

**BURSARIES
AVAILABLE**
Up to 20% reduction in tuition fees

University of Lincoln
International Study Centre
Degree preparation for
Undergraduate and
Masters courses



UNIVERSITY OF
LINCOLN

University of Lincoln International Study Centre

The International Study Centre at the University of Lincoln offers degree preparation courses for direct entry to a range of undergraduate and Masters degrees.

Based on campus, the International Study Centre is operated by Study Group, working in partnership with the University.

Access to University facilities

As a student of the International Study Centre you will be part of the University from the day you begin your course. You will have access to a full range of University facilities.

Direct progression to your degree

Joining the International Study Centre guarantees that you will receive a conditional offer of a degree place at the University. Soon after you join, you will be helped to nominate the degree programme onto which you want to progress. On successful completion of the course and having met the required entry standards, you will proceed directly to your preferred degree programme.

Personal monitoring and support

All courses at the International Study Centre are validated by the University of Lincoln and taught by Study Group's university preparation specialists. Your progress will be monitored at all times to make sure you remain on track to successfully complete the programme. You will also benefit from regular assessment through examinations and marked coursework.

University-style teaching

The International Study Centre at the University of Lincoln introduces you to the style of teaching that you will experience when you progress onto your degree. You will therefore experience tutorials, seminar-style classes and larger group lectures.

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Foundation Certificate in Engineering* leading to a BEng Engineering

In collaboration with Siemens

Study structure

The course is modular in structure. You will study ten modules, each carefully designed to focus on the academic areas most useful to an Engineering degree.

Flexible entry

You can start the Foundation Certificate in Engineering in either September or January, for an undergraduate degree start the following September.

Assessment

You will be assessed regularly throughout your course. This will ensure that you are on track to achieve the standard required for progression onto your chosen degree. Progress is monitored through continuous coursework and specific assessment at the end of each term or module. You will also be required to complete a series of presentations and extended essays as part of your overall assessment.

English Language Preparation (ELP)

You will require an IELTS of 4.5 or equivalent to start the Foundation Certificate in Engineering. Should you need additional English Language training, you can take our English Language Preparation (ELP) course. If you have an IELTS of 3.5 or equivalent, you will require one term of ELP.

Progression

Successful completion of the Foundation Certificate in Engineering leads to direct entry to the BEng Engineering at the University of Lincoln in collaboration with Siemens. The potential for high achieving students to progress directly to year two of the BEng may be considered on a case-by-case basis by the University's School of Engineering.

Academic structure

Core subjects**

Foundation English Skills 1 (FES1)

Develop your ability to read academic texts, write extended texts, write subjective notes, listen effectively and participate in classroom discussions.

Foundation English Skills 2 (FES2)

Improve all your abilities developed in FES1 with greater accuracy, speed, cohesion, organisation and presentation.

Foundation English Skills 3 (FES3)

Improve all your abilities developed in FES2 with greater accuracy, speed, cohesion, organisation and presentation.

Project Study

Complete a self-study project on a topic that you will take, in consultation with your tutor, from the academic discipline that you will subsequently study at degree level.

Pure Mathematics 1

Learn to understand algebra, trigonometric functions, sequences and series, differentiation rules, integration, and probability.

Specific route modules**

Pure Mathematics 2

Learn to understand trigonometry, integration, polar coordinates, vectors, complex numbers and series expansion.

Mechanics 1

Study vectors, motion in one dimension, motion in two dimensions, force and Newton's laws, and work and energy.

Mechanics 2

Learn about centres of gravity and centres of mass, linear momentum, uniform circular motion, rotational dynamics, and simple harmonic motion.

Physics 1 (Matter and Fluids)

Learn about materials, fluids, gases, thermodynamics, temperature and heat transfer, and nuclear physics and atomic physics.

Physics 2 (Electricity and Magnetism)

Learn about electric forces and fields, gravitational field, electric potential, and magnetic forces and fields.

Foundation Certificate in Engineering* leading to a BEng Engineering Continued

In collaboration with Siemens

The University of Lincoln, in collaboration with Siemens, is pioneering the first engineering school in the UK for more than 20 years, creating exciting opportunities for the next generation of graduates in this specialist field.

By choosing Engineering at the University of Lincoln, students will benefit from the School's relationship with Siemens Industrial Turbomachinery (SITL) by applying for career, sponsorship and work opportunities. The relationship provides links with an internationally-renowned firm which has been established in Lincoln for more than 150 years working on behalf of the oil and gas and power generation industries.

BEng Engineering

The BEng Engineering programme is organised around the core discipline areas of electronic and electrical, control and systems, and mechanical and materials engineering. As students progress through the programme, they will link these disciplines in an integrated and systematic manner, and demonstrate the ability to apply their skills on real-life engineering challenges in an innovative, critical and professional manner. Through a combination of common core modules, and specialised electives, students can focus their studies on General Engineering, Power and Energy, and Engineering with Management. The programme is structured to equip graduates with the tools necessary to address the challenges they will face in a wide variety of career paths.

MEng Engineering*

The BEng can optionally be taken as a four-year course leading to MEng. This mirrors the BEng route, but includes an additional level of study allowing students to go into greater depth and broaden their experience. By completing a large, industrially-related project, coupled with additional study programmes, the MEng provides students with significant 'edge' in the jobs market. The four-year MEng will also fulfil the educational requirements of the IMechE in the path to registration as Chartered Engineer.

Foundation Certificate in Engineering Key Facts

Entry dates:	September 2010 or January 2011
Course length:	Three terms
Term dates:	20th Sept 2010 to 10th Dec 2010; 10th Jan 2011 to 25th March 2011; 11th April 2011 to 17th June 2011; 20th June 2011 to 19th August 2011
Entry requirements:	
Academic:	Good high school grades or equivalent
English Language:	IELTS 4.5 or equivalent; TOEFL 477 (153 computer-based test/ 53 internet-based test); Pearson Test of English minimum 40
Age:	Students are normally aged 17 years
Tuition fee:	£8,985

ELP Key Facts

Entry requirement:	IELTS 3.5 or equivalent
Course length:	One term
Start date:	September 2010 or June 2011
Tuition fee:	£2,995 per term

Foundation Diploma and Diploma*

Foundation Diploma

The Foundation Diploma is an intensive four-term programme of academic subjects, study skills and English Language training designed specifically to provide a direct path to the year two of an undergraduate degree at the University.

Entry is in September, for year two undergraduate start the following September.

Study structure

You can choose one of four Foundation Diploma routes:

- Business and Management
- Forensic Science
- Computer Science
- Media Studies

All routes are modular in structure. You will study core modules common to each route, plus subject-specific modules, each carefully designed to focus on the academic areas most useful to your chosen degree.

Assessment

You will be assessed regularly throughout your course. This will ensure that you are on track to achieve the standard required for progression onto your chosen degree. Progress is monitored through continuous coursework and specific assessment at the end of each term or module. You will also be required to complete a series of presentations and extended essays as part of your overall assessment.

English Language Preparation (ELP)

You will need an IELTS of 4.0 or equivalent to start the Foundation Diploma. If you require additional English Language training, you can take our ELP course. If you currently have an IELTS 3.5 or equivalent, you will need one term of ELP.

Foundation Diploma £2,995 per term

Entry date:	September 2010
Course length:	Four terms (September to August)
Term dates:	6th Sept 2010 to 17th Dec 2010; 10th Jan 2011 to 25th March 2011; 11th April 2011 to 17th June 2011; 20th June 2011 to 19 Aug 2011
Entry requirements	
Academic:	Good high school grades or equivalent
English Language:	IELTS 4.0 or equivalent; TOEFL 437 (123 computer-based test/ 41 internet-based test)
Age:	Students are normally aged 17 years

ELP £2,995 per term

Entry requirement:	IELTS 3.5 or equivalent
Course length:	One term
Start date:	June 2011 (for Foundation Diploma start in September 2011)

Diploma

A Diploma is an advanced, three-term programme of study, equivalent to the first year of an undergraduate degree.

Entry is in January, for year two undergraduate start the following September.

Study structure

You can choose one of four Diploma routes:

- Business and Management
- Computer Science
- Forensic Science
- Media Studies

All routes are modular in structure. You will study core modules common to each route as well as subject-specific modules during the Diploma, each carefully designed to focus on the academic areas most useful to your chosen degree.

Assessment

You will be assessed regularly throughout your course. This will ensure that you are on track to achieve the standard required for progression onto your chosen degree. Progress is monitored through continuous coursework and specific assessment at the end of each term or module. You will also be required to complete a series of presentations and extended essays as part of your overall assessment.

Diploma £2,995 per term

Entry date:	January 2011
Course length:	Three terms (January to August)
Term dates:	10th Jan 2011 to 25th March 2011; 11th April 2011 to 17th June 2011; 20th June 2011 to 19th Aug 2011
Entry requirements	
Academic:	Good high school grades plus evidence of further study or equivalent
English Language:	IELTS 5.0 or equivalent; TOEFL 510 (180 computer-based test/64 internet-based test); Pearson Test of English minimum 43
Age:	Students are normally aged 17 years

Business and Management*

Foundation Diploma

Leading to year two entry of the following degrees:

- BA (Hons) Accountancy and Finance
- BA (Hons) Accountancy and Marketing
- BA (Hons) Advertising and Branding
- BA (Hons) Business and Accountancy
- BA (Hons) Business and Advertising
- BA (Hons) Business and Finance
- BA (Hons) Business and Management
- BA (Hons) Business and Marketing
- BA (Hons) Business Studies
- BA (Hons) International Business
- BA (Hons) Management
- BA (Hons) Management and Accountancy
- BA (Hons) Management and Finance
- BA (Hons) Management and Marketing
- BA (Hons) Marketing

The Business and Management Foundation Diploma programme provides an intensive learning experience designed for students to progress with English Language and academic subject matter ready for year two entry.

Term one concentrates on the development of English Language and academic skills ensuring that all students have the ability to move onto the Diploma level modules.

In term two, students will join the Diploma programme providing specialist skills and academic development relating to Business and Management subject matter through a combination of developing an effective knowledge base using contemporary case studies.

Example modules:

English Language Diploma Skills for Social Science
 Business Mathematics
 Introduction to Management
 Financial Accounting
 Micro-Economics
 Introduction to Management Accounting
 Introduction to Marketing and Advertising
 Macro-Economics
 Financial Communications
 Law for Business
 Business Statistics
 Organisational Behaviour
 Introduction to Global Economy
 Applied Economics

Diploma

Leading to year two entry of the following degrees:

- BA (Hons) Accountancy and Finance
- BA (Hons) Accountancy and Marketing
- BA (Hons) Advertising and Branding
- BA (Hons) Business and Accountancy
- BA (Hons) Business and Advertising
- BA (Hons) Business and Finance
- BA (Hons) Business and Management
- BA (Hons) Business and Marketing
- BA (Hons) Business Studies
- BA (Hons) International Business
- BA (Hons) Management
- BA (Hons) Management and Accountancy
- BA (Hons) Management and Finance
- BA (Hons) Management and Marketing
- BA (Hons) Marketing

Studying on the Business and Management programme provides an exciting opportunity to develop a strong understanding of key academic concepts within an applied and contemporary learning environment. The Business and Management programme focuses on building a strong conceptual base of knowledge whilst gaining a solid knowledge base of key management issues and current debate. The course focuses on an analysis of key issues facing the global business environment.

- Accountancy was placed top in the country for student satisfaction (National Student Survey 2009)
- Management was rated eighth out of 78 institutions

Example modules:

Business Mathematics
 Introduction to Management
 Financial Accounting
 Micro-Economics
 Introduction to Management Accounting
 Introduction to Marketing and Advertising
 Macro-Economics
 Financial Communications
 Law for Business
 Business Statistics
 Organisational Behaviour
 Introduction to Global Economy
 Applied Economics

Computer Science*

Foundation Diploma

Leading to year two entry of the following degrees:

- BSc (Hons) Computer Science
- BSc (Hons) Games Computing

The Computer Science Diploma programme provides an intensive learning experience designed for students to progress with English Language and academic subject matter ready for year two entry.

Term one concentrates on development of English Language and academic skills ensuring that all students have the ability to move onto the Diploma level modules. This will include an emphasis of skills for computing concentrating in developing necessary mathematical competence.

In term two, students will join the Diploma programme providing specialist skills and academic development relating to Computer Science subject matter through a combination of developing an effective knowledge base and practical application.

Example modules:

English Language Diploma Skills for Science
 Fundamentals of Computing
 Programming Fundamentals
 Information Systems
 Data Structure and Algorithms
 Maths for Computing
 Problem Solving
 Games Studies

Diploma

Leading to year two entry of the following degrees:

- BSc (Hons) Computer Science
- BSc (Hons) Games Computing

The Computer Science Diploma programme is designed to develop the skills necessary for international students to move successfully onto year two of their chosen undergraduate degree course. Students will have the opportunity to be taught in small classes whilst developing the skills required to be a self-directed learner within the University environment. This will include tuition through lecture delivery and the use of computer facilities.

Example modules:

Fundamentals of Computing
 Programming Fundamentals
 Information Systems
 Data Structure and Algorithms
 Maths for Computing
 Problem Solving
 Games Studies

Forensic Science*

Foundation Diploma

Leading to year two entry of the following degrees:

- BSc (Hons) Biomedical Science
- BSc (Hons) Criminology and Forensic Investigation
- BSc (Hons) Forensic Science

The Forensic Science Diploma programme provides an intensive learning experience designed for students to progress with English Language and academic subject matter ready for year two entry.

Term one concentrates on development of English Language and academic skills ensuring that all students have the ability to move onto the Diploma level modules. This will include an emphasis of skills for scientists concentrating in developing necessary mathematical competence and other [science-related] competences.

In term two, students will join the Diploma programme, providing specialist skills and academic development relating to Forensic Science subject matter through a combination of developing an effective knowledge base and practical application.

Example modules:

English Language Diploma Skills for Science
Introduction to Biology
Introduction to Chemistry
Quantitative Methods in Science

Diploma

Leading to year two entry of the following degrees:

- BSc (Hons) Biomedical Science
- BSc (Hons) Criminology and Forensic Investigation
- BSc (Hons) Forensic Science

The Forensic Science Diploma programme aims to ensure that international students are equipped with the necessary English Language, study and academic skills to move successfully onto the year two of their chosen undergraduate programme.

The programme builds the study skills of students within small classes to ensure that international students are fully supported through the development of their academic knowledge base. There will also be an opportunity to use resources within the practical element of the course.

Example modules:

Introduction to Biology
Introduction to Chemistry
Quantitative Methods in Science

Media Studies*

Foundation Diploma

Leading to year two entry of BA (Hons) Film and Television

The Media Studies Foundation Diploma programme provides an intensive learning experience designed for students to progress with English language and academic subject matter ready for year two entry.

Term one concentrates on development of English Language and academic skills ensuring that all students have the ability to move onto the Diploma level modules. This will include an emphasis on developing skills for the study of social sciences introducing concepts of research methodology.

In term two, students will join the Diploma programme, providing specialist skills and academic development relating to Media Studies subject matter through a combination of developing an effective knowledge base and practical application.

Example modules:

English Language Diploma Skills for Social Science
The course will specifically concentrate on three key areas:
Mediation and Representation
Production and Planning
Script, Screenwriting and Realisation

Diploma

Leading to year two entry of BA (Hons) Film and Television

The Media Studies Diploma programme is aimed at providing the necessary development for international students to move directly on to year two of their chosen undergraduate programme.

The course will provide a blend of English Language skills support and introduction to key concepts and issues within the media studies field through the support of small classes and expert tuition.

Example modules:

The course will specifically concentrate on three key areas:
Mediation and Representation
Production and Planning
Script, Screenwriting and Realisation

The Faculty of Media, Humanities & Technology

The Faculty of Media, Humanities & Technology has BBC Educational Partner status and students within the Lincoln School of Media are benefiting from a range of opportunities within the BBC.

Preparation for Masters study

The best way to prepare

For a Masters degree at the University of Lincoln you will need:

- A range of academic and learning skills, which you may not have experienced in your home country
- The ability to adapt to a new cultural environment and thrive academically
- The right academic qualification and a substantial understanding of the subject
- The ability to use English in the academic environment to a high standard.

If you do not meet the entry requirements for direct entry to a Masters degree, or want to refresh your knowledge, you can follow our specialist Pre-Masters programme.

Specialist Preparation

The programme is two or three-terms of academic subjects, study skills and English Language training designed specifically to meet the needs of international students. It will give you the skills, knowledge and confidence to succeed in your Masters study.

The three-term programme begins in January, with the two-term course starting in April. Both courses finish in August for Masters start in September.

Personal monitoring and support

Your development will be assessed regularly throughout the programme. This will ensure you achieve the standard required for progression onto your chosen postgraduate degree. Assessments include:

- Coursework
- Unseen final examinations at the end of each module
- Presentations
- Extended essays and case studies.

Assured Progression to your Degree

Joining the Pre-Masters programme guarantees you a conditional offer of a place on a Masters in Business and Management. Once you have successfully completed the course, you will proceed directly to your Masters programme.

English Language Preparation (ELP)

You will require an IELTS of 4.5 to start the three-term Pre-Masters programme. If you need additional English Language training, you can join our English Language Preparation (ELP) course. If you have an IELTS of 3.5, you will study one term of ELP.

Pre-Masters		£2,995 per term
Entry date:	Three-term: January 2011 Two-term: April 2011 For Masters start in September 2011	
Course length:	Two or three terms	
Term dates:	10th Jan 2011 to 25th March 2011; 11th April 2011 to 17th June 2011; 20th June 2011 to 19th Aug 2011	
Entry requirements		
Academic:	Recognised degree or in some cases advanced Diploma studies (applications will be considered case by case).	
English Language:	Two-term: IELTS 5.0 or equivalent; TOEFL 510 (180 computer-based test/ 64 internet-based test); Pearson Test of English minimum 43; Three-term: IELTS 4.5 or equivalent; TOEFL 477 (153 computer-based test/53 internet-based test); Pearson Test of English minimum 40	
Age:	Students are normally aged 20 years	

ELP		£2,995 per term
Entry requirement:	IELTS 3.5 or equivalent	
Course length:	One term	
Start date:	Sept 2010 (for three-term Pre-Masters start in January 2011)	

Pre-Masters in Business and Management*

Masters degree options

Following successful completion of the Pre-Masters in Business and Management and having reached the required grade, you will progress to your chosen postgraduate degree from the following;

- MSc Marketing
- MSc International Business
- MBA Finance
- MSc Human Resources Management

Please see page 11 for more details.

Three-term Pre-Masters

The Business and Management three-term Pre-Masters programme is designed to ensure that international students are provided with the key language and academic skills for the move onto their chosen postgraduate programme.

Term one places emphasis on the development of English Language and study skills through small classes and with the use of blend of delivery methods.

Example modules:

Pre-Masters Skills for English 1
 Academic Business Skills
 Pre-Masters Skills for English 2
 Quantitative Methods for Business
 Introduction to Business and Management 1
 Introduction to Economics
 Organisational Behaviour
 Strategy

Two-term Pre-Masters

The Business and Management two-term Pre-Masters programme provides an opportunity for international students to build and develop key business and management academic knowledge in the preparation for the step up to their chosen postgraduate programme.

Through the development of a strong understanding of key academic, content, the programme will ensure that key skills in critical thinking and analysis are placed within a practical framework through the use of case studies and awareness of contemporary issues.

Example modules:

Pre-Masters Skills for English 2
 Quantitative Methods for Business
 Introduction to Business and Management 1
 Introduction to Economics
 Organisational Behaviour
 Strategy

Masters programmes

The Faculty of Business & Law encompasses the Lincoln Business School and the Lincoln Law School. The Lincoln Business School has a dynamic and expanding research agenda and portfolio of activities and outputs. Staff in the School strongly believe in the importance of engaging with our research stakeholders, and in particular ensuring that the results are relevant to and usable in practice.

MSc Marketing

MSc Marketing is designed to develop academic knowledge and practical skills in the area of Marketing, which will help graduates achieve professional excellence in both academia and industry.

Course aims

Marketing is one of the major management tasks which, if performed effectively, is capable of making a major contribution to the performance of the organisation. The study of the subject is therefore seen as an important and necessary task for the development of tomorrow's business professionals.

The programme also provides opportunities for graduates to add a professional qualification to their Masters by taking advantage of the maximum exemptions granted by the Chartered Institute of Marketing (CIM).

MSc International Business

MSc International Business is designed to develop academic knowledge and practical skills in the area of international business, which will help graduates to achieve professional excellence in both academia and industry.

Course aims

The degree is designed to give you a firm grounding in the theories and practice of international business. This programme aims to equip you to make a major contribution to the performance of organisations in international environments. The study of the subject is therefore seen as an important and necessary task for the development of tomorrow's business professionals.

MBA Finance

MBA Finance aims to provide you with an opportunity at an advanced level to develop expertise and skills relevant to the exercising of senior management functions within private, public and not-for-profit voluntary sectors. It is designed to provide a robust and rigorous analysis of management activity relevant to general management. Key to this programme will be opportunities to study and work with established companies, combining class-based learning with work-based assessment. This allows you to develop significant academic knowledge and practical skills in the area of general management with a finance specialism, which will help you to achieve professional excellence.

Course aims

The degree is designed to provide a firm grounding in the theories and practice of general management. This programme aims to equip you to make a major contribution to the performance of organisations in international environments. The study of MBA Finance is therefore seen as an important and necessary task for the development of tomorrow's business and professionals.

MSc Human Resources Management

MSc Human Resource Management (HRM) provides an opportunity for aspirant and practising HR specialists to study their subject at Masters level and upon successful completion of either the full-time or part-time programme to gain a dual qualification – Graduate Membership of the Chartered Institute of Personnel and Development (subject to final validation confirmation) and a Masters qualification from the University of Lincoln.

Course aims

The programme aims to provide you with the opportunity to develop your understanding of the business world and to develop your human resource management skills, knowledge and abilities. The programme explores the many challenges that face practitioners and specifically the need for personnel professionals to take a strategic and business stance in order to achieve professional credibility.

Fees and how to apply

Fees

Tuition fees:

Foundation Certificate in Engineering	£8,985
Foundation Diploma	£11,980
Diploma	£8,985
Pre-Masters (per term)	£2,995
English Language Preparation (per term)	£2,995

Accommodation prices

Guideline rents for duration of the course (10/11) for on-campus rooms are:

En-suite:	£4,160
Standard:	£3,720

StudyCare Insurance

It is essential that international students have the protection of personal insurance for the duration of their time in the UK.

We will automatically add the cost of StudyCare to the invoice at £8 per week, regardless of course length, unless the student can provide proof of alternative adequate cover.

Taxi prices (guideline)

Stansted	£100 (2 hours 30 mins)
East Midlands	£35 (1 hour 30 mins)
Heathrow	£150 (3 hours)

Bursaries

A 20% reduction in tuition fees is available for the International Study Centre academic courses.

Value: Foundation Certificate in Engineering	£1,797
Foundation Diploma	£2,396
Diploma	£1,797
Pre-Masters (three-term)	£1,797
Pre-Masters (two-term)	£1,198

Terms and conditions apply

How to apply

An application form is attached to this Insert Booklet. Alternatively you can download a form from www.lincoln.ac.uk/isc

Your application will need to include all copies of relevant academic transcripts and certificates of English Language qualifications.

To apply directly

Simply send your completed application to the address printed at the bottom of the form.

Alternatively, you can apply directly by contacting a Student Enrolment Advisor through the website at www.lincoln.ac.uk/isc

To apply through your local representative

Just complete the application form and return it to your local educational representative.

For further information

If you need further information, our expert Student Enrolment Advisors are available for help and advice.

You can contact them via our website at www.lincoln.ac.uk/isc or on the numbers below:

Telephone + 44 1273 339333

Fax + 44 1273 339398

Progression grades and entry requirements

For full details of required progression grades and entry requirements, visit www.lincoln.ac.uk/isc

Agents can find this information at www.studygroup.com/partners

About these courses

All courses at the University of Lincoln International Study Centre are run by Study Group, a world leader in education and training for international students.

Every year, Study Group provides exceptional educational programmes for 50,000 students from 120 countries.



University of Lincoln
International Study Centre
Application form



UNIVERSITY OF
LINCOLN

Section A. Application for Foundation Certificate in Engineering



STUDENT DETAILS	FAMILY NAME		RELIGION		
	OTHER NAMES		COUNTRY OF BIRTH		
	DATE OF BIRTH		TITLE	COUNTRY OF RESIDENCE	
	SEX	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	HOME ADDRESS	
	NATIONALITY		CITY		
	MARITAL STATUS		COUNTRY / CODE		
	FIRST LANGUAGE		CONTACT TELEPHONE		
	LANGUAGE OF INSTRUCTION TO DATE		FAX		
	ETHNICITY		EMAIL		
TICK THIS BOX IF YOU WOULD LIKE TO RECEIVE PERIODIC SPECIAL OFFERS AND NEWS FROM UoLISC. YOU CAN UNSUBSCRIBE AT ANY TIME, AND YOUR EMAIL ADDRESS REMAINS CONFIDENTIAL.					

PARENT/GUARDIAN (FOR STUDENTS UNDER 18 ONLY)	NAME		HOME ADDRESS	
	RELATIONSHIP TO STUDENT		CITY	
	EMAIL		COUNTRY / CODE	
	MOBILE		HOME TELEPHONE	
	BUSINESS TELEPHONE		FAX	

PLEASE GIVE DETAILS OF YOUR CURRENT OR MOST RECENT SCHOOL, COLLEGE OR UNIVERSITY. ENSURE OFFICIAL TRANSCRIPTS, LATEST AVAILABLE RESULTS OR FORECAST RESULTS ARE ATTACHED, IN ENGLISH.

NAME OF SCHOOL/COLLEGE/UNIVERSITY				
ADDRESS				
COUNTRY / CODE				
TELEPHONE		FAX		EMAIL

ENGLISH LANGUAGE PREPARATION (ELP). PLEASE NOTE, YOU WILL NEED THE EQUIVALENT OF IELTS 4.5 TO COMMENCE THE FOUNDATION CERTIFICATE. CURRENT ENGLISH LANGUAGE PROFICIENCY: PLEASE TICK APPROPRIATE BOX AND ENTER SCORE OR GRADE IF APPLICABLE.

ELP*	CURRENT LEVEL OF ENGLISH	IELTS <input type="checkbox"/>	TOEFL <input type="checkbox"/>	GCSE (GRADE) <input type="checkbox"/>	COMPLETION OF ISC ENGLISH TEST <input type="checkbox"/>	PEARSON TEST OF ENGLISH <input type="checkbox"/>
	REQUESTED LENGTH OF ENGLISH LANGUAGE PREPARATION	1 TERM <input type="checkbox"/> ELP NOT NEEDED <input type="checkbox"/>				
	DATE YOU WISH TO START YOUR ENGLISH COURSE. IF YOU HAVE THE EQUIVALENT OF IELTS 3.5 YOU WILL NEED 1 TERM OF ELP	SEPT 2010 <input type="checkbox"/> JUNE 2011 <input type="checkbox"/>				

COURSE SELECTION*	DATE YOU WISH TO START YOUR ACADEMIC COURSE	SEPT 2010 <input type="checkbox"/>	JAN 2011 <input type="checkbox"/>
	STATE INTENDED UNDERGRADUATE DEGREE AT LINCOLN (GENERAL SUBJECT AREA OR SPECIFIC DEGREE PROGRAMME)		

*PLEASE NOTE, FEES MAY BE SUBJECT TO INCREASE IN 2011.

**SUBJECT TO AVAILABILITY

Section B. Application for Foundation Diploma, Diploma and Pre-Masters



STUDENT DETAILS	FAMILY NAME		RELIGION		
	OTHER NAMES		COUNTRY OF BIRTH		
	DATE OF BIRTH	TITLE	COUNTRY OF RESIDENCE		
	SEX	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	HOME ADDRESS	
	NATIONALITY				
	MARITAL STATUS				
	FIRST LANGUAGE			CITY	COUNTRY / CODE
	LANGUAGE OF INSTRUCTION TO DATE			CONTACT TELEPHONE	FAX
	ETHNICITY			EMAIL	
	TICK THIS BOX IF YOU WOULD LIKE TO RECEIVE PERIODIC SPECIAL OFFERS AND NEWS FROM UoLISC. YOU CAN UNSUBSCRIBE AT ANY TIME, AND YOUR EMAIL ADDRESS REMAINS CONFIDENTIAL.				

PREVIOUS EDUCATION	PLEASE GIVE DETAILS OF YOUR CURRENT OR MOST RECENT COLLEGE OR UNIVERSITY. ENSURE OFFICIAL TRANSCRIPTS, LATEST AVAILABLE RESULTS OR FORECAST RESULTS ARE ATTACHED, IN ENGLISH.			
	NAME OF COLLEGE/UNIVERSITY			
	ADDRESS			
	COUNTRY / CODE		TELEPHONE	
	EMAIL		FAX	
	PLEASE PROVIDE DETAILS OF YOUR UNIVERSITY AND PROFESSIONAL QUALIFICATIONS.			
DATES FROM/TO		INSTITUTION	SUBJECT/MAJOR	AVERAGE GRADES/RESULTS

ELP*	ENGLISH LANGUAGE PREPARATION (ELP). PLEASE NOTE, YOU WILL NEED THE EQUIVALENT OF IELTS 4.0 TO COMMENCE THE FOUNDATION DIPLOMA. YOU WILL NEED IELTS 4.5 TO COMMENCE THE THREE-TERM PRE-MASTERS, AND IELTS 5.0 TO COMMENCE THE TWO-TERM PRE-MASTERS. CURRENT ENGLISH LANGUAGE PROFICIENCY: PLEASE TICK APPROPRIATE BOX AND ENTER SCORE OR GRADE IF APPLICABLE.			
	CURRENT LEVEL OF ENGLISH	IELTS <input type="text"/>	TOEFL <input type="text"/>	GCSE (GRADE) <input type="text"/>
		COMPLETION OF ISC ENGLISH TEST <input type="checkbox"/>	PEARSON TEST OF ENGLISH <input type="text"/>	
REQUESTED LENGTH OF ENGLISH LANGUAGE PREPARATION			1 TERM <input type="checkbox"/>	ELP NOT NEEDED <input type="checkbox"/>
DATE YOU WISH TO START YOUR ENGLISH COURSE. IF YOU HAVE THE EQUIVALENT OF IELTS 3.5 YOU WILL NEED 1 TERM OF ELP.			SEPT 2010 (3-TERM PRE-MASTERS ONLY) <input type="checkbox"/>	APRIL 2011** <input type="checkbox"/>
			JUNE 2011 <input type="checkbox"/>	

FOUNDATION DIPLOMA/DIPLOMA	ONLY FILL IN THIS BOX IF YOU ARE ENROLLING ON THE DIPLOMA OR THE FOUNDATION DIPLOMA (FD)		
	DATE YOU WISH TO START YOUR COURSE	SEPT 2010 (FOUNDATION DIPLOMA ONLY) <input type="checkbox"/>	JAN 2011 (DIPLOMA ONLY) <input type="checkbox"/>
	WHICH COURSE DO YOU INTEND TO STUDY?	DIPLOMA <input type="checkbox"/>	FOUNDATION DIPLOMA <input type="checkbox"/>
	SUBJECT ROUTE	BUSINESS AND MANAGEMENT	<input type="checkbox"/>
		COMPUTER SCIENCE	<input type="checkbox"/>
FORENSIC SCIENCE		<input type="checkbox"/>	
MEDIA STUDIES		<input type="checkbox"/>	
INTENDED DEGREE AT THE UNIVERSITY			

PRE-MASTERS*	ONLY FILL IN THIS BOX IF YOU ARE ENROLLING ON THE BUSINESS AND MANAGEMENT PRE-MASTERS* PROGRAMME		
	PRE-MASTERS PROGRAMME	2-TERMS <input type="checkbox"/>	3-TERMS <input type="checkbox"/>
	DATE YOU WISH TO START YOUR PRE-MASTERS PROGRAMME.	JAN 2011 (3-TERMS) <input type="checkbox"/>	APRIL 2011 (2-TERMS) <input type="checkbox"/>
INTENDED POSTGRADUATE DEGREE AT THE UNIVERSITY			

*PLEASE NOTE, FEES MAY BE SUBJECT TO INCREASE IN 2011.
 **SUBJECT TO AVAILABILITY.

Continue to section C

Section C.



INSURANCE

ACCIDENT & MEDICAL INSURANCE: THE FULL COST OF STUDYCAR INSURANCE WILL AUTOMATICALLY BE ADDED TO YOUR INVOICE UNLESS YOU CAN PROVIDE PROOF OF ALTERNATIVE ADEQUATE COVER. I ATTACH PROOF OF MY ALTERNATIVE POLICY

DO YOU HAVE ANY CRIMINAL CONVICTIONS YES NO IF YES, PLEASE PROVIDE DETAILS ON A SEPARATE SHEET.

MEDICAL / DISABILITY / SPECIAL NEEDS

PLEASE GIVE DETAILS OF SUCH CIRCUMSTANCES, INCLUDING ALLERGIES AND ANY RELIANCE ON PRESCRIPTION MEDICINES. CONTINUE ON A SEPARATE SHEET IF NECESSARY. COMPLETION AND SIGNING OF THIS FORM GIVES PROFESSIONAL STAFF FIRST AIDERS PERMISSION TO ADMINISTER FIRST AID TO YOU IF REQUIRED. IF YOU INDICATE THAT YOU HAVE A MEDICAL CONDITION, DISABILITY OR SPECIAL NEED THIS INFORMATION WILL BE PASSED TO THE STUDENT SUPPORT UNIT AT THE UNIVERSITY WHICH MAY REQUIRE FURTHER DETAILS. PLEASE NOTE THAT CONSIDERATION OF HOW WE CAN MEET ANY SPECIAL NEEDS IS SEPARATE FROM THE ASSESSMENT OF YOUR ACADEMIC ABILITY.

AIRPORT COLLECTION

STUDENTS SHOULD ARRIVE 24 TO 48 HOURS PRIOR TO COMMENCEMENT OF THE COURSE.

DO YOU REQUIRE AIRPORT COLLECTION? YES NO IF REQUIRED, THIS WILL BE INVOICED AS AN EXTRA CHARGE

ARRIVAL DATE	FLIGHT NUMBER
ARRIVAL TIME	DEPARTURE AIRPORT
	ARRIVAL AIRPORT

PASSPORT

PASSPORT NUMBER	EXPIRY DATE
NAME AS SHOWN ON PASSPORT	

PAYMENT DETAILS

WHO IS RESPONSIBLE FOR PAYMENT OF YOUR: TUITION FEES? ACCOMMODATION FEES?

ONCE AN OFFER OF A PLACE HAS BEEN ACCEPTED WE REQUIRE A DEPOSIT OF £500, TOGETHER WITH £500 ADVANCE PAYMENT OF FEES. YOU WILL ALSO BE REQUIRED TO PAY IN ADVANCE THE STUDYCAR INSURANCE FEE UNLESS YOU HAVE PROVIDED PROOF OF ALTERNATIVE COVER. PAYMENT CAN BE MADE EITHER BY STERLING BANK DRAFT, CREDIT CARD, DEBIT CARD OR BY DIRECT BANK TRANSFER. PAYMENT BY VISA, MASTERCARD OR AMEX IS SUBJECT TO A SURCHARGE OF 2%. PAYMENT BY DEBIT CARD HAS A £1 SURCHARGE. OUR BANK DETAILS ARE AS FOLLOWS:

BANK ADDRESS	NATIONAL WESTMINSTER BANK, HOVE TOWN HALL BRANCH, 103 CHURCH ROAD, HOVE BN3 2BS. ENGLAND.				
ACCOUNT NAME	INTERNATIONAL STUDY CENTRE	SWIFT CODE	NWBK GB 2L	ACCOUNT NUMBER	60060832
SORT CODE	53-61-02	IBAN NUMBER	GB92 NWBK 5361 0260 0608 32		

SPONSOR/PAYEE

PLEASE GIVE DETAILS OF THE PERSON/ORGANISATION RESPONSIBLE FOR PAYMENT OF FEES FOR FINANCIAL INFORMATION (INVOICES, STATEMENTS, ETC).

NAME	HOME ADDRESS	
RELATIONSHIP TO STUDENT		
EMAIL	CITY	COUNTRY / CODE
MOBILE	CONTACT TELEPHONE	FAX

UNDERTAKING

STUDENT/SPONSOR: I APPLY TO ENROL THE PERSON NAMED AS A STUDENT OF UOLISC*. I UNDERTAKE TO PAY ALL TUITION AND ACCOMMODATION FEES INCURRED AS THEY BECOME DUE IN ACCORDANCE WITH THE TERMS AND CONDITIONS AND EITHER TO GIVE THE REQUIRED NOTICE OF CANCELLATION OR TO PAY THE REQUIRED FEES IN LIEU OF NOTICE.

SIGNED (STUDENT/SPONSOR)	
PRINT NAME (STUDENT/SPONSOR)	DATE
SIGNED PARENT/LEGAL GUARDIAN (APPLICANTS AGED UNDER 18 YEARS ONLY)	
PRINT NAME (PARENT/LEGAL GUARDIAN-APPLICANTS AGED UNDER 18 YEARS ONLY)	DATE

FORM OF INDEMNITY

BY THE PARENT, LEGAL GUARDIAN OR SPONSOR
THIS INDEMNITY IS TO BE SIGNED BY THE STUDENT, AND ALSO BY HIS/HER PARENT OR LEGAL GUARDIAN IF THE STUDENT IS UNDER 18 YEARS OF AGE. UNTIL THIS INDEMNITY HAS BEEN SIGNED AND RETURNED TO THE UOLISC*, THE STUDENT MAY NOT TAKE PART IN AN EXPEDITION ORGANISED BY UOLISC*.
 IN CONSIDERATION OF THE PRINCIPAL/HEAD TEACHER/DIRECTOR OF UOLISC* AGREEING TO MAKE ARRANGEMENTS FOR AND TO AUTHORISE MEMBERS OF THE STAFF OF UOLISC* TO TAKE ME/MY SON/DAUGHTER/WARD FROM TIME TO TIME ON EXPEDITIONS OUTSIDE THE PREMISES OF UOLISC*.
 I HEREBY UNDERTAKE TO INDEMNIFY THE PRINCIPAL/HEAD TEACHER/DIRECTOR AND SUCH MEMBERS OF THE STAFF AGAINST:
 A) ANY CLAIMS, DAMAGES OR COSTS WHICH THEY OR ANY OF THEM MAY BE, OR BECOME, LIABLE TO PAY IN CONSEQUENCE OF ANY INJURY OR DAMAGE TO OR ILLNESS OF ME/MY SAID SON/DAUGHTER/WARD OCCURRING DURING OR AS A RESULT OF ANY OF THE SAID EXPEDITIONS.
 B) ANY CLAIMS BY ANY THIRD PARTY WHICH MAY BE MADE AGAINST THEM OR ANY OF THEM IN CONSEQUENCE OF ANY ACT OR DEFAULT OF ME/MY SAID SON/DAUGHTER/WARD DURING OR AS A RESULT OF ANY OF THE SAID EXPEDITIONS.
 C) ANY OTHER COSTS AND EXPENSES REASONABLY INCURRED BY THEM OR ANY OF THEM ON BEHALF OF ME/MY SAID SON/DAUGHTER/WARD DURING OR AS A RESULT OF ANY OF THE SAID EXPEDITIONS. PROVIDED THAT THE INDEMNITY HEREIN SHALL NOT EXTEND TO ANY CLAIMS, DAMAGES, COSTS OR EXPENSES IN RESPECT OF AND TO THE EXTENT TO WHICH UOLISC* AND MEMBER(S) OF THE STAFF OR ANY OF THEM SHALL BE ENTITLED TO BE INDEMNIFIED UNDER ANY POLICY OF INSURANCE.

SIGNED (STUDENT)	DATE
SIGNED (PARENT, LEGAL GUARDIAN)	DATE

* THE UOLISC IS ADMINISTERED AND TAUGHT BY A STUDY GROUP COMPANY, BELLERBYS EDUCATIONAL SERVICES LIMITED FROM BRIGHTON.

Application for accommodation



PERSONAL DETAILS	FAMILY NAME			
	OTHER NAMES			
	TITLE			
	DATE OF BIRTH		AGE	
	SEX	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
	NATIONALITY			
	CORRESPONDENCE ADDRESS		COUNTRY / CODE	
			CONTACT TELEPHONE	
EMAIL				
PROGRAMME APPLIED FOR	FOUNDATION CERTIFICATE <input type="checkbox"/>	FOUNDATION DIPLOMA <input type="checkbox"/>	DIPLOMA <input type="checkbox"/>	PRE-MASTERS <input type="checkbox"/>

EMERGENCY CONTACT	EMERGENCY CONTACT NAME		COUNTRY / CODE	
	RELATIONSHIP TO STUDENT		TELEPHONE	
	ADDRESS		MOBILE	

RESIDENCE	IN ORDER FOR YOU TO SECURE YOUR ACCOMMODATION YOU WILL BE REQUIRED TO CONFIRM THAT YOU UNDERTAKE TO ABIDE BY THE TERMS AND CONDITIONS OF THE ACCOMMODATION BY SIGNING AND RETURNING A CONTRACT IN ADVANCE OF YOUR ARRIVAL. STUDENTS SHOULD NOTE THAT THE UNIVERSITY IS NOT ABLE TO GUARANTEE YOUR CHOICE OF ROOM TYPE OR LOCATION. FOR MORE INFORMATION VISIT: WWW.LINCOLN.AC.UK/HOME/ACCOMMODATION			
	WHICH RESIDENTIAL ACCOMMODATION DO YOU REQUIRE?	STANDARD <input type="checkbox"/>	EN-SUITE <input type="checkbox"/>	

OPTIONS	PLEASE TICK THE BOXES TO INDICATE THE TYPE OF ACCOMMODATION YOU WOULD PREFER. (NOTE: MOST ACCOMMODATION IS NON-SMOKING. IF YOU REQUEST A SMOKING ROOM, YOU ARE ONLY PERMITTED TO SMOKE IN YOUR OWN ROOM, NOT IN THE COMMUNAL AREAS OF YOUR ACCOMMODATION.)	DO YOU SMOKE? YES <input type="checkbox"/> NO <input type="checkbox"/>
		DO YOU OBJECT TO LIVING WITH A SMOKER? YES <input type="checkbox"/> NO <input type="checkbox"/>
		SINGLE SEX AREA? YES <input type="checkbox"/> NO <input type="checkbox"/>
A BEDDING PACK WILL BE PRE-ORDERED FOR YOU UPON CONFIRMATION OF YOUR APPLICATION. ANY ASSOCIATED COST FOR THE BEDDING PACK WILL BE CHARGED TO YOUR STUDENT ACCOUNT.		

SPECIAL NEEDS	IF YOU HAVE A SPECIAL MEDICAL NEED WHICH AFFECTS YOUR ACCOMMODATION REQUIREMENTS WE WILL MAKE EVERY EFFORT TO ALLOCATE YOU TO SUITABLE ACCOMMODATION. PLEASE PROVIDE DETAILS OF YOUR NEEDS.	

OTHER INFO	PLEASE NOTE HERE ANY OTHER INFORMATION WHICH YOU WOULD LIKE US TO TAKE INTO ACCOUNT BEFORE ALLOCATING YOU A ROOM. STATE HERE IF YOU HAVE A PREFERRED HALL OF RESIDENCE. PLEASE NOTE, HOWEVER, THAT PREFERENCES CANNOT BE GUARANTEED - SEE WEBSITE FOR FURTHER DETAILS.	

DECLARATION	IN SIGNING THIS APPLICATION YOU SHOULD BE AWARE THAT YOU ARE AGREEING TO ABIDE BY THE CONDITIONS OF RESIDENCE THAT CAN BE VIEWED AT: WWW.LINCOLN.AC.UK/HOME/ACCOMMODATION THE KEY POINTS ARE DETAILED BELOW:	
	<ul style="list-style-type: none"> STUDENTS LIVING IN UNIVERSITY-APPROVED ACCOMMODATION ARE LICENSEES. YOUR LICENCE IS GRANTED BECAUSE OF YOUR INTENTION TO FOLLOW A COURSE OF STUDY AT THE UNIVERSITY. IF YOU CEASE TO FOLLOW A COURSE OF STUDY AT THE UNIVERSITY YOU WILL BE REQUIRED TO LEAVE RESIDENCE. YOUR LICENCE IS FOR A FIXED PERIOD AND THERE ARE FINANCIAL PENALTIES IF YOU DECIDE TO LEAVE BEFORE THE END OF THE PERIOD. YOU ARE REQUIRED TO CONDUCT YOURSELF IN A RESPONSIBLE AND SAFE MANNER AND NOT TO DISTURB OTHER RESIDENTS. THE ADDRESS IN THE UK AT WHICH NOTICES (INCLUDING NOTICES IN PROCEEDINGS) MAY BE SERVED ON THE LANDLORD BY THE TENANT OR LICENSEE IS: RESIDENTIAL SERVICES, UNIVERSITY OF LINCOLN, BRAYFORD POOL, LINCOLN LN6 7RS MOST RESIDENCES, INCLUDING BEDROOMS, UNLESS OTHERWISE SPECIFIED, ARE NON-SMOKING. YOU MAY NOT SUB-LET YOUR ROOM OR LET ANYONE ELSE LIVE THERE. 	
	I AGREE TO ABIDE BY THE CONDITIONS OF RESIDENCE	YES <input type="checkbox"/> NO <input type="checkbox"/>

SIGNATURE		DATE	
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ACCOMMODATION IS SUBJECT TO AVAILABILITY. SHOULD YOU BE OFFERED, AND ACCEPT, UNIVERSITY ACCOMMODATION, YOU WILL BE REQUIRED TO PAY A £2000 CONFIRMATION PAYMENT. THIS PAYMENT WILL ENABLE US TO SECURE A ROOM ON YOUR BEHALF. REMAINING ACCOMMODATION COSTS MUST BE PAID BETWEEN YOURSELF AND THE RESIDENCE, AS PER THEIR TERMS AND CONDITIONS.

This form should be returned to the Student Enrolment Advisers.
F +44 1273 339398

OFFICIAL USE ONLY
DATE RECEIVED:



TERMS AND CONDITIONS

Important

Please ensure you read these Terms and Conditions carefully and understand them before signing your final acceptance of a place at the University of Lincoln International Study Centre (hereafter referred to as UoLISC). These Terms and Conditions referred to herein constitute the entire agreement between the parties and shall supersede any and all promises, representations, warranties or other statements whether written or oral made by or on behalf of one party to the other of any nature whatsoever or contained in any leaflet brochure or other document given by one party to the other concerning such subject matter. The UoLISC is administered and taught by a Study Group company, Bellerbys Educational Services Limited from Brighton. By signing these Terms and Conditions you give permission to participate in outings arranged by the UoLISC.

Application and confirmation payment

If the application is accepted, a written Offer of a Place will be made. To accept this Offer a confirmation payment is required consisting of £500 fees in advance and a security/disbursements deposit of £500. This deposit is primarily held against any damages and other incidental expenses, and if at the end of a course there are any monies left these can be offset against disbursements, otherwise an invoice will be issued for any damages/disbursements in excess of the deposit. Any monies left will be refunded within 28 days of completion of the final term less any deductions made for any amount outstanding at that time. No other refunds will be made. All payments are refundable in the event that a student is unable to meet visa entry requirements, subject to receipt of an official visa rejection letter, except in the case where fraudulent documents have been submitted. All offers are made subject to availability. To hold your place until the fee deadline, we need to receive your confirmation payment, together with any accommodation confirmation payment that may be required. To secure your place, we need to receive fees as per terms and conditions. Non-payment by the fee deadline may put your place at risk.

Additional charges may be made for such items as accommodation security deposits, bedding packs, accommodation specific insurance, University administration fees and other sundry expenses. These items may be charged either to your ISC student account or your University student account. Residential accommodation is subject to availability and early confirmation is advised.

Cancellation

The following charges apply for courses cancelled before arrival in the UK where visa entry requirements have been met:

Cancellation fee

8 weeks or more before commencement – £500

Less than 8 weeks before commencement – £1,000

Cancellations must be made in writing and the period of cancellation applies only from the date upon which the UoLISC receives the written notice of cancellation. If cancelling the course, students must also confirm if they are cancelling StudyCare insurance.

UoLISC tuition fees

Fees are payable termly to the UoLISC, one month before term starts. Termly payment will be subject to any increase in tuition or accommodation fees which may be announced during the course. Admission to classes is dependent on fees having been received by the UoLISC.

Reasonable efforts are always made to keep fees to the minimum that is consistent with the provision of a modern and efficient teaching programme.

However, fee increases may become necessary from time to time in order to maintain standards and will become effective immediately if they are notified. If payments become overdue, the UoLISC reserves the right to suspend or cancel tuition and to charge interest on the balance at the rate of 2% above the base rate of Barclays bank per month or part thereof.

Fees remain payable if Notice of Withdrawal has not been given in accordance with these conditions.

Provision of tuition

The UoLISC may give one term's written notice to either change or end a course without refund in the event of any circumstance arising or occurring which the UoLISC at its reasonable discretion deems to necessitate such action.

Academic criteria

Students who do not yet meet university criteria for English language proficiency will be expected to take an appropriate English language course at the UoLISC. Students are accepted into the UoLISC on the strict understanding that progression through the course is conditional upon satisfactory and required attendance and successful attainment of prescribed performance targets. Students are formally assessed at least twice a year. The assessment will take into consideration:

- Course work assignments
- Internal examination results
- Attendance
- Commitment to study

Students who do not meet the attainment criteria will not be allowed to proceed with their original course but will be offered an alternative course or invited to withdraw from the UoLISC without refund.

Study plan changes

All students' English and numeracy skills will be tested on arrival. Should standards not be met the centre may be required to alter the student's study plans to one more appropriate to their academic level. This will incur additional costs.

Progression

Progression at the end of any given term is dependent on successfully passing all modules in that term.

Personal insurance

Accident and Medical Insurance

It is necessary that all students have appropriate accident and medical insurance. Students must either take out the StudyCare insurance policy or provide proof of adequate cover at enrolment. Cover under the StudyCare insurance policy does not commence until the insurance fees have been paid in full, which are non-refundable.

Personal belongings and contents insurance

While the University takes all reasonable precautions to ensure the safety and security of students on the campus and in University-managed accommodation, the University cannot accept responsibility, and expressly excludes liability, for loss or damage to students' personal property (including computer equipment and software), including any financial or other consequential loss, where such loss or damage is as a result of theft, fire, flood, computer virus or any cause relating to University computing facilities, or any other cause, except where such loss or damage is caused by the University's negligence.

The University does not insure students' personal possessions and cannot be held liable for loss or damage should individuals fail to arrange their own insurance cover. All students are, therefore, strongly advised to take out a contents insurance policy if our StudyCare insurance is taken out, loss or damage to personal property which may occur is covered within the terms of the policy.

Breakages

Students are responsible for payment for any damage caused by them to UoLISC/University property, including fixtures and fittings in University-approved accommodation. Occupants of shared accommodation are jointly and severally liable for the proper care of rooms, fixtures and fittings and the University reserves the right to recover costs for damage or exceptional cleaning.

Campus services not provided by the University

Some facilities, services or equipment are provided on campus by third parties and not by the University (e.g. the Health Centre, or the Students' Union). Whilst the University will endeavour to ensure that those facilities and services are delivered to a reasonable standard, it can accept no responsibility for the nature of, and reserves the right to withdraw or change such facilities, services and equipment.

Withdrawal from UoLISC

Once a student has arrived in the UK, a minimum of one term's notice (in writing) is required, or payment in lieu, whether or not the student continues to attend lessons.

Students following the English Language Preparation courses are enrolled to progress on to the academic programme assuming a satisfactory level of English has been obtained. The student must therefore give the standard term's notice if they do not wish to progress further at the UoLISC.

If withdrawal is due to refusal of a visa extension then less notice may be accepted (at the UoLISC's discretion) as long as full written details are provided before a course recommences.

Where withdrawal is due to illness, if the student has taken out the comprehensive StudyCare plan insurance scheme (details of which are available on request), subject to the terms of the scheme the student may be able to claim a refund.

Notice of withdrawal must be given in writing and is effective from the date it is received by the UoLISC. Enrolment is for the UoLISC only and is non-transferable.

Withdrawal/variation of degree programmes

If, after a UoLISC application has indicated an intention to progress onto a particular degree programme, but prior to the student completing the UoLISC programme, the University discontinues the nominated degree programme, the student may either: (1) withdraw without liability for fees other than the fee liability for the UoLISC programme, or (2) transfer to such other programme (if any) as may be offered by the University for which the student is qualified. If in these circumstances the student wishes to withdraw from the University and to enrol in a course at a different University, the University shall use its reasonable endeavours to assist the student. Once the student has commenced the first term of master-level study, if:

- (a) the University's ability to deliver programmes or other services in accordance with the descriptions provided is compromised by circumstances beyond the control of the University (e.g. third party industrial action), the University will use all reasonable endeavours to minimise disruption as far as it is practical to do so;
- (b) the programme is cancelled or substantially varied from that described in the prospectus for reasons other than circumstances beyond the University's reasonable control, the University will use reasonable endeavours to provide a suitable replacement programme, but cannot guarantee to do so. If the student does not wish to accept the replacement programme, the student shall be entitled to withdraw from the programme. In the event of such withdrawal the University shall make an appropriate refund of tuition fees. Depending on the point at which the withdrawal takes place, the University reserves the right to retain fees or charges to cover the tuition or services which the student has actually received.

Enrolment conditions for progress to degree programme

Students are required as a condition of enrolment to pay all fees due to the university according to fee status and published fee rates. Enrolment also entails the student's agreement to abide by the provisions of the current Charter, Statutes, Ordinances, Regulations and Handbooks, including the general Student Handbook and the Examination and Assessment Handbook for postgraduates. (Current versions available at: www.hud.ac.uk)

The provision of a facility or service may attract an additional charge (i.e. separate from tuition fees). The University will make this clear in advance. If a student contracts voluntarily to receive an extra facility or service from the University, but subsequently fails to pay all or part of the agreed charge, the University maintains the right to withdraw the service and to recoup the outstanding charge.

Accounts procedures

Payments

Payment can be made to the UoLISC by cheque, Sterling bank draft, telegraphic transfer or credit card. Please ensure that the student's name and customer reference are always included on the transfer document, indicating that the transfer is in respect of fees.

Bank charges and commission for both the sending and receiving banks should be paid by the sender of funds or they will be applied to the student's account.

Payment by credit card is subject to a surcharge of 2%. Payment by debit card is subject to a surcharge of 1%. Accounts communications will be sent both to the person responsible for paying the fees and to the student unless written instructions are received to the contrary.

Sundry charges

Any incidental costs incurred on behalf of the student will be charged to their account, for example taxi charges, fax costs, field trips, text books and vacation accommodation.

Refunds

Refunds will only be made to the person responsible for the fees unless written authorisation is provided to the contrary from that person. Refunds will be made within 28 days of the end of the relevant term. Refunds are made after calculating any damages or disbursements due, or any other incidental fees or charges.

Undergraduate/Postgraduate Programme Preparation Fee

Should the student be successful in progressing to a University of Lincoln Undergraduate programme, an amount equivalent to 15% of that Undergraduate programme's first year's fees will be payable by the student to Bellerbys Educational Services Limited as a degree programme preparation fee. At the same time, the student will be entitled to receive a 15% discount from the University in respect of its first year's fees. In cases of successful progression to a Postgraduate programme, the figure will be £1,500 in both cases. The student will pay the Undergraduate or Postgraduate programme preparation fee directly through their first year's university fee.

Accommodation

Provision of Accommodation

The University offers university-managed accommodation to applicants who firmly accept an offer of a place at the UoLISC and who send in a completed Accommodation Application Form by the published accommodation deadlines. An Accommodation Confirmation Payment of £2000 will be required with the first instalment of tuition fees, due one month before term starts. This payment will be passed to the University on your behalf towards the cost of your rent and any applicable sundry charges. The balance of your accommodation fees will be payable directly to the university, in line with their standard payment options. If you miss your start date for any reason, we reserve the right to change your accommodation.

Length of Tenancy

Students taking up accommodation with the University will be required to sign a licence agreement for a period which may include the Christmas and Easter vacations, if these fall between the start and end dates of their course. Students starting their course in January in certain types of housing may be asked to move to alternative university accommodation for the summer.

Students under 18 years

The University will provide additional information to the parents or guardians of students under 18 years of age advising them of the steps the University takes with regards to students under 18 years of age.

The parents or guardians of a young person under the age of 18 will be required to sign and return this document to confirm receipt of the information.

Rent

Rents vary according to the type of accommodation offered. Rent is due in advance and students can pay the balance in the following ways: (a) the full amount in advance, (b) in instalments (where applicable – see Provision of Accommodation section above).

Room swaps and terminating a tenancy

Although we do our best to allocate students to their preferred choice of accommodation, it is not possible to meet everyone's needs. The University's stock of accommodation is varied and some areas are more popular than others. If a student is unhappy with his or her room allocation, there may be an opportunity to swap later on.

If a student decides to move out of University accommodation for any reason, he or she will be liable for rent until another acceptable student is found to take the room. Vacation accommodation is available on request to the Student Accommodation Lettings Office. The appropriate fee will be added to the student's account.

Behaviour in University residences

All residents are expected to behave in accordance with commonly accepted rules of good behaviour and to abide by the clauses in the tenancy agreement. All students will also be required to abide by and submit to the procedures of the University's disciplinary rules and regulations as amended from time to time. For more information please visit www.lincoln.ac.uk/home/accommodation/index.htm

Residents may be subject to disciplinary action and/or legal possession proceedings if they breach the terms of their tenancy agreement.

Car parking

Parking on campus is restricted. Charges apply to all students (and staff) who are allowed to park on campus. Students living on campus are not allowed to park on campus unless they have a need based on a disability.

Publicity

Students (and their parents or guardians where applicable) agree that their images and sound, details and achievements may be used for promotional purposes without written consent or notification.

Data protection

Any information provided to UoLISC may be held on computer and shall be used by the UoLISC in accordance with its Data Protection registration and the UK Data Protection law. Information provided to UoLISC is held and processed for the purpose of administering your application, and may be carried forward to your official student record, which holds data in electronic and paper form on your personal details, academic and administrative history and on relevant financial transactions. Once you progress to a degree programme, the University is required to provide information to UK agencies including the Higher Education Statistics Agency. After you have left, the parts of your student record which the University needs to retain will be archived. Some information will also be processed for the purpose of managing our relationship with you as an alumnus. Other information will be destroyed. Throughout, your personal data will be held in accordance with current UK data protection law.

Liability

Any reference in these terms to liability of students shall also infer liability on the financial sponsor of the student, and such liability is joint and several.

Variation

No variation to these conditions is valid unless agreed in writing by the Centre Head provided always that the UoLISC reserves the right to make any addition, amendment or alteration to these conditions upon giving one term's written notice of such change to all affected students.

UK government bodies

UoLISC is obliged to report, on request, visa status, attendance records and UK contact details to relevant UK government bodies.

Communication

Please supply the UoLISC with personal e-mail addresses and mobile telephone numbers prior to arrival, in order that communication, to include transmission of student reports, may be maintained at all times. Please also advise of any changes as they occur.