GENERAL INFORMATION

- The minimum age for General English, Cambridge and IELTS courses is 18. The minimum age for Business English programmes is 25.
- The school is closed on public holidays, except for Business English afternoon classes.
- LSI has a 24-hour emergency phone number: 0780 339 2476 (or +44 780 339 2476 if phoning from outside Britain).
- You should arrive at school by 9.00am on your first day.
- INSURANCE: We strongly advise you to take out travel and medical insurance before leaving home. This should cover loss or damage to personal possessions and loss of tuition fees if you have to finish your course early for any reason.
- LSI keeps personal information in both electronic and paper format. When requested, this information is passed onto third parties such as the British Council, ISI and UKVI.
- LSI may use photographs or short video clips from school social activities for marketing and promotional materials. If you do not allow us to use images that you may feature in, please inform us in writing at the start of your course.
- For school rules, policies and procedures please see our website www.lsi-portsmouth.co.uk/en/school-policies-rules

TERMS & CONDITIONS

- In booking with us, you agree to accept LSI's Terms & Conditions.
- If you book via a representative or Educational Tour Operator (ETO), their terms & conditions may apply.
- A £300 non-refundable deposit is required for all bookings.
- The £80 registration fee includes materials and course books.
- LSI reserves the right to refuse an enrolment.
- LSI is not liable for loss of tuition or other services caused by factors outside of our control (natural events e.g. flooding, earthquake, storms). Refunds in these instances will not be made.

Before Starting a Course

- If we receive notice of cancellation before the start of a course, all tuition and accommodation fees will be refunded less the £300 deposit.
- If we receive notice of postponement less than 1 week (5 working days) before the planned start of a course, you will lose the £300 deposit and be required to pay another deposit before we can confirm a new start date.
- If you are waiting for a visa and think that you may be delayed, you must let us know at least 1 week before your planned start date or you may lose your deposit and have to pay another £300.
- If your visa application is refused, all accommodation and tuition fees will be refunded (less recoverable costs e.g. bank charges and CAS fee) but only when we have seen a copy of the visa refusal letter. The £80 registration fee is non-refundable in any case.

After Starting a Course

- It is LSI's policy that all tuition fees are non-refundable once the course begins, so you should make sure your insurance policy will cover this in case you have to stop your course early.
- Homestay fees are refundable subject to 1 full week’s notice.
- Self-catering fees are refundable subject to 4 weeks’ notice.
- If you have a GSV, accommodation fees will only be refunded if you show us documentary evidence that you are enrolled and sponsored by another UK institution or have booked and paid for a flight home. Refunds are usually made to the person who paid the fees (not necessarily to the student). Bank charges are at your expense.
- LSI reserves the right to refuse students being asked to leave – we cannot guarantee that we will be able to find suitable, alternative accommodation.

HOLIDAYS

You may take a holiday during your course, up to a maximum of 4 weeks, provided you give LSI at least 1 week's notice. The holiday weeks are given as a course credit and you can take these unused study weeks at a later date, within a 12-month period. Please note that course credits are non-refundable and must be taken as study weeks.

Homestay accommodation: If you are away for a full week (weekend to weekend) and give 1 week’s notice, we will refund 50% of the fees.

Self-catering: There are no refunds for holidays taken.

BANK DETAILS

All fees are payable, in GBP Sterling, at least 3 weeks in advance to: LANGUAGE SPECIALISTS INTERNATIONAL, National Westminster Bank PLC, Commercial Road Branch, Portsmouth, England. PO1 1EJ.

A/c No. 89795482 Sort Code 56-00-64 SWIFT Code NWB KGB 2L

IBAN Code GB15 NWBK 5600 6489 7954 82

Please note that you are responsible for covering the cost of bank charges. To identify your payment quickly and easily, please include the INVOICE NUMBER and STUDENT SURNAME in the details: e.g. "18999-Smith"
How to Read a Book: The classic guide to intelligent reading

Mortimer J. Adley

Charles Van

101 Crucial Lessons They Don't Teach You in Business School: Forbes calls this book 1 of 6 books that all entrepreneurs must read right now along with the 7 Habits of Highly Effective People. 134 Pages·2015·504 KB·41,790 Downloads·New! How to Read a Book, originally published in 1940, has become a rare phenomenon, an aliving classic— how-to adjective [before noun] — used to describe something that provides practical advice on a particular activity: A how-to book/guide/article. how-to noun [C] (plural how-tos) — a book, DVD, etc. that gives practical advice. Financial and business terms. how-to how to er, n. /how toh /, adj., n., pl. how tos. adj. 1. giving or pertaining to basic instructions and directions to the layperson on Want to learn how to write a book? This step-by-step guide will take you through every part of the process, complete with tips from bestselling authors. For many people, writing a book has been a lifelong dream, yet one that’s always seemed just out of reach. Indeed, as we reveal in our publishing podcast Bestseller, roughly 80% of Americans have wanted to write and publish a book at some point but fewer than 0.1% have actually done it. Applying these simple steps will show you how to write a book faster, organize your thoughts with less stress, and ultimately create a better book that’s more likely to get you the publishing deal and sales you want. For those of you who love to write or want to learn how to write your first book, I’ll share with you the 11 key steps to writing a book that’s ready to be professionally published. How To Write a Book: A Guide for Beginners. The writing process is a mystery to most people. Learn how to edit PDFs in this blog post. How Do You Read an Ebook? You can read an ebook on many different devices: iPhone, Android smartphones, a Macbook, PC, and e-readers such as the Nook and Kindle. The latter two devices are typically used to read novels in digital form. To learn how to add your brand’s colors to PowerPoint, check out this blog post. That way, you can customize the color scheme in our ebook templates to match your brand! 6. Incorporate visuals.