

International Language and Literature Teachers' Consultancy (ILLTC) Fees and Conditions
(For students commencing autumn 2023 (of after), for IBDP examination in May 2025/ November 2025*)

Item	Description	Fees (UK Pounds)
Registration Fee	Non-refundable fee payable upon initial application, to source and organise a Teacher Consultant, cover cost of setting up student account and oversight of tutor' work by ILLTC Academic Advisor.	£160
Teacher Consultancy Fee to facilitate IBDP SSST Lit A	Paid per term (5 terms over the course of two years, see note 2) LIEC maintains the same termly consultancy fee over the entire 2-year IBDP programme. (See Notes 2,13 and 17)	£772.20
Teacher Consultancy Fee (Mother tongue support and development and subject tutoring)	Fees for Mother tongue support for students who may return to the home country or who may wish to pursue IB SSST Lit A (SL). , or other subject tutoring fees are calculated according to the number of teaching weeks in the year for the individual school – to be agreed by ILLTC and the host school. Please contact mary@langfordiec.com for more details.	On application
Assessment Fee	Optional fee for assessment prior to starting SSST Literature A. (See note 7)	£120
Transfer Fee	For students transferring into SSST Language A after having started school taught Language A course in another school or another tutor. (See note 8)	£120
Exam Supplementary Lessons	Optional lessons (2 hours total) to specifically prepare students for the written exams (Papers 1 and 2) in May or November	£120
Extended Essay Supervision	Depends on the number of hours support provided, up to a maximum of 5 hours	varies
Materials	Annual fee per student (See note 3)	varies

*For students in schools with an annual IBDP tuition fee that is 50% or less than the London international IB School average, ILLTC will try to offer this service at a reduced rate, subject to the availability and agreement of the individual Consultants.

Explanation of fees and conditions:

- Students must have computer internet access (eg Microsoft/Google, and video-conferencing such as Microsoft Teams/Google Meets/Skype/Face Time/WhatsApp).
- The fees are based on an hourly fee paid to the tutors over 5 terms (3 terms in the first year, 2 terms in the second year) as the IB exams typically begin at the beginning of the 3rd term of the second year of the programme. 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 Lit A SL or Language B SL course (5 terms over two academic years) is £3861, exclusive of VAT. (Our VAT Consultants in the UK have now advised that only UK residents are likely to be liable for VAT though this is subject to UK tax authorities at HMRC.) HL courses are double the SL fee as two hours weekly are normally required for this programme. Language B SL and HL, and IB Literature A HL can only be offered provided the school has sought approval from the IB. (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 IBDP 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. Most tutors try to use open-source texts available online.
- The two-year 65-hour consultancy is based on an average of one (1) hour engagement per week over five school terms, with specific contact times to be agreed by the student and the Consultant. 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 face-face contact time, this may include some time spent by the Consultant researching suitable texts, marking and annotating work, or liaising with the host school. Consultants 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 target language has lapsed, the Consultant may wish to conduct a formal assessment to evaluate the student's readiness for SSST Literature A (SL). The Assessment Fee covers the initial time the ILLTC Consultant must spend preparing an assessment, interviewing the student, reviewing a written assignment, assessing the student, and preparing a

report. This fee is non-refundable, even if the Consultant finds the student is not recommended not to proceed with SSST Literature A. (Should this be the case, there may be grounds for the host school to make a special request for IB Language B SL or HL instead.) If, as a result of the assessment, the Consultant feels the usual one 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.

8. For students transferring into an IB Language course from a school with a taught IB Language course or from a different tutor, the Transfer Fee covers the additional time the ILLTC Consultant must spend reviewing and assessing the work covered, and planning a suitable programme of study for continuing the language programme. (If 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.)
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 Consultant 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. It is the responsibility of the host school liaison to help ensure the student is engaging appropriately and to follow up with the student and family if necessary. Please note that if a student regularly fails to connect with the ILLTC Consultant this will be reported to the designated contact; if this persists, the service may be suspended or discontinued.
11. The host school designated liaison 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 Consultant will provide text for school reports upon request by the host school and, at the appropriate time and upon written request of the host school.
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: August 1, December 1, March 1

Southern Hemisphere Academic Year and IB Examinations (November) Calendar: February 1, May 1, August 1

PLEASE NOTE THAT DUE TO BREXIT CHANGES, ILLTC CANNOT INVOICE INDIVIDUALS RESIDENT IN THE EU OR SWITZERLAND. ALL TRANSACTIONS MUST BE WITH BUSINESSES (B2B) SUCH AS SCHOOLS, PARENT SPONSORING ORGANISATIONS INCLUDING EMBASSIES, OR EDUCATIONAL CONSULTANTS AND AGENTS REPRESENTING THE STUDENT.

14. Bank transfers from abroad should be paid in UKE. **Any bank charges incurred for transfer of funds are the responsibility of the client.** Any fees charged to the ILLTC as a result of bank transfer costs may be included in the next invoice to 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 ordinarily refundable, if a student drops the programme, ILLTC reserves the right to charge four weeks' tuition so the Consultant has some compensation for an early termination.
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. If fee payments are late during the first year, ILLTC reserves the right to invoice for the two terms of the second year in advance.
17. As a UK-based limited company, Langford International Education Consultancy Ltd was obliged to register for VAT in October 2015. Therefore, Langford IEC. is required to add a 20% VAT to all invoices where applicable, as advised by the ILLTC VAT advisors who have consulted with UK HMRC. Please contact mary@langfordiec.com for questions concerning VAT.
18. The IB Exam Fee is not included in this service, but is paid through the school who are responsible for registering the student.
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 has offered additional services (please contact ILLTC for details):

- Language B (SL or HL) in exceptional circumstances, subject to school's recommendation and school-sought approval by the IBO.
- Mother Tongue or second language support for middle years students who may return to their home country to finish school, or who hope to take the SSST Lit A (SL) course when they enter the IB Diploma programme.



Langford International
Education Consultancy Ltd.
www.langfordiec.com

- Bespoke mother tongue programme for high school diploma candidates allowed by the school to study the mother tongue for graduation requirements.
- Other subject tutoring
Language A Extended Essay Supervision or Global Studies Extended Essay Consultancy Service (in conjunction with the School's Extended Essay Supervisor) for IBDP students researching combined subjects when related to the Language A country or culture.

Revised 31.8.23