

International Language and Literature Teachers' Consultancy (ILLTC) Fees and Conditions
School-Supported, Self-Taught Consultancy IB Language A Literature (SL) or IB Language B (HL)
(For students commencing autumn 2018 (of after), for IBDP examination in May 2020/ November 2020)

		Fees	VAT 20%	Total
Registration Fee	Non-refundable fee payable upon initial application, to organise teacher and cover cost of setting up student account.	£150	£30	£180.00
Teacher Consultancy Fee (IBDP)	Paid per term (5 terms over the course of two years, see note 2) LIEC and ILLTC maintain the same termly consultancy fee over the entire 2-year programme. (See Notes 12 and 15)	£650	£130.00	£780.00
Teacher Consultancy Fee (IBMYP)	Students who require mother tongue support during the Middle Years or Pre-IBDP – fee is calculated according to the number of teaching weeks in the year – to be agreed by ILLTC and the host school.			
Assessment Fee	Optional fee for assessment prior to starting SSST Language A. (See note 6)	£110	£22	£132
Transfer Fee	For students transferring into SSST Language A in IB2 after having started school taught Language A course in another school. (See note 7)	£110	£22	£132
Exam Supplementary Lessons	Optional lessons (2 hours total) to specifically prepare students for the written exams (Papers 1 and 2) in May or November	£110	£22	£132
Materials	Annual fee per student	varies		

Explanation of fees and conditions:

- Students must have computer internet access (Microsoft Word/Google Docs, and video-conferencing such as Skype/Face Time).
- The fees are based on an hourly fee paid to the tutors over 5 terms: 3 in the first year, 2 in the second year, as the IB exams typically begin at the beginning of the 3rd term of the second year. LIEC has added a percentage for administration costs, but the majority of the fee goes to the Consultant. The total five-term fee of an ILLTC IB Language A Literature Consultant for the entire Mother Tongue IB Language A Self-Taught course (5 terms over two academic years) is £3250.00, exclusive of VAT (see Nos. 12 and 15). The ILLTC will make every effort to ensure that the same Language Consultant works with the student for the duration of the programme.
- The cost of books, resources and materials to be used by the student is the responsibility of the student or school and not the ILLTC Consultant. If books in a particular language are difficult to obtain the Consultant may purchase and send them, but this must be reimbursed.
- The consultancy is based on an average of one (1) hour engagement per week over five school terms, with contact times to be agreed by the student and the teacher. This time may be distributed in different ways during the course of the programme, ie 0 hours one week, 2 hours another. Please note that in addition to contact time, this may include time spent by the teacher researching suitable texts, marking and annotating work, or liaising with the host school. Teachers are asked to log their time for monitoring purposes.
- Some of this time will include video-conferencing on a one-to-one or small group basis if there is more than one student from the same school or from another school working on the same text and the ILLTC Consultant feels they would benefit from a collaborative session.
- If a student appears to require more than the average 1 hour per week, the school and family will be contacted to discuss negotiation of additional time to be agreed through Langford International Education Consultancy Ltd. (This is sometimes dependent on the student's ability to responsibly manage independent study.)
- For students whose regular academic engagement with the IB Language A has lapsed, the consultant may wish to conduct an assessment to evaluate the student's readiness for SSST Language A. The Assessment Fee of £100 (exclusive of VAT) covers the initial time the ILLTC teacher must spend preparing an assessment, reviewing and assessing the student, and preparing a report. This fee is non-refundable, even if the consultant finds the student is not recommended to proceed with SSST Language A. (Should this be the case, there may be grounds for the host school to make a special request for IB Language B (HL) instead.) If, as a result of the assessment, the Consultant feels the usual 1 hour per week is insufficient to prepare the student for the final assessments and examinations, the family and school will be advised and increased provision negotiated.
- For students transferring in for the second year of the IB Language A Literature (SL) Self-Taught course from a school with a taught IB Language A course, the Transfer Fee of £100 (exclusive of VAT) covers the time the ILLTC consultant must spend reviewing and assessing



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the work covered, and planning a suitable programme of study for continuing the SSST Language A. (If the teacher feels the usual 1 hour per week is insufficient to prepare the student for the final assessments and examinations, the family and school will be advised.)

9. A supplementary two-hour exam preparation lesson to specifically prepare students for the written Exam Papers 1 and 2 can be offered by recommendation of the consultant or request from the student and will be charged separately. This can be tailored to any specific question or needs of the student.
10. The ILLTC teacher will liaise regularly with the designated contact at the host school (ie IB Coordinator, Language A or SSST Coordinator) to ensure clear communications are maintained.
11. The host school designated contact will have responsibility for ensuring that any relevant school or other documentation that is not in the public domain concerning the student's mother tongue course is made available to the Consultant in a timely manner (ie lists of recommended texts, past examination papers, timetables). The host school will also have responsibility for ensuring that the student has access to all agreed mother tongue texts. The host school must also register the student for the appropriate examination.
12. The ILLTC teacher will provide text for school reports upon request by the host school and, at the appropriate time and upon request of the host school, discuss the student's predicted IB Language A grade with the school's designated contact.
13. Fees are invoiced in UK £ by Langford International Education Consultancy Ltd. to the designated contact (the host school, the family or the sponsoring organisation) for payment by:
Northern Hemisphere Academic Year and IB Examinations (May) Calendar: September 1, December 1, March 1
Southern Hemisphere Academic Year and IB Examinations (November) Calendar: February 1, May 1, August 1
14. Bank transfers from abroad should be paid in UK£. Any bank charges incurred for transfer of funds are the responsibility of the client.
15. Although there is no deposit charged, the assumption is that students will use ILLTC services for the entire IB programme. Fees are not refundable.
16. Failure to make payments in a timely manner may result in the suspension of the service until such time as the fees are paid. The ILLTC may also require payment of two terms in advance in such cases, as no deposit is charged in advance.
17. As a UK-based limited company, Langford International Education Consultancy Ltd is obliged to register for VAT in October 2015. Therefore, Langford IEC. is required to add a 20% VAT to all invoices where applicable.
18. The IB Exam Fee is not included in this service, but is paid through the school.
19. LIEC or ILLTC cannot guarantee that any student will achieve his/her desired examination results.
20. All ILLTC Clients and Schools must read and agree the Privacy Statement for Clients.
21. Any concerns about the way time is managed should be directed to mary@langfordiec.com.

ILLTC Offers additional services at an additional cost (please contact ILLTC for details):

- Middle Years Mother Tongue Support (Fees subject to the number of teaching weeks in the school year.)
- IB Language a (HL) subject to the school's recommendation and agreement of all parties.
- Language A Extended Essay Supervision
- Global Studies Extended Essay Consultancy Service (in conjunction with the Halcyon Extended Essay Supervisor) for IBDP students researching combined subjects when related to the Language A country or culture

The LIEC International Language and Literature Teachers' Cooperative is an independent company that has no official affiliation with the International Baccalaureate Organisation.

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