

Swansea College

How to apply to study

If you know which course you would like to study at Swansea College then please follow the steps outlined below. If you need more information or would like to talk to someone in the International Office then please don't hesitate to contact us by telephone (++ 44 (0) 1792 201290), fax (++ 44 (0) 1792 205496) or email (international@swancoll.ac.uk).



Step 1: Application stage

Post, fax or email your completed application form to the Swansea College International Office or complete your online application. You will still need to post to us the following:

- A passport-sized photograph of yourself
- Copies of all qualification certificates and English translation

Step 2: Conditional offer letter stage

After receiving and considering your application, the College will issue a conditional offer. The conditional offer letter will state what you have to do in order to be accepted for unconditional enrolment at Swansea College.

Step 3: Confirmation Stage

If you would like to accept our offer please inform us as soon as possible. As soon as you have met the conditions of your conditional offer and paid your 20% deposit, you will be sent an unconditional letter stating that you have been accepted as a student at the College. You will need to use this letter when you apply for your student visa from the British Embassy or High Commission in your country. We advise you to apply for the student visa as soon as possible.

Step 4: Information pack

We will send you a detailed information pack which will help you with your arrangements for coming study in the UK, including information about applying for a visa and useful tips and facts about studying, working and living in the UK.

The pack will also include an accommodation booking form. You will need to complete this form and send it in to International Office as soon as possible with your £50 administration fee so that accommodation can be arranged for you.

Step 5: Nearly there

We will confirm your accommodation arrangements and send further details about collecting you from the airport and bringing you to Swansea College. Please let us know your flight details as soon as possible so that we can make these arrangements (we must have at least 3 working days notice so that we can do this).

Step 6: Welcome

International Office staff will meet you on your first day at the College – we are looking forward to meeting you!

Admissions Policy and Procedures for International Students Studying at Swansea College

Before starting here you need to show us written proof of:

- English Language Skills
- Confirmation of Qualification Grade
- Financial Guarantee Letter saying you can pay the full fee
- Completed college application form
- Your student visa acceptance
- Any relevant licence or permit allowing you to study in Britain

Induction

When you start at Swansea College you will:

- Receive an induction programme including the student code of conduct and college rules
- Have a tour of Swansea showing cultural and educational places as well as hospitals, clinics and medical centres
- Have a tour of the college to meet staff and show you materials available to help you during your studies
- Have details of your course and what you need for your exams
- Have a language test to see if you need extra support
- We will introduce you to your host family and show you how to use the bus
- Give you medical information

Terms and conditions

You need to read Swansea College's Terms and Conditions for international students.

Payment conditions

You will need to pay a deposit of 20% for your course 3 months before the course start date. This deposit cannot be transferred and can only be returned if you do not obtain your student visa or entry clearance is refused. All refunds are less £50 administration fee. To have a refund you must give proof of the refusal notice.

You will pay the second payment of 80% of the first year's fee at enrolment.

You will not have a refund after your course has started unless it is cancelled and another suitable course is not available.

You will need to pay a deposit of 20% of the second year's fee on re-enrolment which takes place at the end of the 1st year programme with the balance of the second year's fee due at enrolment.

If you do not pay in full for your course it may mean we use other collection methods.

Acceptance conditions

We cannot be responsible for information or arrangements made by third parties. The information on the application form will be the basis of an offer of a place.

If you have not been interviewed before you arrive at Swansea College then we may change your course to another one. Especially if your English level is not high enough for the course. If we find out your qualifications are false, we may cancel the place and offer another course.

We have tried to make sure everything in our prospectus is correct. But we may change some information if things are outside our control. We will try to reduce any problems that may happen.

We may cancel courses. We will try to find other course if this happens. If we cannot find anything suitable, you will have your money back. You need to enrol at or before the start of your course. At enrolment you need to sign a form where you agree to follow the rules of our college. You need to attend lessons regularly and on time. If attendance is below 80% in any month and you have not contacted your personal tutor about your absences, we may withdraw you from the course. You will not have a refund if this happens.

