

International Students Policy

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Policy approved by: Academic Board 6/5/03 Minute 226
Strategic Management Team 7/5/03 Minute 768
Operational Management Team 9/5/03 Minute 23
Curriculum and Quality Committee 19/5/03 Minute 70

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Preamble to the Policy

Equal Opportunities

The College shall comply with the Sex Discrimination Act 1975, the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001), the Rehabilitation of Offenders Act 1974, the Human Rights Act 1998 (or any enactment modifying or replacing them) and all relevant statutory duties in respect of equal opportunities.

Special Educational Needs and Disability Statement

The College shall have particular regard to the provisions of the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) in respect of this policy.

The Act applies to people who are disabled according to the definition of disability in the DDA 1995. That is, a disabled person is someone who has a physical or mental impairment which has an effect on his or her ability to carry out normal day to day activities. That effect must be:

1. Substantial (that is, more than minor or trivial), and
2. Adverse, and
3. Long-term (that is, has lasted or is likely to last for at least 12 months or for the rest of the life of the person affected).

The College is committed to take all reasonable steps to implement or adjust the policy taking in the circumstances of each individual. Reasonable steps may include, for example, alternative format documents, special arrangements for meetings (please note the examples are not exhaustive).

International Students Policy

1. Introduction

- 1.1 For many years the College has welcomed students who normally live outside the UK. The college has trained individuals in a variety of qualifications and on a number of occasions tailored whole courses for International partners. This policy re-enforces that willingness to welcome students from across the world.

2. Scope

- 2.1 Everyone associated with the College irrespective of site will follow this policy.
- 2.2 International students are those students who are not ordinarily resident in the United Kingdom.
- 2.3 'EU students' are students who are ordinarily resident in a country that is a member of the European Union.

3. Publicity

- 3.1 All International students will be made aware of this policy during the admission/enrolment process.
- 3.2 The policy will be made available via College web sites and referred to in publicity materials aimed at foreign students.
- 3.3 All staff will be made aware of this policy.

4. Admission Procedure

- 4.1 Following a student enquiry Student Services staff will provide the applicant with information pertinent to the enquirer's situation and request. This will be despatched within five working days of arrival.
- 4.2 The College's usual admission procedures will be used where possible. However, it is recognised that in many cases the applicant will not be able to visit the College prior to enrolment.
- 4.3 Information will be required from the applicant in enough detail to satisfy College staff that the applicant meets course entry requirements. In particular all international students must take a language test, which permits staff to know the level the student will need to study.

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The test is divided into two parts:

English Reading Comprehension This test consists in several texts with questions the student has to answer.

English Listening Comprehension Cassettes and questionnaires are provided for students to translate and complete.

- 4.4 When College staff have received all the information required to make a decision the applicant will be sent a written offer. This Offer letter will be required before a student visa will be granted by UK immigration officials.
- 4.5 Upon arrival the student will follow the usual cross college systems and paperwork for enrolment.
- 4.6 A copy of the offer letter must be given to the College Income Manager to ensure fees are collected.

5. Immigration

- 5.1 In order to gain entry into and permission to stay in the UK the international applicant must obtain a study visa from the UK immigration authorities. Information and forms to apply must be obtained, completed and returned to those authorities by the applicant themselves.
- 5.2 The applicant should enquire at the British Embassy in their homeland.
- 5.2 A letter from the College confirming the offer of a place and detailing the fees due is required to support the visa application.
- 5.3 EU students will not require such a visa
- 5.4 The College will, on request, supply information to immigration officials. This might typically be confirmation of course details, reports on progress and attendance and fee payment.

6. Fees

- 6.1 Students who are ordinarily resident in the EU follow the same fee structure as UK residents.
- 6.2 Students who reside outside the EU pay higher fees due to the fact that the UK government does not provide the college with financial subsidy for such.
- 6.3 The College annually reviews its tuition fees and sets rates that pertain to 'overseas students'.
- 6.4 The College usually insists on the fee for each academic year being paid at the time of enrolment.

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- 6.5 Failure to pay fees will mean that the student will be asked to leave the College and possibly consequentially the UK

7. Student Support

- 7.1 Foreign students will be entitled to use the full student support services that the College offers.
- 7.2 The College does not presently have an international officer. However, student services staff are experienced in dealing with International students.
- 7.3 The College does not own halls of residence but advice will be provided on finding accommodation

8. Policies

- 8.1 All College policies will apply to international students unless otherwise stated

9. Complaints

- 9.1 Complaints from international students will be dealt with through the College complaints system.

10. Monitoring and Evaluation

- 10.1 The Head of Student Services will periodically review the provision provided to international students and recommend change where required. This policy will automatically be reviewed in a four year cycle.