

Terms Applicable to International Students 2014/15

1. Admission Requirements

- 1.1. If you are not a national of a majority English speaking country, as defined in Appendix B of the UK Immigration Rules, you will be required to achieve specific levels in one of the acceptable Secure English Language Tests (SELT) for entry onto your course. Acceptable SELTs along with the scores required to be issued with an unconditional offer are stated on our website.
- 1.2. You will be exempt from requiring a Secure English Language Test score if you have studied and successfully completed a bachelor degree at a recognised institution authorised to issue bachelor degrees, in the UK or Ireland or in one of the countries defined in Appendix B of the UK Immigration Regulations as a majority English speaking country, except Canada.
- 1.3. We require satisfactory evidence of your qualifications, including a valid / verifiable SELT where indicated, in order to issue you with an unconditional offer. You will be required to provide official transcripts or 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 all of the requirements under Tier 4 are not met.

2. Enrolment

- 2.1. You will be required to present your original current passport or travel documents and valid UK visa for verification at enrolment. If you are not currently in possession of these documents, you may be allowed to enrol at the discretion of the University however you will be required to produce original documents from the relevant authorities in order to provide evidence of your current immigration status. For example, a letter from the Home Office confirming that you have submitted an immigration application which is still pending.
- 2.2. You will be required to present the originals of all qualification documentation used in the issue of your study offer for verification at enrolment.
- 2.3. 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 retakes in accordance with the University's usual policy, extensions to the designated period of study or travelling expenses and other miscellaneous expenses which may be related to your programme of study.
- 2.4. Before any Confirmation of Acceptance for Studies will be issued:
 - 2.4.1. Those who intend to fund their studies by US Federal Direct Loan funding must:
 - 2.4.1.1. have applied for Federal Direct Loan funding by the loan application due date publicised on the University's US Financial Aid website; and
 - 2.4.1.2. pay a deposit of £1,000.
 - 2.4.2. Any other student (including those who intend obtain loan funding through private loan funding organisations/banks (or any US non-federal loan program)) must pay a deposit of 50% of the full listed annual tuition fee.
- 2.5. 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
- 2.6. Requests for refunds of any deposit paid will be dealt with in accordance with the University's Fees Policy.
- 2.7. If you are eligible for any partial scholarship awarded by London Metropolitan University (for example, a country specific scholarship), this 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.

- 2.8. 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)
- 2.9. Students who allowed to 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 required in order to extend their current immigration permission, or meet the requirements in order to successfully obtain a Tier 4 visa in order to complete the course in the UK. In some cases, this might require the student to return home and reapply for a new visa to come back to 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 all of the attendance requirements, the University is legally obliged to report you to the Home Office for non-attendance and sponsorship of your Tier 4 visa will be withdrawn.
- 3.5. You must adhere/comply to the conditions of your visa at all times. The University is legally required to report to the Home Office any student who breaches the conditions of their UK visa.
- 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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