



# Agents Manual

*Heath House*



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## Introduction

### WELCOME TO LANGUAGE STUDIES INTERNATIONAL!

The group of LSI schools that make up Language Studies International (LSI) are under one management team based in London.

1. The LSI brochure contains an accurate description of our course programmes, locations and services.
2. Quality control of LSI courses; we constantly check and assess the quality of our courses. In exceptional cases where things go wrong you can rely on us to put them right.
3. Quality accommodation where everything is carefully checked and re-checked.
4. A quality social & cultural programme, which reflects the needs and budgets of our students.
5. Each individual student will receive the same quality attention. There are no exceptions at LSI.

We appreciate your business and the hard work you put in on our behalf!

#### Our schools have accreditation and membership in the following organisations:

UK – London	Accredited by the British Council and ISI (LSI London Central, LSI Hampstead, LSI Brighton and LSI Cambridge) & member of ENGLISH UK
USA	ACCET (Accrediting Council for Continuing Education and Training) & member of AAIEP (American Association of Intensive English Programs)
Canada	Languages Canada / Langues Canada
Australia	NEAS (National ELT Accreditation Scheme) & member of EA (English Australia)
New Zealand	NZQA (New Zealand Qualifications Authority), C.O.P - M.O.E. (Ministry of Education – Code of Practice), Audited Member of English New Zealand
France	UNOSEL Union Nationale des Organisations de séjours linguistiques et des écoles de langues, Centre agréé TEF (CCIP), Private Institute of Higher Education (Academy of Paris)
Switzerland	EAQUALS (The European Association of Quality Language Services)

#### LSI Worldwide - General Information:

In each LSI school we have a Principal/Director, Director of Studies/Assistant Director, Registrar, and Student Services/Accommodation/Student Welfare Officer.

**All bookings are sent directly to and dealt with by the school where your student wishes to study. We have adopted this policy to make it easier for you to work with LSI and to increase efficiency on both sides. Queries should be addressed directly to the school in which the student wants to study. NB: Please email the main school email address in order to ensure your email reaches the right person/people in a timely manner.**

You can also contact a member of the marketing staff at our Head Office in London for additional information – [marketing@lsi.edu](mailto:marketing@lsi.edu)

#### NOTE:

- For questions regarding your booking - please contact the Registrar of the school where the student will study.
- For questions regarding accommodation or welfare - please contact the Student Services/Accommodation/Welfare Officer of the school where the student will study.
- For marketing related questions, inquiries or brochure requests, please contact the marketing team at [marketing@lsi.edu](mailto:marketing@lsi.edu)
- Commission is offered as per your agency agreement on tuition and registration fees. For Juniors' programmes, a flat commission rate of 20% is offered on the package price (tuition, accommodation, activities) but not on the registration fee. For Club 40+ programmes, commission is offered on the registration and tuition portion of the package (not on activities or any other services).

## LONDON HAMPSTEAD / Independent Sixth Form College

Language Studies International  
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London NW3 5QA

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**Administration and  
Welfare Manager**  
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**Director of Studies  
(Sixth Form)**  
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**Accommodation Manager**  
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## LONDON CENTRAL

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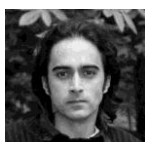
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**Groups Coordinator**  
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**Assistant Registrar /  
Foreign Languages Manager**  
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**Administration /  
Welfare Manager**  
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## BRIGHTON

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**Administration Manager**  
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**Academic Director**  
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**Group Coordinator**  
Victoria Iannacci  
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## Accounts & Bank details for the UK

### Bank Details

National Westminster Bank plc  
208 Piccadilly  
London W1A 2DG

Account name: Language Studies International

Forms of payment: Cash, money orders, traveller's cheques, cheques, bank transfers & credit cards.

Credit cards accepted: Visa, MasterCard, Switch, Maestro, Solo & Delta cards.

American Express or Diner's Cards are not accepted.

Brighton & Cambridge: Please note that only MasterCard, Visa and American Express are accepted

### Payment in UK£

Account no: 1700 5353

Sort Code 56-00-03

IBAN Number: GB40 NWBK 5600 0317 0053 53

BIC / Swift : NWBK GB 2L (same for all accounts - UK£)

Cheque or cash: Cheques made out to Language Studies International Limited. Cash on arrival at the school.

Credit and debit card: Fees can be paid over the phone.

Online using a debit/credit card\*: Please contact the school you are attending. The school will send you a link to pay by Flywire, a secure and fast payment solution.

## Courses Offered at LSI UK

- |   |  |
|---|--|
| • Intensive 30 General English                      | 30 lessons x 50 minutes = 25 hours                       |
| • Intensive 24 General English                      | 24 lessons x 50 minutes = 20 hours                       |
| • General 20 General English                        | 20 lessons x 50 minutes = 16 hours 40 minutes            |
| • Afternoon 10 General English                      | 10 lessons x 50 minutes = 8 hours 20 minutes             |
| • Cambridge Preparation                             | 20 <b>OR</b> 30 lessons x 50 minutes = 16.67 or 25 hours |
| • Academic English                                  | 30 lessons x 50 minutes = 25 hours                       |
| • International School Year (ISY)                   | 20/24/30 lessons x 50 minutes = 15, 16.67 or 25 hours    |
| • English for Teaching (Cambridge & L Hampstead)    | 30 lessons x 50 minutes = 25 hours                       |
| • Mini Group for Business                           | 20/30/40 lessons x 45 minutes                            |
| • 1:1 / Plus Courses/9 Day Compact Course           | 45 minutes per lesson                                    |
| • Juniors' Programmes:                              |  |
| London Hampstead, Cambridge, Brighton               | 20 lessons x 50 minutes + activities                     |
| • Family Programme Junior Summer (London Hampstead) | 15 hours per week  |
| • Club 40+ Package Programme                        | 20 lessons x 50 minutes                                  |
| • Combined programs                                 | 20 lessons x 50 minutes + activities                     |
| • Study & Work Experience                           |  |

## Useful information

- Minimum age for adult programmes is 16 years old at all LSI UK Schools.
- Minimum age for our Juniors' Programmes is 12 years for all centres.
- Starting dates are every Monday for **Elementary** to Advanced levels for all courses except Cambridge Exam Preparation.
- LSI Brighton offers Elementary level according to demand, please check for availability.
- Beginner courses are **only** offered at London Central. Beginners are asked to start on the first Monday of the month.
- ISY (International School Year) Packages start on the first Monday of the month.
- TOEIC, IELTS, TOEFL iBT, English for Business are included as afternoon options on the Intensive 30 course (see below).
- Maximum of 15 students per class. Maximum 5 students per class for Mini Group courses.

## Timetables – General Courses (London Hampstead & London Central)

Time	Intensive 30/ Exam Preparation (IELTS, TOEFL & TOEIC)/ English for Business/ Cambridge Exam Preparation /Academic English	Intensive 24 / Exam Preparation (IELTS, TOEFL & TOEIC)/ English for Business/	General 20/ Cambridge Exam Preparation/ Club 40+/ Juniors' Programme	Afternoon 10
9:00 – 10:45	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2	
10:45 – 11:15	BREAK	BREAK	BREAK	
11:15 – 13:00	Lessons 3 & 4	Lessons 3 & 4	Lessons 3 & 4	
13:00 – 14:00	LUNCH	LUNCH		
14:00 – 15:45	Lessons 5 & 6	Lesson 5 & 6 (2 days a week)		Lessons 1 & 2

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

## Timetables – General Courses (Cambridge & Brighton)

Time	Intensive 30/ Exam Preparation (IELTS, TOEFL & TOEIC)/ English for Business/ Cambridge Exam Preparation /Academic English	Intensive 24 / Exam Preparation (IELTS, TOEFL & TOEIC)/ English for Business/ Academic English	General 20/ Cambridge Exam Preparation/ Club 40+/ Juniors' Programme	Afternoon 10
9:00 – 10:45	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2	
10:45 – 11:05	BREAK	BREAK	BREAK	
11:05 – 12:50	Lessons 3 & 4	Lessons 3 & 4	Lessons 3 & 4	
12:50 – 13:45	LUNCH	LUNCH		
13:45 – 15:30	Lessons 5 & 6	Lesson 5 & 6 (2 days a week)		Lessons 1 & 2

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.



## Timetables – Premium Courses

Time	Mini Group 20/30/40 lessons*	Individual Tuition 20/30/40/50 lessons	9 Day Individual Compact course** (82 lessons)	9 Day Individual Compact course** (92 lessons)
<b>Mon - Fri</b> <b>9:00 – 10:30</b>	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2
<b>10:30 – 10:45</b>	BREAK	BREAK	BREAK	BREAK
<b>10:45 – 12:15</b>	Lessons 3 & 4 FINISH (20 lessons)	Lessons 3 & 4 FINISH (20 lessons)	Lessons 3 & 4	Lessons 3 & 4
<b>12:15 – 13:45</b>	LUNCH	LUNCH	LUNCH	LUNCH
<b>13:45 – 15:15</b>	Lessons 5 & 6 FINISH (30 lessons)	Lessons 5 & 6 FINISH (30 lessons)	Lessons 5 & 6	Lessons 5 & 6
<b>15:15 – 15:30</b>	BREAK	BREAK	BREAK	BREAK
<b>15:30 – 17:00</b>	Lessons 7 & 8 FINISH (40 lessons)	Lessons 7 & 8 FINISH (40 lessons)	Lessons 7 & 8	Lessons 7 & 8
<b>17:00 – 17:15</b>		BREAK	FINISH	BREAK
<b>17:15 – 18:45</b>		Lessons 9 & 10 FINISH (50 lessons)		Lessons 9 & 10
<b>Sat – Sun</b> <b>10:00 – 16:00</b> (includes lunch)			Lessons 1-8	Lessons 1-8

LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

\*London Central & Cambridge only

\*\*London Central, Brighton & Cambridge only

## Accommodation Extensions, Arrival and Departure Dates:

Accommodation is provided on a **7-night basis**: 1 day prior to course commencement, until departure on the **Sunday** following the end of the course. When possible, students who arrive early, or leave late, **will be charged for the extra nights**, and each school will inform you of the cost of the extra nights at the time of booking. However, please note that an extra night's stay is based on availability and cannot be guaranteed until the time of booking. Please note arrival dates listed below:

LSI SCHOOL	WHEN SHOULD THE STUDENT ARRIVE /DEPART?	HOW MANY EXTRA NIGHTS ARE ALLOWED?	HOW IS THE EXTRA NIGHT PRICE CALCULATED?
London Hampstead	Sun to Sun or Sat to Sat* Subject to availability in high season	- 2 extra nights may be booked. - For 3 or more nights a full week's fee is charged. - Please check with the school for availability before confirming with your students.	Divide the weekly price by 7  Please note that during the peak summer period, we cannot guarantee that extra nights in homestay will be available
London Central	Sun to Sun or Sat to Sat		
Brighton	Sun to Sun or Sat to Sat		
Cambridge	Sun to Sun or Sun to Sat		

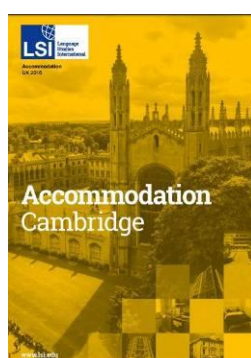
## Residence /Flat Share /Self-Catering/Campus Accommodation

The LSI schools in the UK work with a number of student residences, residence hotels, flat shares, and campus accommodations, which offer options with or without meals, depending on the location. The prices per person per week range from around £140-£350, depending on location, type of room, and type of meal plan booked.

Please contact the relevant LSI UK school for a list of accommodation options (residence/hotel/campus), facilities, and prices. If a student prefers a particular option, please note this on the booking form, and this option will be booked if it is available. If it is not available, a similar option will be suggested.

- Student accommodation (residences/hotels, etc) is only available for students who are aged **18 years or older** (some exceptions)
- Residences may be subject to different cancellation policies, please contact the relevant LSI UK school for more information
- Please note that usually 4 weeks' notice is required for any changes or cancellations to London residence bookings, and many residences have non-cancellation / non-refundable terms.
- LSI Cambridge – Centre point arrivals are between the hours of 10am – 4pm

**Prices are subject to change. All bookings will be invoiced at the price current on the day of booking.**



## Social Programme

**Examples of activities offered can be found below (prices subject to change).**

LSI LONDON HAMPSTEAD	Cost
West End Musical every 2 weeks – Phantom of the Opera, We Will Rock You, Lion King, etc	Approx £25
Student discos/salsa nights	£5-£10
Barbeque/Sports in the Garden (Every 2 weeks through summer season)	Free to join
Table Tennis championships at school! (winter season only)	Free
Various tourist attractions in London e.g. London Eye, Tower of London, Madame Tussauds	£16-£18
Music Concert with picnic in Hampstead Heath Park (summer only) just 10 minutes from the school!	Free
Museum/Gallery Visit: British Museum, Tate Modern	Free
The Proms: the world's biggest festival of serious music. See the world's greatest artists for a very low price (July – August – September only)	£5
Ice Skating outdoors at the beautiful Somerset House (winter only)	£7
Karaoke Night every Thursday	Free
International Food Nights	Free to join
Afternoon Tea at Kenwood House – a beautiful stately home in Hampstead Heath Park	£6-£10
Football Match – visit one of London's stadiums and watch world famous teams play!	£20-£60
Weekend Excursion to Popular towns outside London, e.g. Stratford upon Avon, Cambridge as well as trips to Paris, Amsterdam, etc.	£45-£65 (UK trips)

<b>LSI LONDON CENTRAL</b>	<b>Cost</b>
Welcome Drink – Meet with new students or International Student party	Free to join
Soccer: Join a teacher and classmates for a game in Regent's Park	Free
Musical – Phantom of the Opera, Les Miserables	£20-25
Museum Visit with your classmates – British Museum, Tate Modern, Natural History Museum	Free
London Walk- Mystery Tour of London seen from a Londoner's perspective	Free
Karaoke Night	Free
Boating in Hyde Park	£2
The Proms: the world's biggest festival of serious music. See the world's greatest artists for a very low price (July – August – September only)	£5
Ice Skating outdoors at the beautiful Somerset House (winter only)	£7
Afternoon Tea in a traditional English tearoom	£6-£10
Our World Famous Pub Tour! Join classmates, teachers and staff for a tour of London nightlife, exploring parts of London that Londoners live in.	Free to join
Weekend Excursion to Stonehenge & Bath, Oxford or Windsor Castle.	£28-37

<b>LSI BRIGHTON</b>	<b>Cost</b>
10-Pin Bowling	£5.00
Royal Pavilion	£8.00
School video nights	Free
Rottingdean Cream Tea	£5.00
Weekend Excursion to London Sightseeing, Shopping and Thames Cruise	£21
Beach Volleyball	£4.00
Sealife Centre	£8.40
Lewes Castle	£5.20
Boat trip round marina harbour and Brighton's piers	£12.50
Rottingdean Mini Golf	£6.00
Pub nights	Free

<b>LSI CAMBRIDGE</b>	<b>Cost</b>
Quiz night at the school	Free
Evensong Choir Kings College Chapel	Free
Musical in London Theatre	£40
Weekend Day Excursion to London	£18
Weekend Day Excursion to Bath	£30
Weekend Day Excursion to Brighton	£25
Bowling	£6
Cinema	£5
Punting on River Cam	£5

## Health Insurance

All students should arrange health insurance before starting their language course. Insurance is included in the fees for Junior courses but not for adult courses. Students can organize their own health insurance directly at:

<http://www.course-u-can.com>. Please contact the relevant LSI school for more information.



## Courier Mail

If you wish us to send confirmation or a visa letter by courier there will be an additional charge. This charge will depend on how heavy the mail is. Below you can find our courier prices charged by each school. The prices are based on confirmation letters and are subject to change.

Central London London Hampstead Cambridge Brighton	£65
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## Transfer Prices

Please find all airport transfer prices in our current brochure. The transfer price for students arriving from Kings Cross St. Pancras Rail Station (London) to homestays, residences, flats and hotels in London is £70.

## Links to Visa Information

Due to frequent changes to the Visa & Immigration regulations we advise you to check the current regulations with your local embassy.

You can find up to date information by going to <http://www.ukba.homeoffice.gov.uk/studyingintheuk/>

If your student is coming to the UK and intends to travel in Europe they may need a Schengen visa.

The following website is helpful for providing information about visas and part time work possibilities:

<http://www.ukcisa.org.uk>



## LSI North America

**North America Head Office**  
1706 Fifth Avenue, Suite 301  
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**General Manager /  
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## LSI USA

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Emergency No: +1 510 502 2650



**School Director**  
Greg Wickline  
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**Academic Director**  
Kathryn Sturgis  
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## NEW YORK

Language Studies International  
Metropolitan College of New York  
431 Canal Street, 12<sup>th</sup> Floor  
New York, NY 10013-1919

Tel: +1 212 965 9940  
Fax: +1 212 965 1268  
E-mail: [nyc@LSI.edu](mailto:nyc@LSI.edu)  
Emergency No: +1 917 854 9474



**School Director**  
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**Academic Director**  
Lucy Rumack  
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**Student Services /  
Accommodation  
Coordinator**  
Jill Guyon  
[jguyon@LSI.edu](mailto:jguyon@LSI.edu)

## BOSTON

Language Studies International  
105 Beach Street  
Boston MA 02111

Tel: +1 617 542 360  
Fax: +1 617 542 1790  
E-mail: [bos@LSI.edu](mailto:bos@LSI.edu)  
Emergency No: +1 617 833 3206



**Head Teacher /  
Academic Coordinator**  
Donna Moros  
[dmoros@LSI.edu](mailto:dmoros@LSI.edu)



**Administration /  
Student Services Manager**  
Linda Oppong  
[loppong@lsi.edu](mailto:loppong@lsi.edu)

**NB: Please email the main school email address in order to ensure your email reaches the right person/people in a timely manner**



## Accounts & Bank details for the USA

### US - Bank details

Wells Fargo Bank, N.A.  
San Francisco, CA

Account name: Language Studies International

Forms of payment: Cash, money orders, traveller's cheques, cheques, wire transfers & credit cards. Credit cards accepted: Visa & MasterCard.

### Payment in US\$

Account No: 9637112898

SWIFT No: WFBUS6S

ABA Routing No: 121000248 (Domestic only)

## Courses at LSI USA

- |  |   |
|--|---|
| • Intensive 30 General English                 | 30 lessons x 50 minutes = 30 clock hours, 25 Contact hours        |
| • Intensive 25 General English                 | 25 lessons x 50 minutes = 20 hours 50 minutes Contact hours       |
| • General 20 General English                   | 20 lessons x 50 minutes = 20 Clock hours, 16.66 Contact hours     |
| • Afternoon 10 General English                 | 10 lessons x 50 minutes = 8 hours 20 minutes Contact hours        |
| • Cambridge Preparation                        | 30 lessons x 50 minutes = 25 Contact hours                        |
| • Mini Group                                   | 20 or 30 lessons x 50 minutes                                     |
| • Club 40+ Package Programme                   | 20 lessons x 50 minutes + afternoon activities                    |
| • English for Teaching (Closed Group Int 30)   | 30 lessons x 50 minutes = 25 hours                                |
| • English for Teaching (Stand 20 + Individual) | 20 lessons x 50 minutes + 5 or 10 one to one lessons x 50 minutes |
| • Academic English                             | 30 lesson x 50 minutes  |
| • Juniors' Programme                           | 15 lessons x 50 minutes   |
| • 1:1/Plus Courses/*9 Day Compact Course       | 50 minutes per lesson (*Berkeley, Boston, San Diego only)         |
| • Combined programs                            | 20 lessons x 50 minutes + activities                              |

## Useful information

- Minimum age is 16 at LSI USA schools.
- Minimum age for Juniors' Programme is 7-11\*\* or 12\* - 17 at LSI San Diego, between 12\*-17 at LSI Berkeley and LSI Boston, and 13 at LSI New York [\*\*Family programme students only / \* when coming with a leader]
- Start dates are every Monday for Elementary to Advanced levels for all courses except Cambridge Exam Preparation.
- Beginners are asked to start on the first Monday of the month.
- ISY (International School Year) Packages start on the first Monday of the month.
- TOEFL iBT, IELTS\* and English for Business courses are included as afternoon options to the Intensive 30 program -see below. [ \* San Diego and Berkeley only]
- Maximum of 15 students per class (16 for Juniors). Maximum 5 students per class for Mini Group courses.

## Timetable

Individual Tuition: Lesson times are negotiated individually with students; LSI New York offers 20/30/40 lesson options only.  
9 Day Compact Courses: San Diego, Berkeley & Boston only

Time	Intensive 30/Cambridge Exam Prep/Mini Group 30	Intensive 25/ Mini Group 30	General 20*/Mini Group 20/Club 40+	Afternoon 10
9:10 – 10:50	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2	
10:50 – 11:10	BREAK	BREAK	BREAK	
11:10 – 12:50	Lessons 3 & 4	Lessons 3 & 4	Lessons 3 & 4	
12:50 – 13:50	LUNCH	LUNCH		
13:50 – 14:55	Lesson 5 (Monday-Thursday)	Lesson 5 (2 afternoons)		Lesson 1 (Monday-Thursday)
15:05 – 16:05	Lesson 6 (Monday-Thursday)	Lesson 6 (2 afternoons)		Lesson 2 (Monday-Thursday)

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

## LSI USA General English Intensive 30 Choices

Level	Fluency Intensive 25/ 30	Academic English Intensive 25/30 only	English for Business Intensive 25/30 only	Exam Preparation Intensive 25/30 only
Beginner (Level 1-A) NY, SD only	✓			
Elementary (Level 1-B)	✓			
Pre-Intermediate (Level 2)	✓			
Intermediate (Level 3)	✓	✓ AE	✓ EB	✓ TOEFL iBT
Upper-Intermediate (Level 4)	✓	✓ AE	✓ EB	✓ TOEFL iBT
Advanced (Level 5/6)	✓	✓ AE	✓ EB	✓ TOEFL iBT

## Accommodation Extensions & Arrival and Departure Dates

LSI SCHOOL	WHEN SHOULD THE STUDENT ARRIVE /DEPART?	HOW MANY EXTRA NIGHTS ARE ALLOWED?	HOW IS THE EXTRA NIGHT PRICE CALCULATED?
San Diego	Sat-Sat or Sun-Sun or Sun - Sat Extra night rates apply when arriving or leaving on a day other than Sat or Sun.	Any number of extra nights may be booked and are subject to availability. If 4 or more extra nights are needed, then the weekly rate will apply.	Extra Night Rate (not pro-rated) HB: \$55.00 BB: \$45.00
San Francisco - Berkeley	Sat-Sat or Sun-Sun or Sun - Sat Extra night rates apply when arriving or leaving on a day other than Sat or Sun.	Any number of extra nights may be booked and are subject to availability. If 4 or more extra nights are needed, then the weekly rate will apply.	Extra Night Rate (not pro-rated) HB is \$55.00 BB is \$45.00
Boston	Sat-Sat or Sun-Sun or Sun - Sat Extra night rates apply when arriving or leaving on a day other than Sat or Sun.	Any number of extra nights may be booked and are subject to availability. If 4 or more extra nights are needed, then the weekly rate will apply.	Extra Night Rate (not pro-rated) HB: \$55.00 BB: \$45.00
New York	Sat-Sat or Sun-Sun or Sun - Sat Extra night rates apply when arriving or leaving on a day other than Sat or Sun.	Any number of extra nights may be booked and are subject to availability. If 4 or more extra nights are needed, then the weekly rate will apply.	Extra Night Rate (not prorated) HB: (Zones 1,2,3): \$85.00, \$75.00, \$65.00 BB (Man): \$100.00 BB (Zones 1,2,3): \$70.00, \$60.00, \$55.00

**NB Bookings for Homestay should be made for the entirety of the student's stay to ensure availability. Scheduled first day arrival at a host family home must be before 10pm otherwise alternative accommodation will need to be booked for the first night. All accommodation options are subject to a non-refundable USD\$90 accommodation placement fee**

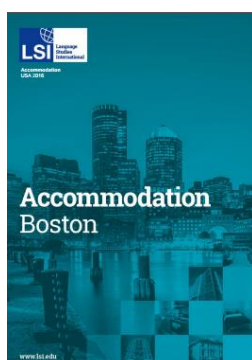
## Residence / Hotel / Flat Share / Campus Accommodation

The LSI schools in the USA work with a number of student residences, residence hotels, flat shares, and campus accommodations, which offer options with or without meals, depending on the location. The prices per person per week range from US\$260-\$1275+, depending on location, type of room, and type of meal plan booked.

Please contact LSI Berkeley, LSI Boston, LSI New York, or LSI San Diego for a list of accommodation options (residence/hotel/campus), facilities, and prices. If a student prefers a particular option, please note this on the booking form, and this option will be booked if it is available. If it is not available, a similar option will be suggested.

- Student accommodations (residences/hotels, etc) are only available for students who are aged 18 years or older (except in NYC where we have a residence available for 16+ year olds – minimum stay 4 weeks).
- Residences may be subject to different cancellation policies. Please contact the proper LSI USA school for more information.
- Twin/double rooms must be booked by two people arriving and departing at the same time.
- All student accommodations supply sheets and towels
- No smoking is allowed at any accommodation, although there are outdoor areas where smoking is allowed.
- All accommodation options are subject to a non-refundable USD\$90 accommodation placement fee

**Prices are subject to change. All bookings will be invoiced at the price current on the day of booking.**





## Health Insurance

All students must arrange health insurance before starting the language course. If you would like us to arrange health insurance, please let us know at the time of booking and please note that payment for Health Insurance is due prior to LSI being able to submit your client's application for this.

<b>Berkeley, San Diego, Boston and New York</b>	\$25.00 per week
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## Social Programme

Examples of activities offered can be found below (prices are approximate and subject to change).

<b>San Diego</b>	<b>Cost</b>
Play sports in Balboa Park (Soccer, Baseball)	Free
All-School Dinner in a restaurant (Italian, French, Thai, Japanese, Mexican, etc.)	\$15-\$30
Surfing	\$40 - \$50
Weekend Activities: a) Whale Watching Cruise (Dec – Mar) b) Los Angeles OR Las Vegas Tour c) Sea World d) Beach Party (beach volleyball, picnic or BBQ)	a) \$25 b) \$220 – \$325 c) \$55 d) \$7

<b>Boston</b>	<b>Cost</b>
Watch a Boston Red Sox Baseball Game (summer)	Approx \$35
Games & Sports afternoon in the Boston Common or other parks (i.e., soccer, basketball etc. )	Free
Factory Tour (i.e. Sam Adams or Harpoon breweries or Taza Chocolate Factory)	\$5–\$15
Museum of Fine Arts (Free on Wednesday afternoons)	Free
Skywalk Observatory (admission fee under cost) and shopping at the Prudential Center	\$16

<b>New York</b>	<b>Cost</b>
Statue of Liberty: National Monument & Souvenir Pictures	\$15
Broadway Musical	\$75 - \$150
Walking Tours: Central Park, Brooklyn Bridge, SoHo/Greenwich Village	Free
Weekend excursion to Boston: 2-Day adventure	\$275/person

<b>Berkeley</b>	<b>Cost</b>
MLB Baseball Game	\$20 - \$30
NBA Basketball Game	\$30 - \$50
Bicycling across the Golden Gate Bridge	\$30
Sailing on San Francisco Bay	Free
Alcatraz Tour	\$55
Fisherman's Wharf and Sea Lion Viewing	Free

## Courier Mail

If you wish us to send confirmation or a visa letter by courier, there will be an additional charge. Below you can find our courier prices charged by each school. The prices are based on confirmation letters and are subject to change.

**Berkeley, San Diego, Boston and New York**

Worldwide USD\$65.00

Worldwide USD\$35.00 per student when packages for 2 students are sent together

## Links to Visa Information

Due to frequent changes to the Visa & Immigration, regulations we advise you to check the current regulations with your local embassy. Go to <http://usembassy.state.gov> to locate the nearest US Consulate.

Once the required proof of financial responsibility is received, LSI will have an I-20 form issued for a student visa to students applying for any full-time course of study (20 or more lessons per week) as required by the Department of Homeland Security (DHS). More information can be obtained from: <http://www.uscis.gov>. Please click Immigration Services and Benefits Programs and then go to Temporary Visitors.



**VANCOUVER**

Language Studies International  
#101-808 Nelson Street  
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DLI number: O19283928542

Tel: +1 604 683 7654  
Fax: +1 604 683 7554  
E-mail: [van@LSI.edu](mailto:van@LSI.edu)  
Emergency No: +1 604 603 1351



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Suji Jeong  
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**Academic Director**  
Kevin Keeler  
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**Student Services /  
Accommodation  
Coordinator**  
Holly Mossli  
[hmosсли@lsi.edu](mailto:hmosсли@lsi.edu)



**Accounts Controller**  
Lee Ramsay  
[lr@lsi.edu](mailto:lr@lsi.edu)



**Student Services Assistant**  
Sahyra Lora Nova  
[snova@lsi.edu](mailto:snova@lsi.edu)

**TORONTO**

Language Studies International  
1055 Yonge Street, Suite 210  
Toronto, ON M4W 2L2  
DLI number: O19332668052

Tel: +1 416 928 6888  
Fax: +1 416 928 3388  
E-mail: [tor@LSI.edu](mailto:tor@LSI.edu)  
Emergency No: +1 416 720 3870



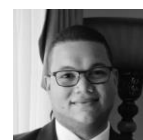
**School Director**  
James Benoit  
[jbenoit@lsi.edu](mailto:jbenoit@lsi.edu)



**Academic Director**  
Lisa Kilmartin  
[lkilmartin@lsi.edu](mailto:lkilmartin@lsi.edu)



**Student Services /  
Accommodation Coordinator**  
Melissa Collins  
[mcollins@lsi.edu](mailto:mcollins@lsi.edu)



**Registrar**  
Rafael Ortiz  
[rortiz@lsi.edu](mailto:rortiz@lsi.edu)



## Accounts & Bank details for Canada

### Bank Details

Royal Bank of Canada, Main Branch  
1025 West Georgia St.  
Vancouver BC, V6E 3N9

Account name: Language Studies International

Please quote REFERENCE or INVOICE Number when making payment.

Forms of Payment: Cash, money orders, travellers' cheques, cheques, wire transfers & credit cards

Credit cards accepted: Visa, MasterCard & American Express

### Payment in CD\$

Bank Code: 003  
Transit No.: 00010  
Account No.: 126-733-5

### Payment in US\$

Bank Code: 003  
Transit No.: 00010  
Account No.: 400-344-8

SWIFT code: ROYCCAT2 (same for both accounts)

**Note:** Canada does not use the IBAN identification system. The SWIFT code is the Canadian equivalent of IBAN and this is what will get the payment to us. Please inform your bank of this and if they have a further problem have them contact us.

## Courses at LSI Canada

- |   |   |
|---|---|
| • Intensive 30 General English          | 30 lessons x 50 minutes = 25 hours                          |
| • Intensive 25 General English          | 25 lessons x 50 minutes = 20 hours 50 minutes Contact hours |
| • General 20 General English            | 20 lessons x 50 minutes = 16 hours 40 minutes               |
| • Afternoon 10 General English          | 10 lessons x 50 minutes = 8 hours 20 minutes                |
| • Cambridge Exam Preparation            | 30 lessons x 50 minutes = 25 hours                          |
| • Mini Group for Business               | 20 <b>OR</b> 30 lessons x 50 minutes = 16.67 or 25 hours    |
| • 1:1/Plus Courses/9 Day Compact Course | 50 minutes per lesson                                       |
| • Club 40+ (Package Programme)          | 20 lessons x 50 minutes + afternoon activities              |
| • Juniors' Programme                    | 20 lessons x 50 minutes + activities                        |
| • Academic English                      | 30 lessons x 50 minutes = 25 hours                          |

## Useful information

- Minimum age 16 at all LSI Canada schools.
- Minimum age 12 for Juniors' Programmes.
- Start dates are every Monday for Elementary to Advanced levels for all courses except Cambridge Exam Preparation.
- Beginners are asked to start on the first Monday of the month.
- ISY (International School Year) Packages start on the first Monday of the month.
- TOEIC, TOEFL iBT, IELTS and English for Business courses are included as afternoon options on the Intensive 30 Programme (see below).
- Maximum of 15 students per class. Maximum of 5 students per class for Mini Group courses. Maximum of 16 per class for junior classes.

## Timetable

Time	Intensive 30/ Exam Preparation (IELTS, TOEFL & TOEIC)/ English for Business/ Cambridge Exam Preparation /Academic English/Minigroup 30	Intensive 25 / Exam Preparation (IELTS, TOEFL & TOEIC)/ English for Business/Academic English	General 20/ Cambridge Exam Preparation/ Club 40+/ Juniors' Programme / Minigroup 20	Afternoon 10
9:00 – 10:40	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2	
10:40 – 11:00	BREAK	BREAK	BREAK	
11:00 – 12:40	Lessons 3 & 4	Lessons 3 & 4	Lessons 3 & 4	
12:40 – 13:40	LUNCH	LUNCH		
13:40 – 14:45	Lesson 5 (Monday-Thursday)	Lesson 5 (2 afternoons a week)		Lesson 1 (Monday-Thursday)
14:45 – 15:00	BREAK	BREAK		BREAK
15:00 – 16:00	Lesson 6 (Monday-Thursday)	Lesson 6 (2 afternoons a week)		Lesson 2 (Monday-Thursday) FINISH

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

Time	Individual Tuition 20/30/40/50 lessons
9:00 – 10:40	Lessons 1 & 2
10:40 – 11:00	BREAK
11:00 – 12:40	Lessons 3 & 4 FINISH (20 lessons)
12:40 – 13:40	LUNCH
13:40 – 15:20	Lessons 5 & 6 FINISH (30 lessons)
15:20 – 15:35	BREAK
15:35 – 17:05	Lessons 7 & 8 FINISH (40 lessons)
17:05 – 17:20	BREAK
17:20 – 18:40	Lessons 9 & 10 FINISH (50 lessons)

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

## Accommodation Extensions & Arrival and Departure Dates

LSI SCHOOL	WHEN SHOULD THE STUDENT ARRIVE /DEPART?	HOW MANY EXTRA NIGHTS ARE ALLOWED?	HOW IS THE EXTRA NIGHT PRICE CALCULATED?
Vancouver & Toronto	Sat-Sat or Sun-Sun	Any number of extra nights may be booked. If more than 4 extra nights are needed the weekly rate will apply.	\$35-55 per night up to 4 nights (depends on type of homestay booked)

## Residence / Hotel / Campus Accommodation

The LSI schools in Canada work with a number of student residences, residence hotels and campus accommodations, which offer options with or without meals, depending on the location. The prices per person per week range from CD\$260-\$555, depending on location, type of room, and type of meal plan booked.

Please contact LSI Toronto or LSI Vancouver for a list of accommodation options (residence/hotel/campus), facilities, and prices. If a student prefers a particular option, please note this on the booking form, and this option will be booked if it is available. If it is not available, a similar option will be suggested.

- Residence, hostel and hotel accommodations are only available for students who are aged 18 years or older
- Residences may be subject to different cancellation policies. Please contact the proper LSI Canada school for more information
- All accommodation options are subject to a CD\$175 accommodation placement fee

***\*\*\*Prices are subject to change. All bookings will be invoiced at the price current on the day of booking.***



## Health Insurance

All students must arrange health insurance before starting the language course. If you would like us to arrange health insurance, please let us know at the time of booking.

**\*\*\*Vancouver & Toronto**

CD\$15 per week

\*\*\*Students in Vancouver staying 6 months or longer can apply for BC Medical which is approximately CD\$60.00 per month. This is not available in Toronto.

## Social Programme

Examples of activities offered can be found below (prices subject to change)

Vancouver	Cost
Hiking & Lynn Valley Suspension Bridge	Free
City walking tour	Free
Granville Island Public Market	Free
Beach BBQ	\$5
Bike ride around Stanley Park	\$7.50/hour
Comedy show at the Comedy Mix	\$7 - \$18
Movie night	\$8 - \$15
Van Dusen Botanical Gardens	\$11
Vancouver Art Gallery (by donation every Tuesday after 5pm)	\$5 - \$10
Restaurant/pub Night	Varies
Ice skating (including rental)	\$5
UBC Anthropology Museum	\$10 (Tuesday after 5pm)
Vancouver Aquarium	\$26
Capilano Suspension Bridge	\$30
Kayaking in Deep Cove	\$30
Ice hockey game	\$50+
Day trip to Whistler: Sightseeing / skiing	\$ 50 / \$45+ equipment rental
Seattle: Sightseeing / shopping	~\$55 / \$50
Day trip to Victoria/Overnight excursion	~\$89/ ~\$180
River Rafting	\$135
Rocky Mountains (4 day trip)	\$295+

Toronto	Cost
City walking tour e.g. St. Lawrence Market District	Free
Ripley's Aquarium	\$30
Toronto Blue Jays baseball game	\$30-43
Toronto Raptors basketball game	\$23-43
Casa Loma	\$23-29
Tuesday movie night	\$8
Toronto Zoo	\$23
Ontario Science Centre	\$16
Art Gallery of Ontario (1/2 price on Wed. evenings)	\$20
Restaurant	Varies
Ice skating at City Hall (including rental)	\$10
Royal Ontario Museum (1/2 price on Fri. evenings)	\$21-24
Black Creek Pioneer Village	\$15
Fort York	\$8
Walking trails of High Park	Free
Toronto Marlies ice hockey game at Rogers Arena	\$20-35
Blue Mountain: Sightseeing / Skiing (day trip)	Varies
Hockey Hall of Fame	\$15
Toronto Islands	\$15
French Canada (3 ½-day trip)	\$219-260
New York, Chicago, or Washington, D.C. (3 ½ -day trip)	\$289-360
CN Tower	\$31
After school movie and popcorn (at the school)	Free
Canada's Wonderland	\$49
Algonquin Park (day trip)	\$90
Evening Harbour Boat Cruise on Lake Ontario	\$20-30
Niagara Falls and surrounding area (day trip)	\$49



## Courier Mail

If you wish us to send confirmation or a visa letter by courier there will be an additional charge. This charge will depend on how heavy the mail is. Below you can find our courier prices charged by each school. The prices are based on confirmation letters and are subject to change.

<b>Vancouver &amp; Toronto</b>	CD\$ 100
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## Links to Visa Information

Due to frequent changes to the Visa & Immigration regulations, we advise you to check the current regulations with your local embassy. Please visit <http://www.cic.gc.ca/> for the latest visa information.

\*\*\*\*If a student plans on visiting the USA while in Canada it will be easier to apply for a USA visa from their home country.



### BRISBANE

Language Studies International  
93 Edward Street  
Brisbane QLD 4001

Tel: +61 7 3221 6977  
Fax: +61 7 3221 6861  
E-mail: [bne@lsi.edu](mailto:bne@lsi.edu)  
Emergency No: + 61 478 148 712



**Academic Manager**  
Andrew Kidd  
[akidd@lsi.edu](mailto:akidd@lsi.edu)



**Registrar**  
Jasmine Clarke  
[jclarke@lsi.edu](mailto:jclarke@lsi.edu)



**Student Services Officer**  
Jessie Buschel  
[jbuschel@lsi.edu](mailto:jbuschel@lsi.edu)

### Accounts & Bank details for Australia

#### Bank Details

ANZ Bank  
ANZ Centre  
324 Queen Street  
Brisbane QLD 4000

Forms of payment: Cash, bank transfers & credit cards.  
Credit cards accepted: Visa, MasterCard & American Express.

#### Payment in AU\$

Account name: Language Studies International  
Branch No (BSB): 014 002  
Account Number: 9006 77551  
Swift Code: ANZ BAU 3M

#### *FOR STUDENT VISA INVOICES:*

Account name: Language Studies International  
Branch No (BSB): 014 002  
Account Number: 3537 74546  
Swift Code: ANZ BAU 3M

### Courses at LSI Brisbane

- \*Intensive 30 General English
- \*Intensive 24 General English
- General 20 General English
- Afternoon 10
- \*Cambridge Exam Preparation

- Academic English
- \*IELTS Intensive Preparation
- Club 40+ (package program)
- 1:1/Plus Courses

\*These courses are suitable for student visa holders

30 lessons x 50 minutes = 25 hours  
24 lessons x 50 minutes = 20 hours  
20 lessons x 50 minutes = 16 hours 40 minutes  
10 lessons x 50 minutes = 8 hours 20 minutes  
30 lessons x 50 minutes = 25 hours *or*  
24 lessons x 50 minutes = 20 hours  
30 lessons x 50 minutes  
30 lessons x 50 minutes = 25 hours  
20 lessons x 50 minutes = 16.67 hours + 2 activities per week  
45 minutes per lesson

## Useful information

- Minimum age 16 at LSI Australia.
- Start dates are every Monday for Elementary to Advanced levels for all courses except Cambridge Exam Preparation, IELTS Intensive Preparation, English for Teaching, Club 40+.
- Beginners are asked to start on the first Monday of the month.
- ISY (International School Year) Packages start on the first Monday of the month.
- Maximum of 15 students per class.

## Timetable

Time	Intensive 30/Cambridge Exam Preparation	Intensive 24	General 20/ Club 40+ /Cambridge Exam preparation	Afternoon 10
9.00 – 10.40	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2	
10:40 – 11:10	BREAK	BREAK	BREAK	
11.10 – 12:50	Lessons 3& 4	Lessons 3& 4	Lessons 3& 4	
12:50 – 13:40	LUNCH	LUNCH		
13:40 – 15:20	Lessons 5& 6	Lesson 5 & 6 (2 days a week)		Lessons 1 & 2

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

*Individual Tuition: Lesson times are negotiated individually with students*

Level	Fluency ISY 30 or 24	Academic English ISY 30 only	Business English ISY 30 only	Exam Preparation ISY 30 only
Beginner (Level 1)	✓			
Elementary (Level 2)	✓			
Pre-Intermediate (Level 3)	✓			
Intermediate (Level 4)	✓	✓ Academic English	✓ Business English	✓ TOEFL iBT or ✓ IELTS
Upper-Intermediate (Level 5)	✓	✓ Academic English	✓ Business English	✓ TOEFL iBT or ✓ IELTS
Advanced (Level 6)	✓	✓ Academic English	✓ Business English	✓ TOEFL iBT or ✓ IELTS

**LSI Brisbane General English Elective Choices for Intensive 30**

## Accommodation Extensions & Arrival and Departure Dates

LSI SCHOOL	WHEN SHOULD THE STUDENT ARRIVE /DEPART?	HOW MANY EXTRA NIGHTS ARE ALLOWED?	Notice Period
Brisbane	Sat-Sat or Sun-Sun	We prefer a maximum of 1 or 2 extra nights either side (of arrival and departure), but it depends on the flights available for students.	Please give at least 2 weeks' notice of any changes to homestay bookings and a minimum of 1 week's notice for extensions or early departures.

## **Airport Transfers**

LSI Brisbane provides a friendly airport welcoming service for students on request. The prices are as follows:

- Brisbane Arrival Airport Transfer = AU\$110
- Brisbane Departure Airport Transfer = AU\$110
- Gold Coast Arrival Airport Transfer = AU\$295
- Gold Coast Departure Airport Transfer = AU\$295

## **Homestay Accommodation**

LSI Brisbane provides a range of homestay accommodation options with carefully selected hosts in our vibrant community. All hosts live within 30 minutes of the school by one form of public transport and provide students with opportunities to experience Australian culture, improve their English and develop friendships in a welcoming and safe environment.

### **Please note:**

- Homestay accommodation is subject to an AU\$235 accommodation placement fee
- Students' medical issues, allergies and special needs must be indicated on the enrolment form at the time of booking
- Students' special requests are met whenever it is possible
- Hosts' kitchens are normally unavailable for student use, so there is no self-catering option
- Smoking is not allowed in homestay households
- Whole payment for bookings must be received before LSI Brisbane issues placement details
- Changes to bookings should be sent at least 2 weeks in advance
- Arrival information should be sent to LSI Brisbane at least 3 days in advance

### **Half Board Homestay**

Half Board Homestay includes breakfast and the evening meal every day, plus lunch on Saturday and Sunday.

- Half Board Single Room = AU\$230/week, AU\$38/night
- Half Board Shared Room(must be booked by two guests) = AU\$210/week, AU\$35/night

### **Bed and Breakfast Homestay**

Bed and Breakfast Homestay includes breakfast daily.

- Bed and Breakfast Single Room = AU\$175/week, AU\$32/night
- Bed and Breakfast Shared Room (must be booked by two guests) = AU\$175/week, AU\$32/night

### **U18 Full Board Supplement**

Students who are under the age of eighteen are required to take full board and both airport pick up and drop off. They must also sign a good behaviour agreement and obtain parental authorisation for their participation in the homestay program.

- U18 Full Board Supplement = \$80 per week.

### **Special Dietary Supplement**

Although there is no charge for vegetarian diets, a supplement is charged for other diets which require the preparation of special foods including vegan, halal, kosher, gluten, lactose or fructose free or diets where 3 or more foods are not eaten.

- Special Dietary Supplement = \$35 per week

## **Residence Accommodation**

LSI Brisbane works with a number of student residences which offer either half board or self-catering. The prices per person per week, range from AU\$285-AU\$700. LSI Brisbane will usually book a mid-price residence with half board.

Please contact LSI Brisbane for a list of residences, prices and facilities. If a student prefers a particular residence, please note this on the booking form, and this residence will be booked.

- Residence accommodation is subject to an AU\$235 accommodation placement fee
- Student residences are only available to students who are aged 18 years or over.
- Residences may be subject to different cancellation policies, please contact LSI Brisbane for more information.
- Twin/double rooms must be booked by two people at the same time.
- All student residences supply sheets and towels.
- No smoking is allowed indoors at any residence, although there are outdoor seating areas where smoking is allowed.



Prices are subject to change. All bookings will be invoiced at the price current on the day of booking.

### Half Board Student Residences

(Half board = breakfast & the evening meal Monday to Friday, breakfast only Saturday, Sunday and public holidays)

### Self-Catering Student Residences

Guests have the use of a fully equipped kitchen.



## Health Insurance

For students who travel on a **tourist** or **working holiday visa**, we recommend taking medical and travel insurance in your home country.

<b>Brisbane</b>	All students who travel on a <b>student visa</b> are required by the Australian Government to be covered by Overseas Student Health Cover. This cost is included in the invoice and is subject to change. In 2014 the costs are <b>AUD\$43.00 per month for the length of the visa. The amount is subject to change.</b>
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## Social Programme

LSI Brisbane offers a great FREE Social Program. There are three after-school activities per week, and job search assistance once a week. The social activities include visiting galleries, playing soccer or billiards and going to local pubs. Students are accompanied by a young Australian person who can chat to them and compare cultures. We also offer varied and interesting weekend trips and excursions. See below for some examples of what is available. Please note that prices are indicative only, and are subject to change.

<b>Brisbane Weekend Tips</b>	<b>Cost</b>
Day trips: e.g. Byron Bay or Gold Coast or Noosa and the Sunshine Coast or Stradbroke Island	AU\$85
Overnight trips: e.g. Great Barrier Reef, Moreton Island, Fraser Island	From AU\$300

## Course Materials Fees

Course materials fees are AU\$15 per week (up to a maximum of 20 weeks).

## Holidays

Holidays breaks to be included at the time of enrolment as changes to courses won't be permitted once a course has started. Working holiday visa students are able to defer their course in order to work.

## Links to Visa Information

Due to frequent changes to the Visa & Immigration regulations we advise you to check the current regulations with your local embassy. **Please visit [www.immi.gov.au](http://www.immi.gov.au)**

All people travelling to Australia must have a visa, and students can travel to Australia on a Tourist/Visitor Visa, an Electronic Travel Authority (ETA), a Student Visa or a Working Holiday Visa (this is for a limited number of countries. Check with the Australian Embassy to see if your country is included).

### **Tourist / Visitor Visa / ETA**

Students can study for a maximum of 12 weeks, part-time or full-time, but they cannot work.

### **Student Visa**

Students who want to study for more than 12 weeks must travel to Australia on a student visa. They are required to:

- Study full-time
- Pay the compulsory government Overseas Student Health Cover charge
- Maintain an attendance of at least 80%. If their attendance falls below 80% their visa may be cancelled
- Work for a maximum of 25 hours per fortnight outside class time.
- Students are always required to provide LSI with up to date address and telephone details.

### **Working Holiday Visa**

With this type of visa, students may study for a maximum of 17 weeks, part-time or full-time. They can also work for a maximum of 6 months for any one employer. These visas are currently available to residents in certain countries only. Please check the Australian Department of Immigration website for information about Working Holiday Visas.

### **Information about Brisbane**

Check the following web sites for information about Brisbane:

[www.visitbrisbane.com.au](http://www.visitbrisbane.com.au)

[www.studybrisbane.com.au](http://www.studybrisbane.com.au)



## LSI NEW ZEALAND

### AUCKLAND

Language Studies International  
Level 1, 10-12, Scotia Place  
Auckland City 1010

Tel: +64 (0) 9 303 3097  
Fax: +64 (0) 9 303 3497  
E-mail: [auc@lsi.edu](mailto:auc@lsi.edu)  
Emergency No: +64 (0) 21 644 033  
Airport Transfer: +64 (0)27 445 3778



**Academic Manager**  
Brad Roberts  
[broberts@lsi.edu](mailto:broberts@lsi.edu)



**Assistant Director of Studies**  
April Smith  
[asmith@lsi.edu](mailto:asmith@lsi.edu)



**Accommodation Coordinator**  
Evan Tait  
[homestaynz@lsi.edu](mailto:homestaynz@lsi.edu)



**Registrar**  
Molly Semo  
[registrarnz@lsi.edu](mailto:registrarnz@lsi.edu)



**Student Services / Admin Assistant**  
Peter Kim  
[auc@lsi.edu](mailto:auc@lsi.edu)

**Accounts**  
Marie Sun  
[acctnz@lsi.edu](mailto:acctnz@lsi.edu)

### Accounts & Bank details for New Zealand

#### Bank Details

ANZ Bank  
185 Broadway, Newmarket  
Auckland 1

Account name: Language Studies International (NZ) Ltd-  
Student Fees Trust

Forms of payment: Cash, NZ\$ cheques, Western Union,  
bank transfers & Credit cards

Credit cards accepted: MasterCard & Visa (NZ\$ only). An  
additional 2.75% commission will be added to all Credit  
Card payments.

For bank transfer payments please add NZ\$25 of bank fees.

#### Payment in NZ\$

Student Fees Trust Account, Language Studies International  
(NZ) Ltd

Account No: 060265-0101907-00  
Swift Code: ANZB NZ22

#### Payment in US\$

Student Fees Trust Account, Language Studies International  
(NZ) Ltd

Account No: LANINT-USD20  
Swift Code: ANZB NZ22

Please arrange your transfers as follows:

International Telegraphic Transfer/SWIFT MT103 to  
ANZ National Bank Ltd, Wellington, New Zealand  
For the credit of Language Studies International NZ.

Foreign Currency account number LANINT-USD20

\*\*\*Please use the currency converter website -

[www.anz.co.nz/ratefee/forexchange.asp](http://www.anz.co.nz/ratefee/forexchange.asp) and add an  
additional 0.015 on top of the displayed rate, on the day that  
you will be making the payment. Please make sure to keep a  
record of the exchange rate and send us a copy.

## Courses at LSI New Zealand

- Intensive 30 General English
- Intensive 24 General English
- General 20 General English

30 lessons x 50 minutes = 25 hours  
24 lessons x 50 minutes = 20 hours  
20 lessons x 50 minutes = 16.66 hours

- Afternoon 10 General English 10 lessons x 50 minutes = 8.33 hours
- Exam Preparation (FCE/CAE/CPE/IELTS/TOEFL iBT/TOEIC) 30 lessons x 50 minutes = 25 hours
- Academic English (Int 30) 30 lessons x 50 minutes = 25 hours
- Mini Group for Business 30 lessons x 45 minutes = 22.5 hours
- 1:1/Plus Courses 45 minutes per lesson
- TKT English for Teaching 20 lessons x 50 minutes = 16.66 hours;  
Plus 1 x 1:1 of 45 mins day (Monday to Friday)
- English for Nurses (Intensive 30) 30 lessons x 50 minutes = 25 hours
- English for Pilots 20 lessons x 50 minutes + 5 or 10 x 45 minute lessons per day
- Club 40 + 20 lessons/wk x 50 mins + 1:1 activities 5 times a week
- Combined programs 20 lessons x 50 mins over 1 wk+ 5 high adrenalin activities

## Useful information

- Minimum age 16 at LSI New Zealand.
- Start dates are every Monday for Elementary to Advanced levels for all courses except Cambridge Exam Preparation.
- ISY (International School Year) Packages & Beginners level students start on the first Monday of the month. If there is a problem, they can start on any Monday.
- TOEIC, IELTS, TOEFL iBT, English for Business courses are included as afternoon options to the Intensive 30 program (see below).
- Public TOEIC exam is available at LSI Auckland on set dates or students can pay more and choose another test date that suits both LSI examiners and students. Students may enrol at LSI for the exam.
- TOEFL iBT exam is available at LSI Auckland on set dates. Students must enrol online at [www.toefl.org](http://www.toefl.org)
- English for Teaching course bookings must be made 40 days before the start of the course. Standard Plus course + price (5 or 10 lessons).
- Maximum of 15 students per class. Minimum 3, maximum 5 students per class for Mini Group courses.

## Timetable

Time	Intensive 30/ Cambridge Exam Preparation/TOEFL iBT / TOEIC / IELTS/ Business English/ Academic English	Intensive 24 / TOEFL iBT / TOEIC / IELTS/ Business English	General 20	Afternoon 10
9:00 – 10:45	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2	
10:45 – 11:10	BREAK	BREAK	BREAK	
11:10 – 12:45	Lessons 3& 4	Lessons 3& 4	Lessons 3& 4	
12:45 – 13:45	LUNCH	LUNCH		
13:45 – 14:35	Lesson 5	Lesson 5 (2 days / wk)		Lesson 1
14:40 – 15:30	Lesson 6	Lesson 6 (2 days / wk)		Lesson 2

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

Time	Mini Group*- 30 lessons
9:00 – 10:30	Lessons 1 & 2
10:30 – 10:45	BREAK
10:45 – 12:15	Lessons 3 & 4
12:15 – 13:15	LUNCH
13:15 – 14:45	Lessons 5 & 6 FINISH

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.



## LSI New Zealand General English Afternoon Choices

Level	Fluency ISY 24 or 30	Academic English* ISY 24 or 30 only	English for Business* ISY 24 or 30 only	Exam Preparation ISY 24 or 30 only
Beginner (Level 1)	✓			
Elementary (Level 2)	✓			
Pre-Intermediate (Level 3)	✓			
Intermediate (Level 4)	✓	✓ Academic English	✓ Business English	✓ TOEIC / ✓ IELTS ✓ TOEFL iBT*
Upper-Intermediate (Level 5)	✓	✓ Academic English	✓ Business English	✓ TOEIC / ✓ IELTS ✓ TOEFL iBT*
Advanced (Level 6)	✓	✓ Academic English	✓ Business English	✓ TOEIC / ✓ IELTS ✓ TOEFL iBT*

## Accommodation Extensions & Arrival and Departure Dates

LSI School	WHEN SHOULD THE STUDENT ARRIVE /DEPART?	HOW MANY EXTRA NIGHTS ARE ALLOWED?	HOW IS THE EXTRA NIGHT PRICE CALCULATED?
Auckland	Sat-Sat or Sun-Sun	It depends on the flights available for students, but we prefer a maximum of 1 or 2 extra nights either side (of arrival and departure)	Divide the weekly price by 7

## Residence / Hostel Accommodation/Homestay

The LSI schools in New Zealand work with a number of student residences and residence hotel accommodation, without meals. The prices per person per week range from about NZ\$299-\$350, depending on location, type of room, and type of meal plan booked.

Please contact LSI Auckland for a list of accommodation options (residence/hotel), facilities, and prices. If a student prefers a particular option, please note this on the booking form, and this option will be booked if it is available. If it is not available, a similar option will be suggested.

- Public Student accommodations (residences/hotels, etc.) are only available for students who are aged 18 years or older
- Residences may be subject to different cancellation policies. Please contact LSI for more information
- All accommodation options are subject to a NZ\$200 accommodation placement fee
- The first change of homestay is made without charge. Changes thereafter may incur a relocation fee of NZ\$80.
- **Please note: All accommodation changes must be given to LSI in writing at least two weeks in advance. Prices are subject to change. All bookings will be invoiced at the price current on the day of booking. Availability is not guaranteed.**

Residence and Hostel Accommodation include 15% GST (tax). Re: Homestay: LSI Auckland is a collection agency for Host Families so GST is not included.



## Health Insurance

All students should arrange health insurance before starting their language course. It is now compulsory in New Zealand for all International Students to have Medical and Travel Insurance – even if they are only staying a week. If you would like us to arrange medical and health insurance, please let us know at the time of booking. Students must bring proof of their Insurance on their first day at school. The prices below are subject to change.

<b>Auckland</b>	For one month or less: NZ\$100 – NZ\$130 For more than one month: NZ\$95 - \$130 per month depending on length of stay Please note: these prices are subject to change. Please ask for a quote at the time of booking.
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## Social Programme

Examples of activities offered can be found below (prices are subject to change).

Auckland	Costs
DVD at school with English subtitles	Free
Cheap night at the movies or Trip to the Zoo	NZ\$18 – NZ\$25
Weekend day trip to Waiheke Island – ferry and bus	NZ\$60
School soccer game	Free
Trip to the Sky Tower	\$18

## Course Materials Fees for Long-Term Students

Course materials fees for all courses except Cambridge Exam Preparation are NZ\$20 per week. For courses over 20 weeks please note that the maximum charge for course material is NZ\$400.

## Courier Mail

If you wish us to send confirmation or a visa letter by courier there will be an additional charge. This charge will depend on how heavy the mail is. Below you can find our courier prices charged by each school. The prices are based on confirmation letters and are subject to change.

<b>Auckland</b>	NZ\$ 100
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## Links to Visa Information

We recommend you check the NZ Immigration website ([www.immigration.govt.nz](http://www.immigration.govt.nz)) for up to date information about Visas and Immigration regulations. For courses which are longer than 3 months, a student visa must be obtained prior to entry into New Zealand. Fees must be paid in advance in order to obtain the documents required for the student visa application. Language Studies International Auckland is a signatory to the NZ Ministry of Education Code of Practice for the Pastoral Care of International Students. Please check the website [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international) for further information. Visas may be applied for online at : [www.immigration.govt.nz/secure/Login+Student](http://www.immigration.govt.nz/secure/Login+Student)



### Paris

Centre Privé de Langues LSI  
23 Rue de Renard  
75004 Paris

Tel: +33 (0)1 4260 5370  
Fax: +33 (0)1 4261 4136  
E-mail: [par@lsi.edu](mailto:par@lsi.edu)  
Emergency No: +33 (0)6 2698 1447



**School Director**  
Emmanuel Viret  
[ev@lsi.edu](mailto:ev@lsi.edu)



**Director of Studies**  
Sylvia Kabbani  
[skabbani@lsi.edu](mailto:skabbani@lsi.edu)



**Registrar/  
Accommodation Officer**  
Daniel Quintero  
[dquintero@lsi.edu](mailto:dquintero@lsi.edu)

### Accounts & Bank details for France

#### Bank Details

Société Générale Paris Saint-Roch  
219, rue Saint-Honoré  
75001 Paris

Account Name : LSI Centre Privé de Langues

Forms of payment: Cash, money orders, traveller's cheques, cheques, bank transfers & credit cards\*.

Credit cards accepted: Visa, MasterCard

#### Payment in Euro

Account No: 00020152074 81  
IBAN No: FR76 30003 03011 00020152074 81  
BIC SWIFT : SOGEFRPP

### Courses at LSI Paris

- |   |   |
|---|---|
| • Intensive 30 General French           | 30 lessons x 50 minutes                           |
| • General 20 General French             | 20 lessons x 50 minutes                           |
| • Afternoon 10 General French           | 10 lessons x 50 minutes                           |
| • Exam Preparation (DELFT, TEF, CCIP)   | 30 lessons x 50 minutes                           |
| • 1:1/Plus Courses/9 Day Compact Course | 45 minutes per lesson                             |
| • French plus Cooking                   | 20 lessons x 50 minutes + 6 hours of cooking p/wk |

### Useful information

- Minimum age 16 at LSI Paris.
- Start dates are every Monday for Elementary to Advanced levels for all courses except DELF & CCIP Exam Preparation.
- Beginners are asked to start on the first Monday of the month.
- ISY (International School Year) Packages start on the first Monday of the month.
- Maximum of 15 students per class.

## Timetable

Time	Intensive 30/DELF/TEF/CCIP	General 20	Afternoon 10
9:00 – 10:30	Lessons 1 & 2	Lessons 1 & 2	
10:30 – 10:50	BREAK	BREAK	
10:50 – 12:40	Lessons 3 & 4	Lessons 3 & 4 FINISH	
12:40 – 13:40	LUNCH		
13:40 – 15:20	Lessons 5 & 6 FINISH		Lessons 1 & 2 FINISH

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

Time	Individual Tuition 20 lessons	Individual Tuition 30 lessons	Individual Tuition 40 lessons
9:00 – 10:30	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2
10:30 – 10:50	BREAK	BREAK	BREAK
10:50 – 12:40	Lessons 3 & 4	Lessons 3 & 4	Lessons 3 & 4
12:40 – 13:40		LUNCH	LUNCH
13:40 – 15:20		Lessons 5 & 6 FINISH	13:40 – 16:30 (15min break arranged with Teacher)

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

9 Day Individual Compact course (82 lessons)	9 Day Individual Compact course (92 lessons)
9:00 – 10:30	9:00 – 10:30
10:30 – 10:45 BREAK	10:30 – 10:45 BREAK
10:45 – 12:45	10:45 – 12:45
12:45 – 14:00 Lunch with Teacher	12:45 – 14:00 Lunch with Teacher
14:00 – 17:00 (15min break arranged with Teacher)	14:00 – 18:30 (15min break arranged with Teacher)
Sat 10:00 – 16:00	Sat 10:00 – 16:00
Sun 10:00 – 16:00	Sun 10:00 – 16:00

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.



## Accommodation Extensions & Arrival and Departure Dates

LSI SCHOOL	WHEN SHOULD THE STUDENT ARRIVE /DEPART?	HOW MANY EXTRA NIGHTS ARE ALLOWED?
Paris	Arrival Sunday in the afternoon / Departure Sunday before noon	No extra nights are available

## Residence Accommodation

LSI Paris works with a number of student residences, which offer options with or without meals, depending on the location. The prices per person per week vary depending on location, type of room, and type of meal plan booked.

Please contact LSI Paris for a list of accommodation options (residence/hotel), facilities, and prices. If a student prefers a particular option, please note this on the booking form, and this option will be booked if it is available. If it is not available, a similar option will be suggested.

- Student accommodations (residences/hotels, etc.) are only available for students who are aged 18 years or older
- Residences may be subject to different cancellation policies, please contact LSI Paris for more information
- Students must inform the school about the arrival time at least 4 days before the arrival date
- Students should plan to arrive to their homestays after 18.00. If they arrive before 18.00 they should alert LSI Paris and their host family. **If they arrive before 9.00 they will be invoiced for an extra night.**

**Prices are subject to change. All bookings will be invoiced at the price current on the day of booking.**



## Health Insurance

All students should arrange health insurance before starting their language course at LSI Paris.

## Social Programme

Examples of activities offered can be found below (prices subject to change)

Paris	Cost
Walking guided visits in Paris	€ 15 pp - twice a week
Guided visits around Paris	€ 30 pp - once a week
Weekend Excursion to Mont-Saint Michel, Chartres, Loire Valley	On request

## Courier Mail

If you wish us to send confirmation or a visa letter by courier there will be an additional charge. This charge will depend on how heavy the mail is. Below you can find our courier prices charged by each school. The prices are based on confirmation letters and are subject to change.

Paris	€105
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## Links to Visa Information

Due to frequent changes to the Visa & Immigration regulations we advise you to check the current regulations with your local embassy. Please visit the Immigration and Nationality website: [http://www.diplomatie.gouv.fr/fr/entrer-france\\_4063/index.html](http://www.diplomatie.gouv.fr/fr/entrer-france_4063/index.html)



## LSI SWITZERLAND

### ZÜRICH

Language Studies International  
Kreuzstrasse 36  
8008 Zürich

Tel: +41 (0) 44 251 5889  
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Emergency No: +41 (0) 79 418 82 27



**Director /  
Accounts**  
Ian Cryer  
[ic@lsi.edu](mailto:ic@lsi.edu)



**Registrar /  
Accommodation**  
Caroline Saladin  
[csaladin@lsi.edu](mailto:csaladin@lsi.edu)



**Academic Director /  
Bildungsurlaub**  
Iris Bandalo  
[ibandalo@lsi.edu](mailto:ibandalo@lsi.edu)

### Accounts & Bank details for Switzerland

#### Bank Details

Credit Suisse, 8070 Zurich  
Account name: LSI Switzerland Ltd  
Forms of payment: Cash, cheques & bank transfers  
Credit cards accepted: MasterCard & Visa  
BIC/SWIFT CRESCHZZ80G

#### Payment in CHF

Account No: 656202-31-1  
IBAN CH14 0483 5065 6202 3100 1

## Courses at LSI Zürich

- |   |                         |
|---|-------------------------|
| • Intensive 30 General German           | 30 lessons x 45 minutes |
| • General 20 General German             | 20 lessons x 45 minutes |
| • Afternoon 10 General German           | 10 lessons x 45 minutes |
| • Exam Preparation (ZD, B2, C1)         | 30 lessons x 45 minutes |
| • 1:1/Plus Courses/9 Day Compact Course | 45 minutes per lesson   |

## Useful information

- Minimum age 16 at LSI Zürich.
- Start dates are every Monday for Elementary to Advanced levels for all courses except ZD, B2 & C1 Exam Preparation.
- Beginners are asked to start on the first Monday of the month.
- ISY (International School Year) Packages start on the first Monday of the month.
- Maximum of 12 students per class.

## Timetable

Time	Intensive 30/B1&B2 Exam	General 20/Club 40+	Afternoon 10
9:00 – 10:30	Lessons 1 & 2	Lessons 1 & 2	
10:30 – 10:45	BREAK	BREAK	
10:45 – 12:15	Lessons 3 & 4	Lessons 3 & 4 FINISH	
12:15 – 13:15	LUNCH		
13:15 – 14:45	Lessons 5 & 6 FINISH		Lessons 1 & 2 FINISH

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

Time	Individual Tuition 20/30/40/50 lessons	9 Day Individual Compact course (82 lessons)	9 Day Individual Compact course (92 lessons)
<u>Mon - Fri</u> 9:00 – 10:30	Lessons 1 & 2	Lessons 1 & 2	Lessons 1 & 2
10:30 – 10:45	BREAK	BREAK	BREAK
10:45 – 12:15	Lessons 3 & 4 FINISH (20 lessons)	Lessons 3 & 4	Lessons 3 & 4
12:15 – 13:15	LUNCH	LUNCH	LUNCH
13:15 – 14:45	Lessons 5 & 6 FINISH (30 lessons)	Lessons 5 & 6	Lessons 5 & 6
14:45 – 15:00	BREAK	BREAK	BREAK
15:00 – 16:30	Lessons 7 & 8 FINISH (40 lessons)	Lessons 7 & 8 FINISH	Lessons 7 & 8
16:30 – 16:45	BREAK		BREAK
16:45 – 18:15	Lessons 9 & 10 FINISH (50 lessons)		Lessons 9 & 10
<u>Sat – Sun</u> 10:00 – 13:00		Lessons 1-4	Lessons 1-4
13:00 – 16:00 (includes lunch)		Lessons 5-8	Lessons 5-8

\*LSI reserves the right to change course dates, course curricula, course schedules, tutors, locations and programmes at any time at its discretion.

## Accommodation Extensions & Arrival and Departure Dates

LSI School	WHEN SHOULD THE STUDENT ARRIVE /DEPART?	HOW MANY EXTRA NIGHTS ARE ALLOWED?	HOW IS THE EXTRA NIGHT PRICE CALCULATED?
Zürich	Sun-Sat	It depends on the flights available for students, but we prefer a maximum of 1 or 2 extra nights either side (of arrival and departure)	Divide the weekly price by 6

## Residence Accommodation

LSI Zürich works with a number of student residences, which offer options with or without meals, depending on the location. The prices per person per week vary depending on location, type of room, and type of meal plan booked.

Please contact LSI Zürich for a list of accommodation options (residence/hotel), facilities, and prices. Residences and hotels in Zurich prefer students to book directly. We will be happy to provide you with further assistance should you require it.

- Student accommodations (residences/hotels, etc.) are only available for students who are aged 18 years or older
- Residences may be subject to different cancellation policies, please contact LSI Zürich for more information.

**Prices are subject to change. All bookings will be invoiced at the price current on the day of booking.**



## Health Insurance

<b>Zürich</b>	For International non-EU students it is not possible to apply for health insurance in Switzerland. They should arrange their Health Insurance in their home country.
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## Social Programme

Examples of activities offered can be found below (Prices subject to change)

<b>Zürich</b>	<b>Cost</b>
Visit to the Swiss national museum	CHF 10
Visit to the Zoo with Masoala rainforest	CHF 22
Excursion to Uetliberg, Zürich's very own viewing platform or boat trip on Zürich Lake	CHF 23

## Courier Mail

If you wish us to send confirmation or a visa letter by courier there will be an additional charge. This charge will depend on how heavy the mail is. Below you can find our courier prices charged by each school. The prices are based on confirmation letters and are subject to change.

<b>Zürich</b>	CHF 135
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## Links to Visa Information

We recommend you check the CH Immigration website for the most up to date information about Visas and Immigration regulations. For courses which are longer than 12 weeks, a student visa must be obtained prior to entry into Switzerland. Fees must be paid in advance in order to obtain the documents required for the student visa application. Please visit the website: [www.bfm.admin.ch/bfm/en/home.html](http://www.bfm.admin.ch/bfm/en/home.html) for full information about visa applications and travelling to Switzerland. The student visa application process for Zürich takes at least 3 months to complete.

## Language Studies International General Terms & Conditions 2017

To see our Terms & Conditions please go to the following link: <http://www.lsi.edu/en/terms.php>

Last Updated: 03<sup>th</sup> February 2017