

## ADMISSIONS POLICY 2020/2021

LanguageUK welcomes international students and is committed to meeting the needs of English language learners.

LanguageUK admits students of all races, genders, religions, nationalities, ethnic groups, and educational standing.

LanguageUK enrolls students that are 16 years of age or older who wish to improve their English for academic, professional, and social purposes as well as family programmes from age 5 upwards, school groups and more.

LanguageUK students have the benefit of learning in small class sizes of no more than 10-15 students per classroom. Currently we only run classes for 6/8 due to the pandemic and these class sizes change in accordance with government guidelines. Students also participate in cultural activities, field trips, and extracurricular social events created to cultivate their English language skills.

Our 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.
- We are happy to help all our students using emails, telephone, and WhatsApp currently.
- 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.
- Students who have financial sponsorship, e.g. from their government, must have financial guarantee documents submitted to the school before classes can start.
- All students are required to fill out all the necessary declaration forms, medical questionnaire and liability waiver and release form which will be sent to you at the booking stage of your course.
- Due to the pandemic we now have a virtual reception and induction will be done via video before you arrive.
- All students are now sent a pre-arrival pack 2020/2021 with all the necessary information required for their journey into Britain during the pandemic.
- 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 charge 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)

LanguageUK does not discriminate in the administration of our educational and admissions policies.

Regardless of the type of learner, there is an admissions option for all prospective students.

**Students who are booking through an agent or a school booking directly will fill in either their own booking form or a form from the Marketing department upon booking.**

<b>Date Sept 2017</b>	<b>Reviewed October 2019</b>
<b>Review Date Sept 2018</b>	<b>Reviewed October 2020</b>
<b>Reviewed October 2018</b>	<b>Next Review October 2021</b>