



INFORMATION FOR AGENTS

For complete information on our 2020 course fees and charges, please see our '**2020 DATES & FEES**', or go to our website: www.milnerschool.co.uk

RECOGNITION: Milner School is registered at the Companies Registration Office, accredited by the British Council and a member of English UK. Also a certified Cambridge ESOL Exam Preparation Centre.

EXPERIENCE: Milner School is family owned and operated, with over 40 years' experience in running English schools. Milner School of English Wimbledon was established in 1991.

EXECUTIVE STAFF: Owner: Warren Milner
Managing Director: Matthew Milner
Principal: Julia Clarke
Registrar / Director of Marketing: Amanda Kodaka
Director of Studies: Rosita D'Lasselle

LOCATION: Olympic House, 196 The Broadway, Wimbledon, London, SW19 1RY, United Kingdom. The school is situated in central Wimbledon, a short walk from both Wimbledon and South Wimbledon train stations. Central London is a 17 minute train ride away.

COURSES: **General English:** Elementary/A2 – Advanced/C1; intensive, full-time, or part-time. **Academic English:** intensive or full-time *, IELTS exams available twice a month in Wimbledon. **Cambridge First & Advanced:** intensive or full-time *. Cambridge tests available throughout the year in Wimbledon. **Private tuition:** flexible hours, can be added to a standard course for more intensive study or on their own.

English + Tennis: Full-time English course in the mornings, tennis lessons in the afternoons.

English + Work Experience. English + Volunteering. English + Milner Internship. Details available on our website or on application

Free Pronunciation Classes: an optional weekly class available to all students.

** For exam preparation courses, the morning lessons focus on the exam and exam skills for Reading, Writing, Listening, Speaking and Grammar / Vocabulary. Afternoon lessons are General English. They are topic based and focus on speaking, pronunciation, listening and communication skills. For students who want to maximise their study we advise them to take the intensive morning and afternoon course, or full-time (morning lessons) plus one-to-one lessons for further exam practice. Start dates are flexible and students can study for any number of weeks according to their needs. Minimum course length is one week. No maximum.*

CONTINUOUS ENROLMENT: Students, for all courses, can start any Monday. Continuous enrolment means that students can join classes at any stage as course content is frequently revised, re-cycled and teachers give advice on appropriate self-study. Courses start on Tuesday when Monday is a holiday. No refunds for national holidays.

INCLUDED: weekly pronunciation lesson, membership to BETTER Wimbledon Leisure Centre (includes use of gym and swimming pool 7 days a week), Wi-Fi, student welcome pack, student card, guide on the social programme and some activities, free membership to Wimbledon Public Library.

FACILITIES: 9 classrooms, cafeteria and student lounge.

CLASSES: maximum 12 - 16 students in a class, average 10.

MINIMUM AGE: 16 years. No maximum age. Average age is 20-24. All year round we have a good mix of ages.

At certain times of the year we accept 15 year old students into closed classes or sometimes international classes, if they are part of a group that has a group leader with them. Occasionally 14 year old students may be part of these groups and they only study in closed classes.

STUDENT NUMBERS: July & August: average 90-120. September to June: average 50-70. We welcome groups throughout the year.

FIRST DAY: Students must come to school at 8.30am on their first day for a written and spoken test. The lessons begin at 9.30am. Students will receive a handbook and attend a 'New Students Meeting'. A text book must be purchased, approximate cost £40. They must bring their passport or ID.

STUDENT CARDS: Students should bring a passport sized photo to receive a free student card which entitles them to student discounts, and use of the Wimbledon Leisure Centre.

ACCOMMODATION: Homestay Half-board and Bed & Breakfast Homestay can be arranged. Homestays are in and around Wimbledon and are selected by Milner School. Students should arrive on a Sunday and depart on a Saturday. Residential accommodation is also available. Please see our website for details: www.milnerschool.co.uk/accommodation

AIRPORT TRANSFER: (one way or return) If requested, students can be collected at the following airports on arrival: Heathrow, Gatwick, Stansted, Luton or London City Airport. We strongly advise under18s to book a Milner taxi transfer. See our 2020 DATES & FEES for prices.

COUNSELLING and SUPPORT: Offered by the Principal, Registrar or Director of Studies when required.

PAYMENT: due before the course starting date. If paying by international bank transfer please pay ALL bank charges. Online payments can be made via Flywire. For visa students, full payment or a deposit is required before we issue the visa letter.

CERTIFICATE OF ATTENDANCE: Milner School's certificate is given to intensive or full-time students who have attended at least 80% of their course. The certificate indicates level of achievement and length of course.

GROUP STUDY TOURS: Milner School can design programmes for groups, combining English classes with excursions and activities. Email principal@milnerschool.co.uk for a quote.

COMMISSION: Milner School pays commission on tuition fees. We do not pay commission on other fees & charges. Commission can be deducted from gross fees at the time of payment or sent to the agent after we receive full payment. Payment can be made online via Flywire, by bank transfer (include all bank charges), cash, debit or credit card.

REFUND POLICY: In order to receive full course and accommodation refund, we require a minimum of 7 days' notice, prior to the course starting date. After the course has started, tuition fees are non-refundable. Homestay fees are refundable if 2 weeks' notice is given. No refund is given for non-homestay accommodation, Registration Fee and Accommodation Placement Fee.

TERMS & CONDITIONS: For Milner School's full Terms & Conditions please see our website.

INSURANCE IS RECOMMENDED: This should be arranged before the student arrives.
For EEA students, please go to <https://endsleigh.co.uk/student/international-student-insurance/>

SOCIAL PROGRAMME: We offer a range of social activities and excursions for students. For example:

- > **Hampton Court Palace:** visit Henry VIII's gorgeous palace and gardens.
- > **Greenwich Boat Trip:** See the famous sights of London from a cruise boat then spend the afternoon in Greenwich.
- > **Afternoon Tea at Cannizaro House:** enjoy the English tradition of afternoon tea in Wimbledon's historical beautiful hotel.
- > **British Museum:** Come and see what the British explorers have picked up from their travels around the world.
- > **Chelsea Football Stadium Tour:** take a fascinating tour around Stamford Bridge.
- > **Pub Evening:** (over 18's only) a great opportunity to practise your English and enjoy the atmosphere of an English pub

Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK

