

Student (adult) Enrolment Policy and Process

The ILC recognised the need for a clear, concise but comprehensive student on-boarding process to ensure all students are fully aware of their responsibilities, rights and have reasonable expectations.

This document has been created to inform students and staff of the process of becoming an ILC student to help boost awareness and set expectations.

The Process

1. The On-Boarding Process begins with Enrolment, completed via our website <https://il-centre.co.uk/>. To begin the process, please visit our website and click the 'Enrol' button.
2. Once 'Enrolment' is complete, the student:
 - a. Must complete our Online Test to begin the Placement Test Procedure.
 - b. Will receive an invoice from the school detailing the price of their course / accommodation where necessary.
 - c. **Both the Placement Test Procedure and Payment must be completed ONE DAY BEFORE the course start date.**
 - d. Where the Placement Test Procedure and Payment are not complete, the student will be unable to attend lessons.
3. The student must collect and organise the Essential Documents required by the school. These include:
 - a. Visa or Residency Permit.
 - b. ID Card, e.g., passport.
 - c. Medical information document.
 - d. Pre-course questionnaire.
 - e. Student declaration document.
4. The student is expected to arrange their own travel provision. However, if they require any assistance with this, the ILC is happy to provide assistance.

The Placement Test Procedure

1. The student is only able to start/attend lessons once the Placement Test Procedure is complete.
2. The Placement Test Process must be completed by 12pm the day before, e.g., to start studies on a Monday, the Placement Test Procedure must be completed by **12pm the Friday before course starts.**
3. In all cases, the ILC will try to avoid students completing the Placement Test Procedure on the same day as classes start to make sure teachers can prepare appropriately.
4. The Placement Test Procedure is made up from 3 stages:
 - a. Complete the ILC's Online Placement Test document.

- b. Attend and complete an Oral Interview (this may be conducted via Zoom* if face-to-face at the school is not possible).
 - c. Review and level placement by academic management.
4. When all three stages are complete, the student will be informed and invited to attend their lessons.

* Zoom interviews and face-to-face interviews may be recorded to help provide transcription and further detailed assessment of the student's level. For Data Protection relating to this issue, please see Data Protection below.

Payment Procedure

1. After enrolment, and confirmation of course and accommodation requirements, the ILC will send an invoice to the student. This is primarily done via email.
2. The student is expected to pay for their course **in full** before their first lesson is due to begin.
3. If otherwise agreed, for example for long-courses or where financial difficulties have been accepted, the ILC may accept a deposit (usually 50% of total course fee as minimum).
4. Payment must be completed no later than 12pm the day before the course starts, e.g., **to start on Monday, payment must be completed 12pm the Friday before the course starts.**
5. If the student has any difficulty paying, or have any issues with the cost of their course, they *must inform the ILC before their payment is due.*

Booking Accommodation

General Advice

The ILC has prepared the following checklist to help prepare students for their studies in the UK:

Checklist:

1. Make sure you have paid for your course / paid the deposit as per your booking confirmation and invoice.
2. Ensure all documentation required by the school is complete (e.g., medical consent form).
3. Make sure you have applied for and received your **Visa**. For further information please visit <https://www.gov.uk/check-uk-visa> .
4. Plan your journey. Whether you are arriving at Newcastle Airport, Central (train) Station, or simply by car, make sure you have planned your journey. If you would like help with this, please refer to the Travel section below: PAGE???
5. Make sure you have packed all the essentials – passport, documents, certificates, financial guarantees, proof of address, a warm coat!).

6. Read the following safety guidance to ensure your stay is comfortable and healthy
<https://www.englishuk.com/en/students/your-stay-in-the-uk/student-health-and-travel-insurance>.

Organise travel insurance. We strongly recommend that you are insured during your studies with us. Accidents can happen that are beyond your control, and you may need cover for a number of reasons. For further information, why not look at <https://www.endsleigh.co.uk/personal/travel-insurance/>

Data Protection

The ILC takes all Data Protection responsibilities seriously. Data Protection begins the moment the 'Enrol' button is clicked. Our Data Protection responsibilities include:

- Full confidentiality.
- Student, staff and ILC responsibilities.
- How information is shared.
- Subject Access Requests (SARs)
- GDPR

For more information, please see the ILC's **Data Protection and GDPR Policy** on our website.

More Information

For more information on studying with the ILC, please see our **Welcome Pack** and **Student Handbook**.

Alternatively, feel free to contact the ILC

- admin@il-centre.co.uk
- (+44)191 245 5196

We look forward to seeing you!