

## Business English

### Business English

#### Private Tuition

Content adapted to your special needs

Time table flexible

Course Summary	Start Dates	Number of lessons	Fee
One-to- one tuition Lesson duration 45 min. Flexible hours Individual needs	Courses start every Monday from 7/1/2014	20	£ 985
		30	£ 1400
		40	£ 1800

+ Possibility to have lunch with the teacher : £ 300 per week (5 lunchtimes). Please note: cost of the meals for the client to be paid directly at the restaurant.

#### Business English Mini Group

Monday - Friday 9.45 - 13.00h

Course Summary	Start Dates	Number of lessons	Fee per week
Business English Group Half-Day 09.45 - 13.00h	Courses start every 2 weeks on Mondays from 13/1/2014 Last course 8/12/2014	20	£ 400

Possibility to have specialised Business English with modules in closed group. Details on request.

#### Combi Mini Group

Monday - Friday 9.45 - 13.00h + 14.30 - 16.00h.

Course Summary	Start Dates	Number of lessons	Fee per week
Business English Mini Group 09.45 - 13.00h + Private Tuition in the afternoon 14.30 - 16.00h.	Courses start every 2 weeks Monday from 13/01/2014, last course 08/12/2014	30	£ 895

## TERMS AND CONDITIONS:

### Course fee:

These include: entrance fee, course book and CD, coffee, tea & biscuits at any time.  
One full day excursion is part of every course of 2 weeks or more.

### Students age:

All our students have to be 18 years of age or older to enrol.

### Deposit and Payment:

A 10% non-refundable deposit is due at the time of booking. The remaining balance is due two weeks prior to the course starting or in full if booking is made at the last minute.

Inlingua Edinburgh reserves the right to refuse the student or cancel the course if payment has not been received prior to the course starting.

### Insurance:

We recommend students take out appropriate travel and health insurance.  
Inlingua Edinburgh does not accept responsibility for any loss or injury however caused during the student's stay in the UK.

### Cancellation:

up to 28 days prior to course starting:	deposit
28 days to 14 days:	30% of total amount
14 days to 7 days:	50% of total amount
7 days to 3 days:	75% of total amount
less than 3 days:	100% of total amount

Once a course starts there will be no cancellation or rescheduling privileges.

Home stays need to be cancelled  
21 days prior to scheduled arrival  
and inlingua will refund the fee  
less the non-refundable booking  
fee of £40.00. Cancellations made  
less than 21 days before arrival  
will be charged with one week  
home stay fee (£185.00, £215.00  
or £255, depending on category).

### Group tuition at inlingua Edinburgh

Our minimum group size is 3 students and maximum 8.

Inlingua Edinburgh reserves the right to reduce the lesson total at its discretion as follows:

1 and 2 students will receive 2  
lessons per half day (depending  
on half or full day group courses).  
The remaining lessons would be  
substituted with interactive self-  
study material on the computer or  
with specific assignments  
according to the student's level  
and requirements.

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