



# INDUCTION GUIDE

## SPRING 2013



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# 1. Welcome

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Welcome to the College for the Spring Semester 2013. Whether you are a new or a returning student please retain a copy of this guide as it contains a lot of important information that you will need during the course of your studies. If you have any queries about the contents of this guide, please approach a member of staff.

## 2. Enrolment

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### 2.1. When to attend enrolment

Congratulations on receiving your confirmed place to study at The London College UCK. We are delighted that you have chosen to study with us and look forward to working with you during your programme. In order to join your programme, you will be required to register with the College.

**Enrolment will take place from Monday 18 February 2013 to Friday 22 February 2013 between 11.00 and 17.00**

**Students arriving after 5pm will not be allowed to enrol on that day!**

<b>New Students [UK &amp; International]</b>	Monday to Friday, February 18-22, 2013 (Please check timetables for your induction programme)
<b>Returning International [Tier 4 Visa] Students</b>	Monday, February 18 – Friday, February 22, 2013 (Please check time and dates for your surnames)
<b>Returning UK Students</b>	Do not need to attend enrolment unless they are requested to do so

There are two parts to the registration process: Financial Registration and Academic Registration. The first of these involves making arrangements for the payment of your tuition fees and the second involves updating our records to include your personal data and the collection of your timetable and student handbook. It is only when both have been completed that you are fully registered with the College and able to attend your classes.

It is important that you read this section carefully and are aware of the processes that you need to follow and complete in order to ensure that you are fully registered. Some of these processes can be completed before you leave home to begin your studies.

## **2.2. Original Documents to Bring on Enrolment Week**

Although you may have uploaded your documents along with your application, by law we need to view the original documents during enrolment week.

### **UK/EU students**

1. Proof of your nationality: Passport or EU National ID card (driving licence is not an acceptable proof of nationality). British nationals who do not have a passport may bring an Original Birth Certificate. We can only accept a British Birth Certificate as a proof of nationality.
2. Educational certificates.
3. Proof of UK Address (driving licence, bank letter, utility bill, letter from UKBA if applicable).
4. Change of UK Address (driving licence, bank letter, utility bill, letter from UKBA if applicable).
5. Confirmation of tuition fees payment (privately funded students) or a letter from Student Finance Company confirming that your funding has been arranged or a letter of sponsorship from a company if you are a company sponsored student.
6. English as a Foreign Language Certificate, e.g. IELTS, Pearson Test of English, ESOL if applicable.

### **International Students (Tier 4 and other visa holders)**

1. Passport.
2. Visa, either within a passport or on a Biometric card.
3. Police registration certificate - international students who are required by law to register with the police.
4. English as a Foreign Language Certificate, e.g. IELTS, Pearson Test of English, ESOL etc.
5. Educational certificates.
6. Proof of UK Address (driving licence, bank letter, utility bill, police registration certificate).
7. Change of UK Address (driving licence, bank letter, utility bill, letter from UKBA if applicable).
8. Confirmation of tuition fees payment or a letter of financial guarantee from your Embassy if you are a government sponsored student.

## **2.3. Contact information**

Should you have any difficulties or require additional information, please contact us using any of the facilities shown below.

### **General Registration Queries**

TELEPHONE: (0044) 207 243 4000

EMAIL: [admissions@lcuck.ac.uk](mailto:admissions@lcuck.ac.uk)

### **International Registration Queries (Tier 4 Visas)**

TELEPHONE: (0044) 207 243 4000

EMAIL: [compliance@lcuck.ac.uk](mailto:compliance@lcuck.ac.uk)

### **General Fees Queries**

TELEPHONE: (0044) 207 243 4000

EMAIL: [bursar@lcuck.ac.uk](mailto:bursar@lcuck.ac.uk)

### **Attendance Queries**

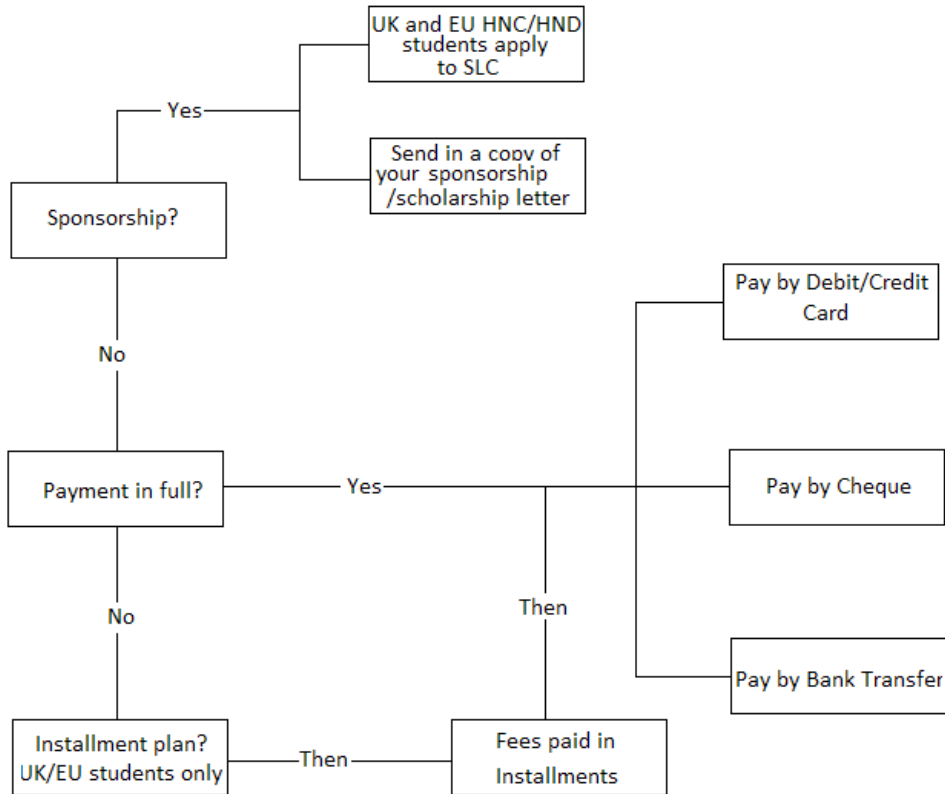
TELEPHONE: (0044) 207 243 4000

EMAIL: [monitoring@lcuck.ac.uk](mailto:monitoring@lcuck.ac.uk)

## **2.4. Financial Registration - Paying Your Tuition Fees**

### **2.4.1. Introduction to Financial Registration**

Before starting your course, you must make arrangements to pay your tuition fees. This is called Financial Registration. This section explains how to do this using the various payment options. Tuition fees are due in full at the start of the academic year or at the start of your course, whichever is later. If you are a UK/EU undergraduate student, it will normally be possible for you to obtain a loan for all or part of your tuition fees from the Student Loans Company (SLC) – [www.slc.co.uk](http://www.slc.co.uk). Some students, predominantly international, may have their fees paid by a sponsor such as a government body, whereas other students may be self-financing for all or part of their fees. Whichever category you fall into, it is essential that you inform the College of the means by which your fees will be paid and make arrangements to pay any part of your fees which are not covered by a sponsor. The diagram shows the steps that you must take to become financially registered depending on whether you are sponsored, paying in full or paying by instalments.



#### 2.4.2. Sponsored Students and Students with Scholarships

If you have obtained a loan from the Student Loans Company (SLC) for the whole of your tuition fees, the SLC will make direct payments to the College as long as you remain a registered student until at least 22 July 2012. Under these conditions, you do not need to make any payment arrangements. If, however, you have obtained a fee loan for only part of your fees, you will need to make arrangements for the payment of the remaining fees using one of the methods described below.

#### **Please Note**

*The SLC will usually notify the College directly of any full or partial payments they will be making on behalf of students. Occasionally this method of notification fails, in which case the College may require the student to supply a copy of their “University or College Payment Advice” letter directly to the College. However, you have no need to produce this when financially or academically registering. We will contact you directly if we need this document.*

#### 2.4.3. Sponsorship (other than an Student Tuition Fee Loan)

If an external organisation (i.e. not a friend, relative or the SLC) is responsible for payment of all or part of your tuition fee, the College will invoice them directly. You must provide the Bursar Office with an official sponsor letter or purchase order on

official letterhead paper from your sponsor. This should be sent before you register.

**Proof of sponsorship must be sent to:**

The Bursar's Office  
The London College UCK  
Victoria Gardens  
London W11 3PE  
United Kingdom

This proof of sponsorship must show the value and duration (e.g. 1 year, 3 years etc) of the sponsorship together with the name and address of where the College should send the invoice. The College will keep this letter in its records. If you do not provide such a letter then you will be considered 'self-sponsored' and you will be expected to pay your own fees.

**Important Note**

*As a sponsored student, you are responsible for making sure that your fees are paid. Should your sponsor fail to pay your tuition fees in line with the College's Fee Payment Policy and College Regulations, the sponsor's invoice will be cancelled and the debt will be transferred to your account to be paid directly to the College.*

*If your sponsor has not paid your fees by the time you must sit your examinations or complete assessments, you may be prevented from taking the examinations and you will not be permitted to progress to the next year of study or, for students in their final year, to graduate.*

*Please note that all sponsors must pay in full within 30 days of being invoiced.*

**2.4.4. Payment in Full or Part by Yourself**

If you are paying all or part of your fees, completing a payment plan (or student response form if you have applied directly to the college rather than through UCAS) is an essential part of your financial registration. The Bursar will advise you on how to complete your payment plan during enrolment week.

You can pay your tuition fees in full (i.e. as a single payment) on or before your arrival to the College. Such payment is compulsory if the amount of tuition fees that you are required to pay is £2,000.00 or less.

For the convenience of students, the College provides a range of immediate payment methods e.g. debit/credit card, online transfer, direct account deposit. Please note that the College does not normally accept payments in cash without prior arrangement.

Please contact the bursar to arrange for payment.



#### **2.4.5. Payment by Cheque**

Your cheque should be made payable to “UCK” (quoting your name and College student ID number on the reverse) and sent to:

<p><b>The Bursar Office</b> The London College UCK Victoria Gardens London W11 3PE United Kingdom</p>
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#### **2.4.6. Payment by Bank Transfer**

The transfer should quote your College student ID number and be made to:

<p>Barclays Bank plc 50 Pall Mall London SW1 1QA Sort Code: 20-67-59 Account No. 20-87-92-23 Customer Name: UCK IBAN: GB05 BARC20675920879223 SWIFT BIC: BARCGB22</p>
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Please ensure that you inform your bank that you must also pay any additional charges required to complete this transaction.

#### **2.4.7. Payment by Instalments (UK/EU Students)**

If your tuition fee is more than £2,000.00, you can pay your fees in two equal instalments due during the enrolment for each term plus an administrative charge of £100.00 for 2 instalments.

If you wish to pay your tuition fees by instalments, please visit the College “fees and finance” page on our website: <http://www.lcuck.ac.uk/?pg=current/fees>

The remaining two instalments of your tuition fees will be collected by the College on the following dates:

<p><b>1<sup>st</sup> Instalment – by February 15, 2013</b> <b>2<sup>nd</sup> Instalment – by May 15, 2013</b></p>
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*PLEASE NOTE: There are no other instalment options available.*

## 2.5. Scholarship Awards

This section provides a summary of a range of scholarships and bursaries offered by the London College UCK to support talented students from every background. More detailed regulations describing the award of these scholarships and bursaries and can be found at: <http://www.lcuck.ac.uk/?pg=current/scholarship>

If you have a scholarship award from your College, school or department for all or part of your tuition fee, confirmation of this should be sent to:

### **The Bursar Office**

The London College UCK  
Victoria Gardens  
London W11 3PE  
United Kingdom

You do not need to provide confirmation that you are receiving one or more of the following scholarships as these are administered by our Bursar Office:

- Student Hardship Bursary Awards
- Student Achievement Scholarship Award
- Family Crisis Scholarship Scheme
- Student Attainment Scholarship Award
- Postgraduate Scholarship Awards
- Postgraduate Loyalty Awards
- International Student Scholarship Awards
- Principal's International Student Attainment Scholarship

### **2.5.1. Student Hardship Bursary Awards**

The Student Hardship Bursary Awards are dedicated to support UK/EU ('home') undergraduate self-sponsored students who have lost their main source of income due to serious illness, loss of employment or death of their sponsors. Such UK students should also have demonstrated outstanding academic achievement. In 2012, if you are a UK ('home') undergraduate student who has lost your annual household income due to the reasons stated above and you are liable to pay your own tuition fees, you will be entitled to the Student Hardship Bursary Award which is worth £1,500.00 per year.

### **2.5.2. Student Achievement Scholarship Awards**

The College provides Student Achievement Scholarship Awards worth £1,500.00 for each year of study to UK ('home') and EU undergraduate students who submit outstanding entry qualifications and who continue to demonstrate outstanding

academic performance in examination/assessment results (an overall Distinction grade).

### **2.5.3. Family Crisis Scholarship Scheme**

The Family Crisis Scholarship Scheme funds support UK ('home') undergraduate students within specific household income brackets and, as in the case of the Student Achievement Scholarship Award, those UK students who have also demonstrated outstanding academic achievement. In 2012, if you are a UK ('home') undergraduate student from a household whose annual income is less than or equal to £25,000.00 and you are liable to pay tuition fees, you will be entitled to this UCK bursary worth £1,000.00 per year.

In 2012, if you are a UK ('home') undergraduate student whose household income is less than or equal to £20,000.00 and you have attained A-level grades AAB (or equivalent grades in other qualifications), you will be entitled to the Student Achievement Scholarship worth £2,000.00 per year (subject to satisfactory academic progress).

### **2.5.4. Student Attainment Scholarship Awards**

The College provides Student Attainment Scholarship Awards worth £1,000.00 for each year of study to UK ('home') and EU undergraduate students who submit outstanding entry qualifications and who continue to demonstrate outstanding academic performance in examination/assessment results (an overall Distinction grade).

The Student Attainment Scholarship Award is specifically for students achieving AAB at A level (or equivalent grades in other qualifications) on programmes in the following subject areas:

- Computing and Systems Development
- Health and Social Care
- Electrical and Electronic Engineering
- Construction and Built Environment
- Art and Design and Graphic Design
- Business and Management

Paid in two instalments, one in the middle of each semester, Attainment Scholarship Awards will be available for the duration of the programme of study as long as you pass the year of study on your first attempt with an overall Distinction grade.

### **2.5.5. The Postgraduate Loyalty Awards**

In 2012, awards of £500.00 are available to UK/EU ('home') UCK graduates who completed and were awarded an overall grade of "Distinction" at undergraduate level. The award will be available to those entering full-time or part-time master's or research

programmes and will be deducted from your tuition fees. You do not need to apply for the award. If you meet the criteria outlined above the award will be automatically considered.

You will not be eligible for this award if you are already receiving external scholarship support for postgraduate study equal to or in excess of £500.00.

#### **2.5.6. International Student Scholarship Awards**

The College provides International Student Scholarship Awards worth £1,500.00 for each year of study to international ('overseas') students who submit outstanding entry qualifications and who continue to demonstrate outstanding academic performance in examination/assessment results (GPA: 3.5 out of 4.0 or an overall average of 80%).

#### **2.5.7. Principal's International Attainment Scholarship**

The Principal's International Attainment Scholarship is available to international ('overseas') undergraduate students who enter the College in 2013 with outstanding qualifications and who continue to demonstrate outstanding academic performance in Exams/ assessments (overall 80%). The Principal's International Attainment Scholarship is specifically for students achieving AAB at A level (or equivalent grades in other non-UK qualifications).

The award is valued at £1,500.00 and will be deducted from your tuition fees each year, subject to you passing the year of study on your first attempt with an overall average of 80% or above (or Distinction). Please note that the award is not available to students registered on the undergraduate foundation programmes and that students already receiving official sponsorship equal to or greater than the full tuition cost of their programme will not be eligible.

NOTE: Recipients of the Principal's International Attainment Scholarship Award cannot also hold an International Baccalaureate Award.

#### **2.5.8. UK Government Support**

Further information on UK government support including the Maintenance Grant, Maintenance Loan, Tuition Fee Loan, Special Support Grant, and the Access to Learning Fund is available at: <http://www.directgov.gov.uk>

## **2.6. Academic Registration – Registering for Your Study**

### **2.6.1. Registration**

Academic Registration is the process of collecting and confirming your personal and academic information. All UK/EU students will go through this during induction week at the start of their studies and then at the start of their 2<sup>nd</sup> year of studies if applicable. All international students (on Tier 4 visas) must attend 2 re-registration weeks during each academic year.

### **2.6.2. International Students: Confirming your arrival**

If you are an international student arriving from abroad, you are required to notify [compliance@lcuck.ac.uk](mailto:compliance@lcuck.ac.uk) about the details of your arrival once you have obtained your visa. The information that you need to supply:

- Date of arrival.
- Flight number.
- Airport of arrival.

### **2.6.3. International Students: Copying of Passports and Visas**

In order to complete their registration, all international students (i.e. those who require a visa to study in the UK) will be required to bring their passports and, if appropriate, their Biometric Visa cards for copying. The College is required to retain copies of international students' passports and visas as part of its immigration sponsorship duties. Copies of passports will be taken in the department and placed on the student's paper and electronic files. Departments will inform those students of the times when they need to bring in their documentation. Failure to do this will mean that you have failed to complete your academic registration. International students should be aware that, as your immigration sponsor, the College is required by law to inform the UK Border Agency if you do not register with the College within the enrolment period.

All students should remember that you are not fully registered at the College until you have completed both Financial Registration and Academic Registration.

### **2.6.4. Student ID Cards**

At registration, you will be able to collect your student ID card, which provides access to the College library and computing systems, and to the College Fitness & Game rooms. Please be aware that, if you have not completed all the requirements of your registration as listed above, you will not be issued with your ID card.

### **2.6.5. Maintaining Your Contact Details**

It is the responsibility of all students to keep the College informed of their contact details and any changes they make to telephone/mobile numbers, term-time addresses and permanent addresses. This is to ensure that you can be contacted in an emergency and that the College can give you important information when necessary. The College is

also required by law to ensure that international students (i.e. those who require a visa to study in the UK) maintain their contact details as part of the UK Border Agency's Points-Based Immigration System (Tier 4).

To inform the College of any changes to your personal information, please fill out the Student Record Update form that is available from Reception.

### **3. Changes to Your Academic Registration**

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#### **3.1. Registering for Your Study**

Once you are academically registered as a student of the College, it is important that you promptly inform the College Registry if you ever need to change your registration. If you intend to change your registration but fail to notify your department as described above, you will remain registered and you will therefore continue to accrue liability for fees.

Home/EU students who are sponsored by the Student Loan Company (SLC) should be aware that the College is required to inform the SLC if a student changes their registration and this affects the length of the overall programme. So, if you suspend your studies, transfer to another programme of study, or you withdraw from your programme, the College will inform the SLC of these changes.

International students (i.e. those who require a visa to study in the UK) should be aware that, as your immigration sponsor, the College is required by law to inform the UK Border Agency (UKBA) of any change to your registration with the College which may affect the length of your programme. So, if you suspend your studies, transfer to another programme which extends your overall period of registration, or you withdraw from studies, the College will inform the UKBA of these changes. This may affect the length of your visa or result in its cancellation (please seek advice from the College's compliance officer prior to any alterations to your programme of study)

All students should familiarise themselves with the Tuition Fees Refund Policy at <http://www.lcuck.ac.uk/?pg=prospective/fees/sub%3Fpos=9> which describes how the College will recalculate your tuition fee liability in the event of you withdrawing from or suspending your studies. In particular, Home/EU students who are sponsored by the SLC should be aware that if you choose to withdraw or suspend your studies before the 1<sup>st</sup> of April then your Tuition Fee Loan will not be available to you and therefore the full liability for tuition fees accrued up until your departure will become your responsibility.

#### **3.2. Withdrawal or Suspension of Studies**

Circumstances, often relating to ill-health, occasionally lead to a student withdrawing

from their studies or suspending their studies for a period of time. Where students do choose to suspend their studies (UK/EU students only), this is usually for one academic term. In cases of both suspension and withdrawal, **there are financial consequences that arise** and it is therefore essential that you ensure that the College receives formal notice of such action. The College Registry has appropriate forms which must be completed and returned to the Registry in such cases.

Failure to inform the College means that tuition fee liability continues to accrue. If you do suspend your studies, you will be reminded by letter to contact your academic department one month prior to your intended return to confirm that you will be returning to study. After you have presented yourself in person to your department upon your return, they will ensure that your academic registration is updated. For those students supported by a tuition fee loan from the SLC, it should be noted that the loan is only payable if the student remains in attendance until the 1<sup>st</sup> of April following academic registration in February. Therefore, if a student with a tuition fee loan leaves before that date then they will need to pay the outstanding tuition fee balance themselves.

Where payment of fees has already been made, the College will recalculate the fee payable pro-rata to attendance and refund any overpayment.

### **3.3. Transfers between programmes within the College**

If you decide that your programme of study is unsuitable for your needs and you wish to consider transferring to another programme in the College, you should first discuss your wish with your Personal Tutor or Programme Leader in your current academic department. If having done this you still wish to seek a transfer, you should then contact the Admissions Tutor for the department in which you wish to study. If your transfer is acceptable to the Admissions Tutor, you should obtain a transfer form, either from your department or online, and complete this. The form must be signed as approved by the department that you wish to transfer to before you return it to your current department.

## **4. Attendance & Monitoring**

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All students are advised that good attendance (a minimum of 80% overall each term for UK/EU students) will give the best possible chance of success in their studies. Academic departments are responsible for monitoring students' academic progress and this is done, in part, by monitoring attendance and engagement in classes. Failure to attend and engage with programme requirements is likely to result in poor academic progress.

Home/EU students who are sponsored by the SLC are advised that the College is required to confirm that they are in attendance at points throughout the session before

SLC loan payments are released. This includes attendance in classes, submission of coursework and attendance at examinations.

It is imperative that **ALL** students log into the biometric system when they arrive at and when they leave the college. Additionally, the tutor will verify your ID card in class registers to monitor the time you arrived and how long you actually spent in class.

Any absences due to medical reasons must be covered by a medical certificate. Medical certificates and/or documentation should be sent to [monitoring@lcuck.ac.uk](mailto:monitoring@lcuck.ac.uk).

## 5. International Students (Tier 4)

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International students (i.e. those who require a Tier 4 visa to study in the UK) are advised that the College is required, under UK immigration law, to report to the UK Border Agency any student who fails to engage appropriately with their academic programme of study. This includes attendance in classes, submission of coursework and attendance at examinations. Attendance Office is responsible for recording any unauthorised absence (i.e. any absence which is either not explained or for which there is no supporting documentation). Students should always inform the attendance officer if they are unable to attend for any reason ([monitoring@lcuck.ac.uk](mailto:monitoring@lcuck.ac.uk)).

For visa purposes, international students must adhere to the following:

- **Attendance must be maintained at a 90% minimum:** The Tier 4 regulations require the college to notify UKBA promptly if an international student misses ten consecutive contact times, which could affect future visa extensions and indeed a student's studies in the UK.
- **College must be informed about any unexpected absences due to illness or family crisis immediately:** The College must be notified **BEFORE** the absence and not after the absence. Any absences due to medical reasons must be covered by a medical certificate. Medical certificates/documentation for an authorised absence should be sent to [monitoring@lcuck.ac.uk](mailto:monitoring@lcuck.ac.uk).
- **Holidays outside the college published holiday dates are not permitted as this is against immigration rules:** All written requests asking for a Student Holiday Leave letter outside published college holiday dates will be declined. Make sure that you plan your Europe trips or holidays back home within the permitted holiday dates.
- **Extended study leave is not permitted under current immigration rules:** International students cannot take a term or a year off from their studies.
- **All course work must be submitted by the deadline given and attend presentations/exams as scheduled.**



## 6. Timetable for the Spring Term 2013

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The timetable issued on the enrolment day (February 18, 2013 – February 22, 2013) is valid for the Spring Term 2013. The course modules that are listed in the timetable will be assessed during the semester. Full time students are required to attend 3-4 days per week; part time students – one day per week.

The timetable may be subject to change within the first two weeks of the academic term. Therefore, please ensure that we have your current email address/telephone number(s) and check your emails frequently during the first two weeks of the new term as we will use this means of communication to inform you about changes whenever possible. Your co-operation in this matter would be appreciated.

## 7. Examinations/ Assessments

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**Students are reminded to submit their assignments on time;** unless there are extenuating circumstances (details are in the Student Handbook).

Extenuating circumstances are just that, exceptional circumstances, the application for which must be accompanied by independent evidence at least one week **prior** to the submission deadline. Relevant forms may be obtained from the Examinations Officer.

**\*\*\*\*A LATE SUBMISSION OF ASSIGNMENTS WILL NOT BE ACCEPTED\*\*\*\***

**And you may find yourself having to re-sit a module, which incurs additional fees.**

## 8. Documentation

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If you require any documentation e.g. a letter to open a bank account, council tax letter etc. this can be requested at the College reception by completing a **student request form**. You need to allow at least 72 hours for your document(s) to be prepared. If your visa is due for an extension please contact the Compliance department at the earliest opportunity.

**\* IF YOU ARE SUBMITTING AN APPLICATION TO EXTEND YOUR VISA IT IS YOUR DUTY TO ENSURE THAT ALL YOUR DOCUMENTS ARE CURRENT AND CORRECT INCLUDING YOUR CAS STATEMENT \*.**

**Confirmation of Student Status when Opening a Bank Account:** It is normal for banks to require evidence that you are a registered student before permitting you to open a student bank account. This evidence can be provided in the form of a standard letter from the College confirming your permanent address, term time address and registration status. It is important that you check that you have updated the college with

your permanent and term time addresses before you request a letter.

**Council Tax Student Certificates:** These may be requested by landlords if you have arranged accommodation within the private sector. Council Tax is a tax payable on dwellings; but accommodation occupied only by fulltime students is exempt from the tax. Where such dwellings are registered as student accommodation (e.g. halls of residence) then the exemption is automatically given, but where private accommodation is occupied by students, exemption has to be applied for. However, where your landlord asks that you supply them with confirmation of your student status for council tax exemption purposes, Council Tax Student Certificates are available from the College.

**Enrolment Status Letters:** An enrolment status letter enables you to provide confirmation of your status as a registered student of the College. Such letters may be used when applying for part time work or in any other situation where you need evidence that you are a student.

## 9. Textbooks/Purchase of Textbooks

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Most of the textbooks for course modules offered during the Spring Term 2013 are available from the College library. Please note that the library stocks one reference copy of every book in its system so that it is always possible to view a particular book even when there are no more available for loan. Do give yourself plenty of time to review the textbook and don't leave it to the last minute when the books are in high demand. Your student ID card works as a library card and you can use library as soon as you have registered as a student at the college.

If you wish to purchase textbooks, we suggest you refer to your essential reading list. The library will also be able to assist you in determining which books would be most valuable to you.

## 10. College Regulations

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All students are obliged to follow the College regulations which are available on the website at <http://www.lcuck.ac.uk/?pg=home/regulations>

## 11. Health (Information for International Students)

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If you come from a country with a health-care agreement with the United Kingdom, or if you are enrolled on a course for six months or more, you may be able to get medical treatment on the National Health Service (NHS).

EU students must make sure that they have adequate health insurance to cover their stay.

You can get more information from the Department of Health:  
<http://www.dh.gov.uk/en/Healthcare/Entitlementsandcharges/OverseasVisitors>

- Telephone 44 (0) 20 7210 4850
- E-mail [dhmail@doh.gsi.gov.uk](mailto:dhmail@doh.gsi.gov.uk)

Home/EU students are expected to register with a GP close to their residence.

## 12. Facilities

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### 12.1. Photocopying and printing

The facilities are card operated – Students can load credit onto their cards using a revaluer located by the printers in the basement to print in black and white or in colour.

### 12.2. Email

The College will notify all students through their private email addresses of their College email address and password once it has been assigned. Student's email addresses usually follow the format of [j.smith@lcuck.ac.uk](mailto:j.smith@lcuck.ac.uk).

### 12.3. Moodle (VLE)

The College will notify all students through their private email addresses of their moodle login details once they have been generated.

Once notification is received, students should login to the Moodle Student Web by following the 'Moodle' link on the right hand side of the College's Student Intranet home page (<http://www.lcuck.ac.uk/moodle>).

Student Moodle ID's take the following format: j.smith and the PIN is a randomly generated 8 character long password.

On Moodle, you will find a student guide providing you with detailed information on how to fully benefit from the site and all problems relating to Moodle can be addressed to [s.sadler@lcuck.ac.uk](mailto:s.sadler@lcuck.ac.uk).

## 12.4. Sports facilities

There is a gym and a game room on the first floor. To use the facilities, students must fill out a form available at reception at the beginning of the semester and leave their student card with reception whenever they wish to access the gym. There are also alternative sports facilities in the area

### Which sport centres can I use?

<p><b>Kensington Sports Centre</b></p>	<p>Walmer Road London W11 4PQ  t: 020 7727 9747</p>	<p>Monday to Friday: 6.30am - 10.00pm Bank Holidays: 8:00am - 10.00pm Saturday 8.00am - 8.00pm Sunday 8.00am - 10.00pm</p>
<p><b>Chelsea Leisure Centre</b></p>	<p>Chelsea Manor Street London SW3 5PL  t: 020 7352 685</p>	<p>Monday to Friday 6.30am - 10.00 pm Saturday 8.00 am - 10.00pm Sunday 8.00 am - 10.00 pm Bank Holiday 8.00am - 10.00pm</p>
<p><b>Holmes Place</b></p>	<p>Kensington 3rd Floor 17A Old Court Place London W8 4HP  t: 020 7761 0000</p>	<p>Monday to Friday 6.30am - 10.30 pm Saturday 8.00 am - 8.00pm Sunday 8.00 am - 8.00 pm</p>
<p><b>Holmes Place</b></p>	<p>Notting Hill 119-131 Lancaster Road London W11 1QT  t: 020 7243 4141</p>	<p>Monday to Thursday 6.30am - 10.30pm Friday 6.30am - 10.00pm Saturday 8.30am - 9.00pm Sunday 8.30am - 9.00pm</p>

## 12.5. Library

The library is situated on the ground floor and is available for students' use. Every student is entitled to take out up to four books at a time for a period of two weeks –

extensions are possible but limited by the demand for the particular book. Students should note that there is a £1 per day fine for overdue books which is strictly adhered to by the library staff.

**Local Libraries Around the London College UCK**

<b>Kensington Central Library</b>	Phillimore Walk LONDON W8 7RX Tel: 020 7361 3010 020 7361 3610 (24 Hour Renewals) Fax: 020 7361 2976	Monday: 9:30am - 8pm (Children's 6:30pm) Tuesday: 9:30am - 8pm (Children's 6:30pm) Wednesday: 9:30am - 5pm Thursday: 9:30am - 8pm (Children's 6:30pm) Friday: 9:30am - 5pm Saturday: 9:30am - 5pm
<b>Chelsea Library</b>	Chelsea Old Town Hall, King's Road LONDON SW3 5EZ Tel: 020 7352 6056 020 7361 3610 (24 Hour Renewals)	Monday: 9:30am - 8pm (Children's 6.30pm) Tuesday: 9:30am - 8pm (Children's 6.30pm) Wednesday: 9:30am - 5pm Thursday: 9:30am - 8pm (Children's 6.30pm) Friday: 9:30am - 5pm Saturday: 9:30am - 5pm
<b>North Kensington Library</b>	108 Ladbroke Grove North Kensington LONDON W11 1PZ Tel: 020 7727 6583 020 7361 3610 (24 Hour Renewals)	Monday: 9:30am - 8pm (Children's 7pm) Tuesday: 9:30am - 8pm (Children's 7pm) Wednesday: 9:30am - 5pm Thursday: 9:30am - 8pm (Children's 7pm) Friday: 9:30am - 5pm Saturday: 9:30am - 5pm
<b>Brompton Library</b>	210 Old Brompton Road LONDON SW5 OBS Tel: 020 7373 3111 020 7361 3610 (24 Hour Renewals)	Monday: 9:30am - 8pm Tuesday: 9:30am - 8pm Wednesday: 9:30am - 5pm Thursday: 9:30am - 8pm Friday: 9:30am - 5pm Saturday: 9:30am - 5pm
<b>Notting Hill Gate</b>	1 Pembridge Square Notting	Monday: 1pm - 8pm

<b>Library</b>	Hill LONDON W2 4EW Tel: 020 7229 8574 020 7361 3610 (24 Hour Renewals)	Tuesday: 1pm - 7pm Wednesday: CLOSED Thursday: 9.30am - 1pm Friday: 9.30am - 1pm and 2pm - 5pm Saturday: 9.30am - 1pm and 2pm - 5pm
<b>Kensal Library</b>	20 Golborne Road LONDON W10 5PF Tel: 020 8969 7736 020 7361 3610 (24 Hour Renewals)	Monday: 1pm - 6pm Tuesday: 1pm - 6pm Wednesday: Closed Thursday: 1pm - 6pm Friday: 9.30am - 5pm Saturday: 9.30am - 1pm, 2pm - 5pm

### 13. Computing facilities

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Several computer laboratories are available to students and wi-fi is generally available. Please use the following guideline to locate a suitable laboratory:

<b>PURPOSE</b>	<b>COMPUTER LAB</b>
E-mail and Internet	Library (Ground Floor) Room 217 (2 <sup>nd</sup> floor)
Computer Science and science projects	Room 110 (First Floor) – if the lab is locked, please inform the Reception
Dissertations, Essays etc	Room Library (Ground Floor) Room 217 (2 <sup>nd</sup> floor) Room 110 (first floor)
Graphic design projects	Room B3 (Basement level)

Computing facilities are available to students and staff in possession of a valid student card. You may be asked to present your card on request.

## 14. Academic Calendar for the session 2012/2013

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The College now operates a 2 Semester Academic Year, but the term dates remain the same.

Session 2012/2013	Starts	Ends	Duration
Autumn Semester	24 September 2012	15 February 2013	15 weeks
Christmas break	15 December 2012	13 January 2013	4 weeks
Spring Semester	18 February 2013	5 July 2013	15 weeks
Easter break	6 April 2013	28 April 2013	3 weeks

## 15. English Language Support

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English language support classes are available to all registered students. Please inform a member of staff at enrolment that you wish to add an English class to your timetable.

If you have been registered for this class it is **in your interest to attend**.

## 16. Accommodation

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We appreciate that where you live is a very important part of your life at the college and we recognise that meeting your needs as far as possible will help you to make the most of this new and exciting period in your life.

As soon as you have accepted an offer of a place at The London College UCK you will wish to arrange [accommodation](#). During your time at the college you will have the choice to either live in a student hostel or in private rented accommodation. To receive more information on local hostels and landlords, fill in the accommodation form you receive from the college.

We are unable to rent flats or houses on students' behalf. Renting a flat or a house requires you to sign a contract or a tenancy agreement which we cannot do on your behalf. If your preference is to stay in a privately rented house or a flat we may offer you information that will help you arrange for a short term accommodation (2-4 weeks) until you find a suitable flat or a house.

## 16.1. Types of Accommodation

### Temporary arrangements

If you have any friends or relations in London, arrange to stay with them on a temporary basis while you look for somewhere to live. It is important that you do not arrive in London without having arranged for somewhere to stay when you first arrive, at least for your first few nights.

### Private rented accommodation

An alternative to a place in hostels is accommodation in the private sector, for example staying in lodgings with a family, or sharing a house or flat with other students.

**The following web sites provide assistance with finding private rented accommodation:**

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

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

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

[www.student-accom.com](http://www.student-accom.com)

[www.studios92.com](http://www.studios92.com)

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

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

### More information on private rented accommodation

There are different types of private accommodation; the most popular are as follows:

- Bedsit / Hostels: A single or double room in which you live and sleep; the room is both a bedroom and a sitting room (living room). The cooking, bathroom and laundry areas are usually shared. Services such as cleaning and changing of sheets are often provided. If the room is in a building belonging to a college, it is usually called a 'hall of residence'.
- Studio Flat: A small flat where the living room and bedroom are combined (a flat is known as an "apartment" in American English). Usually the room has its own entrance and you are free to come and go when you want. There is usually a small bathroom, but this may only contain a basin, toilet and shower. A 'maisonette' is similar, but is usually not all on one floor.
- Flat Share / Shared House: A flatshare is when you share a flat with one or more other people. You may have your own room, or alternatively you may share a twin-bedded or double-bedded room with another person.
- A "student house" usually refers to a private house which is occupied by a group of students (sometimes called "student digs").
- B&B ("bed and breakfast")/ Guest House: A room, usually part of someone's home, which the owners are renting out to make some money. Breakfast is provided, but no evening meal. The bathroom is probably shared with other guests.



## **16.2. Money and Legal Matters**

### **16.2.1. Contract**

When you rent a studio flat or a flat or a house you will normally be expected to sign a contract or tenancy agreement. Contracts/tenancy agreements are usually signed for a period of 6 months (minimum) to 1 year. You may be required to pay a security deposit which will be retained by the landlord until you have moved out provided there are no damages to a property and that you have given a sufficient notice to vacate your property.

Please check the following before signing a contract or a tenancy agreement:

- Do you have to pay a deposit, and when do you have to pay rent?
- Which bills are not included in the rent? (water / gas / electricity / council tax / telephone line rental / internet).
- If you want to move out of the accommodation, how much notice do you need to give the landlord?
- Do you feel you can trust the owner?
- If you are with a host family, what is their main reason for wanting to accept a student into their home? If the main reason is to make money, in some cases the family may not speak to you often, may provide very cheap meals, or may argue about small matters such as the amount of toilet paper or water that is being used. Problems are more likely to occur in popular student locations at time when there are many students in the town (for example, September/October) - there may be a lot of demand, and too little supply of quality host families.

### **16.2.2. Tenancy Agreement**

It is risky to rent somewhere without a legal agreement between you and the landlord (or accommodation agency).

The most common type of agreement is known as an assured shorthold tenancy (AST). As long as you pay the rent and do not break the conditions in the tenancy agreement, you have the right to stay for 6 months. After 6 months, if your landlord wants you to leave, he/she should give you details (in a written letter) at least 2 months before the date on which you are expected to leave.

If you have a licence agreement (you are living in the same place as the landlord), the notice period may be shorter than for a tenancy agreement, for example 1 month.

You should read the agreement carefully before you sign it. If you do not understand something, ask for someone to explain it to you.

### **16.2.3. Term/Period**

Contracts/tenancy agreements are usually signed for a term (period) of 6 months (minimum) to 1 year.

Check the following before signing a contract:

- How long does the agreement last?
- Is there a minimum period that you can rent the accommodation?
- Will you have the opportunity to rent the accommodation for a longer period?
- How much warning do you need to give the landlord if you wish to leave?

### **16.2.4. Rent and Bills**

Check the following before signing a contract/tenancy agreement:

- How much is the rent? When must the rent be paid?
- How often are rent reviews (when the amount of the rent can be increased)?
- Does the rent include council tax? Does the rent include water charges? If not, how much are these?
- How are charges for gas, electricity, telephone line rental or calls or the charges for the television licence for a shared TV divided between the people living in the accommodation?

### **16.2.5. Deposit and Inventory**

You may be required to pay a security deposit which will be retained by the landlord until you have moved out provided there are no damages to a property and that you have given a sufficient notice to vacate your property. You may also be required to sign an inventory (a list of all the items in the room/flat).

Check the following before signing a contract or a tenancy agreement:

- How much is the deposit?
- When you leave, how quickly will your deposit money be returned to you?
- Under which circumstances will the landlord keep your deposit?
- Check the inventory carefully before you sign the tenancy agreement.
- Make a list of anything that is damaged (for example, note any scratches, cracks or stains) and give a copy of this to your landlord.
- You may want to take photographs as soon as you move into the room, to prove that any damage was not caused by you.

If anything is missing or damaged when you leave, your landlord may try to keep part of your deposit to pay for these.

## 17. Useful Contacts

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### 17.1. Student Finance

#### England

<http://www.direct.gov.uk/StudentFinance>

T: 0845 300 5090

#### Wales

<http://www.studentfinancewales.co.uk>

T: 0845 602 8845

#### Northern Ireland

<http://www.studentfinancenir.co.uk>

T: 0845 600 0662

#### Scotland

<http://www.saas.gov>

T: 0845 111 1711

#### EU Students

<http://www.direct.gov.uk/studentfinance-eu>

T: +44(0)141 243 3570

#### Department for Business, Innovation and Skills

<http://www.dfes.gov.uk/studentssupport>

T: 0800 731 9133

#### Student Loans Company

<http://www.slc.co.uk/>

T: 0845 026 2019

#### NHS Grants Unit

<http://www.nhsstudentgrants.co.uk>

T: 0845 358 6655

#### National Assembly for Wales

<http://new.wales.gov.uk>

T: 0845 010 3300 or 0300 060 3300

**Isle of Man**

www.gov.im/education

T: 01624 685790

**States of Jersey**

www.gov.je

T: 01534 449279 or 01534 449450

**States of Guernsey**

www.gov.gg/ccm/navigation/education

T: 01481 710821

**17.2. Admissions Office****Admissions Office**

The London College UCK

Victoria Gardens

London W11 3PE

T: +44(0)207 243 4000

F: +44(0)207 243 1484

E: admissions@lcuck.ac.uk

Web: [www.lcuck.ac.uk](http://www.lcuck.ac.uk)



