

# Pre-Arrival Guide for International Students 2016



Central College  
Nottingham

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## Thank you for choosing Central!

This booklet contains important information for international students travelling to the UK to study at Central College Nottingham. It is designed to help you to make sure you are suitably prepared before you travel to the UK, and to advise you on what to expect when you arrive. We have also included some general information on British culture and customs that you might find useful in the first few days of your life in the UK.

**Please read this information carefully and keep it safe so that you can use it as a checklist as you make your travel preparations.**

Further information about the College, your course and support available to you throughout your time with us will be provided during your Induction Programme.

If you require any further information or advice before you travel please contact the International Office team:

### Admissions Enquiries:

Mrs Ha Nguyen

Tel: +44 115 884 2489

Email: ha.nguyen@centralnottingham.ac.uk

Mr Paul Klotschkow

Tel: +44 (0)115 884 2804

Email: paul.klotschkow@centralnottingham.ac.uk

### Accommodation & Welfare Enquiries:

Ms Marlys Murray

Tel: + 44 (0)115 8842536

Email: marlys.murray@centralnottingham.ac.uk

### QQ and Facebook

QQ - 2560866036

Facebook: <https://www.facebook.com/CentralCollegeNottinghamInternational>

## Before you leave checklist

Please use this checklist to make sure you have everything prepared before you travel to the UK. You will find further information on each of these items in the following pages.

**Important: please make sure all of these documents are in your hand luggage, because you will need them on your arrival in the UK to be able to pass through Immigration.**

### Essential travel documents

- Valid passport
- Appropriate Visa and Entry Clearance documents, including your parent consent letter if under 18
- Flight ticket

### Course/offer details

- Offer letter
- CAS statement
- Original academic transcripts and IELTS certificate used to obtain your offer and your visa

### Evidence of funds

- Bank statement to show you have adequate funds in your bank account to cover the remainder of your course fees, plus living expenses. Or Sponsorship Letter if you are a government sponsored student.

### Money

- British currency
- Credit and/or debit card

### Accommodation details/payment

- Accommodation confirmation (if already booked)
- Evidence of any payments made for accommodation

### Transfer details

- Details of your Airport Pick-up (if you have booked one)

### Insurance and emergency contact details

- Please ensure you have adequate travel and medical insurance to cover yourself and your belongings whilst travelling. Please keep all documents in your hand luggage.
- Contact details for the person who should be contacted in case of an emergency.

### Personal belongings

- Warm clothing
- Adaptor for electrical appliances
- Mobile phone
- Any medication you are currently taking (in its original packaging in case of questions at Airport Customs)

# Applying for a Visa

## Confirmation of Acceptance for Studies (CAS) or Visa Confirmation Letter

If you are applying for a Tier 4 we will send your CAS number and your CAS statement to your email, normally together with this Pre-Arrival Guide.

## Tuberculosis (TB) Screening

You will need to have a Tuberculosis (TB) test if you are coming to the UK for more than 6 months and are living in one of the countries that is on the UK Visas and Immigration's list. Please check the list on their website at: <https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>

## Immigration Health Surcharge (IHS)

The immigration Health Surcharge is a financial contribution to the UK's National Health Service. All Tier 4 students and their dependants will each have to pay a fee of £150 for every 12 months of leave granted. You must pay the charge and provide the College with your UKVI Immigration Health Surcharge (IHS) Reference Number when you make your Tier 4 (General) visa application.

You must check the information for Immigration health Surcharge on the UK Visas and Immigration website at: <https://www.gov.uk/healthcare-immigration-application/overview>

## Applying for a Tier 4 (General) Student Visa

You can apply for your visa as soon as you receive your CAS. Before you apply, it is extremely important that you read the **Tier 4 Policy Guidance**, which is available on the UK Visas and Immigration website at: <https://www.gov.uk/tier-4-general-visa>

Please do not delay applying for your visa, because July and August are extremely busy times for students preparing to come to the UK, so your visa application could take several weeks to process.

When you apply, please consider the following important information:

- When you specify your 30-day travel plan on the visa application form, please note that you should plan to arrive in the UK between the **earliest arrival date** and the **latest enrolment date** specified on your CAS, because arriving too early will result in you having to arrange for your own accommodation at your own cost, or failing to enrol by the latest date will result in you being reported to the UK Visas and Immigration which may then affect your visa status.
- The Post Office that is closest to your study location that you can collect your Biometric Residence Permit (BRP) is **Nottingham Post Office, Queen Street, Nottingham - Post Code: NG1 2BN**.

When applying for your visa, please ensure you have the following:

- Your CAS Statement (or Confirmation Letter).
- Your Offer Letter from the College.
- All of the original and certified translations of school transcripts, examination results and certificates (including IELTS), that are mentioned under the "Qualifications" section on your CAS Statement.
- Bank statements to prove you have sufficient funds to cover your course fees plus living expenses (approximately £1,015 per month, up to a maximum of £9,135 for a course lasting 9 months or more). This must have been in your bank account for at least 28 days before you submit your visa application.
- Your Sponsorship Letter (if you are a government sponsored student).
- A letter of consent from your parents or legal guardians if you are under the age of 18, confirming they support your application and consent to arrangements for your care in the UK.
- Details of your accommodation if you have booked it in advance.

## Visa interview - Tier 4 (General) Student Visa

The Home Office intends to interview most Tier 4 applicants before deciding whether they can grant them the immigration clearance. Therefore, you may have to attend an interview. You should receive an email notifying you of your interview date and time so please ensure you check your email daily.

The Entry Clearance Officer can ask you any questions regarding your Tier 4 (General) Student Visa, but normally want to know about the course you have chosen, the reason why you have chosen it, where you are going to study, and what you intend to do after you complete the course. The Entry Clearance Officer will have to be satisfied that you are genuinely coming to the UK for the purpose of study, and that your English Language ability is at the correct level without the help of any interpreter.

## Receiving your visa

If your **Tier 4 (General) Student Visa** application is successful, you will receive your passport back with a **30-day vignette (sticker)** in your passport and a **decision letter** informing you of your full period of leave, as well as when and where to collect your Biometric Residence Permit (BRP).

- You must check the leave granted for the Tier 4 is correct, and if anything is incorrect you will need to notify the Visa Office before you leave your country to come to the UK.
- Please send the College a copy of your visa vignette and decision letter

You must travel to the UK within this 30-day period and collect your Biometric Residence Permit (BRP) at the designated Post Office within 10 days of arrival in the UK.

Please also note: you will need to have collected your BRP **before** you can enrol on your course.

## If your visa application is refused

Please contact the International Office immediately and send us a copy of your Visa Refusal Notice issued to you by the British Consulate. The College will decide whether we can support a new visa application and inform you as soon as possible.

## Before you travel to the UK

### Booking your flight

You should travel to the UK between the **earliest arrival date** and **latest enrolment date** detailed on your CAS.

### Arranging your Airport Pick-up

The College offers a **free** Airport Pick-up for all students under the age of 18, and for all students studying for 1 full academic year.

If you would like to book an Airport Pick-up you must complete a “**Transfer Request Form**” (available from the College website or from your Agent), and return this to Marlys Murray by email at:

marlys.murray@centralnottingham.ac.uk with a copy to: international@centralnottingham.ac.uk at least 1 week before you travel to the UK.

**Important:** If you do not return your completed form to us 1 week before you travel we will not be able to guarantee your Airport Pick-up.

When we have received your completed form, we will contact you to confirm your Airport Pick-up details. If you do not hear from us within 2 days of submitting your form, please contact us to make sure we have received it.

### Arranging your accommodation

The International Office offers an Accommodation Service to help you find suitable accommodation before you arrive in the UK. The following accommodation is available to book in advance:

**Homestay** - this involves living with a British family, and is ideal for all international students who want to learn more about British life and improve their English. Homestay is compulsory for all students under the age of 18, with priority given to those under 18 when booking (Homestay places are limited and therefore not usually available to students aged over 18). The College has a network of Homestay providers, whose properties are visited and inspected annually to ensure they comply with safety requirements and the facilities are adequate. All Homestay providers undertake Disclosure and Barring Service (DBS) checks prior to being appointed.

**Self-catering Student Accommodation** - this type of accommodation is for students aged 18 or over only. We have arrangements with 4 accommodation providers for student accommodation located in Beeston. They are:

**Flewitt House**, which provides 35 en-suite rooms (so you would have your own bathroom and toilet). It is 15-20 minutes' walk to the College's Beeston Centre, and close to Beeston town centre where there are local amenities.

**Comery House**, which is a large, traditional building close to Beeston Station, with 8 large and 2 smaller rooms with en-suite bathrooms, and a shared large kitchen area. This is approximately 20 minutes' walk to the College.

**Mooregate House**, which is also close to the centre of Beeston, approximately 15 minutes' walk to the College's Beeston Centre. The accommodation at Mooregate House is in private bedrooms with en-suite shower and toilet, and shared kitchen/dining area.

We also have rooms available at student accommodation outside Beeston.

[Riverside Point](#), is conveniently located between Beeston and Nottingham city centre, on a major bus route, and has modern, en-suite rooms with shared kitchens. The journey to College by bus is around 30 minutes.

[Nottingham One](#), is a new and modern type of accommodation near Nottingham city centre. It takes approximately 20-30 minutes on the bus to the College. We offer students en-suite and studio rooms.

For students who wish to live in private, rented shared houses, the College recommends using the [Unipol](#) service which provides information on local, registered properties that meet specific quality standards. Please ask for details. **Please note:** the College cannot arrange private rented accommodation on behalf of students, but can offer advice on how to do this on arrival in the UK. Only students aged 18 or over are permitted to live in this type of accommodation.

If you are planning to bring your family to the UK with you then please contact us for assistance in finding suitable, temporary accommodation for when you arrive. You should not travel without having accommodation arranged.

If you would like the International Office to arrange accommodation for you, please complete the relevant [“Accommodation Booking Form”](#) (available from the College website or from your Agent), and return this to Marlys Murray (marlys.murray@centralnottingham.ac.uk), with a copy to international@centralnottingham.ac.uk, at least 2 weeks before you travel to the UK.

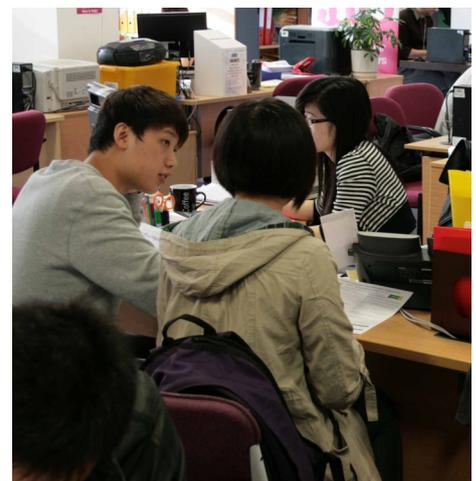
**Important:** If you are under the age of 18, you must return your [Accommodation Booking Form](#) to us before your CAS will be released. This is so we can be sure all students under 18 have suitable accommodation arranged before arrival. For all other students - if you do not return your completed form to us at least 2 weeks before you travel we will not be able to guarantee your requested accommodation.

When we have received your completed form, we will contact you to confirm your accommodation details. If you do not hear from us within 3 days of submitting your form, please contact us to make sure we have received it.

## Insurance

You should ensure you have travel insurance to cover yourself and your belongings for your journey to and from the UK, and we also recommend taking out insurance for your belongings for the duration of your stay. The International Office can advise you on where to look for insurance for your belongings when you arrive, but you should purchase travel insurance before leaving your home country.

Although you will be able to access some NHS services by paying the Immigration Health Surcharge, we also strongly recommend that you take out comprehensive medical insurance so you are covered for any treatment that might not be available to you on the NHS.



## When you arrive in the UK

### Immigration/Passport Control



The first thing you will have to do when you arrive at the airport is pass through Immigration. This might take a long time due to the large number of people arriving in the UK during peak times such as September and January, so please be patient.

You will need to have the following documents ready to show the Immigration Officer:

- Passport
- Visa/Entry Clearance letter/copy of parent consent letter if under 18
- Offer letter or CAS letter from the College
- Evidence that you have sufficient funds to cover your outstanding tuition fees and living expenses
- Some students may need to show evidence of a recent Medical Examination or an International Vaccination Certificate. Advice can be obtained on this from the British Embassy or High Commission when you apply for entry clearance.

In addition, the Immigration Officer may ask you questions regarding:

- why you applied for your course
- your English Language level
- any family connections in the UK
- your plans to return to your home country
- your accommodation arrangements (particularly if you are accompanied by family)

Please ensure you answer any questions clearly, politely and honestly. If you have any problems at Immigration please contact the International Office on: 0115 884 2218 during office hours (8.30am to 4.30pm Monday to Friday), or 07843 340105 if you arrive when the office is closed (evenings after 5pm and weekends).

### Baggage collection



After you have passed through Immigration, you will need to go through to the Baggage Claim area to collect your checked-in baggage. You should look for the carousel showing your flight number and departure airport.

If you find that your baggage is missing (i.e. it does not appear on the carousel after everything else has been claimed by other passengers), please ask a member of staff for help and they will tell you what to do next.

### Customs



Once you have collected your baggage you will pass through Customs. If you have no items to declare you should exit through the **Green** channel. If you have goods to declare you should exit through the **Red** channel.

If you are carrying more than 10,000 Euros (approximately 7,840 GBP or US\$12,200), in the form of cash, bankers draft or cheque you must declare this at Customs.

## Airport Transfers - pre-booked Airport Pick-up

If you have booked an Airport Pick-up through the International Office, the driver will be waiting for you in the Arrivals Hall, when you have passed through Customs. Please look for a driver holding a sign showing the following:



Full details of your Airport Pick-up are shown in your Transfer Confirmation Letter. This letter includes contact details for the taxi company and gives you instructions on what to do if your flight is delayed, or if you are unable to find the driver.

If you have booked accommodation through the International Office at [Flewitt House](#), [Mooregate House](#), [Comery House](#), [Riverside Point](#), [Nottingham One](#), you will be taken directly to your accommodation and a member of the staff on duty at the accommodation will be there to meet you and show you to your room. If the Reception is closed at the time you are due to arrive, we will arrange with the accommodation for you to be met on arrival by the out-of-hours duty warden.

If you have booked [Homestay accommodation](#) you will be taken directly to your accommodation wherever possible. However, if there is a reason why this is not possible, for example if your host is at work during the daytime, or you are arriving very late at night, alternative arrangements will be made (e.g. to bring you directly to the College, or to a hotel for the first night). You will be informed of this in your Transfer Confirmation Letter. Please note that you will be responsible for the cost of the hotel room if one is required, approximately £40-60.

Please note: it takes approximately 2½ hours to travel to Nottingham from London Heathrow Airport in normal traffic (not peak times); approximately 2 hours from Manchester Airport and 1 hour from Birmingham Airport.

## Making your own travel arrangements to Nottingham

If you have not booked a transfer through the International Office before travelling to the UK you can travel to Nottingham using one of the following forms of transport:

### Train

From [London Heathrow Airport](#) you should take the London Underground to St Pancras Station. From St Pancras you can travel directly to Nottingham in around 2 hours. The approximate cost will be from £65 to £85 (depending on the time of travel) if booked in advance (see “Useful Websites” on the next page).

From [Manchester Airport](#) you should take a train from the airport to Manchester Piccadilly station. These run every 10 minutes. You can travel from Manchester Piccadilly to



Nottingham. Some services are direct, and for some you might have to change trains at another station on the journey. Please check this carefully when booking your ticket. The journey will take 2-3 hours depending on whether you have to change trains, and the cost will be around £26 - £36.



From [Birmingham Airport](#) you should take the train from the airport to Birmingham New Street Station. You can then travel directly to Nottingham. The journey takes about 1½ hours and costs around £23-31.

When you arrive at Nottingham Station (from any of the above), you can either take a further train to Beeston, or travel to Beeston by taxi. Please note that Beeston Station is very small so facilities there are very limited. A taxi from Nottingham to Beeston will take about 20 minutes in normal traffic.

### Coach/bus

From [London Heathrow Airport](#) you should take the National Express coach, which departs from the Central Bus Station, 5 minutes' walk from Terminal 1 and Terminal 3 via a lift/escalator and walkway. Coaches also depart from Stops 13 and 14 outside Terminal 4, or Stops 13 and 16 outside Terminal 5. Coaches go through to Nottingham Coach Station. The journey takes between 3 and 4 hours.

From [Manchester Airport](#) you should take the National Express Coach. The journey to Nottingham takes from 3 to 5 hours depending on which service you choose and number of stops.

From [Birmingham Airport](#) you should take the National Express Coach. The journey to Nottingham takes from 2½ to 4 hours depending on which service you choose and number of stops.

When you arrive at Nottingham Coach Station, you can either take a taxi to Beeston, or travel by bus.

### Taxi

From any of the airports you can take a taxi to Nottingham, but please take care if you choose this form of transport. It is best to book a taxi at the Information or Travel desk in the airport, and obtain a price for the journey in advance.

**Please note:** if you take a taxi that has not been booked at the desk it can be very expensive and we strongly recommend that you do not do this. See page 9 for details on Airport Pick-ups arranged by the College at very competitive prices.

### Useful websites

The following websites might be useful if you are making your own travel arrangements to Nottingham:

#### National Rail Enquiries

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

#### East Midlands Trains (for trains to and from Nottingham)

[www.eastmidlandstrains.com](http://www.eastmidlandstrains.com)

#### National Express Coaches

[www.nationalexpress.com](http://www.nationalexpress.com)

#### Transport for London (for transport within London)

[www.tfl.gov.uk](http://www.tfl.gov.uk)

## Collecting your Biometric Residence Permit

As soon as you arrive in the UK, you will have 10 days to go to the designated Post Office to collect your Biometric Residence Permit. All Central College Tier 4 students **over 18 years old** should collect their BRP from **Nottingham Post Office, Queen Street, Nottingham - Post Code: NG1 2BN**.

You will need to bring with you:

- Your passport
- The letter of visa leave issued to you by the Home Office
- Your UK address
- Your contact mobile number

You must collect your BRP card **before** you can enrol for your course at the College.

For students under the age of 18, the College will apply to collect the BRP on your behalf. You should bring your passport and decision letter to the College on the first business day (Monday - Friday between 8.30am and 4pm) after you arrive, so we can arrange collection of your BRP. Please note: you cannot enrol on your course without your BRP.

## Police Registration

Students of certain nationalities are required to register with the police when they arrive in the UK. You can check the list of countries whose nationals need to register in Appendix 2 of the Immigration Rules:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/279745/Immigration\\_Rules\\_-\\_Appendix\\_2.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279745/Immigration_Rules_-_Appendix_2.pdf)

If you are required to register with the police, this requirement is normally printed on your visa vignette or your BRP, and you are normally required to register with the police within 7 days of arrival, or within 7 days of collecting your BRP. If this is not shown on your visa vignette or BRP, you should also check your visa decision letter. If you need further advice, please contact the International Office on arrival.

You will need to make an appointment to go to the Central Police Station to register. The address of the police station is: Byron House, Maid Marian Way, Nottingham NG1 6HS, and the desk is open from 8.00am to 6.00pm, Monday to Friday. To complete the registration you will need to take your passport, your BRP, £34 (exact money), 2 passport-sized photographs and the College's offer letter or CAS statement with you. Once you register, you will be given a Police Registration Certificate.

You will need to inform the Police within 7 days if you change your address, renew your passport, get married, or if any of the details on your Police Registration Certificate change.

If you fail to do any or all of these, the Home Office can refuse your future immigration applications or remove you from the UK, and you may not be able to obtain a visa to go back to the UK in the future.

# Your first few days in College

## Induction

**The Induction Programme will begin on Tuesday 6 September 2016 for all International Foundation Programmes. Students arriving later than 6th will receive a shorter Induction, but covering all of the same information. This is to enable you to start classes as quickly as possible.**

It is very important that you attend the Induction Programme, as this will count towards your overall attendance for your course. It is also when you will officially enrol on your course, pay your course fees and learn a lot of important information to help you throughout your time in the UK, such as how to open a bank account and how to register with a doctor.

### Induction Programme

#### Day 1

Please come to the College's International Reception at Beeston Centre. Staff from the International Office will meet you and show you where to go.

Things you will do on Day 1 include:

- Meet your Personal Tutor
- Course information session
- Complete enrolment documents
- Complete other relevant forms
- Meet other members of College staff and learn about College services (e.g. Careers Advice)
- Welcome lunch

#### Day 2

- Welcome presentation by the International Office
- Registration - payment of fees and enrolment.

Classes will begin on the next working day

### What documents you should bring

#### Day 1

- Original passport and Biometric Residence Permit (BRP)
- Offer letter and any other documents from the College confirming your place (e.g. CAS Statement or Offer Letter).
- Your original academic certificates and transcripts
- Your original English language qualification documents (e.g. IELTS certificate)

#### Day 2

- Offer letter and any other documents from the College confirming your place (e.g. CAS Statement).
- Receipts for any payments already made
- Sufficient funds or a debit/credit card to pay your remaining tuition fees; or a valid Financial Guarantee Letter if you are sponsored by your government

**Please note:** if you do not pay your course fees in full on Day 2 then you will not be able to enrol on your course.

**If you are unable to arrive in time for the Induction Programme (for example, if you have a delay in obtaining your visa), you must let the International Office know as soon as possible and confirm your expected arrival date.**

## What to expect when you arrive at the College

### Location - Beeston

Most of our international students will study at Central's Beeston Centre. Beeston is a suburb of the city of Nottingham, located to the west of the city, quite close to the University of Nottingham's main campus. Travel by bus or tram between Beeston and the city centre takes around 20 minutes.



### Students at Beeston

At the College's Beeston Centre you will find a mix of international and home students. It is a busy centre, with lots of different students from different backgrounds. The home students are studying mostly Hair and Beauty courses and Construction courses. We also have a large group of students with learning difficulties and disabilities studying at the Beeston Centre. In the UK it is not unusual for students with learning difficulties and disabilities to study alongside students who do not have these conditions - we believe in offering all students the same opportunities.

As an international student from a different culture you might find the study environment and mix of students quite strange at first. Likewise, you might find that some of the home students are not used to studying in a College Centre that has international students. But all of our students are generally very nice, and we will provide opportunities for you to meet British students and get to know them to help you to settle in and get used to studying in a different environment.

In the UK we respect that people are all different, and we encourage students and staff to behave in a respectful way towards each other. It is not acceptable to treat those who might be different to you badly and the College is very strict about this.



### Studying in the UK

You might find that the way you are taught in the UK is very different to how you have been taught in high school in your own country. Even to British students, studying in a college environment is very different to a high school environment, because it is less formal and you are encouraged to take responsibility for your own learning.

You will have a timetable showing your scheduled classes, which you must always attend. You must arrive at the class at the exact time it is due to start or a little before that. It is unacceptable to be late. In your classes your teacher will teach you the things you need to know, but will also encourage you to participate in the lesson - for example he/she might ask you questions, or you might do tasks in small groups, or have a class discussion. For some classes you might even be taken out to somewhere in the local area that is relevant to what you are learning about. All of this is to help you to learn and enjoy the subjects.

We also expect you to do some independent study alongside your classes and assignments, to develop your knowledge and to get used to managing your own learning in preparation for university. Student who do this for both English language and their academic subjects are the most successful.

**Please note that mobile phones must not be used during class time.**

## Important rules for international students at Central College Nottingham

All international students who enrol at Central College Nottingham will be expected to abide by certain rules throughout their time with us. Students who do not follow the rules of the College will be dealt with through the College's formal disciplinary process.

The rules we set for international students are to ensure the College complies with the rules set for us by the UK Visas and Immigration, so students who break the rules will risk their Student Visa being withdrawn.

The key rules for international students are:

- You must attend all of your classes shown on your timetable, including English language classes, as these all form part of your course and count towards your overall attendance.
- You must be on time for all of your lessons. Lateness, even by a few minutes, is not acceptable.
- If you are unable to attend your class for a valid reason (for example if you are ill), you must inform your tutor or the International Office immediately. Failure to do so will result in your absence being "unauthorised". On your return to College you must complete an 'International Student Absence Form'.
- You must follow classroom rules, which include not using your mobile phone during class time. You should keep your mobile phone in your bag to avoid distraction.
- If you miss 10 consecutive days of classes without producing formal evidence to show the reason you were absent (for example, a doctor's note that states you are not well enough to attend College), the College will report you to the UK Visas and Immigration for unauthorised absence. This will affect your Student Visa, because if we report you we have to withdraw sponsorship of your visa so you would have to leave the UK.
- If your attendance falls below 90% without reasonable explanation this will be dealt with through the College's disciplinary process, being placed directly at Stage 2. Your parents and Agent (if applicable) will usually be informed.
- If, as part of the disciplinary process, you fail to show improvement you will be withdrawn from your course and will have to return home immediately at your own expense. Your visa will be cancelled and will no longer be valid for you to remain in the UK. The College has a strict no-refund policy for students who are withdrawn for disciplinary reasons.
- You should not usually arrange to return home or take holidays outside designated College holiday periods. International students are allowed to take up to 4 days per year "extra leave", but this must be formally applied for and authorised in advance by your Personal Tutor. Students who take extra leave without authorisation, or take more than 4 days, will be marked as absent and will be dealt with through the disciplinary process. Extra leave entitlement cannot be saved up until the end of the course and used to leave early.
- If you wish to leave your course early, you must apply for permission from the International Office. Refunds are not usually granted for students choosing to leave early unless there are exceptional circumstances. Government sponsored students must obtain written permission from their Embassy if they wish to leave their course early. Any students who do leave early will have their visa cancelled via the UK Visas and Immigration, and will be expected to provide a copy of their flight ticket to prove they are returning home.

## Useful information for your first few days in the UK

### Currency

The unit of currency in the UK is Pounds Sterling (£), divided into Pence (p).

It is a combination of coins and paper notes.

There are 100 Pence to 1 Pound (100p =£1).

Coins: 1p; 2p; 5p; 10p; 20p; 50p; £1; £2

Notes: £5; £10; £20; £50



### Changing money

You can change money into Pounds Sterling at banks, building societies, Post Office and travel agencies. All of these will charge a small fee for changing money. This is called “commission”. You can also change money at the Bureau de Change at the airport, although the fees charged are usually higher.

### Living costs

We recommend that you bring at least £1015 per month (in line with UK Visas & Immigration requirement for maintenance) to cover the cost of your accommodation and general living costs, but precisely how much you will need depends on your personal circumstances and spending habits. You should ensure you have some British currency with you to cover your first few days in the UK.

### Opening a bank account

The International Office will provide you with all of the help you need to open a bank account during Induction. There are several banks in Beeston, within walking distance of the College.

### Telephones/mobile phones

There are public telephones at all airports and train station and in many public areas. Most telephones accept coins, and some take major credit and debit cards, as well as pre-paid international phone cards. International calls can be very expensive, but all calls are usually cheaper in the evening after 6.00pm.

Most students choose to buy a mobile phone or a SIM card for their existing mobile phone on arrival in the UK. You can do this on a “Pay As You Go” basis, where you buy credit for your phone as you need it, or you can sign up for a contract where you will pay a set monthly amount that includes a specified number of minutes and text messages (you will need to provide identification and proof of a UK address for this). The International Office can provide free, Pay As You Go SIM cards for networks offering cheap international calls.



### Weather/suitable clothing

The weather in the UK is quite changeable and temperatures can vary between 0°C in winter (December to February) to 25°C in summer (June to August). In the summer it is often sunny and mild, but can also be cloudy with some rain. In the winter it is usually cold, with frequent rain and even snow.

It is important that you bring suitable clothing with you for the weather conditions. We recommend you have several layers of light clothing that can be added or removed as required to keep you warm. A good, warm coat is essential in the winter and a waterproof jacket or umbrella will be useful in case of rain.

## Food

Most large supermarkets sell a variety of different foods from different cultures. Examples of these are: Tesco (very close to Mooregate House and Flewitt House), and Sainsburys (in central Beeston). Beeston also has a small specialist mini supermarket selling specifically Asian food, (Fresh Asia) and other specialist supermarkets can be found in the centre of the city of Nottingham.

There are also several cafes and restaurants in Beeston, where you can buy everything from sandwiches and light snacks to a main meal. The average price for a sandwich is about £2.00 and coffee or tea is usually about £1.50 (or £2.00 to £3.00 in specialist coffee shops, e.g. Caffe Nero or Costa). For a main meal in a restaurant you should expect to pay around £10.00.



## General British customs/rules of behaviour

### Greetings

The usual greeting British people use is: "Hello", and they will often ask how you are. It is usual to give a brief reply, such as: "I'm well, thank you. How are you?".



In a more formal situation (e.g. such as meeting your landlord or Host for the first time), a person might say: "Good morning", or "Good afternoon", and put their hand forward to shake your hand. The person might also say that they are pleased to meet you, and it is polite to respond in a similar way.

Kissing and embraces are not usual in the UK when first meeting people, so you should avoid them. These are usually reserved only for family and close friends.

It is expected that you will always look at the person speaking to you and maintain reasonable eye contact as a sign of interest and respect.

### How to address people

When you first meet someone, they will usually introduce themselves to you as the name they wish to be called. In more formal situations, they might use "Mr" or "Mrs" along with their family name. In less formal situations a person will tell you his/her first name (given name). In College the environment is quite informal and most of the tutors prefer to be called by their first names.

Men and women are considered to be equal in the UK and should be treated accordingly.

### Talking to people and "personal space"

When chatting with someone, you should take care to maintain a reasonable distance between yourself and the person you are talking to (approximately 60-100cm). Standing closer than this would be considered to be invading someone's "personal space", and British people are very conscious of this. It does not mean they are being impolite; they just do not like to stand too close.

### Time-keeping

British people are quite strict with time-keeping. If you make an appointment, or have a class at a certain time, you should make sure you are there either at the exact time, or even a few minutes early. It is considered to be disrespectful if you arrive late.

### Queues

It is usual in the UK to wait for your turn in shops, banks, at bus stops, in bars and coffee shops, etc, by standing in a queue. It is very impolite to walk straight to the front if there are people queuing.

## Term dates for 2016/17

### Autumn Term

<b>Start of term (Induction)</b>	Tuesday 6 September
<b>Classes begin</b>	Thursday 8 September
<b>Half-term (no classes)</b>	Friday 21 to Friday 28 October (inclusive)
<b>End of term</b>	Tuesday 20 December
<b>Christmas holiday (no classes)</b>	Wednesday 21 December to Wednesday 4 January (inclusive)

### Spring Term

<b>Start of term/classes start</b>	Thursday 5 January ( <b>September start students</b> )
<b>January start Induction</b>	Thursday 5 January
<b>January start classes begin</b>	Monday 9 January
<b>Half-term (no classes)</b>	Monday 13 to Friday 17 February (inclusive)
<b>End of term</b>	Friday 31 March
<b>Easter holiday (no classes)</b>	Monday 3 April to Monday 17 April (inclusive)

### Summer Term

<b>Start of term</b>	Tuesday 18 April
<b>Classes begin</b>	Tuesday 18 April
<b>Half-term (no classes)</b>	Monday 30 May to Friday 2 June (inclusive)
<b>End of term</b>	Friday 30 June ( <b>September start students</b> ) Friday 11 August ( <b>January start students</b> )

**Additional Bank Holidays in 2016/17 – these are public holidays that fall outside College holidays, so there will be no classes on these dates:** 1 May 2017.

**Staff Development Days in 2016/17 – these are staff training days not attached to College holidays, when there will be no classes:** 5 - 11 July 2017.

**Additional non-teaching days:** 2 days each academic year will be allocated for student progress reviews, so classes will be replaced on those dates with individual appointments with Personal Tutors. Dates will be confirmed to students during the first term.

**Please note:** Holidays are not permitted during term time, but international students are entitled to up to 4 days “Extra Leave” each academic year, which are usually added on to College holidays to enable students to return home to visit their families. Students are advised not to book flights to return home at the end of their course before the ‘end of term’ date specified, as certificate presentations and awards events are usually scheduled during the final week of the course.