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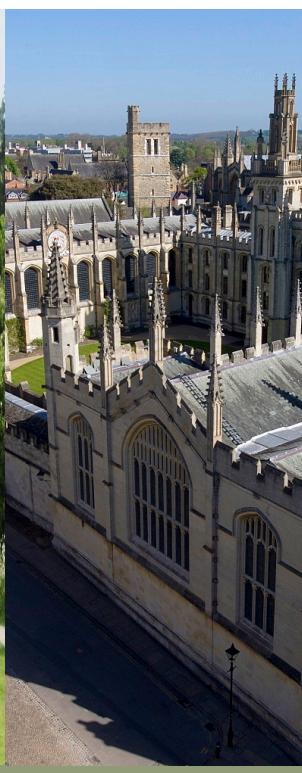
## Mini Stay Programmes

Junior Group courses for young learners

Sep 2017 - May 2018



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# Welcome to our Mini Stay Programme

The quest for excellence and the client's satisfaction has been PLUS's mission since it started operating in 1972. Over the years, our staff, our centres and our programmes have changed considerably, however, our principles have remained the same.

Whether you stay at one of our Summer Centres or take part in one of our Mini Stay programmes in the United Kingdom, or the United States, you will enjoy your study course and free time activities. More importantly, you will receive the same excellent levels of care and supervision you require.

Today PLUS, with offices in London, New York, Beijing, Milan, is among the world's finest organizations specialising in the teaching of English language to students from all over the world who wish to improve their proficiency of the language.



Each Year PLUS all year round mini stay programmes run from September to May.

The programme has been designed to offer students and Groups high quality english lessons and an opportunity to build a suitable package of their choice according to their own budget. This has been achieved by giving each group a basic package consisting of General English lessons and full board accommodation as well as free time built into the programme during which groups can organize varies social activities such as sports and excursions as well as attractions at an additional costs.

The PLUS staff can supervise all activities and ultimately be responsible for students welfare.

#### LEISURE ORGANIZERS

Leisure organizers run the afternoon sports, social and entertainment programmes as well the evening activities on campus.

They can also have students practise their english while playing sport and enjoy many leisure activities.

#### QUALIFIED TEACHERS

On request professional and creative staff will follow the organization of the Academy courses such as multi sport, dance, performing arts, horse riding, golf and tennis.



## On Campus

If you are looking for a more independent lifestyle and enjoy a fun atmosphere shared with old and new friends from different countries, living on campus is the ideal choice for you.

You will experience real college life in a supported and secure environment and you will be able to take advantage of all the facilities the campus has to offer.

These amenities are generally all close to each other: classrooms, first class sports facilities, the cafeteria and other social and recreational facilities.

## In Family

PLUS families have hosted students for many years. They are made up of friendly, caring, kind, courteous individuals who are well aware of the apprehension you may have when coming to a new house. They will try their best to make you feel like a member of the family. Breakfast and dinner are taken with the family who will also provide students with a packed lunch (this may be also purchased at the school).

Families generally live no more than 45-60 minutes away from the centre.

Family stay is mostly advisable for students who are more independent with at least an intermediate level of English.

Families are selected either directly by PLUS Host Family Organizers or in most cases by a reputable British Council accredited agency in the UK.

## English Course

The courses have been designed to enhance students' verbal and written communication skills in the language.

Our EFL qualified teachers focus on lively learning and encourage group interaction to stimulate the constant use of vocabulary both within and outside

the class. To encourage effective interaction between the students and teachers, the classes are small with a maximum class size of 15. The courses

are planned around 20 lessons per week (45 minute each i.e. 15 hours per week) at up to five different levels from

Elementary to Advanced. Students are placed on a level depending on the result of the student placement

test taken on the first day of lessons. Since students are accepted and taught in closed groups, it is very important that group enrolments are done with students of same or similar levels of English language proficiency.

The course books and learning supplementary materials are provided free of charge and at the end of your stay, you will be awarded a PLUS End of Course Certificate.

## Add-on Package

All our programmes are based on a standard package which includes:

- Boarding
- 15 hours of General English Tuition
- A maximum class size of 15 students
- Orientation tour of campus and its facilities
- Daily 24 hour assistance

As a PLUS partner through our online system you can Add on Package to the standard programme by:

- Adding additional full day or half day excursions
- Purchasing attraction tickets for the included or extra excursions
- Adding extra hours of tuition
- Decreasing number of students per class
- Increasing number of lessons provided
- Arranging activities on and off campus such as sport tournaments, discos, etc.
- Adding Trinity Exams

In our agency area you can download a suggested activity programme which will provide you with an example of how a programme can be arranged and a pricing structure.

You can however create an ad hoc service according to your budget, length of stay and group size. If this is needed our sales team is more than happy to guide you through the booking process and provide a programme which will best suit you and your client needs.

# Greater London - College stay

Standard Package includes:

Full Board Accommodation with packed lunch  
15 hours of General English Tuition  
Course books, entrance test, end course certificate  
Orientation Tour  
24/7 Assistance  
Add on Package



## About the Location

The campus outside London welcomes you to our unique and ideally located residential education campus in the beautiful London countryside.

Located just 20 minutes from Heathrow and 40 minutes from central London. It's the perfect campus for students to use during the year.



## Key information

The accommodation has various options to choose from

- En suite rooms
- Twin rooms
- Triple en suite rooms
- Large classrooms/meeting rooms,
- Lecture Theatres
- Common rooms and office areas
- Giant multi activity Space Room
- Range of other rooms of different sizes
- Dance Studio
- Sports Hall
- 3 outdoor tennis courts
- Wifi



## London - Host Family stay

Standard Package includes:

Full Board Accommodation with packed lunch

15 hours of General English Tuition

Course books, entrance test, end course certificate

Orientation Tour

24/7 Assistance

Add on Package



### About the Location

The campus is in the Royal Borough of Greenwich in the southeast of London where the English classes are held. It is 14 kilometres from London and the local train station has direct trains to the famous London Bridge (20-minutes travel time).

Host families are located in the vicinity area to a maximum distance of 30 min by public transport.

It is an urban area with open green space - parklands, fields and with modern sports facilities for the public.

There is a vibrant town centre with many shops, pubs and restaurants. Some great places to see include the National Maritime Museum, The Greenwich Royal Observatory.

The Cutty Sark & the Greenwich Pier from where you can catch a boat along the River Thames to the Shard.



### Key information

- Close to Central London
- Host families within 30 min distance
- Friendly and reliable families



# Hertfordshire - College stay

Standard Package includes:

Full Board Accommodation with packed lunch  
15 hours of General English Tuition  
Course books, entrance test, end course certificate  
Orientation Tour  
24/7 Assistance  
Add on Package



## About the Location

The campus in Norfolk/Suffolk This centre is located in Hertfordshire which is about 55 minutes from London and is a beautiful centre with stunning views.

It is set on 40 acres of lawns, parkland, woodland and provides peaceful surroundings to help both concentration and relaxation.

A number of excursions to interesting places like Oxford, Cambridge can be easily arranged from this location.



## Key information

- The centre offers quality classroom and leisure facilities, all within walking distance.
- The accommodation is modern, fully furnished in en-suite and standard rooms.
- Towels and soaps are provided in en-suite bedrooms.
- Refreshment points are situated close to these rooms for students to make drinks at any time.
- Accommodation for 220 people with single, twin, double,
- Classes on Campus
- Free Wi-Fi
- Green open areas for sports and recreation
- Indoor Game Room
- Easy access to Central London, about 30 km away



# Oxford - College & Host-Family stay

Standard Package includes:

Full Board Accommodation with packed lunch

15 hours of General English Tuition

Course books, entrance test, end course certificate

Orientation Tour

24/7 Assistance

Add on Package



## About the Location

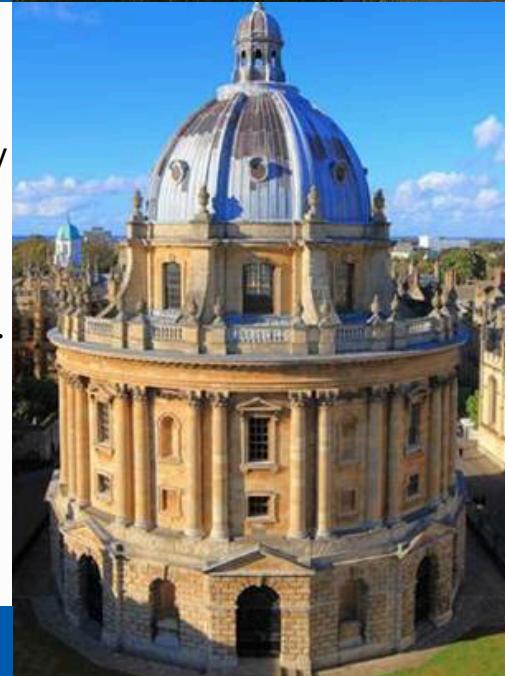
The campus just outside Oxford centre and is a small traditional campus.

Set in 10 acres of gardens and woodlands, our centre is only 4 kilometres from historical Oxford.

It offers pleasant and secure modern accommodation with double, triple and quadruple shared bedrooms.

All the rooms are newly decorated with modern furnishings.

It is a very small campus but ideal for young learners and the centre it offers both option for family and college stay



## Key information

- 10 min from the city centre of Oxford
- Ideal for young learners with multi bedded rooms
- Host family accommodation available
- Ideal location to arrange extra day trips
- Tennis court
- Common rooms
- Billiard rooms
- Computer room available
- Free Wi-Fi



## Norwich - College stay

Standard Package includes:

Full Board Accommodation with packed lunch  
15 hours of General English Tuition  
Course books, entrance test, end course certificate  
Orientation Tour  
24/7 Assistance  
Add on Package



### About the Campus

The campus in Norfolk/Suffolk borderand with over 20 acres of grounds the venue is designed to support quiet reflection and there are many delightful walks in the surrounding countryside.

The centre is well known for the excellent quality of the food excellent accommodation as it offers a number of options between single, twin and double occupancy rooms.

From this location it offers easy access to other major location like London Cambridge and Oxford for daily visits.



### Key information

- Accommodation for 110 people - single/twin/double
- Three large conference halls
- Free wireless internet available
- Outdoor swimming pool
- Sports facilities



# Canterbury - College stay

Standard Package includes:

Full Board Accommodation with packed lunch  
15 hours of General English Tuition  
Course books, entrance test, end course certificate  
Orientation Tour  
24/7 Assistance  
Add on Package



## About the Campus

The campus in Canterbury on a hill with stunning views of the Cathedral, and is one of the most visited cities in the UK. and is set in 450 acres of parkland The City centre can be reached and is less than a 25-minute walk which is dominated by Canterbury Cathedral - the oldest Cathedral in England and is easy reachable within 15 minutes on foot



There are various modern buildings surrounded by green open spaces, fields and forests.

## Key information

- Choice between Standard single accommodation & En suite accommodation
- Self-contained campus
- Green open spaces with beautiful views over the city
- Outdoor playing fields and an artificial football pitch
- Tennis courts/ Multi-purpose sports hall
- On-site cinema
- On-site bus stops
- On- site cafes, bars, a gift shop and supermarket
- Wi-Fi for students and staff.



## Derby - College stay

**Standard Package includes:**

- Full Board Accommodation with packed lunch
- 15 hours of General English Tuition
- Course books, entrance test, end course certificate
- Orientation Tour
- 24/7 Assistance
- Add on Package

### About the Campus

The campus in Norfolk/Suffolk border provides you with a very peaceful and quite surrounding.

With over 20 acres of grounds the venue is designed to support quiet reflection and there are many delightful walks in the surrounding countryside.

The centre is well known for the excellent quality and well place to reach with ease interesting places to visit like London, Cambridge, Canterbury as well as Nottingham and the Robin Hood, Walking in the Derbyshire Peaks National Park, Derby Silk Mill and The Roundhouse railway museum.



### Key information

The centre includes historic buildings set in a relaxed and peaceful environment.

The classrooms and accommodation buildings are surrounded by award winning gardens and extensive grounds. It offers a variety of indoor and outdoor facilitates.

There is a well-equipped Sports Hall for five-a-side football, badminton or basketball. There is also a game room with table tennis and pool. Outdoor facilities include a football pitch, croquet set and a giant draughts and connect set.

Up to 110 places eg Single twin double

Six Classes smaller meeting rooms

Free wireless internet available

AV equipment

Sports facilities including outdoor swimming

Free Wi-Fi

Game Room



## Windsor - College stay

Standard Package includes:

Full Board Accommodation with packed lunch

15 hours of General English Tuition

Course books, entrance test, end course certificate

Orientation Tour

24/7 Assistance

Add on Package



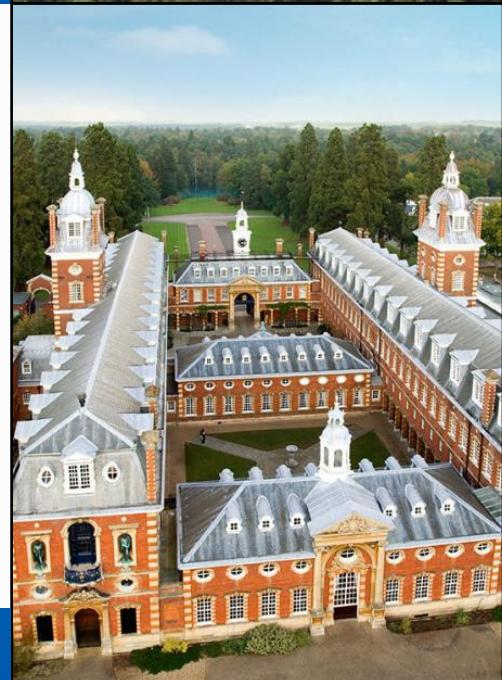
### About the Campus

The campus in Windsor stands on extensive grounds with plenty of green areas, woodlands and playing fields.

This self-contained campus is gated with historic, French-style buildings with modern interior decorations.

It offers first-rate facilities both for studying and recreation. The main school building has a big dining area and modern classroom facilities. Windsor is a small town situated in south east England beside the river Thames.

It is said to be the prettiest town in the area which is dominated by Windsor Castle, the Queen's favourite weekend home and the world's largest occupied castle.



### Key information

- Single and twin accommodation
- Excellent outdoor and indoor sports facilities (gym & swimming pool, Tennis courts)
- WiFi for students and staff
- Golf course
- Gated, secure boarding school campus
- Close to London with good transport links
- All facilities are within walking distance



# Southend-on-Sea - College stay

Standard Package includes:

Full Board Accommodation with packed lunch  
15 hours of General English Tuition  
Course books, entrance test, end course certificate  
Orientation Tour  
24/7 Assistance  
Add on Package



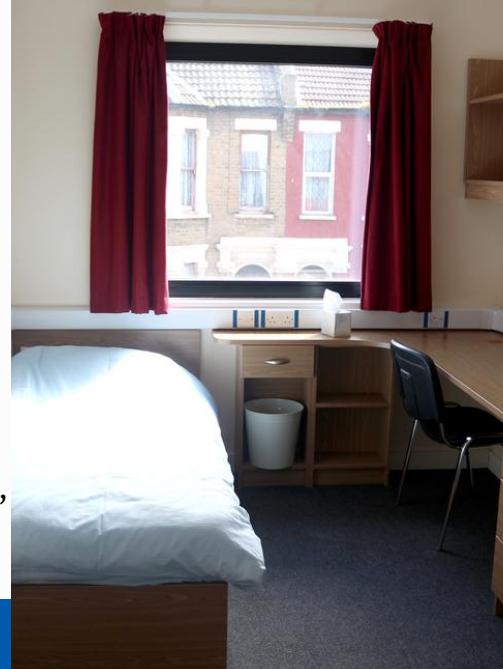
## About the Campus

Famous for its beach resort and pier, Southend-on-Sea stretches along seven miles of award-winning coastline, providing plenty of opportunities for a wide range of water sports and leisure activities.

The campus provides you with a very peaceful and quite surrounding with the advantage of being right in the City Centre.

London is only 56Km away and can be easily reached by train within 1 hour.

From this location you can easily reach Canterbury, London, Cambridge are all good location for Full Day Excursions



## Key information

- En Suite Accommodation
- Wifi
- City Centre located
- Easy Access to London
- Various Cafes and restaurants



## Stirling - Scotland - College stay

Standard Package includes:

Full Board Accommodation with packed lunch  
15 hours of General English Tuition  
Course books, entrance test, end course certificate  
Orientation Tour  
24/7 Assistance  
Add on Package

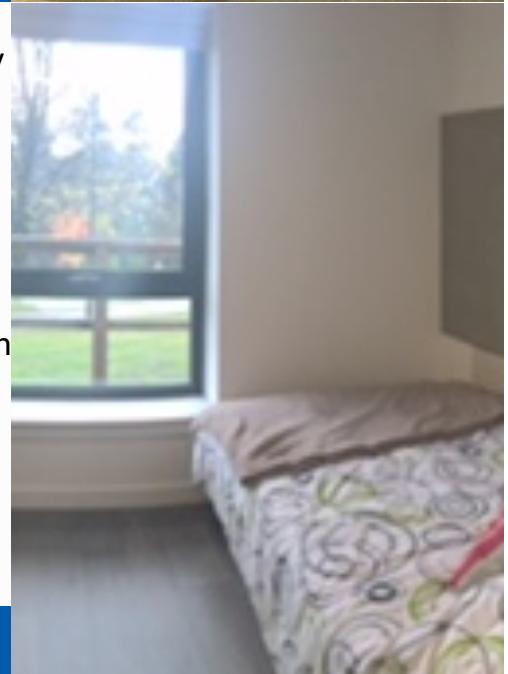


### About the Campus

The campus in Stirling is a campus located only 2 miles away from the city centre. with extensive grounds.

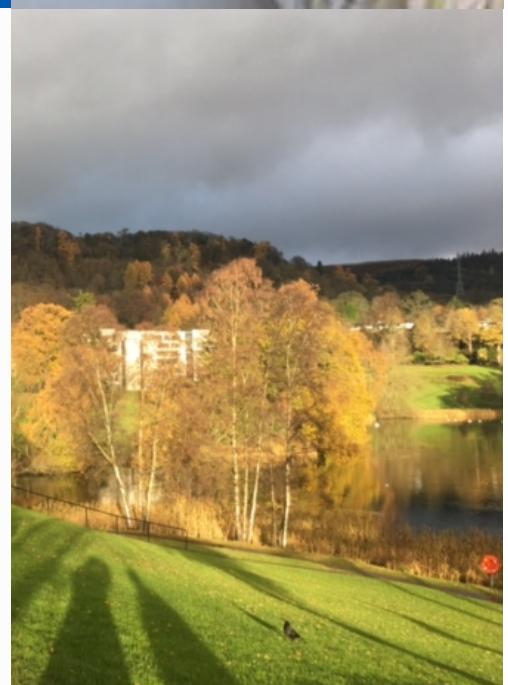
It offers excellent outdoor and indoor facilities, all within walking distance. It has multiple tennis courts, fitness centre, running track and a dance studio. It is only 45 minutes away from Edinburgh and close to international airports.

All rooms can be either en suite or standard accommodation in single rooms.



### Key Information

- High quality accommodation
- Wifi
- Extensive indoor and outdoor sport facilities
- 50-meter swimming-pool
- Various cafes and restaurants on site
- Close to the city centre
- Art centre with a cinema and a theater
- On-site shops, cashpoints, a bookshop and a pharmacy



# NEW YORK - Host Family stay

Standard Package includes:

Full Board Accommodation with packed lunch

15 hours of General English Tuition

Course books, entrance test, end course certificate

Orientation Tour

24/7 Assistance

Weekly Travel Cards

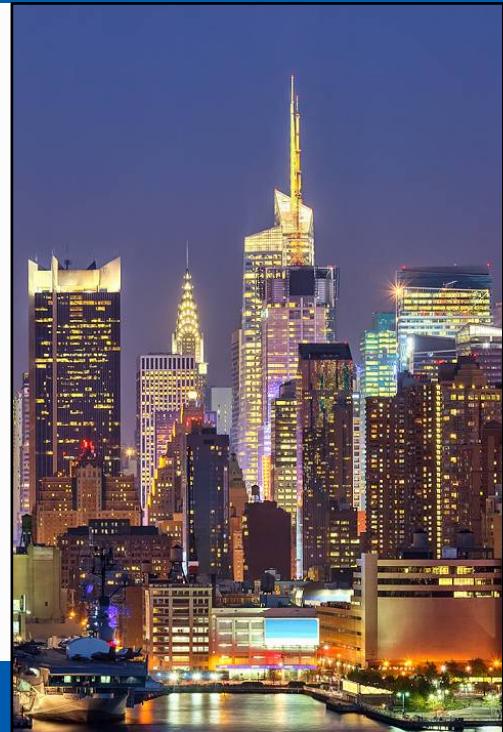
Statue Liberty Ellis Island

Empire or Top of the rock the rock

Moma & Metropolitan Museum

Add on Package

9/11 Free option Museum



## About the Accommodation

Highly selected families in New York will allow students to enjoy the City from September to May with this new programme for either one, two or more weeks.

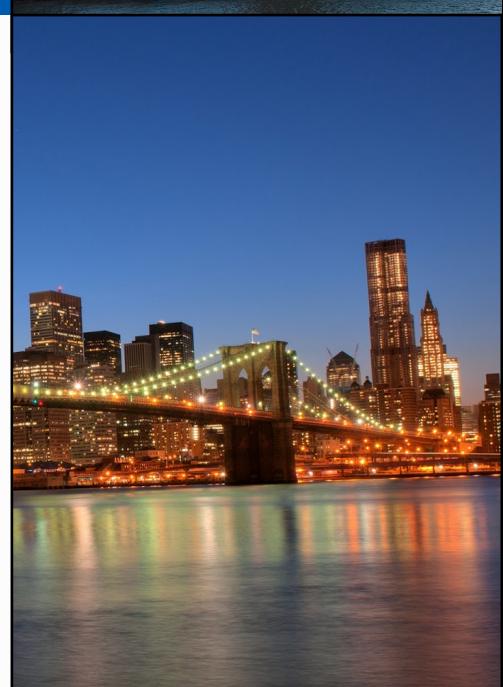
English lessons are held with the accompanying teacher visiting important monuments and receive a full experience over the period the students spend in this fantastic city.

One or two students per families are going to be placed on full board basis with packed lunch being provided



## Key information

- Host families on full board basis with packed lunch
- Brooklyn/Queens/New Jersey
- Travel cards included throughout the period
- Entrances to attractions included



PLUS has developed VISION, an online reservation service which will give you a truly interactive experience. You will be able to download materials such as fact sheets, activity programmes, photos and videos for each centre and also book a group or simply review your payments or download your VISA letter at any time avoiding all potential delays.

It only takes 4 steps

#### Log in

If you haven't already done so you will need to get your "user name & password".

Click on "Sign Up" from the "Agent's Area" portal found on the home page of the PLUS website [www.plus-ed.com](http://www.plus-ed.com). Simply provide us with the requested information in order to process your request.

#### Access the online PLUS Vision

On receiving your User name and Password click on "Log In" from the "Agent's Area" portal found on the home page of the PLUS website. Here you will have access to your dedicated Agents Panel, where you will be able to review the content on all our programmes, schools, activities, prices and download all marketing material such as photos, videos and logos at the touch of a button.

The new VISION system will allow you to make your online booking for any of our worldwide destinations.

#### Make a booking

When you are ready to start, Click on the enroll section from the VISION home page, select the destination, choose the accommodation you prefer and insert your arrival and departure date. You are all set!

A confirmation message from our sales team will be with you in a matter of seconds.

#### Adding extras

Vision will also allow you to choose a number of activities, booking extra excursion, attractions and any other services you may wish to add to the standard programme by simply completing the online form.

#### Review your reservation

From your personal agent panel, click the section "Your Booking", this will allow you to check the Status of the groups, Invoices and Payments. You will be able to request and download Visa letters, book museums or simply review the cost of a transfer.

**BOOKING CONDITIONS**

By submitting the Booking Application, the Agent formally agrees to abide by PLUS Terms & Conditions set herein.

**DEPOSITS**

If the booking is accepted, the Agent must pay, by the date indicated, a non-refundable deposit of £ 120.00 for UK and \$ 100.00 for USA per person upon confirmation of the booking. Failing this, the places will be automatically released with no further communication. Partial payments, payment falling short of the full amount due and/or notification of payments will not be sufficient to retain bookings. The deposit paid will be deducted from the total amount due to be paid 21 days before arrival (please refer to par 7).

**PRICES**

All prices are exclusive of any value added or any sales tax or any other tax which may become applicable and for which the Agent shall be additionally liable.

**SERVICES**

In return for the payment of the appropriate fees PLUS will provide board, tuition and activities as specified on the website. Not included in the fees are: general expenses (except where clearly indicated), entrance to museums and attractions, airport transfers. Changes of services, facilities or dates of programmes are avoided whenever possible. On rare occasions generally due to circumstances beyond PLUS' control, or where the bookings in a centre do not reach the minimum numbers required to viably operate it, changes may be necessary. In these circumstances PLUS shall either offer equivalent services/facilities or refund in full all fees paid. No other claims for compensation or expenses can be considered. Neither PLUS, nor the Agent shall be in any way liable to the client if a service cannot be supplied by reason of industrial dispute, or other cause outside their control. There is no reduction in the course fee where a course includes a public holiday.

**INSURANCE**

The Agent shall, at its own expense, obtain and maintain throughout the duration of the courses an insurance cover for public liability, event and personal injury liability to or the death of any person and any loss or destruction of or damage to property not attributable to any fault or neglect of the clients with an insurance company of repute. Copies of all such insurance policies and evidence that all premiums have been paid shall be presented on PLUS' demand.

**WARRANTY & LIABILITY**

PLUS, its staff and representatives will not be liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute.

Clients must have personal insurance against medical expenses, third parties, travel insurance, including inability to attend or continue a course.

**STUDENT WELFARE AND GROUP LEADERS' RESPONSIBILITIES**

PLUS only accepts closed groups accompanied by their group leader. Except for Intensive English bookings (UK), the Group Leader must be at least 25 years old and speak fluent English. The Group Leader is the ultimate person responsible for supervising his/her group constantly day and night and must comply with the student welfare, security and safety rules set by PLUS. Group leaders' duties and responsibilities are well defined and encompassed in the Handbook. Agents/schools are required to hand it out to their selected staff members, draw their attention to the student Welfare paragraph and ultimately invite them to sign a statement of acceptance prior to their departure.

**PAYMENTS**

The balance with final number of students is due 21 days before the arrival date. Payments must be credited to the PLUS bank account, without deduction or setoff and free from any taxes, levies or other charges or encumbrances. If the sums due are not accredited on the date indicated, all agent's bookings are subject to immediate release and the deposit paid will be forfeited to PLUS. If by the term indicated on relevant invoice (s)

the Agent fails to pay for clients, staff booked over and above the places initially secured at the centre or for any extra services requested, PLUS is entitled to cancel or suspend any further service to the Agents' clients at any or all the centres.

**CANCELLATION FEES**

In case of cancellation, the deposit paid is forfeited to PLUS. For places cancelled the following penalties will be levied. If the booking is cancelled between:

- 21 days before arrival, loss of deposit paid
- 15 days before arrival, 70%
- 7 days before arrival, 100% of the total package cost.

**SCHOOL REGULATIONS**

PLUS uncompromisingly prohibits illicit drugs, violence, racism, classroom disruption and dishonesty. No drugs, tobacco products or alcohol are permitted at any centre, function or

when on excursions. Clients are expected to abide by the College disciplinary regulations, and demonstrate reasonable standards of conduct within and outside the classroom.

Failure to do this may result in expulsion from the course. In this event, no refunds become applicable.

**VISA STUDENTS**

If, in spite of a PLUS sponsorship letter, the British Embassy or American Embassy does not grant a visa, PLUS shall reimburse the initial deposit of £ 120.00 for UK and \$ 120.00 for USA upon receiving a copy of the formal Embassy document confirming such refusal. Cancellation charges still apply (please refer to par 8).

**COMPLAINTS APPLICABLE TO UK**

Over the years PLUS has been able to fully respond to students' requirements and to minimize cause for complaints. This does not necessarily mean, however, that something cannot go wrong. If a student is unhappy or dissatisfied with any part of the programme i.e. teaching, leisure activities, host family and so on, he/she should observe the following procedure:

- STEP 1 Discuss the problem with his/her leader who will report the problem to the Campus Manager, who should solve it within 36 working hours.
- STEP 2 If the problem persists, the student can call or ask his/her group leader to contact PLUS Head office (0207 7302223). Necessary steps will then be taken without delay.
- STEP 3 If the problem still cannot be solved, then the student may refer the complaint to: ABLs PO BOX 312, GREAT YARMOUTH NR30 9EP. The complaint can also be sent to British Council: Customer Services, Accreditation Unit Bridgewater House, 58 Whitworth Street, Manchester M1 6BB, UK. Or e-mailed to: accreditation.unit@britishcouncil.org

The complaint must be written in English, specifying whether action has already been taken by PLUS, and signed. The student should also state whether he/she is happy for the complaint to be copied to PLUS.

**FORCE MAJEURE**

If PLUS or the Agent is affected by Force Majeure it shall forthwith notify the other party of the nature and extent thereof. Neither party shall be deemed to be in breach of this Agreement, or otherwise be liable to the other, by reason of any delay in performance, or non performance, of any of its obligations.

**PROPER LAW**

These Terms & Conditions are construed in accordance with the English Law. All disputes, controversies or claims shall be referred to and finally settled under the rules of Arbitration of the International Chamber of Commerce of London by three arbitrators appointed in accordance with those Rules that are known and accepted by the Parties. It is hereby agreed that the Commercial Court of London shall have exclusive jurisdiction over any judicial proceedings howsoever related to the interpretation of these Terms & Conditions which may not be deferred to arbitration.

London, 11 April 2017

# MINI-STAY PROGRAMMES

## ALL YEAR IN UK & USA



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