



## **Frequently Asked Questions for Agents and Consultants**

### **GENERAL:**

#### **What kind of a school is Carfax College?**

*Carfax is a small, private tutorial college specializing in one-to-one and small group tuition. It has a reputation for excellent teaching and very close support for pupils, and for having great flexibility in the courses it can offer.*

#### **Where is it?**

*The tutorial College is situated in the world famous university city of Oxford, within easy reach of London (one hour by direct train). The College occupies a central site which is convenient for the railway and bus stations and for all the cultural attractions of the city.*

#### **What is the nearest airport?**

*London Heathrow is the closest international airport to Oxford, less than 1 hour's drive away in good traffic conditions. Heathrow and Gatwick Airports are linked to Oxford by The Airline coach company, which operates 24 hours a day, seven days a week. Stansted Airport is linked to Oxford by the National Express 757, which runs approximately every two hours. Private jets and helicopters can fly to London Oxford Airport, just outside the city.*

#### **How is it different to a traditional boarding school?**

*Much of the tuition is provided one-to-one. Timetables are therefore individually constructed to suit each pupil and tutor. There is no school uniform but there is a code of conduct all students are expected to conform to. Students at a tutorial college have more independence than those at a traditional school and follow a programme of study and extra-curricular activities which is designed just for them.*

**What type of student does well at Carfax?**

*Carfax is ideally suited to boys and girls who need some extra help and attention to get them to their academic goals. In some cases these are pupils who are extremely ambitious but are constrained by time, prior study, or other considerations; in other cases they are pupils who have underachieved in public examinations and need greater individual support and encouragement to fulfil their potential.*

**What is your key selling point?**

*Carfax's ability to create individual and tailor-made programmes for each and every pupil, whatever their level of ability and needs, goes beyond that of virtually any other educational establishment. The College was founded with precisely this purpose in mind, to provide a professional and supportive setting where truly everything is possible.*

**How many students study at Carfax?**

*The College typically has between 20 and 40 pupils at any one time, though the total number of pupils throughout the year, including those on shorter courses, is significantly larger.*

**Where do they come from?**

*Every year, Carfax has a number of day pupils, who live at home with their families in or near Oxford. Boarders come from other parts of the UK and from a wide variety of other countries. Over 25 nationalities have been represented in the student body over the last years, from Western and Eastern Europe, the USA, the Middle East, the Far East, Africa, and beyond.*

**Do you have an Agency Agreement/Contract?**

*Yes. It sets out clearly the contractual relationship between the Agent and Carfax College.*

**What help/support do you give to Agents and Consultants?**

*The Admissions Team in Oxford is always available to support Agents and Consultants. Please contact Dr. James Marsden, Director of Studies. In addition Mr. Edward Peters, the Director of Admissions, has over 20 years of experience of working with Agents (via the Admissions department of two large UK boarding schools).*

## **ADMISSIONS:**

### **Do you accept students in January and April?**

*Yes, in fact we accept students at any time of the year!*

### **Do you take students for one term or for one year?**

*Yes, the duration of our courses is totally flexible.*

### **Where do you have the most vacancies?**

*There is no real limit on the number of individual courses we can provide. We would particularly welcome working with Agents who are able to place groups of students onto a GCSE or A level course.*

### **What is the application process for international students?**

*Our friendly Admissions Team will guide you through each step of the process on an individual basis, as this may vary from one family to another depending on their specific requirements.*

### **What are the entry requirements?**

*Carfax does not operate a selective admissions policy. Pupils of all levels and ages are welcome to benefit from the very personal tuition and pastoral care. Places are offered subject to a review of the pupil's educational history, to assess the candidate's needs and his/her suitability for the type of course applied for. An interview may be required.*

### **Can you do Skype interviews?**

*Yes, we can.*

### **Can you help with UKBA visa applications?**

*Yes, unusually for an educational institution, Carfax has members of staff professionally qualified to provide immigration advice and services through being registered with the Office of Immigration Services Commissioner and thus can offer understanding of all the intricacies of the visa application process as well as unprecedented visa turnaround times.*

## **FEES:**

### **What commission is offered to Agents and Consultants?**

*Our standard commission rate is 10% of the first year's Tuition Fees. Commission is also payable for any repeat bookings if the notification has come from the Agent or Consultant. We furthermore want to encourage group bookings for summer and regular courses by offering commissions of 20-30%, depending on group size.*

### **What are the Registration Fee and Deposit?**

*The Registration Fee is £250 for overseas pupils. A deposit of at least £1,000 is required, depending on the length and type of course.*

### **Do you have payment options?**

*In general, fees must be paid termly in advance.*

### **Is there a sibling discount?**

*Any discounts offered are at the Principal's discretion.*

### **Are Scholarships available?**

*There is no official Scholarship programme, but discounted tuition fees may occasionally be offered in cases of merit or need, at the discretion of the Principal.*

### **Why are your fees higher than traditional boarding schools?**

*All our teaching is one-to-one, or in small groups with a maximum of three pupils. This level of personal attention is obviously more expensive to provide than a classroom teacher with a group of 20+ pupils. We also recruit only the most qualified and able tutors.*

### **What do the Fees include?**

*Our tuition fees, accommodation (half-board or full-board) fees and activity costs are listed and quoted for separately, so each family will know exactly what they are paying for.*

### **What additional expenses are there likely to be?**

*Books, stationery, trips, social events, etc. will be charged separately.*

## **BOARDING:**

### **Where do boarders live?**

*Most of our boarders live with carefully selected and thoroughly vetted host families, close-by in Oxford. Some older pupils opt to live in self-catered rooms or flats.*

### **Can they stay there in the holidays?**

*Yes, in principle, subject to availability and sufficient notice, but this will incur an extra charge.*

### **Do you have exeat weekends?**

*No, but pupils may be allowed to go away for the weekend at any point, subject to permission.*

### **Who provides Pastoral Care?**

*Regular and formal support is provided for each pupil by a Personal Tutor. The Dame looks after the welfare of all pupils. In general, Carfax is a small community with a family atmosphere where all the staff take an interest in the well-being of all pupils.*

### **Do you provide Guardianship?**

*We can recommend the services of the AEGIS accredited Carfax Educational Guardians, who are based nearby in Oxford, ensuring close links are maintained between the tutorial college and the guardian.*

### **Do students have easy access to internet and mobile phone networks?**

*Yes. All areas of Oxford are well served by mobile phone networks. Pupils can access the internet on public computers or via Wi-Fi within the college, and all our host families are required to offer Wi-Fi internet access to pupils at home.*

### **What are the eating arrangements?**

*Boarding pupils can eat breakfast and dinner with their host families every day, and lunches too on weekends. On weekdays, the college offers supervised lunches in collaboration with a selection of nearby restaurants. Some older pupils prefer to make their own arrangements and take advantage of the various cosmopolitan eating options on offer in Oxford.*

### **Do you provide transport at the beginning and end of terms?**

*Transfers, for example to and from airports, can be arranged on demand with a trusted and vetted local chauffeur service.*

### **Do you run courses during the holidays?**

*Yes, Carfax rarely closes! Holiday courses can be tailor-made to individual needs, or pupils can join our popular Revision courses.*

## **ACADEMIC/CURRICULUM:**

### **What is the pupil:staff ratio?**

*The pupil:staff ratio is either 1:1 (for individual courses) or at most 3:1 (for group courses).*

### **What are your exam results?**

*Because Carfax is non-selective, what is considered success depends on the starting point for each pupil. For some the target is an A or A\*, and typically up to 50% of pupils will achieve this. Others will be delighted if they can improve from an E to a C. When pupils come to re-take exams at Carfax, most will improve by at least one grade, while almost half will improve by at least two grades.*

### **Where do your leavers go?**

*A level pupils go on to a range of prestigious universities and specialist colleges. Carfax has a good record of success preparing talented pupils for entry to Oxford and Cambridge. The majority of leavers go on to good Russell Group universities. Carfax also helps its younger pupils prepare for exams and interviews which are required for entrance to the country's leading independent schools.*

### **What courses do you offer?**

*A list of courses is available on the website, but we have the flexibility to arrange whatever courses our clients require. The most popular courses are A level and GCSE courses (either full-time or part-time), but we also have expertise in Oxbridge preparation, IB, pre-U, Scholarship or other entrance exams at 13+ and 16+, EFL, SATs, etc.*

### **What subjects do you offer?**

*With access to a very broad range of highly qualified tutors in Oxford, we are able to provide individual tuition in any subject required. Group courses are offered in all the traditional school subjects.*

### **Do you specialize in anything?**

*Carfax, like Oxford itself, has a long history of providing highly personalized education, and this is our area of specialization. We believe there is still no better way to meet a pupil's specific needs and maximize their chances of success.*

### **What is your academic strength?**

*Client feedback tells us that our greatest academic strength is in the quality of the teaching we provide.*

**Do you offer lessons at the weekend?**

*Yes, the College is open on weekends throughout the year. Most long-term pupils will only have tuition on weekdays, but they can have extra lessons at the weekend if they need them. Some part-time pupils choose to come for lessons on weekends only, including those who are studying full-time at another boarding school during the week.*

**What support do you offer for English as a Foreign Language?**

*Pupils from overseas will generally need to provide proof of their English level when they apply to universities in the UK. For this reason, Carfax prepares pupils specifically for the IELTS qualification, which is accepted as evidence by universities. Courses are also offered to prepare for different Cambridge English exams and other English qualifications, for example TOEFL and PTE. Pupils taking academic courses are offered supplementary English lessons, which can be tailored to their specific subject needs.*

**EXTRA-CURRICULAR ACTIVITIES:****What sports are available?**

*As a small college community we cannot provide major team games in the way that larger schools do, but we are well placed to arrange for keen and talented pupils to join local clubs as appropriate. Similarly there are unlimited opportunities for pupils to pursue individual sports, and Carfax has a team of dedicated coaches who help put together individual programmes for our pupils.*

**What opportunities are there for performing arts?**

*Oxford is a vibrant cultural city and there are many classes and courses available for young people in dance, drama, and music, which we encourage our pupils to join where appropriate.*

**What weekend activities are organized?**

*Pupils may sign up for any number of extra-curricular activities, many of which take place at weekends. In addition we organize group trips, for example to the theatre, ice skating, or bowling. Pupils are encouraged to get involved in local charitable events and of course in the college's own fundraising activities.*



## **A Ten Steps Guide for Agents and Consultants to the Admissions Process for Overseas Pupils**

1. Contact the Admissions team in Oxford to discuss the candidate and his/her course requirements.
2. Provide evidence of the candidate's level of English – e.g. by written test or Skype interview, and supply any supporting documents required by Carfax  
– e.g. school reports, testimonials, exam certificates or English qualifications.
3. Establish any visa requirements and/or potential issues affecting admission.
4. The Registrar will then provide details of the proposed course of tuition, and a quotation for the cost of tuition and accommodation.
5. To book on the proposed course complete and return the Registration Form along with the registration fee of £250.00.
6. An invoice for the first term's fees (and for a deposit of at least £1,000.00) will then be sent by the Bursar, along with the Terms & Conditions and an Acceptance Form.
7. The signed Acceptance Form (agreeing to the Terms & Conditions) should be returned along with payment.
8. Confirmation of acceptance on the agreed course will be sent on receipt of this payment, along with our Pupil Welcome Pack.
9. Please note that if a Tier 4 visa is required the CAS number will only be issued on receipt of payment of the first term's fees in full.
10. Once a place is confirmed, the Carfax staff will begin the process of making detailed arrangements for tuition.