

Terms Applicable to International Students 2013/14

1. Admission Requirements

- 1.1. If your first language is not English, and/or you are not a national of a Majority English Speaking Country*, you will be required to achieve the scores stipulated in one of the Secure English Language Tests (SELT) requirements indicated on our website in order to be issued with an Unconditional Offer. (*Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, and the United States of America)
- 1.2. You will be exempt from the Secure English Language Test requirements indicated if you have studied and successfully completed a bachelor degree at a recognised institution authorised to issue bachelor degrees in one of the countries listed above (1.1) except Canada
- 1.3. We require satisfactory evidence of your qualifications (including a valid/verifiable Secure English Language Test (SELT), where indicated in order to issue you with an Unconditional Offer. You will be required to provide official transcripts/certificate that are a clear and legible copy authenticated by the issuing organisation.
- 1.4. Admissions decisions are taken by the University in good faith on both the basis of qualifications provided and statements made in a student's application. If it is discovered that a false statement has been made or significant information has been omitted from a student's application form, the University may withdraw or amend its offer, refuse or withdraw sponsorship and terminate the student's enrolment at the University, according to the circumstances
- 1.5. If you will require a Tier 4 (General) Student visa to study in the UK, receipt of an academic offer does not guarantee that you will be assigned a CAS. Your

immigration history and status will need to be assessed in accordance with the Tier 4 requirements and the Immigration Rules.

- 1.6. The University reserves the right to refuse a CAS even if the student meets all of the academic entry requirements.
- 1.7. The University reserves the right to refuse a CAS for a student to complete their course if the immigration requirements of Tier 4 and the Immigration Rules are not met.

2. Enrolment

- 2.1. You will be required to present the originals of all qualification documentation used in the issue of your study offer for verification at enrolment.
- 2.2. For each academic year of study, you are required to pay tuition fees, as notified to you by the University. Unless stated otherwise, the tuition fee quoted in your offer letter does not include any charges for residential accommodation, examination re-sits, extensions to the designated period of study or travelling expenses and other miscellaneous expenses which may be related to your programme of study.
- 2.3. You are required to pay a deposit of 50% of the full listed annual tuition fee prior to the issue a Confirmation of Acceptance for Studies (CAS).
- 2.4. You will not be required to pay the mandatory deposit as indicated above If you have been awarded a full scholarship by London Metropolitan University
- 2.5. If you are eligible for any partial scholarship (country partial scholarship for example) from the listed fee amount, the partial scholarship amount is deductible after your enrolment from the tuition payment of your second/final instalment due by 31 December, or by the 31st of May if you start your course in February.
- 2.6. If you are sponsored by a recognised and approved* sponsorship body (The British Council, Governmental or its authorised agencies or employer), your sponsor will be required to supply evidence confirming that they are responsible for the payment of tuition fees for the duration of your course. (*an approved sponsor is one that is recognised by the University or one that has been granted approval by the University)
- 2.7. Those who will be in receipt of US Federal Direct Loan funding are not defined as sponsored students and are therefore required (1) to have applied for Federal Direct Loan funding by the loan application due date publicised on the University's US Financial Aid website and (2) to pay a deposit of £1,000 in advance in order to be issued with a CAS.
- 2.8. Those who intend obtain loan funding through private loan funding organisations/banks (or any US non-federal loan program) are required to pay a deposit of 50% of the full listed annual fee prior to the issue of a Confirmation of Acceptance for Studies (CAS)

- 2.9. Students who enrol on a course with a visa that expires before the end date on their course, do so at their own risk. It is the student's responsibility to ensure that they will be able to meet all of the requirements of a successful Tier 4 visa application and the Immigration Rules in order to complete the course in the UK.

3. After Enrolment

- 3.1. You must inform the University of your UK contact details (address and telephone number) and keep the University informed of any changes to your contact details.
- 3.2. You are required to attend lectures, tutorials, examinations and other activities which form part of your programme study/course. This includes the requirement to submit all pieces of assessed work on time.
- 3.3. Your attendance will be monitored for the duration of your course and failure to meet satisfactory attendance requirements will result in further action including probation and withdrawal
- 3.4. If you are a Tier 4 Student Visa and you are sponsored by the University under Tier 4 of the Points Based System (PBS), you will be subject to the reporting requirements set out by the Home Office in the Tier 4 Sponsor Guidance. If you fail to meet the satisfactory attendance requirements, the University is legally obliged to report you to the Home Office for non-attendance and our sponsorship of your visa will be withdrawn.
- 3.5. You must adhere/comply to the conditions of your visa at all times
- 3.6. You must inform the University immediately if your immigration status changes at any time and provide us with copies of all correspondence that you receive from the Home Office in relation to your current immigration status or if you leave the UK permanently or switch into another immigration tier.

4. International Students who are under 18

- 4.1. If you are under 18 at the time of application and/or when you begin your programme of study, your parent/legal guardian will be required to:
 - 4.1.1. Provide their written consent for you to study at the University.
 - 4.1.2. Nominate a legal guardian for you in the UK (who must be a relative or a person whom your parent/legal guardian nominates as your guardian while you are under the age of 18 in the UK) in accordance with Tier 4 requirements and the University's policy on the admission of students under the age of 18.
 - 4.1.3. Provide your arrival details from your home country before the start of your course including travel details and arrival meeting arrangements
 - 4.1.4. Provide your UK accommodation details.

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