy; you can book online or you can

fill in the booking form in our brochure. We can send you an electronic version of the form if you would prefer. We will send you confirmation when we have received your booking.

HOW CAN I PAY FOR MY COURSE?

In the email we send to confirm we have received your booking we will also send you our bank account details and information about different ways of paying.

You pay a £200 deposit to guarantee your place and the rest of your payment, by credit card or bank transfer, is due at least two weeks before your course start date.

DO I NEED A VISA?

If you hold a passport from an EU country, Switzerland, Iceland, Lichtenstein or Norway, you should not need a visa. Otherwise you should check with your nearest British Embassy or Consulate or look at the Foreign and Commonwealth Office website at: www.ukvisas.gov.uk.

If you need a visa to study here, you must book a course with a minimum of 15 hours per week.

IF I AM APPLYING FOR A VISA, WHAT DO I NEED FROM THE SCHOOL?

When you have booked your course and paid the deposit, we will send you a Certificate of Enrolment and an invoice showing your deposit payment and the total fees due. You should send these papers with your visa application.

WHAT HAPPENS IF MY VISA APPLICATION IS REFUSED?

We will refund the money you have paid us, minus an administrative fee of £50. We will need to see the letter of refusal from the British Embassy at least one week before your course start date.

HOW CAN I KEEP IN CONTACT WITH MY FAMILY AND FRIENDS?

You can use the school's free wi-fi internet connection. Most of our host families also have wireless access.

IS THERE A PLACE OF WORSHIP FOR ME IN TUNBRIDGE WELLS?

There are places of worship for people of many different faiths. You will find a list in the information booklet we send you before you start your course.

“I’m so happy with my course and teachers. When I arrived England, I couldn’t speak, listen and write in English. My English was improved. If my friends who wants to study abroad, I recommend Cicero to them.”

KAZUNORI, JAPAN

Accommodation & Travel

WHERE WILL I STAY?

We recommend you stay with one of our local host families. Living as part of a family will give you plenty of chance to communicate in English and also experience the English way of life.

WHO ARE THE HOST FAMILIES?

We have a wide range of different host families. Some are young, some are older, some have young children and some older children. They all enjoy looking after their foreign guests while they are studying here.

Our students have different wishes. Some want to stay with a family with children or a family with no children, others prefer to stay with older people. If you have any special wishes, please write them on your booking form and we will do our best to find the right family for you.

HOW DO YOU SELECT THE HOST FAMILIES?

We visit all our families regularly to make sure they and the accommodation are suitable. We have regular contact with the host families and we will select a family which suits your

requirements. We only choose the host families where we would be happy to stay ourselves.

I AM A VEGETARIAN - HAVE YOU GOT A FAMILY FOR ME?

Yes, we have families who are happy to cater for more unusual diets. You just need to tell us the details when you book. There may be an extra charge for some diets.

WHAT CAN I EXPECT OF MY HOST FAMILY?

You will have your own room. Your host family will provide you with breakfast and a main evening meal from Monday to Friday, plus lunch at the weekend if you are at home, or a packed lunch if you are out. Your host family will also do your everyday washing for you.

WHERE CAN I GET LUNCH ON SCHOOL DAYS?

There are plenty of sandwich and snack bars, cafés and restaurants in the town. There is also a supermarket 5 minutes’ walk from the school. The school also has a small students’ room with a hot drinks machine, microwave ovens and a fridge, all of which you may use.

WILL ANY OTHER STUDENTS BE STAYING WITH MY HOST FAMILY?

Some families only host one student and others two or more. The maximum is four, but most families take fewer.

Each student will have his or her own single room and you will be the only student of your nationality and language throughout your stay, unless you request otherwise.



I AM BOOKING A COURSE TOGETHER WITH MY PARTNER - CAN WE SHARE A DOUBLE ROOM?

Yes, you just need to tell us this on your booking form.

WHERE DO THE HOST FAMILIES LIVE?

Most are within 30 minutes' walk of the school, or a short bus ride away. You may choose to buy a bus pass for unlimited bus travel within Tunbridge Wells. You can buy your pass from the driver.

I DON'T WANT TO STAY WITH A HOST FAMILY - IS THERE AN ALTERNATIVE?

Yes. We recommend that you stay with one of our families but there are local hotels and guest houses which provide bed and breakfast. If you let us know what you would like, we can recommend some to you.

WHAT IS THE BEST AIRPORT TO FLY TO?

You can fly to Gatwick, Heathrow, Stansted, London City or Luton airports.

By road, Gatwick is the nearest, just 24 kilometres away; Heathrow is about 98 kilometres. Both airports have regular train services.

Stansted is 104 kilometres away by road with good train connections, but you will need to change trains twice.

London City is near the centre of London; it has a good train connection with one change. Luton Airport is about 134km north of London with a regular train and daily coach services. There is a coach service from each of the airports, but most have only one coach a day and you have to change coaches in London. We can organise a taxi transfer for you from any airport – please see our dates and prices list for full details.

Our website has up to date information about travel to and from Tunbridge Wells, including the Eurostar train service.

If you have any questions please email us and we will be happy to help you.





CICERO LANGUAGES INTERNATIONAL LTD.

42 Upper Grosvenor Road, Tunbridge Wells, Kent TN1 2ET England

Tel: +44 (0)1892 547077 Fax: +44 (0)1892 522749 Email: info@cicero.co.uk

www.cicero.co.uk

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CICERO
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Since 1980

42 Upper Grosvenor Road,
Tunbridge Wells, Kent
TN1 2ET England

Tel: +44 (0)1892 547077

Fax: +44 (0)1892 522749

Email: info@cicero.co.uk

www.cicero.co.uk

Incorporated in England and Wales.

Company No. 05859952

Course Dates & Prices 2014 SHEET 1

GENERAL ENGLISH

Lesson times	mornings	mornings & afternoons	afternoons
Group lesson units per week at 45 mins	20	30	10
Full hours per week	15	22.5	7.5
Maximum class size	10	10	10
Average class size	7	7	7

Course length	price per week	price per week	price per week
1 – 4 weeks	£205	£276	£75
5 – 9 weeks	£195	£259	£75
10 – 19 weeks	£180	£243	£75
20 – 29 weeks	£164	£221	£75
30+ weeks	£144	£193	£75
Registration and materials	£40	£40	£10

Starting dates any Monday from 6th January to 15th December

SUMMER COURSES FOR TEENAGERS (16+)

Course	English & Activities	English Intensive & Activities
Lesson times	mornings	mornings and afternoons
Lesson units per week at 45 mins	20	30
Full hours per week	15	22.5
Course length	2 weeks	2 weeks
Price for 2 weeks	£1090	£1185
Registration and materials	included	included
Accommodation	included	included
Programme of activities	included	included
Course dates	6th July to 20th July; 20th July to 3rd August; 3rd August to 17th August	

IELTS EXAM COURSE – AFTERNOONS

Group lesson units per week at 45 mins	10
Full hours per week	7.5
Maximum class size	8
Average class size	6
Course length	4 weeks
Price per week	£85
Registration and materials	free if booked with morning course, £40 if booked alone
Starting dates	30th June; 21st July
Minimum level	intermediate

BUSINESS ENGLISH – AFTERNOONS

Group lesson units per week at 45 mins	15
Full hours per week	11.25
Maximum class size	6
Average class size	3
Course length	1 – 3 weeks
Price per week	£185
Registration and materials	free if booked with morning course, £10 if booked alone
Starting dates	7th July; 14th July; 21st July; 28th July; 4th August; 11th August
Minimum level	pre intermediate

Course Dates & Prices 2014 SHEET 1 CONTINUED

◀ SURVIVAL ENGLISH – MORNINGS

Group lesson units per week at 45 mins	20
Full hours per week	15
Maximum class size	10
Course length	1 week
Price per week	£225
Registration and materials	free if booked with another morning course, £10 if booked alone
Starting dates	12th May; 1st September

DISCOVER LONDON – AFTERNOONS

Full hours per week	14
Maximum class size	10
Course length	1 week
Price per week	£145
Registration and materials	free if booked with morning course, £10 if booked alone
Starting dates	30th June; 21st July; 4th August

FAMILY ENGLISH ENGLISH – MORNINGS

Lesson units per week at 45 mins	20
Full hours per week	15
Course length	any number of weeks
Price per week	£860 per family
Registration and materials	£40 per family
Accommodation	£140 per person/week (children aged 3–7: £70, aged 8+: £140)
Starting dates	any Monday from 6th January to 15th December

FAST TRACK COURSES – MORNINGS, AFTERNOONS OR BOTH

Price per unit (at 45 mins): 1 – 40 units	£48
Price per unit (at 45 mins): 41 – 100 units	£47
Price per unit (at 45 mins): 101+ units	£45
Course length	any number of weeks
Registration and materials	free if booked with morning course, £40 if booked alone
Starting dates	any date from 6th January to 15th December

SUPPORT COURSES – AFTERNOONS

Price per unit (at 45 mins): 1 – 10 units	£40
Price per unit (at 45 mins): 11 – 20 units	£38
Price per unit (at 45 mins): 21+ units	£36
Course length	any number of weeks
Registration and materials	free
Starting dates	any date from 6th January to 15th December



CICERO
LANGUAGES
INTERNATIONAL

Since 1980

42 Upper Grosvenor Road,
Tunbridge Wells, Kent
TN1 2ET England

Tel: +44 (0)1892 547077
Fax: +44 (0)1892 522749
Email: info@cicero.co.uk

www.cicero.co.uk

Incorporated in England and Wales.
Company No. 05859952

Course Dates & Prices 2014 SHEET 2

SPECIAL INTEREST COURSES – AFTERNOONS

These courses are with 1-1 tuition; you have your own personal tutor. You can book them for any week days of your choice except English Gardens (details below). The courses take in the afternoons and can be booked in combination with any morning course.

Course	Hours at 60 mins	1-1 tuition price	info
Afternoon Tea	5	£285	For one week only. Two sessions of 2.5 hours each. All materials included. A short walk (max 20 mins) from Cicero.
Aromatherapy 1: blending oils & making a face cream	2	£76	All materials included. A 20 min walk from Cicero.
Aromatherapy 2: choosing oils for a hand & foot massage	2	£76	All materials included. A 20 min walk from Cicero.
Aromatherapy 3: different oils and their uses	2	£76	All materials included. A 20 min walk from Cicero.
Aromatherapy 4: your choice	2	£76	All materials included. A 20 min walk from Cicero.
Art 1: drawing – materials and media	2	£84	All materials included. Course takes place at Cicero.
Art 2: drawing – technique and observation	2	£84	All materials included. Course takes place at Cicero.
Art 3: painting with watercolours	2	£84	All materials included. Course takes place at Cicero.
Art 4: drawing – painting with acrylics	2	£84	All materials included. Course takes place at Cicero.
English Gardens	4	£135	Transport and entry tickets included. Hours include travelling time. Available from 14th April to 5th September.
Flower Arranging 1: lined arrangements	3	£145	Course is at Cicero or a short walk away (max 20 mins). All materials included.
Flower Arranging 2: seasonal baskets	3	£145	Course is at Cicero or a short walk away (max 20 mins). All materials included.
Flower Arranging 3: contemporary decorative design	3	£145	Course is at Cicero or a short walk away (max 20 mins). All materials included.
Flower Arranging 4: your choice	3	£145	Course is at Cicero or a short walk away (max 20 mins). All materials included.
Horse Riding	2	£115	Transport from and back to Cicero included.
Tennis	2	£135	Takes place a 20 min walk from Cicero.



Course Dates & Prices 2014 **SHEET 2 CONTINUED**

◀ **AIRPORT TRANSFERS**

From / to	Students aged 18 or over – each journey	Students under 18*
Gatwick Airport – private taxi	£90	arrival £90; return £160
Heathrow Airport – private taxi	£115	arrival £115; return £185
Heathrow Airport – Cicero coach for students on our summer courses for teenagers	£45 (please see website for times)	arrival £45; return £45
Stansted Airport – private taxi	£120	arrival £120; return £190
London City Airport – private taxi	£110	arrival £110; return £180
Luton Airport – private taxi	£140	arrival £140; return £210
Ashford or Ebbsfleet International Station (Eurostar) – private taxi	£85	arrival £85; return £155
St Pancras International Station (Eurostar) – private taxi	£120	arrival £120; return £190

**the taxi return transfers for students under 18 are more expensive as the taxi driver helps with the flight check-in and then waits at the airport until the flight has departed. He or she is there to help if the flight is cancelled.*

For pick-up and return times between 22:00 and 06:00: £30 extra per journey

ACCOMMODATION – ARRIVAL SUNDAY, DEPARTURE SATURDAY

With a host family (see brochure/website)	£140 per week
Supplement for special diet (vegan, gluten-free, lactose-free)	£20 per week
Extra nights	£30 per night



Terms & Conditions

1. PAYMENT

A deposit of £200 is payable with your booking. We will send you details of how to pay and your booking will be confirmed as soon as we have received payment.

The rest of the course and all accommodation fees must be received by Cicero no later than two weeks before your course starts. If payment has not been received by then, Cicero reserves the right to cancel the booking.

2. CHANGE OF COURSE

If you start your course and then wish to change to a different course you must give at least two weeks' notice. You can only start the new course on a scheduled starting date. If the total fees are lower than the original price you will receive a credit towards an extension of your course or towards another course at the school to be taken at any time during the twelve months after the change of course. No cash refund will be given. Special Interest courses cannot be changed to other courses.

3. STUDENT HOLIDAYS

If you would like a holiday while you are at Cicero, you must give four week's notice.

Holiday must be taken in complete weeks from Monday to Friday.

4. VISAS

If you need a visa it is your responsibility to ensure that you apply for the correct type and that all the details on your Certificate of Enrolment are correct before you apply for your visa.

5. CANCELLATION

You can cancel your course at any time before the start date. We request that you do this in writing. We will refund the money you have paid less a fee to cover our costs depending on when we receive your cancellation as follows:

- more than 30 days before your course is due to start: £75
- between 30 and 15 days before your course is due to start: 30% of the tuition fees
- between 14 and 7 days before your course is due to start: 45% of the tuition fees
- less than 7 days before your course is due to start: 75% of the tuition fees

If you have booked accommodation there is an additional cancellation charge of one week's accommodation fees if we receive

your cancellation less than 30 days before the accommodation is due to start.

There is an additional cancellation fee of £50 for the cancellation of any Special Interest course regardless of when it is cancelled.

No refund of course fees is given if you wish to cancel your course after it has started but you may defer the remaining weeks to any time within the next twelve months provided you give at least four weeks' notice. If you give less than four weeks' notice then one week will be deducted from the length of the remaining course time. Special Interest courses cannot be deferred.

If you need a visa and your visa is refused we will refund the money you have paid us minus an administrative fee of £50, provided we receive the original or an electronic copy of the letter of refusal at least one week before your course is due to start.

No refund can be given on any airport transfers booked but not used on the dates for which they have been booked or for other services booked and not used.

Terms & Conditions **CONTINUED**

◀ Any additional charges for services provided by a third party (for example courier services) are not refundable.

6. ACCOMMODATION

If the school organises accommodation for you and you wish to change or leave your accommodation once you are in the accommodation, you must inform the school at least 14 days in advance and the accommodation fees must be paid for the whole of this period. The regular accommodation fees continue to be payable for any periods during which you are absent.

7. LIABILITY AND INSURANCE

Cicero Languages International, its staff, representatives and host families will not be liable for any loss, damage, illness or injury to persons or property however caused except where such liability is imposed under UK law.

It is your responsibility to take out insurance to cover all such risks. We also advise you to take out insurance to cover any costs of cancellation or curtailment of your course.

If any outside activities are cancelled due to bad weather we will re-schedule them if possible. If any such cancelled activities form part of a lesson and we are unable to re-schedule them, you will be invited to take additional English lessons instead, if possible. If you are not satisfied with any of the services provided by the school you must inform a representative of the school at the earliest opportunity so that we can take appropriate steps to rectify the situation. The school cannot be held responsible for any matters which are not reported.

8. SCHOOL RULES

The school has rules which are designed to provide a safe and effective environment for all students and staff. You agree to comply with these rules as well as with English law.

9. DATA PROTECTION

Information you supply will only be passed on to third parties where this is necessary, for example to host families, taxi drivers, British Council or other inspectors or for security or immigration purposes.

10. PHOTOGRAPHS AND VIDEOS

We sometimes take photographs and videos for publicity purposes. If you do not wish to appear in any such materials please inform us in writing before the start of your course, otherwise we have the unreserved right to use such materials.

11. STUDENTS AGED UNDER 18

Parents or guardians accept responsibility for any problems which may arise.

Parents or guardians must explain to students aged under 18 that they must comply with the school's rules. Failure to observe the rules might result in the student being sent home before the end of the course without compensation. In that case it is the responsibility of the parent or guardian to arrange for an adult to collect the student from Tunbridge Wells or to meet the student at the place of arrival and at a time specified by the school. If a parent or guardian is not able to collect the student from Tunbridge Wells then he or she will be responsible for paying the costs of the student being escorted to a UK airport as well as for the student's flight ticket home.



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Booking Form

PERSONAL

Surname:

First name:

Address:

Postal code:

Town: Country:

Tel home: Tel mobile:

Email:

Date of birth: Gender: female male

Nationality:

Main Language:

Level of English: beginner elementary
 pre intermediate intermediate
 upper intermediate advanced

24-hour emergency contact (English-speaking)

Surname:

First name:

Tel home: Tel mobile:

Relationship to you (eg. mother, brother, etc.):

YOUR ACCOMMODATION

Do you want us to book a host family for you? yes no

Date you will arrive at the host family:

Date you will leave the host family:

Any special requirements for your accommodation:

Do you smoke? yes no

Do you have any medical conditions we or your host family need to know about (in confidence)? If so, please give details:

YOUR COURSE

Course name:

Starting date of course: Number of weeks:

Any extra courses

Course:

Starting date: Weeks:

Do you want to book any Support Course sessions? yes no

If yes, for how many weeks? sessions per week:

YOUR TRAVEL

Date of arrival in UK: Flight number:

Arrival time: Airport & terminal:

Do you want us to book a taxi from the airport to your accommodation?
 yes no

Date of departure from UK: Flight number:

Departure time: Airport & terminal:

Do you want us to book a taxi from your accommodation to the airport?
 yes no

I have read and agree to the terms and conditions

Signature:

Date: