



Founded in 1986 Mayfair School is an independent, year-round school with twenty five years experience in delivering language tuition to international students. Our language training combined with your effort means you can make progress both quickly and effectively. The school welcomes students from around the world with whom you can share both your experiences and your desire to learn while immersed in British life and culture.

In the heart of London's most famous shopping district, our Oxford Street school has 12 fully-equipped, spacious, modern classrooms and a computer room with free broadband internet access and there is a wireless network throughout our building. We also have a common room for our students to relax in and enjoy a coffee. Our building provides a friendly, academic environment for your studies and access to everything that our capital city has to offer.

Our staff are our most important asset, carefully selected to provide both the highest quality tuition and the best possible customer service so that your stay in London is both enjoyable and memorable.

In our most recent re-inspection our school was given 'points of excellence' by the British Council in academic management and administration of students and our accreditation was extended until 2014.

We look forward to meeting you at Mayfair School.



Your Safety



London is a safe city by international standards and the crime rate is quite low. However, if you are careful and follow this advice you can make yourself less vulnerable.

In an emergency you can contact the police, fire brigade or ambulance service by dialling 999 from any line or mobile phone.

When arriving in London and travelling around, please make sure your passport and travel documents are always in a safe place. It is a good idea to take photocopies of these documents and keep them separate from the originals.

Credit cards are safer to carry than cash.

Speak to the school and read the Accommodation notice board if you are looking for private accommodation.

Remember vehicles drive on the left in Britain. Be safe when you cross the road.

Remember, now you are in the UK you must comply with its all laws. You must be 16 to buy tobacco and 18 to purchase alcohol. Drugs, including cannabis are illegal here.

Read the fire safety instructions in your classroom.

The school's **emergency number** is **07749633123**.
Please call this number if the school is closed and you urgently need help.

Health:

Can I go to a British hospital or doctor if I am ill?

You can get free medical treatment from the National Health Service if you enroll on a course for 6 months or more, or you are a national of an EU country.

If none of these apply to you, you will have to pay. However emergency out-patient treatment for accidents is free, Everyone has to pay at least part of the cost of their medicine.

There is a charge for all dental treatment. If you are registered with a GP you can have NHS dental treatment, which is less expensive. There is also a minimum charge for an eye test on the NHS unless you are under-19 in full time study. You will have to pay the cost of lenses and frames.

Bank Accounts:

You will need a completed bank form which you can get from the school, your passport and a letter confirming your course dates and other details. This letter is also available in the school.

Remember that according to bank rules, students need to be studying for at least 6 months at the time of opening an account and have been granted a student visa for the UK. For more details, please see one of us in the school office.

London Transport Discount:

A 30% discount is available from London Transport for those students enrolled in courses at least 14 weeks long. You can apply by post and the current charge is £5. Application forms are available in the office and will be checked, signed and stamped for you from Tuesday to Thursday only.



Welcome to Mayfair School!

Our address is:

61-65 Oxford Street (entrance at 14 Soho Street), London W1D 2EL

Tel. 00 44 (0) 207 437 9941

Website: www.mayfairschool.co.uk

We are open Monday to Friday from 8.30 - 18.30.

We are open Monday to Friday from 8.30 - 18.30.

Who can help me at Mayfair?

A problem with your class, your teacher, your progress or exams:

- Duncan (Director) or Peter or Mike (Senior Teachers).

Visa Applications:

- Michelle (Registrar) or Petros (Accounts Manager).

Course Dates, Holidays, Money & Payments:

- Petros or any other member of office staff.

Mayfair Accommodation and Welfare:

- Francesca (Assistant Registrar).

If you feel you need to make a formal complaint about any aspect of the service we provide, a full copy of Mayfair School's Complaints Procedure is available as a download on our website here: www.mayfairschool.co.uk/download_11_1529395443.pdf



Travel information:

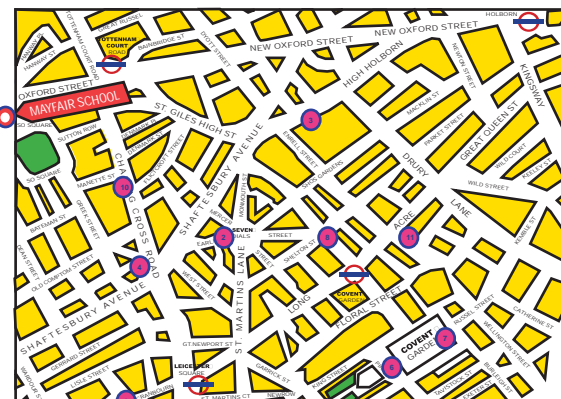
You will find travel in London easier if you buy an Oyster Card for the bus or underground. See the information in the school for more details on discount travel, the congestion charge and using public transport.

Buy an A to Z. London's most useful book. You can get one in most bookstores, stationery shops and travel agents and some of them are pocket size! There is a 24-hour information service for buses and tubes in London: 0207 222 1234.

The nearest station to the school is Tottenham Court Road on the Northern and Central line. Alternatively, many bus routes will bring you into the area from all over London, among them the number 98, 12 and 75. Black cabs can be hailed outside the school. Do not get into a mini-cab unless you have booked it with a company and they have your name.

You will find that Covent Garden and Soho area are among the most visited by tourists as they hold many of London's best theatres, cinemas and restaurants.

We have pointed out a few attractions for you on the map below. We hope you get to check them all out!



- 1) Leicester square is London's cinema district.
- 2) Covent Garden Market.
- 3) Gym facilities and indoor pool in this area. You will need to get a membership or pay per visit.
- 4) This is one of the many theatres in the area. Very nice building too!
- 5) China Town has an exciting array of oriental restaurants.
- 6) Free entertainment from buskers!
- 7) The famous Covent Garden market is a piece of the city's history. It holds restaurants, bars and trendy shops.
- 8) Pedestrian shopping area with the hippest shops.
- 9) Walk-in Health Centre.
- 10) Foyles is the oldest bookstore in London. The whole area is good for book shopping.
- 11) Opera House.
- 12) Oxford Street is where the school is and also the busiest shopping street in London.

www.mayfairschool.co.uk

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For your Information:

When you register with the school, you will be given your own student ID card. It has your student number and course details on it. Please bring it to school everyday and when you come to the office. There is other very important information on your student card, so please take a moment to read it.

Studies:

You will find a library area in the school office where you can find different types of books, tapes, CDs and DVDs to borrow.

Exams:

We offer the following EFL exam courses:

IELTS for LIFE - a flexible course which prepares to take the IELTS GENERAL TRAINING exam. This course is suitable for strong intermediate students and above.
IELTS for STUDY - this is a specialist course which prepares students for the IELTS ACADEMIC TRAINING exam. It is designed for students who wish to study at university in the future. Students should be strong upper-intermediate or above.

Our MAYFAIR COLLEGE curriculum provides the following exam-based university pathways programmes in Business Management and Travel, Tourism and Hospitality Management (accredited by the Association of Business Executives, ABE), providing a cost-effective route towards a UK degree.

- Certificate (24 weeks or 2 x 24 weeks)
- Diploma (2 x 24 weeks)
- Advanced Diploma (2 x 24 weeks)

School Rules:

- You must attend a minimum of 80% of the classes on your course.
- You must arrive at class on time. If you are more than 15 minutes late your teacher may refuse you entry.
- Smoking is not allowed anywhere in the school.
- Mobile phones must be switched off in the classrooms.
- You must bring your course book, a notebook and pen to every lesson. If you do not bring these, your teacher may refuse you entry.
- Please carry your student ID card with you at all times. The office staff need to know your student number when they are helping you.
- If you require a certificate, report or reference from your teacher, you must tell us one week before your course finishes.



ISIC CARDS

International student cards can be obtained from travel agents. You need: a signed passport sized photo + £9 + a letter from the school showing that you study for at least 15 hours a week, for six months or more.

Local Student Travel Agency: STA Travel, 38 Store Street, WC1. Tel: 0207 580 7733

Job Centre

To get a job you need to go to the job centre, but only if you have a student visa or you are from the EU. You will need your passport (+ police registration cert.) and a letter from the school. Local job centre: 1st Floor, 195/197 Wardour Street, W1V 3FA, Tel: 0207 853 3740.

Post Office

The nearest post office is on Berners Street (inside WHSmith stationer's shop).

Refugees

Refugees can get information from the Refugee Training and Employment Centre (RTEC): 240-250 Ferndale Road, Brixton, SW1, Tel: 0207 737 1155.

Opening hours: 9.30 - 1.00, 2.00 - 5.00.

Photocopies

You can go to Ryman's, 35 Oxford Street.

Overseas Visitors Records Office:

Brandon House, 180 Borough High Street, London SE1 1LH. Tel: 0207 2301208

Applying for a National Insurance Number

You need to go to a local Benefits Agency with:

- Your passport
- A letter from your employer confirming employment

The addresses below are Benefits Agencies local to the school:

30, Drysdale Street
London N1
Tel: 0207-749-7000
Kliner House

197 Freemasons Road
Canning Town
London E16
Tel: 0207-599-8899

Wedge House
36-40 Blackfriars Road
London SE1
Tel 0207-902-8600

Language learning Strategies:

You are responsible for your studies. If you do not study you will not improve your English. Attending class is just the beginning of your studies, you should also be completing your homework every day and practising your English as much as possible outside of school.

Follow the tips below to maximise your learning potential.

- ➡ Keep your notes from class well-organised and review them every week.
- ➡ Buy a good dictionary to help you study. Your teacher will be happy to recommend the best one for you.
- ➡ Use the school library to borrow books and tapes to practise your reading and listening.
- ➡ Go to the school social events to practise your English. Look on the Social Programme notice board for more information.
- ➡ Use the school computer room to visit the recommended web sites to improve your language skills.
- ➡ Use the TV and radio in your accommodation to get more listening practice.
- ➡ Pick up the free Metro or Evening Standard newspapers every day. You can practise your reading and find out what is happening in London and the world.



Choosing the right accommodation is very important in making sure you enjoy your time in London. Mayfair School can organise accommodation for you or you can make your own arrangements for private accommodation.

Staying in a private home is a very popular choice. These homes are of a good standard and are located outside the centre of London. Your hosts are often working families or retired people. You stay in a friendly London home and choose the meal plan that suits you but you are still independent and you are not expected to take part in family life.

If you would like to be a little more independent but still have opportunities to practise your English then the Student Residence or a Studio Flat may be the best option for you. The Student Residence provides you with a basic single room with shared kitchen and bathroom facilities, the studio is entirely self-contained and both are within easy reach of the school.



	Single (per person, per week)			Double/Twin (per person, per week)		
	Self-Catering	Bed & Breakfast	Half Board	Self-Catering	Bed & Breakfast	Half Board
Private Home Zones 1-2	£250	£250	£295	Not available	Not available	Not available
Private Home Zones 3-4	£140	£165	£190	£135	£140	£160
Private Home Zone 5	£110	£135	£155	£100	£105	£135
Residence Zone 2	£165					
Residence Zone 3	£140					
Studios	£330					



Airport Pick Up				
Heathrow	Gatwick	Stansted	City	Luton
£85	£100	£100	£85	£100

- All accommodation booked through Mayfair School is subject to a booking fee of £45.
- All rooms and prices subject to availability. The school cannot guarantee prices at the time of booking.
- At least two weeks' notice is required for all bookings. For less than two weeks' notice availability cannot be guaranteed.
- If we are unable to book the accommodation of your choice, the nearest alternative will be reserved for you.
- Extra days can be arranged on a pro rata basis.
- Please note that 1 week Private Home Accommodation equals 7 days and 6 nights. All other Accommodation equals 8 days and 7 nights.
- NB Student Residence Zone 3: We automatically charge £35 for a bedding pack (duvet, pillow, sheets). Please tell the school if you do NOT want a bedding pack.
- NB Studios: Flatscreen TV, Wireless Internet as well as bedding and cleaning services can be requested from Apartments' Management. Deposit required.

2011
(2 Jul - 31 Dec)

The school is open from 2nd January. Classes begin Tuesday 4th January and will finish on Friday 16th of December. Courses start every Monday. The school is closed on the following public holidays: 22nd & 25th April, 2nd & 30th May and 29th August.

ACADEMIC YEAR

All year – Start any Monday

Total period of study: 36 weeks divided into three terms. Holidays must be taken at set times between terms.

Course description	Hours per week	*08.30 to 11.50	11.50 to 15.10	15.10 to 18.30
Academic Year - 36 weeks	15	£2615	£2275	£1895
	21	£3270 *15 hours - 08.30 to 11.50 *6 hours -11.50 to 15.10	£2845 15 hours - 11.50 to 15.10 6 hours - 15.10 to 18.30	£2370 15 hours - 15.10 to 18.30 6 hours - 11.50 to 15.10

*Our standard Academic Year and General English course fees are shown in black. These fees entitle students to study at any time of day and in any of the specialist language programmes listed overleaf i.e. exam preparations programmes (IELTS, FCE, CAE, ILEC) and Business English.

General English Group courses

Classes	Times	Hours of study per week (ex. breaks)	Number of weeks										
			1	2	3	4	8	12	16	20	24	36	48
Full-time	*08.30 to 11.50	15	£160	£290	£415	£510	£860	£1140	£1455	£1680	£1870	£2275	£2960
	11.50 to 15.10		£140	£250	£360	£440	£745	£990	£1265	£1460	£1625	£1975	£2570
	15.10 to 18.30		£105	£200	£295	£370	£625	£825	£1055	£1220	£1355	£1650	£2145
Semi-Intensive	*15 hours - 08.30 to 11.50 *6 hours - 11.50 to 15.10	21**	£225	£375	£530	£670	£985	£1540	£1915	£2250	£2550	£3135	£3920
	15 hours -11.50 to 15.10 6 hours - 15.10 to 18.30		£195	£325	£460	£580	£985	£1335	£1665	£1955	£2215	£2725	£3405
	15 hours - 15.10 to 18.30 6 hours - 11.50 to 15.10		£165	£275	£385	£485	£825	£1115	£1390	£1630	£1850	£2275	£2840
Intensive	*08.30 to 15.10	30**	£275	£480	£670	£805	£1225	£1670	£2255	£2835	£3420	£4785	£5400
	11.50 to 18.30		£245	£435	£605	£735	£1110	£1515	£2055	£2580	£3105	£4350	£4905

**Please note: Only students enrolled on 21 and 30 hour courses are exempt from paying Council Tax. Average class size of 16 (minimum 10, maximum 20) in General English classes.

In addition, all students are entitled to attend a weekly Pronunciation and Conversation Class free of charge, amounting to 2 hours of extra tuition per week.



mayfair college
Career and University Pathways

See [MAYFAIR COLLEGE](#) pricelist for details.

61-65 Oxford Street (Entance at 14 Soho Street), London, W1D 2EL

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Part of the Mayfair Education Group

Company Registration Number 5561696 | Fairman Law House, Park Terrace, Worcester Park, Surrey, KT4 7JZ



IELTS

Course description	Times	Hours of study per week	Number of weeks											
IELTS FOR LIFE (Intermediate students and above)	Please check	15	1	2	3	4	6	8	10	12	16	24	36	
			£160	£290	£415	£510	£680	£860	£995	£1140	£1455	£1870	£2275	
IELTS FOR STUDY (Upper -Intermediate students and above)	Please check	15	4	5	6	7	8	9	10	12	16	24	36	
			£510	£605	£680	£760	£860	£920	£995	£1140	£1455	£1870	£2275	

CAMBRIDGE EXAMINATION COURSES

Course description	Times	Hours of study per week	Number of weeks		
			4	8	12
First Certificate (FCE) Advanced (CAE) & Proficiency (CPE)	Please check	15	£510	£860	£1140

BUSINESS ENGLISH

Course description	Times	Hours of study per week	Number of weeks									
			4	5	6	7	8	9	10	12		
BUSINESS ENGLISH (Intermediate students and above)	Please check	15	£510	£605	£680	£760	£860	£920	£995	£1140		

A supplement may be required for Academic Year students wishing to join the above classes.

WORK PLACEMENT (EEA citizens)

Minimum IELTS score of 5 (or equivalent) required. Full and Part-time placements available. Must be booked with a minimum 2-week course.

Type	Length	
	1-4 months	4+ months
Regular Sector – for example: Tourism, leisure, administration	£495	£595
Specialised Sector – for example: Law, fashion, engineering	£545	£645
WORK PLACEMENT + UNIVERSITY PATHWAY COURSE	See Mayfair College prices	See Mayfair College prices

ONE TO ONE Individual tuition

Tailor-made programmes, designed to suit your individual requirements and timetable. | Prices start from £50 per hour.

Average class size of 10 in exam classes (minimum 8, maximum 12) | Mayfair College is an integrated faculty of the Mayfair School of English, offering accredited university pathway courses for entrance to UK universities. | £45 registration fee for all courses | Coursebooks are not included in the course fee and are available to buy in the school office at £23 each.



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2011
(1 Jan - 1 Jul)

The school is open from 2nd January. Classes begin Tuesday 4th January and will finish on Friday 16th of December. Courses start every Monday. The school is closed on the following public holidays: 22nd & 25th April, 2nd & 30th May and 29th August.

ACADEMIC YEAR

All year – Start any Monday

Total period of study: 36 weeks divided into three terms. Holidays must be taken at set times between terms.

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Academic Year - 36 weeks	15	£2270	£1975	£1645
	21	£2825 *15 hours - 08.30 to 11.50 *6 hours -11.50 to 15.10	£2455 15 hours - 11.50 to 15.10 6 hours - 15.10 to 18.30	£2045 15 hours - 15.10 to 18.30 6 hours - 11.50 to 15.10

*Our standard Academic Year and General English course fees are shown in black. These fees entitle students to study at any time of day and in any of the specialist language programmes listed overleaf i.e. exam preparation programmes (IELTS, FCE, CAE, ILEC) and Business English.

General English

Group courses

Classes	Times	Hours of study per week (ex. breaks)	Number of weeks										
			1	2	3	4	8	12	16	20	24	36	48
Full-time	*08.30 to 11.50	15	£140	£250	£360	£440	£745	£990	£1265	£1460	£1625	£1975	£2570
	11.50 to 15.10		£125	£220	£305	£375	£635	£825	£1020	£1165	£1315	£1770	£2010
	15.10 to 18.30		£80	£145	£215	£295	£525	£700	£865	£1005	£1115	£1475	£1650
Semi-Intensive	*15 hours - 08.30 to 11.50 *6 hours - 11.50 to 15.10	21**	£195	£325	£460	£580	£985	£1335	£1665	£1955	£2215	£2725	£3405
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	15 hours - 15.10 to 18.30 6 hours - 11.50 to 15.10		£125	£220	£305	£385	£710	£970	£1185	£1340	£1460	£1725	£2245
Intensive	*08.30 to 15.10	30**	£235	£415	£580	£700	£1065	£1450	£1960	£2465	£2970	£4160	£4695
	11.50 to 18.30		£210	£375	£525	£635	£965	£1315	£1785	£2240	£2700	£3780	£4265

**Please note: Only students enrolled on 21 and 30 hour courses are exempt from paying Council Tax. Average class size of 16 (minimum 10, maximum 20) in General English classes.

In addition, all students are entitled to attend a weekly Pronunciation and Conversation Class free of charge, amounting to 2 hours of extra tuition per week.



IELTS

Course description	Times	Hours of study per week	Number of weeks										
			1	2	3	4	6	8	10	12	16	24	36
IELTS FOR LIFE (Intermediate students and above)	Please check	15	£140	£250	£360	£440	£590	£745	£865	£990	£1265	£1625	£1975
IELTS FOR STUDY (Upper -Intermediate students and above)	Please check	15	4	5	6	7	8	9	10	12			
			£470	£565	£650	£745	£825	£900	£975	£1120			

CAMBRIDGE EXAMINATION COURSES

Course description	Times	Hours of study per week	Number of weeks		
			4	8	12
First Certificate (FCE) Advanced (CAE) & Proficiency (CPE)	Please check	15	£440	£745	£990

BUSINESS ENGLISH

Course description	Times	Hours of study per week	Number of weeks									
			4	5	6	7	8	9	10	12		
BUSINESS ENGLISH (Intermediate students and above)	Please check	15	£440	£525	£590	£660	£745	£800	£865	£990		

A supplement may be required for Academic Year students wishing to join the above classes.

WORK PLACEMENT (EEA citizens)

Minimum IELTS score of 5 (or equivalent) required. Full and Part-time placements available. Must be booked with a minimum 2-week course.

Type	Length	
	1-4 months	4+ months
Regular Sector – for example: Tourism, leisure, administration	£445	£545
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We have separated our courses into six groups to help you select the best option for you.

General English Courses

From one week to one year our General English courses will help you improve your English for everyday use. From beginners to advanced level students we have a course to suit every ability. By combining knowledge of your language needs and learning style with language input and practice our tutors will not only improve your ability but your confidence as well.

Academic Year Courses

These are ideal if you want to spend more than six months in London. Our academic year allows you to study and improve your General English and you can combine this with exam preparation courses.

Exam Courses

If you need to pass the IELTS exam for university entrance or if you need to take the First Certificate, Cambridge Advanced or Cambridge Proficiency exams to improve your career prospects then we have a variety of courses to suit your needs.

One to One & Business Courses

If you need to improve your English for work, for an important presentation or job interview and have a limited amount of time available then our individually tailored tuition will help you achieve the results you desire.

Mayfair College Courses

Designed to maximise your academic and career prospects and provide a cost-effective route into higher education in the UK. See *Mayfair College* brochure for more details.

Work Placements

In partnership with Professionals UK, we are able to offer unpaid work placement positions to students who complete language courses at the school. These placements can last between 4 weeks and 6 months and be in areas such as architecture, fashion, administration and advertising. A work placement can provide valuable experience in your field in an English-speaking environment and is a real strength on your CV.

