Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK

MEMBER
ENGLISH UK

ADMISSIONS POLICY

Aim:
To provide all students to a complete trouble-free booking guide and to ensure that each student is individually assessed.

- Students should complete an on-line booking form or a hard copy form. This includes any special needs and requirements, allergies and dietary needs.
- All students U18 age 16/17 who are participating on an adult course must provide a parental consent form, failure to supply this form LanguageUK will cancel your course.
- All fees are payable in full four weeks before arrival
- Payments must be paid on the agreed date. If payment is not made, the course will be cancelled.
- Students are required to complete an on-line level test to ensure you are placed in the appropriate class.
- We may refuse to accept an application if we feel we cannot meet the needs of the students on the grounds of Special Educational Need (SEN) or medical grounds.
- We may refuse to accept a student based on their academic needs, for example if a student's level is too high or too low for the current levels being offered.
- We may refuse to accept a student if there is a suspicion that the student will not comply with the requirements of their visa.
- LanguageUK may refuse an application, if there is a suspicion that documents provided to support a visa application are not genuine.
- Please note we charge a £50 registration fee for individual students and families. This includes one visa letter if you require us to re issue a visa letter the cost is £30.
- We change a £50 non-refundable finder's fee for accommodation.
- Full visa and previous UK study history maybe required from a student and this should be made clear on the initial application form. (e.g. - if a student has been refused a visa previously, overstayed or not complied with previous visa conditions)

Sponsored Students:
Students who receive funding or sponsorship for their studies from their embassy must have a financial guarantor.

Date Sept 2017
Review Date Sept 2018
Reviewed October 2018
Reviewed October 2019