



# English World

In London

[www.regent.org.uk](http://www.regent.org.uk)



## Why choose Regent?

- The Regent values of positivity, inclusivity and a results focus shine through our programmes
- You learn English effectively – in mini-groups, our personalised courses lead to confidence and competence
- Our innovative courses go beyond language; we also build your skills, motivation and confidence
- Service – we are here to help and proud of our service
- Location – study in the centre of London, in our historic building

# Welcome to Regent

Regent was one of the first groups of English language schools in the UK, established over 50 years ago in 1964. Today Regent offers innovative courses that create life-changing opportunities for our students. Fundamentally, we understand that knowing about English is not enough – what is important is the ability to use English successfully in your life.

## Positive, inclusive, results focused

Our core values shine through our programmes. We aim for a learning environment which is:

### Positive

We believe that everyone can learn to use English effectively, and whatever your current ability we push you to be a more effective communicator. We have high expectations of you and believe you are able to achieve the goals you have, and more.

### Inclusive

By being part of our learning community you are surrounded by others with similar ambitions, which helps you to bring out your best.

### Results-focused

We know that a course with Regent can change your life – helping you to excel in your job, win a promotion or a place at university. We help you to think about your future in English, perhaps helping you to clarify or enrich your goals, and through regular assessments we keep you on track to achieve the results you want.

We look forward to meeting you on a Regent course.

## Regent Promise

When you study with us you get more than just lessons in a classroom. Our programmes can be life changing. Regent promise a unique course for every learner.

- a welcome and orientation on their first day
- an individual assessment of language ability and needs
- the opportunity to take an exam
- use of multi-media and study resources on all courses
- counselling for future work or academic life

# Supported learning with Regent

## Your progress matters

We are passionate about your learning experience and work hard to ensure that you leave us with significantly developed skills, confidence and performance in English.

You can expect to make good progress every week. We have a strong supported learning framework to help you learn effectively. We have a unique academic programme, with a syllabus linked to the Common European Framework. As well as grammar, vocabulary and pronunciation, we work on your spoken performance and confidence. We set progress tests and structured homework tasks to provide clear support to your learning.

## Your teacher

Our teachers are our greatest strength and are the main reason for the success of our students. They are passionate about teaching and helping you to develop. Lessons are taught in very small groups which allows the teacher to tailor the lesson content to the needs of the participants.

## Pre-course level test

You will be asked to complete an online placement test before your arrival so we can start to assess your level. We also need you to answer some questions about your needs and objectives so that we have a good understanding of what you hope to achieve by the end of the course.

Whatever your level, we encourage you towards taking an external English language qualification to show your achievement. The longer you stay, the more progress you make.

	Beginner	Elementary	Elementary to Pre-intermediate	Pre-intermediate to Intermediate	Intermediate to Upper Intermediate	Upper Intermediate to Advanced
Exam options available	IELTS 1 Linguaskill	IELTS 2-3 Linguaskill	IELTS 4 Linguaskill TOEFL iBT up to 46 A2 Key	IELTS 4-5 Linguaskill TOEFL iBT 46-61 B1 Preliminary	IELTS 6-7 Linguaskill TOEFL iBT 61-100 B2 First	IELTS 8-9 Linguaskill TOEFL iBT 100-120 C1 Advanced C2 Proficiency
Common European Framework	A1	A2	A2 / B1	B1	B2	C1 / C2



## Learning outside the classroom

Learning does not only happen in our lessons but continues outside the classroom. Throughout your time with us we want to help you practise your English skills. That is why we make the school a welcoming and inclusive place where you can easily make friends and build your confidence in another language.

In school there is a student lounge and also quiet spaces for homework or lesson preparation.

## Cultural activities

The school is ideally located for visits to museums, galleries, exhibitions or doing a sports activity. The school is located in an area known as North Bank, with major attractions such as the River Thames, the London Eye, Trafalgar Square, the National Gallery all within a ten minute walk.

## Accommodation

### Homestay

Living with a family gives you the opportunity to practise what you have learned in your lessons and provides an authentic cultural experience. This choice of accommodation allows you to feel at home and experience the city like a local.

### Residence and hotel

For residence or hotel accommodation please contact us for suggested hotels or residences.

## Students aged under 18 years

We offer appropriate levels of pastoral care and welfare support in school to these students. Students may not be supervised in the evenings and at weekends and we encourage under 18's to spend time with their homestay hosts.

Please refer to our guidelines on under 18s at [www.regent.org.uk/policies](http://www.regent.org.uk/policies)





## English World Courses

- Improve your knowledge, skills and confidence in using English internationally
- Clarify and enrich your goals
- Study in small syndicate groups (maximum 5 students per group)

English World courses are designed to have an impact on your present and future life in an international environment. Our unique programme has complementary elements that help you operate confidently and successfully when using English as an international language.

**Skills Training** develops your speaking, listening, writing and study skills in English in real life contexts.

**The Accuracy in Grammar** session perfects core grammar skills and works on the eradication of common errors.

**The Language Focus** session builds reading, writing and vocabulary use in authentic contexts e.g. business writing for emails and reports.

In the **Confident Spoken Performance** session you develop your confidence and skills in a range of speaking situations through mini role-plays, presentations and public speaking activities. With a focus on rapport building, voice quality, body language, posture and eye contact, we help you display a confident personality in English.

## English World - 20 hours per week

Essential English language skills for fast progress and maximum results. The course develops accuracy and fluency in both spoken and written English.

### Sample Timetable

09.00 - 10.00	Skills Training
10.00 - 10.15	Break
10.15 - 11.15	Accuracy in Grammar
11.15 - 11.30	Break
11.30 - 12.30	Confident Spoken Performance
12.30 - 13.30	Lunch
13.30 - 14.30	Language Focus

Timetables are samples and may be subject to change.

## English World IELTS Exam Preparation - 20 hours per week

The IELTS exam is recognised by universities, colleges and professional bodies for university entrance.

To be successful in this exam you need a wide range of vocabulary and syntax. Our course is designed to build these areas using engaging, authentic situations while providing exam skills and practice. Through weekly reviews and coaching and mock IELTS tests we measure your progress clearly and visibly to highlight strengths, needs and objectives.

### Our course helps you to:

- be confident in handling all aspects of the exam
- express your thoughts and opinions fluently
- use grammar and vocabulary effectively
- overcome anxiety with intensive exam practice

### Sample timetable

09.00 - 10.00	Skills Training
10.00 - 10.15	Break
10.15 - 11.15	Accuracy in Grammar
11.15 - 11.30	Break
11.30 - 12.30	Confident Spoken Performance
12.30 - 13.30	Lunch
13.30 - 14.30	Examination Focus

Timetables are samples and may be subject to change.

## English World Cambridge Exam Preparation - 25 hours per week

Preparing for a B2 First, C1 Advanced or C2 Proficiency certificate helps you to master the skills you need to use English in the real world. The exams are based on real life situations where you need to use your English skills.

The course includes 5 hours of one to one tuition per week for dedicated exam revision and practice.

### Sample timetable

09.00 - 10.00	Skills Training
10.00 - 10.15	Break
10.15 - 11.15	Accuracy in Grammar
11.15 - 11.30	Break
11.30 - 12.30	Confident Spoken Performance
12.30 - 13.30	Lunch
13.30 - 14.30	Language Focus
14.30 - 14.45	Break
14.45 - 15.45	Examination Focus (one-to-one)

Timetables are samples and may be subject to change.







# London, the seat of Regent Buckingham Street

- Magnificent school in the heart of London
- Ideal for motivated, serious learners
- Enjoy the capital's many attractions close to the school

## Study in the heart of the capital

Our prestigious school has an enviable location in the very heart of the capital: a few minutes walk from Big Ben, Trafalgar Square, Covent Garden and London Theatreland.

Established in 1964, Regent London has over 50 years' experience of teaching English so you can be sure of reaching your academic goals with us.

We are located in a grand historic building in a quiet street. The building belonged to the famous diarist, Samuel Pepys. It is next to Embankment Gardens and the River Thames - a quiet oasis of learning in the heart of busy London.

## Rewarding experience

The school offers an extremely comfortable learning environment. Our school team is dedicated to giving you a rewarding learning experience and enjoyable stay. As our school is truly multinational, it's easy to practise your English and mix with people and cultures from around the world.

### Courses

English World

English World for IELTS exam Preparation

English World for Cambridge exam Preparation

### Fact file

Minimum age 16

Facilities Wifi / internet access, tea and coffee, student lounge, quiet study areas

Open all year Except 25 Dec, 26 Dec, 1 Jan

Location 12 Buckingham Street, London WC2N 6DF

# Terms and Conditions

## 1. Definitions

1.1 When the following words with capital letters are used in these Terms, this is what they will mean:

**Booking:** your booking for one of Our Courses;

**Courses:** the language training courses and associated services advertised on Our website;

**Deposit:** the sum of 300 GBP;

**Event Outside Our Control:** is defined in clause 8.2;

**Fees:** the fees payable by you in respect of your Booking;

**Terms:** the terms and conditions set out below;

**We/Our/Us:** Instill Education Limited (trading as "Regent") a company registered in England and Wales under company number 01293463 and having its registered office at 90 Banbury Road, Oxford OX2 6JT, United Kingdom.

1.2 When We use the words "writing" or "written" in these Terms, this includes e-mail unless We say otherwise.

## 2. Bookings

2.1 Bookings can be made by completing and submitting the form on Our website together with payment of your Deposit or the total Fees (as applicable, see clause 3.1).

2.2 Please ensure that you read these Terms carefully, and check that the details of your Booking are complete and accurate, before you make your Booking. If you think that there is a mistake, please contact Us to discuss. We will confirm any changes in writing to avoid any confusion between you and Us.

2.3 When you make a Booking with Us, this does not mean that We have accepted it. Our acceptance of the Booking will take place as described in clause 2.4. If We are unable to confirm your Booking, We will inform you of this.

2.4 These Terms will become binding on you and Us when we confirm your Booking in writing to you, at which point a contract will come into existence between you and Us. We will assign a unique reference number to your Booking and inform you of it when We provide confirmation. Please quote this number in all subsequent correspondence with Us relating to your Booking.

## 3. Payment of Fees

3.1 Where the Course is due to begin more than six weeks from the date of your Booking, a Deposit is payable at the time of making your Booking. Where the Course is due to begin less than six weeks from the date of your Booking, the Fees must be paid in full at the time of your Booking.

3.2 When We confirm your Booking under clause 2.4, We will provide a statement showing the balance of the Fees due to be paid, which should be settled at least four weeks before the Course starting date. Please note that you will not be allowed to attend any Course unless payment of the Fees has been made in full.

3.3 All Fees must be paid in Sterling (GBP). All bank charges are payable by you.

3.4 All refunds due under these Terms will be paid to the person from whom payment was originally taken, using the same method of payment as used by them.

## 4. Changes to Bookings

4.1 If you wish to change your Booking by switching to another Course, you must provide at least 10 days' notice of such change to Us in writing, otherwise you will be expected to attend the Course originally booked or cancel your Booking under clause 7.

4.2 Where you have given the appropriate notice under clause 4.1:

(a) We will refund any difference between the cost of the original Booking and your revised Booking on the last date of the Course to which you have switched (whether or not you remain on the Course for its full duration); or

(b) You may be required to pay any difference between the cost of the original Booking and your revised Booking at the time of your request.

4.3 If you wish to take a holiday at any time during the Course, you must give Us at least two weeks' notice in writing. No refunds are payable in these circumstances.

4.4 We reserve the right to cancel a Course, or make changes to course arrangements, as a result of Events Outside Our Control. Clause 8 will apply in such circumstances.

4.5 Maximum class size: during the last 50 years, we have always managed never to exceed the maximum class size described in its course descriptions. The new landscape post Covid19 might mean that in exceptional circumstances, the quality of the education delivered may need to trump the rigour of an exact class size. Therefore, we reserve the right to exceed the maximum class size by up to 4 students in cases of force majeure. Such measures would only be taken in circumstances that can be clearly demonstrated as inevitable and a refund would be offered for the difference in the value of the course linked to class size.

## 5. Our liability to you

5.1 Where We provide any assistance to you in making travel and accommodation requirements, We do so only as an intermediary between you, travel organisations and host families. Unless and to the extent caused by Our negligence, We will not be liable to you for any losses arising from any delays or failures relating to travel and accommodation arrangements. We will, however, use our reasonable endeavours to defend your interests and mediate on your behalf in the event of any breach of contract on the part of a travel organisation or host family.

5.2 If We fail to comply with these Terms, We are responsible for loss or damage you suffer that is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it is an obvious consequence of Our breach or if it was anticipated by you and Us at the time we entered into this contract.

5.3 We do not exclude or limit in any way Our liability for death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors, or for any liability which cannot be excluded or limited by law.

## 6. Insurance, accommodation, students visas and study permits

6.1 You are responsible for arranging your own travel and medical insurance (including the costs of repatriation in the case of illness or accident) and student visitor visa.

6.2 If you are denied a student visitor visa and provide Us with a copy of the rejection letter on or before the first day of the Course, the We will refund all Fees paid.

6.3 Accommodation will begin on the Sunday before the Course starts and will end on the Saturday after the Course ends. If you have asked Us to arrange host family accommodation, you will receive details of your host family address at least five days before the Course starting date (unless you have made a late Booking) to enable you to inform the host family of your approximate time of arrival.

## 7. Your rights to cancel and applicable refund

7.1 You have the following rights to cancel your Booking:

(a) you have a legal right to cancel your Booking within 14 calendar days of the date of your Booking, in which event We will, subject to clause 7.3, refund all of the Fees including the Deposit; or

(b) you may cancel your Booking at any time after the period of 14 calendar days referred to in clause 7.1(a) but before the Course has begun, in which event We will retain the Deposit and refund the balance of any Fees paid by you.

7.2 To exercise your rights to cancel under clause 7.1, you must inform Us of your decision by making a clear statement to this effect by completing the cancellation form on Our website or by contacting Us.

7.3 The law requires us to obtain your express consent to Us providing Our services where the starting date of the Course falls during the 14 day cancellation period referred to in clause 7.1(a). By making your Booking, you will be treated as giving this consent. You acknowledge that if you subsequently cancel, We will be entitled to deduct an amount from the Fees paid which is in proportion to the services that We have performed up to the date of your cancellation.

7.4 Once a Course has begun, you may cancel your Booking with immediate effect by giving Us written notice if:

(a) We break this contract in any material way and We do not correct or fix the situation within 30 days of you asking Us to in writing;

(b) We go into liquidation or a receiver or an administrator is appointed over Our assets;

or (c) We are affected by an Event Outside Our Control.

## 8. Our rights to cancel and applicable refund

8.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our obligations under these Terms that is caused by an Event Outside Our Control.

8.2 An Event Outside Our Control means any act or event beyond Our reasonable control including but not limited to strikes or other industrial action, civil commotion, terrorist attack or threat of terrorist attack, epidemic, adverse weather conditions or other natural disasters.

8.3 If an Event Outside Our Control takes place that affects the performance of Our obligations under these Terms:

(a) We will contact you as soon as reasonably possible to notify you; and

(b) We will, where possible, propose alternative arrangements (which may include alternative dates or venues) for the Course.

8.4 You may cancel your Booking if any alternative arrangements proposed by Us are unsuitable for any reason, in which case We will refund all Fees paid in advance for the Course.

8.5 We reserve the right to refuse your attendance on the course if you are suffering from any illness, medical condition or mental or physical disability which was not disclosed at the time of Booking.

8.6 We expect students to behave reasonably at all times towards other students, school staff and accommodation providers and to respect cultural, racial and religious differences. If We have to ask you to leave the school because your behaviour is unacceptable, you will not be entitled to any refund of fees. Unacceptable behaviour includes unsatisfactory attendance or work, aggressive physical or verbal behaviour towards other students or members of staff, drug abuse, dishonesty, criminal behaviour or deliberately causing damage to the school premises or accommodation. We expect all students to adhere to the standards and rules We set. If We deem your behaviour unacceptable or have asked you to leave the school you will not be allowed to remain in accommodation We have arranged.

## 9. How we may use your personal information

9.1 We will use the personal information (including sensitive information about your health, religious beliefs and practices or dietary requirements) that you provide to Us:

(a) to administer and provide Our Courses to you;

(b) to process payment in relation to any Booking;

(c) for internal training and monitoring purposes; and

(d) to inform you about similar Courses and other services that We provide, but you may stop receiving these at any time by contacting Us.

9.2 We will not give your personal data to any third party other than:

(a) as strictly necessary for Us to perform Our contract with you;

(b) to host families; or

(c) to the schools and offices within our group companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006) including those outside the European Union.

9.3 You have the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 1998. An access request may be subject to a fee of £10 to meet Our costs in providing you with details of the information We hold about you.

9.4 We may wish to use photographs and audio visual media containing your image or likeness in our marketing and promotional materials and you hereby consent that We may do so in all and any media for such purposes. If you would prefer that We do not, you should notify Us by completing the relevant section of the registration form. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media continuing your image or likeness shall belong to Us and shall not entitle you to receive any royalties or other payments.

## 10. Specific terms for Young Learners (11-17 years)

10.1 We reserve the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' or guardians' expense.

10.2 We further reserve the right to send home without a warning letter any student committing a serious offence, especially offences involving the police, including theft, smoking in any school building and the possession, purchase or consumption of alcohol or illegal drugs.

10.3 For children who will stay with host families, parents may indicate on the registration form whether they authorise their child to stay out in the evenings without supervision. Generally, this means that children aged 12 and under are not allowed out unsupervised after their evening meal; those aged 13 and above must return by 21.30 outside the summer, and by 22.00 in the summer. However, students must also respect the house rules of the host family, where these times may inconvenience the family. Children on residential courses have evening activities and are not allowed to stay out unsupervised. Please note We cannot be held responsible for any incident whilst the student is out unsupervised.

10.4 Students aged 18 and over must register for an adult school. We reserve the right to transfer an 18 year old from a young learners' Course.

## 11. Other important terms

11.1 These Terms set out the entire agreement between you and Us relating to your Booking.

11.2 We may transfer Our rights and obligations under these Terms to another organisation, and We will always notify you in writing if this happens, but this will not affect your rights or Our obligations under these Terms.

11.3 This contract is between you and Us. No other person shall have any rights to enforce any of its terms.

11.4 Each of the clauses in these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

11.5 If We fail to insist that you perform any of your obligations under these Terms, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, We will only do so in writing, and that will not mean that We will automatically waive any later default by you.

11.6 These Terms are governed by English law. You and We both agree to submit to the non-exclusive jurisdiction of the English courts.

# Enrolment Form

## English World Course in London

- English World
- English World IELTS Exam Preparation
- English World Cambridge Exam Preparation

Additional one-to-one hours per week  5 hours per week

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Location:  London

Course start date: \_\_\_\_\_ Course finish date \_\_\_\_\_

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What is your level of English?

- Beginner
- Elementary
- Pre Intermediate
- Intermediate
- Upper Intermediate
- Advanced
- Very Advanced

Have you studied with Regent before?  Yes  No Which School? \_\_\_\_\_ When? \_\_\_\_\_

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- Homestay single room
- Homestay en-suite
- No accommodation

Accommodation start date: \_\_\_\_\_ Accommodation finish date: \_\_\_\_\_

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Please tell us about any special requirements (eg: disability, allergies, diet)

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Do you smoke?  Yes  No Would you prefer non-smoking accommodation?  Yes  No

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## Distance Learning

- Online lessons:  5 hours per week  10 hours per week  15 hours per week  20 hours per week

Course start date: \_\_\_\_\_ Course finish date \_\_\_\_\_

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What is your level of English?

- Beginner
- Elementary
- Pre Intermediate
- Intermediate
- Upper Intermediate
- Advanced
- Very Advanced

Distance Learning lessons are taught between the hours of 09:00 - 18:00 GMT, Monday - Saturday.

## Personal Details (Please write in CAPITALS)

Family Name		First Name		
Nationality	Occupation	Date of Birth		
<input type="checkbox"/> Male <input type="checkbox"/> Female	Age	First Language	Second Language	
How did you hear about Regent?				
Who is paying for your course? <input type="checkbox"/> Myself <input type="checkbox"/> Parents <input type="checkbox"/> Company <input type="checkbox"/> Other				
Home Address				
Email	Tel	Mobile	Fax	
Address for invoice (if different)				
Emergency Contact During Course				
Relationship to student		English spoken <input type="checkbox"/> yes <input type="checkbox"/> no	Tel	Email
Reason for studying		<input type="checkbox"/> Academic	<input type="checkbox"/> Professional	<input type="checkbox"/> Other
Name of your college/university (students)				
Name of your company (professionals)				

## Method of Payment (please tick)

Credit/Debit Card  Bank Transfer

Credit Card  Visa  Mastercard

I hereby authorise Regent to charge the deposit of: £300 to my card

I hereby authorise Regent to charge the full amount of: £ to my card now

Card number  Security Code  (last 3 digits on reverse of card)

Valid from  Expiry date

Name of cardholder

Address of cardholder

Signature of cardholder

## Your agreement and signature

1. I have read and understood the Terms and Conditions.
2. I certify that all the information given by me in this enrolment form is accurate and complete.
3. If applicant is under 18, a parent or guardian must sign this form.  
In doing so, the parent or guardian agrees to the Terms and Conditions.
4. I agree to the use of my personal information, including health and religious or dietary requirements, set out in the terms and conditions.  Yes  No
5. I agree that you can send me occasional information about Regent Language Training courses and services.  Yes  No

Signature of student

Date

Signature of parent or guardian (If student is under 18)

Date

## Internationally recognised English language exams for academic and specific purposes

Exam	Level
IELTS	It is mainly used to show ability from intermediate to advanced: you receive a test report that shows an overall score from 1 (non-user) to 9 (expert user).
TOEFL	The iBT test shows your ability on a scale of 1-120. Each section, Reading, Listening, Speaking and Writing, is scored out of 30 and combined to give your total score.
Cambridge English Exams: Cambridge English: B2 First (FCE)	An upper intermediate exam that tests your ability to deal confidently with a range of written and spoken communication situations.
Cambridge English: C1 Advanced (CAE)	An advanced exam that tests your ability to communicate with confidence in English for work or study purposes.
Cambridge English: C2 Proficiency (CPE)	A very advanced level exam, for learners who have achieved a high level of language skills.
Linguaskill	A Linguaskill Business or General exam can be taken at the end of any course. It is on-line, and tests Reading & Listening, Speaking, and Writing.
LanguageCert International ESOL	A Language Cert exam can be taken at the end of any course. There are two tests: Listening/Reading/Writing, or Speaking.



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