

Pre-Arrival / Enrolment Information for International Students / Student Visitor

Checklist before you leave ✓

Check your transfer to Birmingham if you are travelling independently	
Buy currency	
Decide how to pay for your tuition fees	
Decide how to pay your accommodation fees	
Pay tuition fee deposit (if applicable)	
Pay accommodation deposit	
Pack your luggage appropriately	
Register electronics on www.immobilise.com	

Preparing to come to Birmingham

Make sure you have a valid passport	
Satisfy conditions of offer (if applicable)	
Obtain visa	
Apply for accommodation	
Book place on airport Meet and Greet service	
Have medical examination and vaccinations (if applicable)	
Arrange travel insurance	

When you arrive in Birmingham

Tell your family you have arrived	
Register with the police (if applicable)	
Register at the College	
Receive and activate your UniCard	
Complete online registration	
Arrange payment of tuition fees	
Arrange payment of accommodation fees	
Open a bank account	
Register with doctor/health centre	
Attend College induction/make contact with your College	

Arriving in the UK & Visas

International students who are not European Economic Area (EEA) or a Swiss national will need to apply for either a Student Tier 4 VISA or a Student Visitor VISA before coming to study in the UK (Visitor's VISAs are acceptable only for short term courses).

Student Visitor

Student VISA

To obtain a Student Tier 4 VISA the student must score 40 points altogether. Scoring 40 points however does not give absolute guarantee for visa approval. Below are the mandatory requirements inclusive of the 40 points.

30 points

- CAS Statement
- Documents mentioned on CAS statement

10 points

- Maintenance funds with proof of funds in account for 28 days

Other mandatory requirements

- CEFR B1 or B2 Secure English Language Test report / certificate from UK Border Agency's approved English language test provider list.

Visa Refusal and Refund

In the event of being refused a visa, a student can either re-apply, apply for a review or appeal and defer their course to the next semester or request a refund in case if they do not wish to continue the procedure with our college.

In order to apply for a refund the student must provide with the original or attested copy of the visa refusal letter along with an application requesting the refund. In all instances the refund must be applied (giving all the requested information) within 10 working days of the refusal. Failure to do so may result in NO REFUND

Please note: a £150 administrative charge will be deducted from the amount paid, together with a any bank or payment handling / charge.

All international students must present a proof of their finances to ensure their affordability for the course and life in the UK.

The living expenses / maintenance has been declared by the UK Border Agency to be £1000/month for students studying in London and £800/month for students studying outside London. These living expenses may cover accommodation rent, travelling, food and communication charges etc. Please note that the maintenance amount does not include tuition fees. The fees has to be paid separately to the college.

New Time Limits for studying in the UK

Student Visitors:

A student visitor can not extend their stay in the UK. You will have to go back to your home country and re-apply for further visa. A student visitor may get a visa for 6 months to 11 months (If they are exclusively studying an English Language Course of a longer duration). More details can be found on this link. <http://www.ukba.homeoffice.gov.uk/policyandlaw/guidance/ecg/vat/vat9/>

Tier 4 Students:

You are not allowed to exceed the maximum time limit spent in the UK on a Tier 4 visa. This is currently 3 years below degree level, 5 years at degree level, 6 years for a degree and Masters, and 8 years for a PhD. It is your responsibility to plan your studies in the UK according to these rules. If you are not sure whether your chosen course will take you over this limit, you can email us on info@winsoreducation.org.uk, or check the [UKCISA](http://www.ukcisa.org.uk) website.

Services

Registering with the National Health Services (NHS) GP

If you are on a student visitor visa you may not be allowed to register with the National Health Services. We recommend you to buy Health Insurance (covering the period of your stay and travel to/from the UK) before you travel.

Upon enrolment, other eligible students will be issued with a NHS introductory letter which will allow you to register with a local GP (General Practitioner) who will register you under the UK NHS care scheme if you qualify. For further information, please visit: www.nhs.uk

Banking:

Upon enrolment you will also be issued with the bank introductory letter which will enable you to open a bank account.

Accommodation:

The college does not provide accommodation to the students on its own. However, we can provide contacts of the local estate agents or contact them on your behalf.

National Insurance:

Upon your enrolment we will provide you with a letter to confirm your student status and confirmation of enrolment at Winsor Education for the purpose of being issued with a National Insurance Number. A National Insurance Number is a requirement under the UK Law for the purpose of Taxation.

WORKING IN THE UK

European Union Nationals

Students from European Union countries are **allowed to work** without any restriction. If you are a member of one of the new member states (except the Republic of Cyprus or Malta) working in the UK may be subject to the Accession State Worker registration Scheme. For more information please visit <http://www.ukba.homeoffice.gov.uk>.

Non-EU Students:

According to new rules from UKBA, students from non-EU countries are **not allowed to work** if they are not studying at Higher Education Institution or Further Education-publically funded institutions but if you are on a short term study abroad degree programme at overseas higher education institution. All international students are advised to strictly follow these rules. For more information, for more details please visit.

<http://www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students>

Enrolments

Once the student accepts the offer and wishes to proceed with the admission, the enrolment procedure starts there and then. For International students the enrolment process also starts once they have successfully obtained Entry Clearance to enter or Further Leave to remain in the UK.

Why to enrol?

As a policy all students must enrol with the college once they have successfully fulfilled all the admission formalities including registration.

The enrolment will allow the students to gain access to the college facilities including computer lab, library or other learning and leisure resources and online portal etc. The students will also be issued with the College ID card and relevant letters that may enable students to register with the GP or to open a bank account or to gain Council tax exemption.

How and Where to enrol?

The current system of enrolment allows only face to face enrolment of the student. The students must enrol before the latest start date mentioned on the Admission / CAS letter.

The enrolment process takes place with the Admin officers who would verify the originality of all the documents that you submitted at the time of your application. All original documents including your ID must be provided at this time. Your details will then be updated on the database and your account will be activated for future use. You will be asked to cross check your details on the system.

Working Rights - UK border Agency regulations on work during term and work placements

- Students at Recognised Bodies (universities) will retain their right to work 20 hours a week part-time and to do work placements where the study : work ratio is 50:50.
- Students at publicly funded FE colleges will continue to be able to work 10 hours a week part-time.
- Other students will have no right to work part-time and work placements will have to be 66:33 in favour of study : work

Student Attendance

Student attendance is expected to be 100% for all classes and timetabled activities. All international students (from non EU/EEA countries) are obligated to attend a minimum of 80% of their classes in order to comply with United Kingdom Immigration requirements. We consider it as our duty to report any student whose attendance drops below the required percentage. Any absenteeism due to mitigating circumstances must be evidenced.