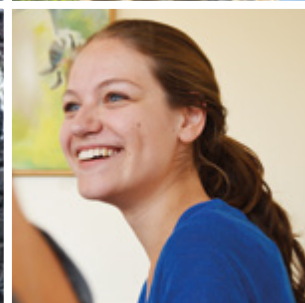
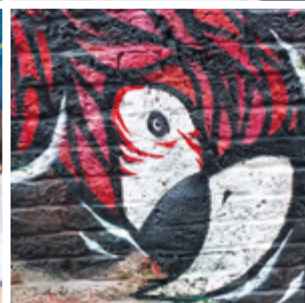
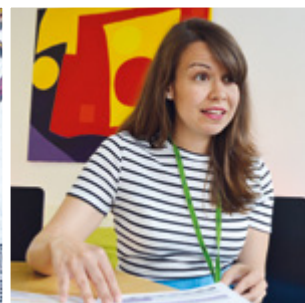
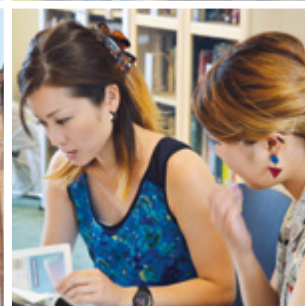
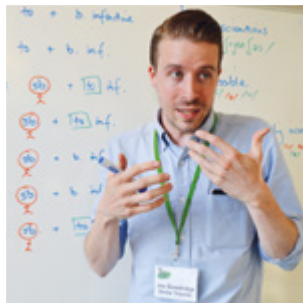
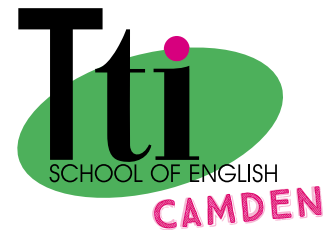


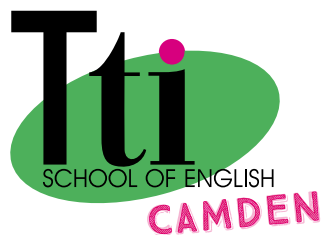
Tti School of English

Course information 2016





A warm welcome from Bridie O'Reilly and Guy Rose!
We'd like to introduce you to our school...



Accredited by the
BRITISH COUNCIL
for the teaching
of English



ENGLISHUK
member

Why Choose Tti School of English?

- ✓ We are an independent boutique school, not part of a chain.
- ✓ Tti School is very close to the centre of London: (15 mins to Covent Garden).
- ✓ We can offer you a good choice of accommodation.
- ✓ Since 1998 over 20,000 students have chosen to study with us.
- ✓ Many students have described Tti as their 'Home from Home'.
- ✓ We are accredited by the British Council and a member of English UK.
- ✓ We achieved 'Centre of Excellence' in 2013, 2014, and 2015.
- ✓ Our ISI inspection report for 2015 said 'The quality of the curriculum, teaching and students' achievement is excellent.'
- ✓ You will study with well-qualified teachers who love to teach.
- ✓ We have an impressive Social Programme.
- ✓ Camden is a really interesting, creative and vibrant location.
- ✓ We have a comfortable dedicated 30+ suite.
- ✓ We offer free tea and coffee all day.
- ✓ Free wifi; a library of books and DVDs.
- ✓ E-learning access continues after you finish your course.

- ✓ We know you'll love your time here!

Important Information:

- A £45 registration fee applies to all courses.
- All courses are from Monday to Friday.
- Lessons are 50 minutes in length.
- Minimum age is 16 for General and Exam courses and 18 years old for Business English and Work Experience programmes.
- Prices include all course materials and free E-learning. Plus a weekly teacher-led social programme which includes some free activities.

Tti School in 2016

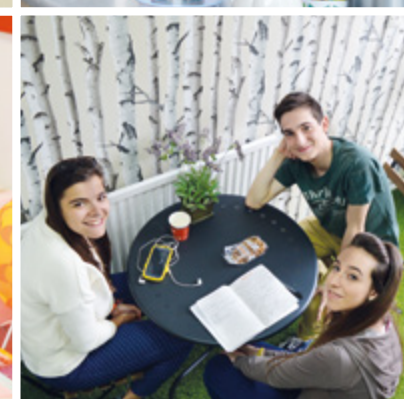
We are pleased to offer you a wide choice of courses. You can start any Monday apart from courses with set start dates.

General English	Focus on your confidence and fluency in spoken English while developing your knowledge of grammar and vocabulary. Our teachers will inspire you to achieve the best you can in the time you have available. Maximum 15 in a class.
30+ General English	Study in an adult environment with other mature students. You will be able to negotiate a syllabus with your group and teachers to create a more personalised course. Maximum 12 per class, B1 level or higher.
English for Business	Build the confidence you need to succeed in an international company! Our Business English course gives you practical skills to help you communicate effectively in a work environment. Lessons are designed to reflect real-life professional situations.
IELTS Exam preparation	We can make sure you achieve the score you need! Our teachers are very well experienced in motivating students and will guide you through the exam process every step of the way.
FCE and CAE Exam preparation	Closed group courses structured to ensure success! You will follow a Cambridge approved and designed syllabus. There are set start dates for these courses throughout the year.
TOEFL	Combine our General English course with 5 one-to-one lessons for exam preparation each week.
BEC Vantage and BEC Higher	Prepare for a career in business! Combine our Business English course with 5 one-to-one lessons for exam preparation each week.
Tti Course + Paid Work Experience or Internship	Combine a course of English with the experience of practising what you have learnt in a professional environment.
Long-term Academic Focus	The most cost effective way of studying in London for 15 or more weeks. We offer flexible timetables and discounted exam course fees with this course.
Individual Tuition	If you have specific times you can study or areas to improve, book one-to-one lessons for a personalised learning programme.
Christmas and New Year	The perfect gift for friends, family – or for yourself! Improve your language skills during the morning and join in with London's magical festivities during the afternoon.

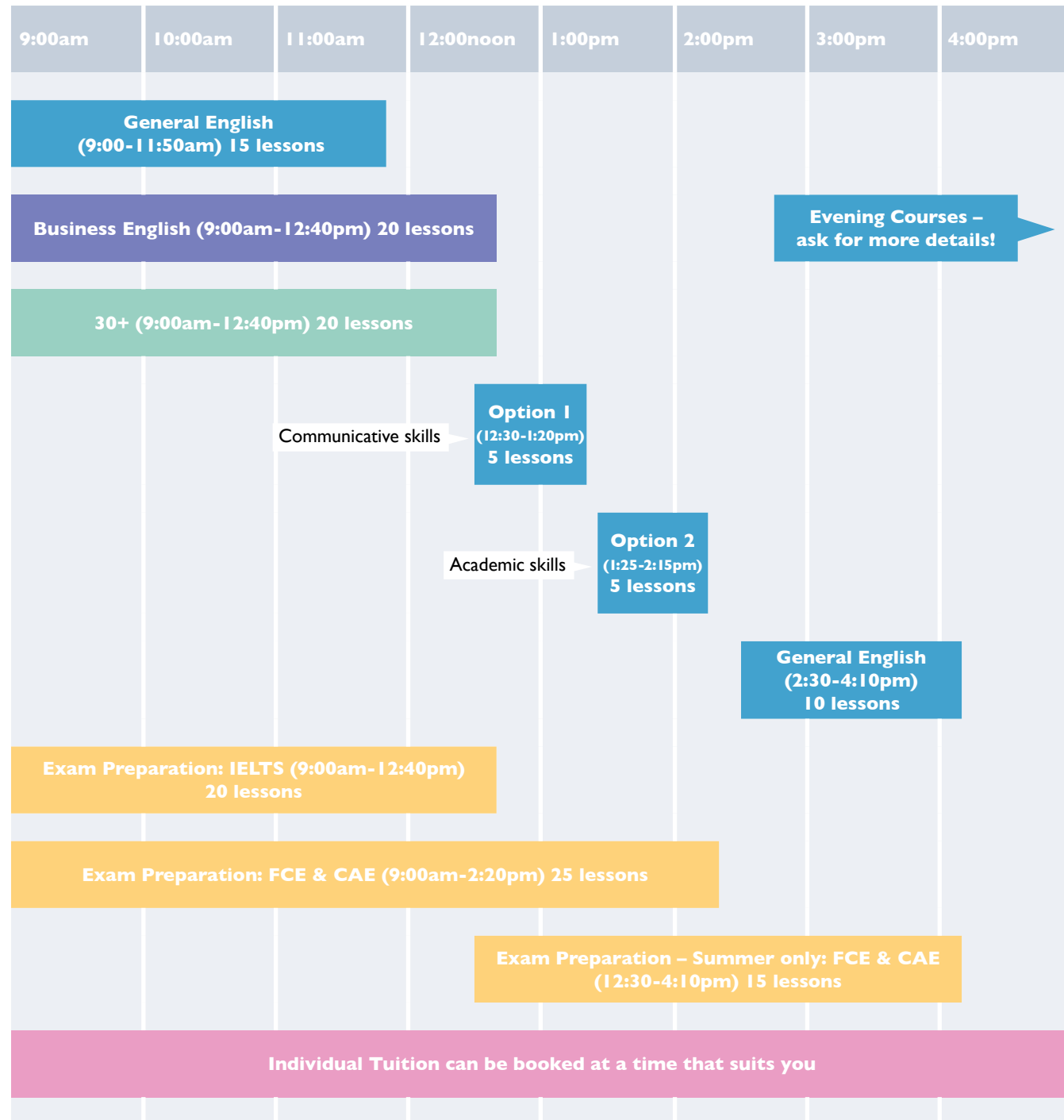


Meet the Principal, Viv Canal

At Tti School of English you will find the warmest welcome and the most creative language school in London. The Tti team look forward to meeting you soon!



Weekly Timetable



General English Courses

General English is our most popular course. You can create your own timetable to give you the perfect balance between learning and free time. Level of English: Elementary to Advanced.



Why choose our General English Course?

- Develop your knowledge of grammar and vocabulary.
- Practise the 4 key language skills through interactive classroom activities, local cultural outings and guided self-study.
- Flexibility – You can choose a part time or full time course with a flexible timetable – you can study all day or just in the morning or afternoon.

With our two Option classes you can take communicative skills (i.e. conversation practice, pronunciation or vocabulary in context); and/or academic skills (i.e. writing formal documents, grammar in context or exam skills).

Lessons per week	Number of study weeks											
	1	2	3	4	5	6	7	8	9	10	12	>12 weekly price
35	£340	£636	£954	£1272	£1590	£1680	£1960	£2024	–	–	–	–
30	£294	£544	£816	£1088	£1360	£1452	£1694	£1776	£1998	£2220	£2448	+£204
25	£275	£506	£759	£1012	£1265	£1362	£1589	£1664	£1872	£2080	£2280	+£190
20	£220	£412	£618	£824	£1030	£1098	£1281	£1328	£1494	£1660	£1824	+£152
15	£165	£306	£459	£612	£765	£822	£959	£1000	£1125	£1250	£1392	+£116
10	£110	£200	£300	£400	£500	£540	£630	£680	£765	£850	£936	+£78

Build your week at Tti

N.B. For an intensive course choose 20 lessons or more

General English (9:00-11:50am) 15 lessons +
 Option 1 (12:30-1:20pm) 5 lessons +
 General English (2:30-4:10pm) 10 lessons = **30 lessons per week, for example**

Business English Course

Build the confidence you need to succeed in an international company! Our Business English course gives you practical skills to help you communicate effectively in a work environment. Lessons are designed to reflect real-life professional situations. Choose a Business English 20 lesson course or add 10 lessons of General English in the afternoon for a more intensive programme.



Why choose our Business Course?

- Develop your functional language for the workplace and be able to confidently speak with colleagues in English.
- Ideal for you if you are studying Business Administration at university or working in an international environment.
- Topics covered include: telephone skills, giving presentations, negotiating, informal and formal writing, the language of meetings and small-talk.

If your level of English is intermediate or higher this is the perfect course for you!

Lessons per week	Max. class size	Times	Number of study weeks										>12 weekly price	
			1	2	3	4	5	6	7	8	9	10		12
20	12	9am-12:40pm	£250	£470	£705	£940	£1175	£1242	£1449	£1536	£1728	£1900	£2136	+£116
30 †		9am-12:40pm & 2:30-4:10pm	£325	£600	£900	£1200	£1500	£1620	£1890	£2104	£2367	£2630	£2880	+£116

† Intensive course: includes 10 lessons of General English in the afternoon

BEC (Business English Certificate) Vantage and Higher



BEC Vantage and BEC Higher are two qualifications which will help you achieve your ambitions in international business. This course combines 20 lessons of Business English with 5 one-to-one exam preparation lessons each week.

Course	Lessons per week	Number of study weeks			
		1	2	3	4
BEC	20 lessons + 5 one-to-one lessons	£425	£820	£1230	£1640
		£2050	£2292	£2674	£2936

Long-term Focus Courses

If you are planning an extended stay in the UK, our long-term courses will give you the chance to dramatically improve your language skills. With new courses lasting from 15 to 44 weeks starting every Monday, you're sure to find a long-term course that fits your plans. There is the option to study Business English too. You can also join our Exam Preparation programmes at discounted prices. We strongly recommend you sit an external exam during your long-term course.

Why choose our Long-term Focus Courses?

- Monthly breakfast meetings with our senior management to monitor your progress.
- Tutorials with your teacher to ensure your study plan is on track.
- Discounted upgrades to Exam courses.
- Flexible timetable.



The longer you study the cheaper it is per week.

15 – 24 weeks = £134 31 – 36 weeks = £124
25 – 30 weeks = £130 36 – 44 weeks = £114

As we recommend that you take an exam preparation course and sit an external exam during your stay, here are our special discounted rates:

Long-term Focus Course Optional Upgrades			Number of study weeks						
IELTS 20 Course	Minimum 2 week booking	£20 per week	Lessons per week	Times	15	24	30	36	44
FCE 25 & CAE 25	for 8 weeks	£300	20	9am-1:20pm or 12:30-4:10pm	£2010	£3216	£3900	£4464	£5016
FCE 20 & CAE 20 – Summer Only	Minimum 2 week booking	£20 per week			£2010	£3216	£3900	£4464	£5016

Individual Tuition

This is the fastest way to see improvement in your language knowledge.

One-to-one lessons are tailor-made to your needs and topics of interest.

Book private classes for individual attention from your teacher.

Alternatively, travel with a friend and the two of you can share a class with your own teacher.

One-to-one:
£58 per hour or
£49 per hour
when booking 5 hours or more.

Two-to-one (with a friend):
£40 per person per hour or
£32 per person per hour
when booking 5 hours or more.



30+ General English Course

We know you are young at heart! Our 30+ course allows you to study and socialise together with like-minded people – without any teenagers! Study 20 lessons per week in our dedicated 30+ suite in our centre in lively and fascinating Camden, close to Central London.



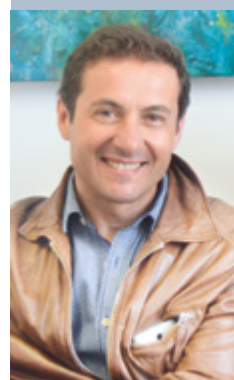
Why choose our 30+ Course?

- A tailor-made programme just for you. Our enthusiastic highly-qualified teachers will create your course through a negotiated syllabus for a more personalised programme.
- Maximum 12 students per class.
- Weekly teacher-led class trips to London's museums, parks and attractions.
- Weekly speakers with Q&A sessions for native speaker interaction in our bright new 30+ suite. Guests have included museum curators, journalists, actors, local politicians and entrepreneurs.

If your level of English is intermediate or higher this is the perfect course for you.

Lessons per week	Max. class size	Times	Number of study weeks											
			1	2	3	4	5	6	7	8	9	10	11	12
20	12	9am-12:40pm	£260	£492	£738	£984	£1230	£1338	£1561	£1648	£1854	£2060	£2112	£2304

What Tti students have to say...



Massimo Chivilò
Italy

I have really enjoyed Tti's 30+ course. In the beginning, I did not feel confident to speak very well but the teachers were very kind and always encouraged me. Our classroom environment is a calm, comfortable space to improve your English and all the students are proactive. The guest speakers help you also to learn English in a natural way. Thank you for a wonderful time and I'll keep studying English after this experience at Tti.

This is my seventh time studying at Tti. The 30+ course was a great experience and I really enjoyed studying in a small group and the weekly trips. The teachers are always keeping us engaged with interesting topics from UK culture to politics and global issues. I would definitely recommend this course to anyone looking to improve their English with a more interactive course.



Satsuki Ishizuka
Japan

Weekly trips to London's hidden gems



Drury Lane Theatre Tour



St Ethelburga's Church



Bank of England

Meet some of our Guest Speakers



Gillian Hamer
Nutritionist



Oliver Hewett
Professional Actor



Celine Luppò
McDaid
Curator at
Dr. Johnson's
House



Andrew Skeates
Masseur



IELTS Exam Preparation

The perfect preparation for your IELTS exam. This is a very focused course with two key objectives: to help you walk into your exam feeling confident; and to complete the exam with the IELTS score you require for your future. You must have an Intermediate level of English and pass our IELTS pre-test before being accepted onto the course.



Why choose our IELTS Preparation Course?

- Flexibility – You can start your course any Monday.
- Small classes – Maximum of 12 students.
- Real Exam Practice – At Tti you will sit regular tests and full mock exams during the course.
- Tutorials – You will have one-to-one tutorials with your teachers to monitor your progress and help with your personalised e-study plan.
- You can combine your IELTS course with 10 afternoon General English lessons to intensify your chosen programme.

Lessons per week	Max. class size	Times	Number of study weeks							
			1	2	3	4	6	8	10	12
20	12	9am-12:40pm	£250	£470	£705	£940	£1242	£1536	£1900	£2136
30 †		9am-12:40pm & 2:30-4:10pm	£325	£600	£900	£1200	£1620	£2104	£2630	£2880

† Intensive course: includes 10 lessons of General English in the afternoon

Exam Fee: £165

TOEFL Exam Preparation



The TOEFL exam is recognised by more than 9,000 colleges, universities and businesses in more than 130 countries, including Australia, Canada, the U.K. and the United States. This course combines 20 lessons of General English with 5 one-to-one exam preparation lessons each week.

Request one-to-one for other exams including TOEIC...

Course	Lessons per week	Number of study weeks			
		1	2	3	4
TOEFL	20 lessons + 5 one-to-one lessons	£395	£762	£1143	£1524
		£1905	£2489	£2506	£2728

FCE and CAE Exam Preparation

Achieve the exam success needed for international careers and study!

A First Certificate (FCE) & Cambridge Advanced (CAE) qualification opens the door to businesses, educational institutions and government departments around the world. It is widely recognised as proof of outstanding English language skills and can also be used for your university or student visa applications in the UK.

Why choose our FCE & CAE Courses?

- Small classes – Maximum of 12 students in closed groups.
- Flexibility – Choose an intensive 8-week course or a shorter summer programme.
- Qualified teachers with a great deal of experience who will motivate you to realise your FCE & CAE goals.
- Real exam practice – At Tti you will sit regular tests and full mock exams during your course.
- Included in the course price – a course book, access to online Cambridge exams through our e-learning system, one to one tutorials with your teachers to monitor your progress and social programme activities to practise your communication skills further.



FCE and CAE 25 lessons Exam Preparation (8 weeks)

Course start dates	FCE Exam date	CAE Exam date	Course Price	Exam Fee
January 18th April 11th October 17th	March 11th June 4th* December 10th*	March 12th June 4th* December 10th*	£1899	£150

Level requirements: FCE – Upper Intermediate
CAE – Advanced

* 9 weeks accommodation required

FCE and CAE 20 lessons Exam Preparation (Summer only, 2-7 weeks)

Course start dates	FCE Exam date	CAE Exam date	Lessons per week	Number of study weeks						Exam Fee
				2	3	4	5	6	7	
Any monday 4th July-15th August 2016	July 28th August 18th	July 21st August 19th	20 35 †	£470	£705	£940	£1175	£1242	£1449	£150
				£660	£990	£1320	£1650	£1740	£2030	

† Intensive course: includes 15 lessons of General English in the morning

English + Work Experience

Book a minimum 4-week course of 20 lessons each week and then choose either our Paid Work Experience or Internship package. You can choose any course: General English, Exam preparation, Business English or 30+.

English + Paid Work Experience

Finding a job can be difficult if you're unfamiliar with the UK job market or lack confidence speaking English. Our Paid Work Experience courses are designed to make things as easy as possible. We provide classroom lessons to develop your skills and job interviews through our partner company to get you into work. Minimum level of English: Pre-intermediate (A2).

English + Professional Internship

From advertising and fashion to engineering and law, an internship opens the door to many exciting careers. Complement your classroom lessons with an internship at the end of your course. This programme is a great way to gain the skills – and the opportunities – you need. Minimum level of English: Upper-intermediate (B2)



Course	Minimum English Level	Price
English + Paid Work Experience	Pre-intermediate (A2)	Course fee + £280
English + Professional Internship	Upper-intermediate (B2)	Course fee + £600

What Tti students have to say...



Beatrice Innamorati
Italy

I took Tti's Paid Work Experience Course which is the best programme for anyone who first wants to study English in a friendly environment and then actually get the opportunity to work in the best city in the world – London. I got a job as a waiter in a café only a few minutes walk from Harrods. I loved it and it was an amazing experience. I know that this will sound like a cliché, but I definitely had the time of my life!

The Professional Internship programme was amazing because I worked in exactly the field where I want to work in the future which is in Fashion. Tti found me a placement at Liqueurish, a Fashion company where I worked both in the office but also actually making the clothes. I was able to deepen my knowledge about an industry I have had a passion for since I was very young.



Junko Hasegawa
Japan

Christmas and New Year Course

What better time to come to London! The perfect gift for friends, family – or for yourself! With our Christmas course you can improve your English skills while enjoying the festivities in London. A Christmas social programme will be organised after classes for you to experience a London Christmas with your fellow students!



Must-dos in London at Christmas:

- Visit a traditional Christmas market.
- Enjoy a Christmas pub lunch.
- Visit the world famous Harrods, Liberty's and Fortnum & Mason.
- Explore Winter Wonderland in Hyde Park.
- See the Christmas Tree in Trafalgar Square and the lights on Regent Street and Oxford Street.

	Course dates	Lesson time	Price
Week one	19th-23rd December 2016	Monday-Friday 9am-1pm	20 lessons £220
Week two	28th-30th December 2016	Wednesday-Friday 9:30am-4pm	20 lessons £220
Week one and week two	19th-23rd & 28th-30th December 2016	9am-1pm & 9:30am-4pm	40 lessons £412





Accommodation

We offer a wide range of accommodation options for you.

Tti Study Rooms




These study rooms are managed directly by Tti School and are kept clean and well equipped. The rooms are located close to the school in Tufnell Park and Camden Town.

All are within walking distance.

All rooms have a desk where you can do your homework in peace and you can enjoy free Wi-Fi and broadband internet access. This is a perfect option if you prefer to be independent and cook for yourself and it's a great way to get to know other students studying at Tti and practise your English.

Room type	Price per person per week
Small single	£180
Standard single	£230
Standard twin	£180
Standard double	£140

 within walking distance of school



Available	Board Basis	Min. Age	Min. booking period	Check in	Check out	Facilities	Guest Policy	Cancellation Policy	Tube Zone
Year round	Self-catering	18	1 week	Sunday 3pm-10pm	Saturday before 12pm	Bed linen, towel, microwave, washing machine, free wifi	Arrange with school	2 weeks notice. If after arrival, 2 weeks payment plus accommodation finding fee	2

Homestay Family



All our host families have been carefully selected to meet British Council requirements. We do our best to match you with just the right family to make your stay in London a happy one!

Staying with a host family is ideal for you if you wish to have native speaker interaction each evening and to learn more about British culture and lifestyles.

Homestay supplement: £35 per week for private bathroom facilities

Room type	Price per person per week
Bed & breakfast	£175
Half-board *	£215
Bed and breakfast	£210
Half-board *	£285
Twin half-board	£185
Twin bed and breakfast	£150

* bed, breakfast and evening meal

within walking distance of school



Available	Board Basis	Min. Age	Min. booking period	Check in	Check out	Facilities	Guest Policy	Cancellation Policy	Tube Zone
Year round	Bed & Breakfast, Half board	16	1 week	Sunday before 9pm	Saturday before 11am	Bed linen, towel, free wifi on request	None permitted	2 weeks notice. If after arrival, 2 weeks payment plus accommodation finding fee	All

Student Residences



Our Year-round Residence	Room type	Price per person per week
This university hall of residence offers single rooms grouped in flats reserved for Tti students, with shared kitchen and bathroom. It is a clean and comfortable living space for students. It is located on Holloway Road, a pleasant area with good local facilities such as shops, cafes and bars. The school is just 15 minutes away by bus or 30-minutes on foot.	Single – Self Catering	£230
	within walking distance of school	

Available	Board Basis	Min. Age	Min. booking period	Check in	Check out	Facilities	Guest Policy	Cancellation Policy	Tube Zone
Year round	Self-catering	18	1 week	Sunday from 2pm	Saturday at 9am	Bed linen, wash basin in room, cabled broadband in room, wifi in communal areas, communal TV, 24-hr laundrette, 24-hr reception, secure door entry, CCTV	Arrange with school	4 weeks notice or cancellation charge of 4 weeks plus accommodation finding fee	2



Our Summer-only Residence	Room type	Price per person per week
This university hall of residence offers single rooms with a shared kitchen and bathroom. It is a clean and comfortable living space for students. Located between Kings Cross and Islington, it is just 15 minutes from the school by bus or a 30 minute walk away. The residence has a friendly atmosphere and a courtyard where you can sit outside.	Single – Self Catering private bathroom	£290
	within walking distance of school	

Available	Board Basis	Min. Age	Min. booking period	Check in	Check out	Facilities	Guest Policy	Cancellation Policy	Tube Zone
July & August	Self-catering	18	1 week	Sunday from 2pm	Saturday before 10am	Bed linen, wash basin in room, cabled broadband in room, wifi in communal areas, communal TV, 24-hr laundrette, 24-hr reception, security box £1.50 per day, CCTV	Arrange with school	2 weeks notice. If after arrival, 2 weeks payment plus accommodation finding fee	1



Tti Premium Study Rooms

Ensuite rooms with a terrace to enjoy after class, these rooms are perfect for you if you like your home comforts.



Located in the residential area of Tufnell Park, these premium study rooms are managed directly by Tti School of English and are kept clean and well equipped. The flat offers four bedrooms all with private bathroom facilities, a laundry area and large kitchen and living room leading onto a decked garden.

This is a great choice if you like to live well and prefer to be independent and cook for yourself. This is particularly recommended for our 30+ students.

Room type	Price per person per week	
Premium single – private bathroom	£310	
Premium twin – private bathroom	£200	
Premium double – private bathroom	£190	

within walking distance of school



Available	Board Basis	Min. Age	Min. booking period	Check in	Check out	Facilities	Guest Policy	Cancellation Policy	Tube Zone
Year round	Self catering	18	1 week	Sunday after 3pm	Saturday before 12noon	Private bathroom, bed linen, towel, dishwasher, washing machine, free wifi, underfloor heating, terrace	Arrange with school	2 weeks notice. If after arrival, 2 weeks payment plus accommodation finding fee	2

General Terms & Conditions

Payment

- Please send either the total fees for the course, or a minimum deposit of **£245** for courses of four weeks or more, or **£145** for courses of less than 4 weeks.
- Payment can be made by: - International Bank Transfer - you are responsible for all bank charges. - Sterling cheque drawn on an English bank in the UK - Debit card - Credit card - subject to a 2% handling charge.
- The payment of the balance of the course fees must be paid on the dates agreed when you register (normally 2 weeks before your course starts).
- A registration fee of **£45** is charged on all courses. There is also a charge if a Confirmation of Acceptance of Studies is required (General Student Visa - Points Based System).
- Course fees do not include the Social Programme (some activities are free).

Age

- Minimum age: 16 for General English Courses.
- Minimum age: 18 for Work Experience Courses and Business English courses.
- Minimum age: 30 for our 30+ General English Programme.

Cancellation Policy

- Deposits, Registration fees, CAS fee and courier fees are non-refundable and non-transferable.
- However in the case of unsuccessful visa applications, and providing the correct documentation is provided to support this, we will refund any fees paid, less the registration fee, deposit, CAS fee and courier fees if applicable.
- At the discretion of Tti School and with at least three weeks' notice you can postpone the start of your course up to a maximum of one year, with no loss of fees or deposit.
- There is no refund of tuition fees after arrival in the UK, but at the discretion of Tti School, if a course cannot be completed for good reason, a credit note for the remaining time may be offered. However a minimum of two weeks' notice must be given and course credit notes are not transferable.
- All cancellation or postponement requests must be made in writing, and any repayment has to be made as it was received (i.e. to the originating credit card or bank account, or in cash if applicable).
- If a CAS has been issued, the school is required to inform the UKBA if a student cancels or finishes his or her course early.

Attendance

- As a student you are expected to attend classes regularly and on time. You will lose tuition if you are late, absent or leave before a course ends. Please see our Attendance and Lateness Policy.

Student holidays

- Holidays can be taken by arrangement but two weeks' notice must be given.
- Holidays taken from your course must start on a Monday and end on a Friday.
- The amount of holiday you can take depends on the length of your course.

Public Holidays

- There is no reduction in the course fees where the course includes a public holiday.

Class Sizes

- General English classes have a maximum of 15 students.
- Exam Preparation, Business English and 30+ General English classes have a maximum of 12 students.
- Tti School of English reserves the right to cancel or alter a course if necessary and will offer an alternative if this happens.

Exam Preparation Courses

- Examination preparation courses will run as advertised if four or more students are enrolled.
- Examination preparation course fees do not include an external examination fee.

Class Length

- Each lesson is 50 minutes.
- One to one lessons are 60 minutes.

Premises

- Tti School has 2 centres in Camden. They are located at 148 Camden High Street and 158 Kentish Town Road.

Promotional Photography

- Sometimes Tti School, or our representatives, take photographs and videos during our courses which may be used for promotional purposes. Please advise at the time of booking if you do not wish to appear in any promotional material.

Data Protection

- In order to fulfill our obligations to you and in some cases to the British authorities, it is necessary for us to see and copy your passport and visa if appropriate. We also need to have your contact details both in London and at home and to know who your next of kin is. By enrolling you therefore agree to provide these and keep us informed of any changes. You also give permission to share these details at a time of inspection by an English UK inspector or government official.

Accommodation

- All accommodation is subject to availability and early booking is advisable.
- If you require accommodation, one weeks' rent plus the **£50** finding fee is payable at the time of booking.
- There is a **£50** charge per person for accommodation administration.
- Full payment for the accommodation booking must be received two weeks before arrival at the latest. Tti reserves the right to cancel accommodation if payment is received late.
- In the case of full or partial cancellation of accommodation before arrival, two weeks' notice must be given to the office staff during the normal office hours of Monday to Friday, not after office hours or over the weekend. If less than two weeks notice is given two weeks' accommodation will be charged, plus the standard accommodation finding fee.
- If accommodation is cancelled after arrival, two weeks' payment will be taken, plus the accommodation finding fee.
- It is forbidden to smoke in any of the accommodation provided, however in some accommodation, an outdoor space may be available. (If required please request this at the time of booking).
- Bookings are Sunday to Saturday as standard, so in the case of a late arrival or an early departure, you will be charged for a full week.
- Any refund agreed will be made after the departure date as originally booked.
- If, in exceptional circumstances, the accommodation booked becomes unavailable for reasons beyond our control an alternative will be arranged, but details may differ.
- Tti School can only arrange homestay accommodation for students aged between 16 and 18 with written consent from either a parent or legal guardian.
- If our own accommodation is fully booked, Tti School of English reserves the right to place students in homestay or self-catering accommodation provided by an approved third party agency.
- Tti School of English arranges most of the accommodation directly with the accommodation providers. During busier periods accommodation agencies are used to assist with the provision of accommodation.
- Tti School of English maintains a strict policy on not placing students of the same mother tongue in the same house whenever possible in order to encourage the use of English at all times. However, in our busy periods, this is not always possible. If it is very important to you not to be placed with someone of the same nationality please tell us at the time of booking.

Admission

- Tti School of English reserves the right to refuse admission or dismiss any student without refund of fees, in the event of misconduct, non attendance or repeated late arrival.
- Tti School of English also reserves the right to refuse to provide tuition or accommodation or any other service normally offered, if payment has not been made as agreed, either by an individual student, or an agent acting on his or her behalf.

Insurance

- We recommend students take out health and travel insurance. The school is not able to accept responsibility for loss or damage to personal property.

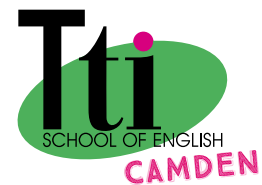
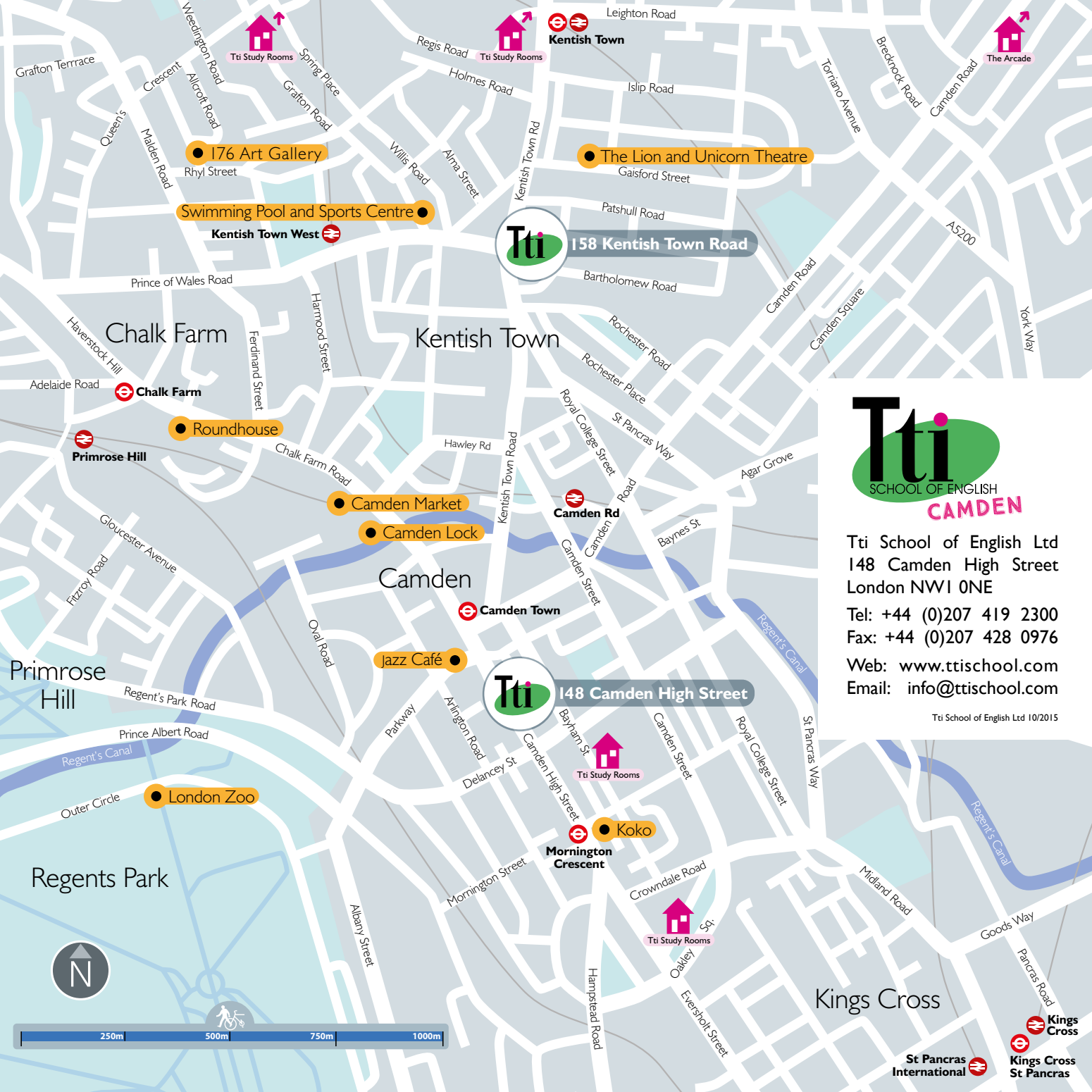
Internet Access

- The school has a wireless LAN Internet connection available that is free of charge, however the school cannot guarantee this service or provide technical support. You should use appropriate firewall software and virus protection as use of this service is at your own risk. This also applies to Tti accommodation.

Complaints Procedure:

- We aim to provide service of a standard that is acceptable to all students. If we fail to do this we want to know about it. This will enable us not only to deal with a specific problem but also to avoid it happening again. Our main objective is to respond promptly and effectively to any student dissatisfaction as it arises. If you are not satisfied with our service, please talk to us immediately. We shall try to solve the problem quickly and informally.
- If informal discussions do not solve the problem and a student wants to register a formal complaint the process is as follows:
- Make the complaint to the Principal either in writing or orally. The Principal will keep a record of the conversation. The Principal will attempt to resolve the matter in person or by letter within 5 working days.
- If the student wants to pursue the complaint further, they will be asked to put the complaint in writing to the Directors of Tti School of English, the letter should be marked 'private and confidential'.
- The Directors will respond to the complaint in writing within 5 working days. The written response will summarise what investigation has been carried out and what action is proposed in order to resolve the matter.
- All complaints will be recorded and kept on file. All complaints are subject to the school's confidentiality policy.
- If you are not satisfied with the response from Tti School of English, you can contact English UK for further advice.

Tti School of English reserves the right to change these terms and conditions, please refer to our website for the complete up to date version.



Tti School of English Ltd
148 Camden High Street
London NW1 0NE

Tel: +44 (0)207 419 2300
Fax: +44 (0)207 428 0976

Web: www.ttischool.com
Email: info@ttischool.com

Tti School of English Ltd 10/2015

