



LONDON INTERNATIONAL
STUDY CENTRE

Caring for your future

Accredited by

AEGIS
The Association for the Education and
Guardianship of International Students

In association with
Sutherland Education

GCSE, AS, A2 Easter Holiday Revision Courses 6–16 April, 2010

London International Study Centre
392-394 Ewell Road, Tolworth, Surrey KT6 7BB
E-mail: contact@londonisc.com
Tel: 020 8390 8810
www.londonisc.com

REVISION COURSES FOR YOU

Are you.....

- Terrified of exams?.....**Don't be - we can help**
- Lacking confidence with GCSE, AS or A2?.....**We can enable you to succeed**
- Worried about your revision?.....**Guidance is at hand**
- Seeking the best possible academic input?.....**It's right HERE**
- Keen to optimise your exam performance?**Look no further**

BE ASSURED... WITH US YOU CAN FULFIL YOUR POTENTIAL!

Who are the revision courses for?

- Year 10 & Year 11 GCSE students
- AS & A2 students

who wish to:

- receive useful exam tips
- revise the more challenging aspects of curriculum subjects
- have an opportunity to ask questions on areas of concern
- develop sound exam techniques and work with past papers
- stay focused and gain motivation from other students in the same boat
- boost their overall confidence

Our courses are designed to significantly improve each student's performance in GCSE, AS and A2 exams. Each subject is studied for 10 lessons per week in small groups of 4-7 students on average (max 10). We ask students for their specific requirements in advance and tailor the course to suit their needs.

Our intensive revision programme:

- concentrates on the major elements of the syllabus common to most examination boards
- includes exam techniques and study skills
- provides one-to-one attention
- provides helpful feedback and advice
- incorporate practice papers and sample questions of the relevant exam boards
- aims to boost confidence through its meticulous approach to the preparation of candidates for the exams

LISC PROFILE

As an academic study centre started by Sutherland Education, LISC is possibly the only one of its kind. It offers both tuition and revision courses for domestic students as well as a unique programme of intensive English at All Times (EAT)© for overseas students, who may wish to prepare for entry into mainstream education in the United Kingdom or simply improve their English. We cater both for private and state school students. Our tutorials are available all year round – including half terms and long school holidays.



LISC benefits from a close association with its founder organisation, Sutherland Education, whose highly qualified educationalists among its personnel have very many years of consultancy experience with students, schools, parents, teachers and agents.

As educationalists we are committed to offering tuition of the highest quality through our selection of the most experienced and successful tutors.

OUR TUTORIALS ARE AVAILABLE ALL YEAR ROUND!

TUTORS

We have a dedicated team, eager to teach YOU. All our tutors are highly qualified teachers who are experts in their subjects with extensive exam preparation experience. They are carefully selected and come with excellent references and CRB clearance. They will focus on the most challenging topics and assist you in improving your knowledge, skills and exam techniques.

COURSE STRUCTURE

Students study either 2 (AS and A2) or 2-5 (GCSE) subjects in one week. Candidates may choose from any of the following:

English Language & Literature, Math, Physics, Chemistry, Biology, Geography, History, French, Spanish, German, Latin, Business Studies, Economics, Law, Politics, Sociology, Psychology, Religious Studies, Drama, ICT, Philosophy, PE.

We invite you to specify your revision requirements in our pre-course questionnaire. Tutors will then plan lessons to cover your areas of particular interest. They will closely monitor and assess your progress in order to evaluate your ongoing needs.



We recommend that for GCSE you choose a minimum of 2 subjects over 1 week and 3 or 4 subjects over 2 weeks. We would advise that not more than 4 subjects are studied per week unless the additional ones are revised on an individual tuition basis. We would be happy to discuss with you your particular requirements.

To reserve a place, fill in the application form on the back of this leaflet and, having read our terms and conditions, send it to us together with the full fee. Full payment must reach us two weeks before the course start date. Once the funds have cleared, we shall confirm your booking and send out the course administration details. Please note that places are allocated on a first come, first served basis.

Study with us for the best results!

WE LOOK FORWARD TO WELCOMING YOU AT OUR CENTRE!

SAMPLE TIMETABLE

| colour coding for different levels: | | | | | |
|-------------------------------------|----------------|---------|-----|----------|--------|
| | | | | | |
| | GCSE | AS | A2 | | |
| | Monday | Tuesday | Wed | Thursday | Friday |
| 9.00 - 10.30 | Biology | | | | |
| | Maths | | | | |
| | Economics | | | | |
| | French | | | | |
| | Geography | | | | |
| | Physics | | | | |
| | History | | | | |
| 10.40 - 12.10 | Biology | | | | |
| | Maths | | | | |
| | History | | | | |
| | Physics | | | | |
| | Economics | | | | |
| | French | | | | |
| 1.00 - 2.30 | Biology | | | | |
| | English | | | | |
| | History | | | | |
| | Physics | | | | |
| | Spanish | | | | |
| | Economics | | | | |
| 2.40 - 4.10 | English | | | | |
| | Economics | | | | |
| | Psychology | | | | |
| | Spanish | | | | |
| | Chemistry | | | | |
| | German | | | | |
| | PE | | | | |
| 4.20 - 5.50 | PE | | | | |
| | German | | | | |
| | French | | | | |
| | Chemistry | | | | |
| | Latin | | | | |
| | Sports Science | | | | |
| 6.00 - 7.30 | RE | | | | |
| | Chemistry | | | | |

Please note that this timetable is provisional. We will endeavour to accommodate any students whose selected lessons overlap. Most subjects will run according to this timetable during the second week of the course, depending on demand.

COURSE DATES 2010

EASTER REVISION WEEK 1

Tuesday 6th April - Saturday 10th April

EASTER REVISION WEEK 2

Monday 12th April - Friday 16th April

FEES

Each subject (10 lessons of 45 minutes each)
runs for one week.

| Level | Number of subjects taken in blocks of 10 lessons per subject /per week | Number of lessons | Amount |
|--------------|---|------------------------------|---------------|
| GCSE | 2 | 20 | £310 |
| | 3 | 30 | £450 |
| | 4 | 40 | £580 |
| | 5 | 50 | £700 |
| | 6 | 60 | £850 |
| | 8 | 80 | £980 |
| AS/A2 | 1 | 10 | £285 |
| | 2 | 20 | £525 |
| | 3 | 30 | £787 |
| | 4 | 40 | £1050 |

STUDENT TESTIMONIALS

“I want to thank you for excellent service. It has been a pleasure dealing with you. Thank you for your patience.” *GCSE student*

“It did indeed fulfil my expectations as it was well targeted at my weaknesses in the subject. I think I am ready now!” *A2 student*

“I wanted to cover some tricky topics and have lots of exam practice. Now I understand things much better.” *A2 student*

RESIDENTIAL STUDY OPTION WITH SUTHERLAND EDUCATION

Sutherland Education offers to students studying at our Revision Courses or at London International Study Centre (LISC), guardianship and accommodation. Our purpose is to provide students regularly attending UK schools with a secure, supportive and caring environment during their short-term courses.

Our guardian families...

welcome children into their homes and fulfil a very important role in the overall success of a student's stay. Guardian families offer students a home from home during the courses, providing them with a place both for private study and for personal relaxation. In this way, a student's educational experience is enhanced socially, culturally and linguistically.

Sutherland Education...

enables students to benefit from the highest level of personal and professional guidance. We have a reputation for excellence and integrity in the way we address every student's needs. The quality of our tuition, the high standards upheld throughout all levels of our academic courses, and the personal attention, has always been the most important aspects of our support for both parents and students.

In 1965 Andrew Sutherland's mother started the first guardianship association in the UK – The Kith and Kind Association. Today Sutherland Education represents nearly 40 years of professional experience in supporting students pastorally and academically.

AEGIS

You may also wish to know that we have been one of the first organisations accredited by AEGIS (the Association for the Education and Guardianship of International Students), the Government-recognised body which uses OFSTED and ISI trained inspectors and which ensures the highest possible standards in the provision of services to overseas students. Our inspection report has described us as:



“... an exemplar of the very best practice”!

Students staying at our guardian families have the full 24-hour support of the SE staff.

FEE STRUCTURE - SHORT-TERM, RESIDENTIAL STUDY OPTION

| | |
|--|------|
| REGISTRATION FEE | £50 |
| <i>(The above fee is subject to UK Tax at 17.5%)</i> | |
| FAMILY ARRANGEMENT AND GUARDIANSHIP | |
| Weekend (2 nights) | £40 |
| 1 week | £100 |
| <i>(The above fee is subject to UK Tax at 17.5%)</i> | |
| HOST FAMILY FEE (per night) | £29 |
| REFUNDABLE DEPOSIT | |
| Weekend | £50 |
| 1 week stay | £100 |
| 2 weeks' stay | £150 |
| Longer | £250 |

EXPENSES such as travel, telephone bills, transport, storage of luggage etc. are charged at cost and deducted from the deposit amount.

ADDITIONAL SERVICES

- Intensive English for International Students
- Ongoing tuition in all mainstream subjects
- Revision courses over school holidays
- Educational consultancy service
- School selection service
- Guardianship for International Students

Please enquire for details by contacting the Head Office on 020 9390 8810.

APPLICATION PROCESS

In order to apply for the residential option, please complete our Application Form and send it together with the registration fee so that a correct invoice can be raised for the complete payment to be made.

Valid until April 2010

Any queries must be made within 30 days of the invoice date

APPLICATION FORM

Places are offered on a first-come-first-served basis

Surname _____ First Name _____ Sex _____

Date of Birth _____ E-mail _____

Home Address _____

Postcode _____ Tel. _____ Mobile _____

If EMERGENCY contact details are different from above, please provide them separately

Which school do you attend? _____

I wish to study the following subjects:

| Level (GCSE, AS, A2) | Tier (Foundation, Higher) | Subject | Exam Board | Modules already taken | Predicted grade | Other information |
|----------------------------|---------------------------------|---------|---------------|--------------------------|--------------------|-------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Please use an extra sheet for other important information you feel we should have, especially English literature books, periods in history, modules (where applicable).

Do you have any medical conditions that we need to know about?

How did you hear about us? _____

PAYMENT I enclose a cheque for £ _____

I have read and agree to be bound by the London International Study Centre Terms and Conditions.

Name of parent/guardian _____

Signature of parent/guardian _____

Date: _____

London International Study Centre, 392–394 Ewell Road, Tolworth, Surrey KT6 7BB

www.londonisc.com, Tel: 020 8390 8810

TERMS AND CONDITIONS

1.1 Definition

Sutherland Education Ltd ('SE') is a limited company (registration number 3388218). These 'Terms and Conditions' ('Agreement') refer to the contract between Sutherland Education Ltd ('we', 'our' or 'us') and the Parents or any person signing our Application form on their behalf ('you') in respect of our tutoring service for your son/daughter ('your child'). London International Study Centre Ltd is an associated company of Sutherland Education Ltd.

1.2 Legal Contract

Jointly or severally you are legally responsible for adhering to this Agreement. Nothing in this contract shall confer on any third party any right to enforce any benefit of any term of this contract under the Contract (Rights of Third Parties) Act 1999. This legal contract is subject to the exclusive jurisdiction of English Law.

1.3 Sutherland Education Literature and Website

All our promotional information gives details about our services, company history and ethos. It is believed to be correct at the time of printing but does not form part of the agreement. Any unclear issues arising from our literature and website should be clarified in writing before you enter this Agreement. This contract forms the entire legal agreement between the parties.

1.4 Reference to documents

You may request to see any documents referred to in this agreement before you accept the offer of a place but those documents do not form part of this contract.

1.5 Changes in circumstances

We constantly endeavour to improve our services. Therefore, we may introduce changes to the way our service is provided, described or promoted. We may also appoint new staff members to tutor your child. Our fee structure is regularly reviewed. We will notify you of any changes in fees in writing to the address stipulated by you on the application form. None of the changes can invalidate this Agreement.

2. Sutherland Education, Admission and Entry

2.1 Enrolment

Every student, subject to satisfying our admission criteria, will be enrolled on the SE revision course once you have returned the duly completed Application Form and the fees for the period stipulated in the Application Form have been paid in full. SE reserves the right to add an extra student (up to a maximum of 10 in a group at any stage during the tuition programme. This group limit does not apply to study skills sessions. SE cannot guarantee the availability of the selected options.

2.2 SE's Responsibilities

In respect of each student enrolled on the course, SE accepts responsibility for the tutoring of your child. This is conditional upon all pertinent information about your child being revealed to SE and your child complying with the requirements of our service at all times.

- SE cannot accept responsibility for the outcome of any examinations taken by your child.

2.3 Discretion

- SE will endeavour to exercise the same duty of care as responsible parents would in relation to their child. Any specific restrictions you wish to be placed on your child, should be given in writing prior to the commencement of the tutoring.

- SE will exercise discretion in respect of your child's welfare in circumstances when unable to contact you.

- The signed Application Form from you authorizes SE to agree to any emergency medical treatment such as a blood transfusion, an anaesthetic or an operation,

- as deemed immediately necessary for your child's welfare by suitably qualified medical personnel. This right will only be exercised if it has not been possible to obtain your prior consent.

- SE reserves the right to use other premises for running revision courses should the need arise.

2.4 Parents' Responsibilities

- You must reveal all pertinent information about your child such as any medical history, record of misconduct, legal matters, or any family circumstances that may affect your child's educational progress or the welfare of others involved in the course.

- You should notify SE in writing of any changes in circumstances or any information which would assist SE in tutoring for your child. This includes any change in your contact details. We cannot be held responsible for not being able to contact you using the numbers and the address supplied by you.

- SE requires you to inform us in writing should you have any objections to your child's photographs appearing in any of our promotional material.

- You are responsible for arranging any appropriate insurance cover for your child, e.g. medical, travel, sickness and personal injury, should you consider that necessary.

- You are legally liable for the full payment of all invoices and any other expenses incurred on behalf of your child.

- Should you have any concerns about your child's educational progress you must inform SE immediately so that appropriate action can be taken.

- SE shall not be liable for loss or damage to personal property however caused.

2.5 Adherence to our guidance

- Your child will be required to observe the rules in SE's 'Student handbook' which is issued upon the acceptance of your child for tuition. Your child's enrolment is the acknowledgement of its receipt. Please note that the use of mobile phones and any other electronic equipment (except for calculators) in SE's premises is strictly prohibited.

- You undertake to ensure that your child is receptive to our guidance and will abide by our instructions.

- SE will not accept responsibility for the consequences of any action by your child which contravenes given guidance. Any damage to SE property caused by your child will be invoiced to you for an immediate payment.

- All students should: respect other students and staff; not use mobile phones during the lessons; be punctual, co-operate fully with teachers and prepare all work/homework set by them.

- Sutherland Education reserves the right to withdraw any student whose behaviour might be considered detrimental to the smooth running of the course, or which might interfere with the studies of other students.

- Consumption of alcoholic beverages, smoking or substance abuse on SE premises will result in immediate dismissal from the course.

2.6 Subject choices

- All subjects are offered on a provisional basis and some of them may be withdrawn if demand is low or, by mutual agreement, the number of hours reduced. The student may choose an alternative course or obtain a refund of fees paid for that subject.

3. Disclosure of Information

By signing this Agreement you agree, as far as your parental rights allow, to us:

- communicating confidential information to any third party on a 'need-to-know' basis should it be required to safeguard and promote the welfare of your child or protect another person from any harm inflicted by your child.

- disclosing to any person lawfully requiring details about your child, information stored or retained by us to which the Data Protection Act 1998 or similar legislation applies.

4. Finance

You, or any person or organisation appointed by you in writing, are jointly and severally responsible for payment of 'Fees'.

4.1 Tuition Fee

- The tuition Fee covers the tutorial programme of 45 minute tutorial lessons over the period of the revision course timetable by Sutherland Education according to the number of lessons selected on the application form.

4.2 Payment policy

- Course fees must be settled in full two weeks before the start of course.

- If the funds are not received in the stipulated time the entitlement to tuition may lapse and your child may not be able to take part in any tutorials. This means that the SE's responsibilities will be suspended until full payment has been received and the funds have cleared. Any part payment will only be accepted on account and will neither maintain nor reinstate the tutorial service with SE.

4.3 Refund Policy

Deposits are non-refundable.

- The balance of fees will be refunded only in the event of cancellation 28 days prior to the commencement of the course, unless in the exceptional circumstances of a medical emergency (doctor's certificate required) or bereavement. Please specify in writing the preferred payment method (i.e. by cheque or by a bank transfer and provide bank details) of any refund due. £25 +VAT (twenty five pounds) will be deducted from the amount to be transferred to cover the transfer costs.

- In the event of a student being unable to attend any session for reasons other than sickness or bereavement, normal fees will be charged but course material will be available to the student. If additional tuition is required, arrangements will be made where possible at an extra charge to be agreed with you prior to such tuition.

- Students will not be eligible for any refund should they contravene our guidance as outlined in any of the points under section 2.5

5. Termination of the Contract

- We reserve the right to relinquish our responsibilities without due notice if important information about your child has been withheld or in the event of serious misconduct. Whilst we are not bound to any set notice period, whenever possible notification of any such decision made will be given in writing prior to the termination taking place.

- To secure the continuity of the service provision, all payments must be made in full within the time stipulated on an invoice.

- To withdraw a student from SE course, 28 days' notice is required in writing. This means notice given to us 28 days prior to the commencement of the revision course.

THIS IS A LEGALLY BINDING CONTRACT. BY SIGNING THE APPLICATION FORM YOU AGREE TO BE BOUND BY ITS TERMS.