

# Classic Residence - Manhattan



*New York City is one of the most exciting, energetic and celebrated places on Earth, and therefore one of the most desirable destinations for the world's young English language learners. Sharing twin/triple rooms in Manhattan, students on this programme will combine high-quality English lessons with a varied timetable of activities that takes in all the highlights of the Big Apple.*

## WHAT'S INCLUDED

- General English course
- Course Materials
- End of course certificate
- International classes
- Full board accommodation
- Supervised activity programme (per week):
  - 5 half-day activities and 3 evening activities
  - 1 full-day activity for students staying 2 weeks minimum
- Handbook

## TRAVEL TIME FROM AIRPORT

**JFK:** Approx. 45 min

**La Guardia:** Approx. 30 min

**Newark:** Approx. 40 min

## GETTING TO SCHOOL & ACTIVITIES

- Students must purchase a metro card to attend activities and to get to school. It can be purchased upon arrival from their RA (residential advisor). If not, they can purchase one at any train station.
- The approximate cost of a metro card is \$30 per week. (Subject to change)
- Students will be chaperoned to all scheduled activities. All activities are compulsory.

## DATES AVAILABLE

28 June - 9 August 2014

## ACCOMMODATION ADDRESS

1760 3rd Avenue  
New York  
NY 10029

Students will be staying at 1760, a recently renovated building with state-of-the-art facilities. It is located in central Manhattan, close to Central Park among other attractions. All rooms include air conditioning/heating, a refrigerator, microwave and private bathroom. Common areas are cleaned by 1760 3rd Avenue staff, but students are responsible for cleaning their own bedrooms and bathrooms.

Check-in: Saturday 3pm. Check-out: Sunday 10am. If students arrive earlier than the check-in time, they will either be accommodated anyway, or they may have to wait in the lobby with EC staff until the rooms are ready. Students who have a late flight can wait in the lobby with EC staff after check-out time, until their scheduled departure.

## DEPARTURE DAY

Saturday

## ARRIVAL DAY

Saturday

## AGES

14 - 20 years

## EMERGENCY NUMBERS

+1 347 567 3543

## MAP



# Accommodation

## BOARD STATUS

Full board (breakfast, hot or cold lunch and dinner)

## TYPE OF ROOM

Twin/Triple rooms. Students are placed in a room with another student of the same gender.

## BATHROOMS

Ensuite bathroom (one bathroom per 2/3 students, depending whether it's a twin or triple room)

## ROOMS INCLUDE

- Beds and chest of drawers
- Storage space
- Desk/table where students can do their homework
- Cable TV and LCD TV
- High-speed internet service in rooms for students who bring their laptops. Internet is free but students need to connect via Ethernet cable in their room.
- Wi-Fi available throughout the residence
- Linen is provided but students should bring their own towels

## WHAT TO EXPECT FROM THE ACCOMMODATION

- 24-hour on-site security
- MultiMedia room & lounges
- Public computers
- ATM in building
- Free WiFi access throughout the residence
- Fitness centre, open all day but students can only use it until their curfew time (free of charge)

## LINEN/TOWELS

Linen will be provided but students should bring their own towels.

## CLEANING

Common areas are cleaned but students are responsible for cleaning their own bedrooms and bathrooms.

## LAUNDRY

Card-operated laundry facilities available. Approx \$2 per wash and \$2 per dry cycle.

## SUPERVISION

EC employs a number of staff to supervise the residence throughout the night. These staff members are responsible for ensuring that all students return to their rooms prior to their curfew and that discipline is maintained.

# Meals

Students will be escorted to restaurants where they will be given their meal vouchers by their RA/social leader. A sample menu consists of:

- Breakfast - muffin and juice
- Lunch - sandwich, crisps and a drink
- Dinner - pasta, salad and dessert

## DIETARY REQUIREMENTS

Dietary Requirements If students have specific diet requirements (e.g. Gluten free / vegetarian / Halal), EC must be informed of this prior to the student's arrival.

*Please note:* For gluten-free meals a supplement of \$25 may apply.

## MEDICAL

Students must have proof of adequate health, accident and travel insurance while attending our programmes which must be acquired prior to their arrival. EC must be advised upon booking of any medical conditions, allergies or medications that need to be administered to students.

Students should always travel to the US with a proof of insurance document. Insurance can either be private or booked through EC. Further information is provided on request.

For all medical treatment students must have signed permission in English authorising EC New York to accompany the student to hospital.

Before making an appointment with a doctor, the student must first find a clinic that will take their medical insurance. The cost of a doctor's visit will be from \$200 - \$500, and payment is due before the appointment. If it is an emergency, the student may go to the emergency room, and if the student needs treatment the hospital must first confirm that the student's medical insurance will cover the procedures needed. That cost will be billed after confirming the student's insurance. If the student needs any medication after the visit they will have to get it from a pharmacy and the medication will cost \$50 - \$500 depending on the prescription.

## POCKET MONEY: SUGGESTED SPENDING MONEY/COST OF LIVING

EC does not provide a pocket money service. Parents should ensure their children have sufficient pocket money for the duration of their stay. EC New York recommends an average budget of \$200 per week. Should students require more pocket money during their stay, parents are asked to transfer funds through an international transfer service.

# Learning Centre

## Address:

545 5th Avenue  
7th Floor  
New York  
NY 10017

Classes are held at **LIM**, a modern school in central Manhattan, about 25 minutes by public transport from the residence. Classrooms are air-conditioned, which is ideal during the hot summer months.

## Course: General English

20 lessons per week (a total of 15 hours)

1 lesson = 45 minutes

- Classes begin on the second day. No lessons are held on the first day, but students will be given a Welcome Talk followed by Orientation and an activity in the afternoon.
- Lessons are engaging and designed especially for young learners. Teachers aim to satisfy any interest, with a focus on communication to boost students' confidence when using English in practical situations. Regular tests and conversation classes help to ensure that students improve their English as much as possible.
- The course will develop students' English language skills by integrating the key areas of reading, writing, speaking and listening.
- At busy periods, the school may utilise a *double banking* timetable. This means that lesson times will alternate daily, with lessons in the morning one day, and lessons in the afternoon the next, as illustrated in the timetable below.

## ATTENDANCE

Attendance at school is compulsory unless there is a justified reason for absence. In the case of a student falling ill, an EC staff member will provide assistance. If students are required to see a doctor a basic visit can be expensive.

## MAXIMUM CLASS SIZE

15 students

## MINIMUM COURSE DURATION

1 week

## EDUCATIONAL MATERIALS

Educational materials are provided. Students should bring their own notepaper and pens.



## FIRST DAY

On the first day at school students take a placement test. The placement test allows academic staff to place students in a group according to their ability and language level.

After the test, students will be given a Welcome Talk followed by Orientation. During the orientation students will be provided with their class schedule, directions to their classes and details on activities.



## SAMPLE PROGRAMME

	Morning	Afternoon	Evening
Saturday	Arrivals		
Sunday	Free Day for Orientation		
Monday	Placement Test & Lessons	NYC Scavenger Hunt	Welcome Party
Tuesday	The Guggenheim Museum	Lessons	Times Square
Wednesday	Lessons	Central Park	Free Evening
Thursday	MoMA	Lessons	Top of the Rock
Friday	Lessons	Shopping on 5th Avenue	Free Evening
Saturday	Statue of Liberty, Ellis Island & Financial District		
Sunday	Free Day		
Monday	Lessons	Empire State Building	South Street Seaport
Tuesday	Walk the High Line	Lessons	Games Night
Wednesday	Lessons	Washington Square & Greenwich Village	Free Evening
Thursday	The Met	Lessons	Brooklyn Bridge
Friday	Lessons	American Museum of Natural History	Free Evening
Saturday	Departures or Bryant Park & Shopping for students staying 3+ weeks		

- This is a sample programme only and changes may occur
- Any lessons / activities missed will not be made up
- Lessons may be in the morning or they may alternate daily between morning and afternoon
- Please note: Students are directly supervised by EC staff at the residence, during activities and at school. During their free time students may be allowed to go out by themselves, but assistance is always readily available from staff via the emergency number.



# Welfare, Rules and Disciplinary Action

## CURFEW TIMES

- This applies to students of all ages
- Sunday -Thursday: 10 pm
- Friday and Saturday: 11 pm
- PLEASE NOTE: Students under the age of 16 must be accompanied by an adult leader in common areas of residence after 8 pm

## ALCOHOL CONSUMPTION

EC will not tolerate the consumption of alcohol by Junior students. Students who consume alcohol risk being expelled from the school and repatriated to their home country. In America the legal age to drink is 21 and the legal age to buy cigarettes is 18.

## DRUGS

The consumption of any illegal drugs will result in the immediate expulsion and repatriation of the student and the possible intervention of the police.

## CUSTOMER COMPLAINTS

At EC, we endeavour to provide our students with the highest possible level of service. If, however, a student is unsatisfied with any aspect of their programme with EC, we ask that they inform us immediately. Most problems are small and can be quickly resolved by our staff members. During the first week of school, all students are given an 'Initial Course Evaluation Form', in which they are asked to evaluate various aspects of their stay, such as tuition, accommodation and leisure. The form also allows students the opportunity to bring to our attention anything that is not to their satisfaction, should they feel unable to speak to us directly. An EC staff member will talk to any student who rates a service as 'poor' or 'not so good' in their Initial Course Evaluation Form. They will try to find a solution as quickly as possible. If the problem cannot be resolved immediately, an official complaint form is filled in and the student's agent will also be informed. A thorough investigation will be carried out. The Initial Course Evaluation Form is given to the students during their first few days at EC so that problems can be solved immediately and not disrupt the remainder of their time with us. There is also an End-of-Course Evaluation Form which gives the students an opportunity to provide EC with general feedback before returning to their home country.

## End of Course Certificate

Students must attend all lessons and organised activities in order to receive their End of Course Certificate.

**Extra nights** may be available at an additional fee, all requests are subject to availability.

## Visa Requirements

Our junior programmes in the USA include 15 hours of lessons per week plus activities, thus they are considered as cultural programmes. This means that students need to apply for a tourist visa and do not require a visa letter.

## ACCOMMODATION RULES

- Students must keep their room neat and tidy, including making their own bed every morning
- Curfew times must be respected by all students
- Students who are not living in the residence are not allowed to stay in any of the rooms
- Girls are not allowed to stay in the boys' rooms and vice versa
- Students are liable for any damages/breakages caused to school property. Payment for damages must be effected immediately and the residence staff will not allow the students to leave the residence unless payment has been made.
- Students are not allowed to change rooms without EC's authorization. Rooming preference should be indicated on the enrolment form. Requests of room changes received after allocation will not be guaranteed.
- Students are given a room key. Lost Keys will incur a \$25 replacement fee for each key lost. All locks will need to be replaced and a new key will need to be made for all students in the same suite or room.
- Students must pay a deposit of \$150 via credit card. Credit card details are collected on arrival and are only charged if damage is caused during the student's stay. Credit Card information is destroyed after student's departure.

## **EXPULSION**

EC reserves the right to expel and repatriate a student at his/her own expense for any of the following reasons:

- Possession of any illegal drugs
- Drinking of or possession of alcohol
- Malicious damage to school property or place of accommodation
- If the student is a danger to his/her own safety or that of other students
- Breaking American law
- Repeated failure to attend academic lessons
- Violation of any EC Residence Terms and conditions and School rules.

In any of the above circumstances the student is informed that their stay is going to be terminated with immediate effect.

Simultaneously EC informs the student's agent of the student's behaviour and the course of action to be taken. The earliest flight available is booked and an EC staff member accompanies the student to the airport to ensure that the student leaves the country. Following such action EC will terminate all relationships with the student and will be unable to take further responsibility for the student. No refunds will be given to any students who have been expelled.