



College of Technology London

# International Student Handbook

2005/06



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and Higher Education



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## I. WELCOME TO CTL

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### A letter from the Director of Studies

Welcome to the College of Technology London (CTL). This handbook is designed to help you prepare for your course at CTL. CTL has a great deal of experience in welcoming students from all walks of life. We take pride in the number and diversity of our international student population. We currently have international students from many different countries and value the contribution these students make to our learning environment.

The aim of CTL is to provide a quality educational environment where academic excellence is both accessible and affordable for students from all backgrounds. We strive to create a caring and stimulating student environment and use the latest teaching aides and innovative approaches to learning. Our goals are to firstly, provide students with qualifications in Business and Computing that are recognised globally, and secondly, to assist our students progress to the next stage of utilising their newly acquired knowledge.

We have a growing body of local students from around London and the Home Counties as well as international students who choose CTL to train in key skills, computer programming and business studies. We work hard to provide the very best, cutting-edge learning environment for all our students.

This handbook has been written for **international students** in the process of applying to the College. Students who join the CTL will also receive a Student Handbook on Induction Day and other supplementary information from the College before their course starts. We ensure that the information in this handbook is accurate at the time of publication, and reflects the needs, requests and experiences of all our students. If you would like to assist us in updating our information, please contact the Admissions Officer ([admissions@ctlondon.ac.uk](mailto:admissions@ctlondon.ac.uk)) with your comments.

Again, I would like to wish you the best of luck in applying to CTL and hope to see you in London soon.

Kind regards,

*Nigel Hall*

Director of Studies  
College of Technology London

## 2. INTRODUCTION

### About CTL

The College of Technology London (CTL) is a private college specialising in business and computing courses for pre-degree and degree-level students.

We have developed a range of Certification Courses, Diploma Courses and Advanced Diploma Course programmes which are designed to be highly relevant to the world of industry and commerce for the new millennium. Tuition support for degree level studies are backed by the University of London, and other universities.

CTL is located in Bow, East London and can be easily accessed from Stratford in the east, the City of London to the west and the Docklands to the south. The College occupies the west wing of a large five story building in Bow. The College has modern classrooms, a large computer lab with unlimited high speed Internet access, library, kitchen, common rooms with restaurant and cafeteria facilities located in the building.

The College has a lively and diverse student population, many of whom are international students from countries including the United Kingdom, Eire, Poland, the Czech Republic, Spain, Pakistan, India, China, Myanmar, Russia, Romania, Malaysia and many other nationalities.

### Why Study at CTL?

- We have state-of-the-art training rooms and teaching facilities.
- Proven track record of training programmers and software developers.
- Our courses are price competitive, and we offer excellent value for money.
- We are conveniently located at the hub between the City or London, Stratford and the Docklands.
- We offer flexible English classes and foundation computing courses for beginners.
- Fully British Accreditation Council (BAC) Accredited.
- All courses accredited by authorised bodies.
- Student Welfare and assistance with accommodation.

## 3. APPLYING TO CTL

### Overview

The following section covers:

- a) Course prerequisites (entry requirements)
- b) Applying to CTL as a UK citizen
- c) Applying as an EU citizen
- d) Applying as an international student from outside the UK.
- e) Applying as an international student from inside the UK.

### a) Course Prerequisites

Prerequisites to enter a course are listed in each course description. CTL does not require any previous knowledge of a course to be taken, the student will however need to meet the entry requirements for the course.

To determine if an applicant meets the prerequisites we assess each student according to their broad qualifications and skills:

#### 1. Previous Qualifications

Where entry to a course is dependent on previous qualifications the student will be required to provide evidence of the required qualifications such as GCSE passes or their foreign equivalent. Non-UK qualifications will need to be checked by the Admissions Office to ensure they meet the entry requirements. This is usually a formality and only very occasionally are qualifications sent onto the authorised body for further consideration.

#### 2. No Previous Qualifications

If a student has *work experience* in business or computing fields a letter from their employer confirming this will assist them in obtaining a place. For students with *no previous qualifications* the College provides entry to both a business and computing course track at Certificate level, provided the student has essential literacy and numeracy skills.

#### 3. Proficiency in English

For students who have not had an education in an English speaking school or higher education institution it is vital that your level of English is at least an IELTS score of 5.5. Students of business courses should have an IELTS score of 7 as there is extensive written and oral work involved with these subjects. See *English: Section 6*.

### b) Applying as a UK or EU citizen

Citizens of the European Union do not need a visa to visit the UK. The following countries are EU members:

Austria	Iceland
Belgium	Liechtenstein
Denmark	Luxembourg
Finland	Norway
France	Portugal
Germany	Spain
Greece	Sweden
Ireland	The Netherlands
Italy	

#### New EU countries from May 1 2004

*Citizens of the new EU countries can also enter the UK without requiring to apply for a student visa.*

Cyprus	Lithuania
Czech Republic	Malta
Latvia	Poland
Estonia	Slovakia
Hungary	Slovenia

All students from EU countries should follow the following application procedure:

**1. Course Selection**

Carefully choose the course which is right for you. If you require assistance please contact the Admissions Office at email address: [admissions@ctlondon.ac.uk](mailto:admissions@ctlondon.ac.uk).

**2. Complete an Admissions Form**

After choosing your course you can complete our Admissions Form, which can be downloaded from here and emailed, faxed or posted to us. Please take care to write the correct start dates, course name, code as well as your contact details.

**3. Provide Supporting Documentation**

CTL requires the following additional documentation to process your application for admission:

- a signed enrolment form
- photocopies of educational qualifications - diploma, degree, college or school results.
- if you are applying as a mature student with no previous academic qualifications please provide your CV/ Resume and employer's references.

*These documents must be sent to us along with your completed Admissions Form by:*

- Post, or
- Email (as mail attachments), or
- Fax to +44 (0)208 983 4911

Applications received by email are processed much quicker.

**4. Await a Conditional Offer**

The College will acknowledge the receipt of your application within 7 days (*faster if you supply an email address*). If your application is successful you will be sent by email a **conditional offer** of a place on your chosen course.

The offer is proof that you meet the entry requirements and is conditional subject to the receipt of your tuition fees.

**5. Pay Tuition Fees / Await Confirmed Offer**

Please refer to 'Ways to Pay' in Section 5: Finance.

**6. Reserve Accommodation (if required)**

CTL can arrange accommodation for you. You must first request an accommodation application form, complete, sign and return it to the Admissions Department. Again, email is the fastest way. See also Section 9: Accommodation.

**7. Enter the UK**

European Economic Area (EEA) citizens have the right of free movement and residence throughout the EEA. There will be only a brief passport or identity card check on arrival in the United Kingdom.

**c) Applying as an international student from outside the UK.**

Admission Procedure for Overseas Students: students who are Non-EU Nationals and are applying from outside the UK should follow this procedure.

*Firstly you must determine whether you are a Visa National or a Non-Visa National.*

**Non-Visa Nationals**

Citizens of these countries can enter the UK and obtain a student visa at the port of entry. They must show:

1. an Acceptance Letter from the College confirming a place.
2. Proof of sufficient funds to cover tuition fees and living expenses without the need to work (*although they are permitted to work part-time for up to 20 hours per week*).

**Visa-Nationals**

Citizens of these countries must obtain 'entry clearance' from their local British Embassy or High Commission before travelling to the UK. They must show:

1. an Acceptance Letter from the College confirming that tuition fees have been paid (preferably in full).
2. Proof of sufficient funds to cover tuition fees and living expenses without the need to work or recourse to public funds.
3. Other documentation such as passport.
4. They may be asked to attend an interview at their local British Embassy or High Commission.

If you are unsure whether you are a Visa National or a Non-Visa National, please check the UK visa regulations website available at: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

Both a Visa Nationals and Non-Visa Nationals should follow this procedure.

**1. Course Selection**

Carefully choose the course which is right for you. If you require assistance please contact the Admissions Office at email address: [admissions@ctlondon.ac.uk](mailto:admissions@ctlondon.ac.uk). Most overseas students will choose an Academic course track in business or computing which are for paths to further study leading to British or international bachelors or masters degree. Please ensure you meet the entry requirements for your chosen course.

**2. Complete an Admissions Form**

After choosing your course you can complete our Admissions Form, which can be downloaded from and emailed, faxed or posted to us. Please take care to write the correct start dates, course name, code as well as your contact details.

**3. Provide Supporting Documentation**

CTL requires the following additional documentation to process your application for admission:

- a signed enrolment form
- photocopies of educational qualifications - diploma, degree, college or school results.
- if you are applying as a mature student with no previous academic qualifications

please provide your CV/ Resume and employers references.

*These documents must be sent to us along with your completed Admissions Form by:*

- Post, or
- Email (as mail attachments), or
- Fax to +44 (0)208 983 4911

Applications received by email are processed much quicker.

#### 4. Await a Conditional Offer

The College will acknowledge the receipt of your application within 7 days (*faster if you supply an email address*). If your application is successful you will be sent by email a **conditional offer** of a place on your chosen course.

The offer is proof that you meet the entry requirements and is conditional subject to the receipt of your tuition fees.

#### 5. Pay Tuition Fees / Await Confirmed Offer

The amount of fees you should pay as a deposit often depends on your nationality. Usually the British High Commission will expect to see that you have paid at least £1000 towards your tuition fees in order to issue a student visa. See *Finance: Section 5*.

Once your supporting documentation and tuition fees have been received your application status becomes **confirmed** and you will be sent an 'Admission Letter'.

#### 6. Obtain Entry Clearance or Visa at Port of Entry

Students from Visa-National countries are required to obtain 'Entry Clearance' from the British High Commission or British Embassy in their home country. For more information about obtaining a student visa and entry clearance please refer to the section on *Entry Clearance Interview* on the following page.

Once you have obtained a student visa you are ready to make travel and accommodation arrangements.

#### 7. Reserve Accommodation (if required)

CTL can arrange accommodation for you. You must first request an accommodation application form, complete, sign and return it to the Admissions Department. Again, email is the fastest way. See also Section 9: Accommodation.

#### 8. Enter the UK

UK immigration officials at passport control in your UK port of entry will ask to see your Acceptance Letter confirming your place on a course and that fees have been paid. They may also ask for evidence of living expenses for approximately 3 months. The student must be able to satisfy immigration that their financial status is sufficient to cover both the tuition fees

and living expenses for the period of stay in the UK.

### d) Applying as an international student from inside the UK

If you are an EU citizen, or a Visa or Non-Visa National who is already in the UK, please follow the procedures as for EU National above...

1. Course Selection
2. Complete an Admissions Form
3. Provide Supporting Documentation
4. Await a Conditional Offer
5. Pay Tuition Fees / Await Confirmed Offer
6. Reserve Accommodation
7. Start your chosen course.

If you are able to come to the Admissions Department in person, it is much easier to organise your admission within a few hours. If you are coming in person we will need to see your:

1. Passport
2. Previous educational documents
3. Two passport photographs
4. Deposit payment of tuition fees

## 4. VISA REQUIREMENTS

*This section is for Visa and Non-Visa Nationals. EU Nationals need not read this section.*

Visa and Non-Visa Nationals will need a visa in order to study in the UK. If you do not know whether you will need a visa or not, please check read *section 3* above.

#### a) Non-Visa Nationals

If you are a **Non-Visa National**, in order to obtain a visa at the UK port of entry, (usually an airport) the British immigration authorities ask for:

#### Documentation required for Non-Visa Nationals

- The original College of Technology London Acceptance and Admission Letters.
- Receipt of payment of tuition fees.
- Your previous qualifications and certificates
- Proof that there are sufficient funds to support you during your stay in the UK, (bank statements, sponsor letter and bank statement).

*In addition, if you are suspected of coming to the UK to work, you may be rejected a student visa, so CVs/ (Résumés) and suits should not be brought over unless you have a valid reason.*

#### b) Visa-Nationals

If you are a **Visa-National**, in order to obtain a visa, you will be requested to attend an interview at the British High Commission or British Embassy in your home country. An 'Entry Clearance Officer' at the British High Commission or British Embassy in your home country will need to see:

### Documentation required for Visa-Nationals

- The original College of Technology London Acceptance and Admission Letter.
- Receipt of payment of tuition fees.
- Your previous qualifications and certificates
- Proof that there are sufficient funds to support you during your stay in the UK, (bank statements, sponsor letter/s).
- An IELTS test score of 5.5 or higher (many nationals do not need this).
- Your passport.
- A doctor's note showing that you are healthy enough to travel (*NB. Not all nationals require this*).
- A CTL application form completed in English (if appropriate).
- A letter from your employer authorising leave (if appropriate).

## Visa Interviews

### Entry Clearance Interview

An Entry Clearance interview is usually requested as part of the process to obtain a student visa for **visa-nationals**. An Entry Clearance Officer will conduct the interview which can be from 5 to 40 minutes in order to determine whether the applicant is:

- serious about the chosen course of study,
- well informed about the course and how it will be beneficial to their career,
- well informed about the college, where it is located, the facilities, accreditations and accommodation offered,
- confident, well presented and has an adequate command of the English language and meets the other entry requirements for the chosen course,
- intending to return to their home country upon completion of their studies,
- aware of the cost of living as a student in the UK and have evidence of those funds.

In some countries, the Entry Clearance Officer will like to see proof that you have paid all or a proportion of the tuition fees to the College in advance. Please refer to Section 5: Finance below.

Visa interviews can be stressful. However, the officer who interviews you is interested to know about the following four things:

1. *Do you, or your family, have sufficient funds to support you through the whole of your course of study?* You will need to provide bank statements from your parents or sponsor, plus other deeds or documents showing, for example, land, tax returns, ownership of properties etc. Usually you will need one main sponsor (often your parents or yourself) and perhaps a second sponsor. If the sponsor is in the UK or USA, or another country, you will usually need an *Affidavit* confirming that they will pay your tuition fees.
2. *Do you have a sufficient command of the English language to be able to cope with the course?* In some countries, the Entry Clearance

Officer will expect to see that you have achieved a good score in either IELTS or TOEFL qualification. If you do not have IELTS or TOEFL, then the Entry Clearance Officer will want to see your school results in English and make a decision based upon your use of English language in the interview.

3. *Do you know about the course that you intend to study?* Do you have a career plan that demonstrates why doing this course in the UK is a good idea? The Entry Clearance Officer will expect you to have a clear idea about how the course you have chosen will help you in your future career, how it will lead to work or future study. Details of all courses, including full syllabus details are available on our website.
4. *Do you intend to return to your home country after completing your studies?* The Entry Clearance Officer will make a decision on whether he or she thinks that you intend to return to your home country. If you indicate that you are looking for work in the UK or that you wish to stay for another reason, you are unlikely to be successful.

## Visa Refusals

Are you a genuine student? Do you intend to gain entry to the UK mainly for the purpose of studying? Do you intend to return to your home country after you complete the course? The visa officer will make these decisions based almost entirely upon the information you give in the Entry Clearance Interview. This includes your body language, and personal presentation.

Some prospective students are refused. The main reasons for refusals of a student visa are:

### The most common reasons for a visa refusals

1. The student could not demonstrate that they had sufficient funds to support themselves in the UK.
2. It was not clear to the Visa Officer that the funds demonstrated were realistically available to the student.
3. The student did not know enough detail about the course they intended to study.
4. The student was not well informed about the college, where it is located, the facilities, accreditations and accommodation offered.
5. The student did not demonstrate that their primary reason for coming to the UK was to study.
6. The student did not intend to return to their home country after completing the course.
7. The student did not bring the correct documents along with them to the interview.
8. The student brought along documents, which contained either incorrect or conflicting information.
9. The student submitted fraudulent documents or bank statements.
10. A member of the student's family went to the UK as a student but did not attend the college for which they obtained the visa.

Our advice is that you should prepare well for your visa interview and that you should make sure that you have all of the correct documents before

attending, and be aware of the questions you will be asked at interview.

You should note that, particularly on postgraduate courses studying is hard work and intensive. It is not recommended that students work long hours, even in part-time jobs. Succeeding in your course is more important than earning a little bit more money while you are here.

You should also note that *student visas are for students*. The College checks through all international students to make sure that they are genuinely attending classes. We will have no reservations about reporting students who have used their entry to the UK as a student in order to gain full-time employment, to the relevant authorities. In obvious cases such as these, the students are usually forcibly deported from the UK and never allowed to return.

### Letters Issued to Students

Students will receive the following letters at certain times throughout the application process.

Letter	Description	Issued When
Acceptance	Confirms an offer has been made	Upon successful application
Admission	Confirms a place is held	When entry conditions met
Fees Receipt	Confirms payment	When fees are paid
Cost of Living	Estimate of living costs in the UK	Same time as Admission Letter
Accommodation	Confirms accommodation	When accommodation is confirmed

#### Conditional Offer

A 'Conditional Offer of a Place' is given to a prospective student who, having met all of the admission requirements for the course, is eligible for admission. When a Conditional Offer is given this is almost always *conditional* upon receipt of fees payment. A conditional offer can also be conditional upon receipt of a signed application form, an IELTS test score or other document.

An Acceptance Letter will normally be sent to a student by email or post verifying that a 'Conditional Offer of a Place' has been made. The student will be given instructions on how to obtain a Confirmed Offer. *See below.*

#### Confirmed Offer

A 'Confirmed Offer of a Place' is made when all the conditions of the Conditional Offer are met. An 'Admission Letter' will be sent to you confirming your place in your chosen course. This letter is very important and must be presented to immigration officials upon request.

If you have not quite met your conditions, then please contact us with your results and we will re-consider your case. In some cases, you may still gain acceptance if there are places left on the course. In other cases, we may consider you for a suitable alternative course.

## 5. FINANCE

### Overview

This section outlines payments of tuition fees, discounts and bursaries, living expenses and refunds. *Please read this section thoroughly before contacting us.*

### How Much To Pay?

The Admissions Department will request payment from all students prior to being given a 'Confirmed Offer'.

#### Why do we request payment?

1. To ensure that the students we are offering places to are serious about their chosen course of study, and
2. To meet British Immigration Official's requirements to ensure that students have made a tuition fees payment.

The amount of fees you should pay as a deposit often depends on your nationality. Usually the British High Commission will expect to see that you have paid at least £1000 towards your tuition fees in order to issue a student visa.

Due to the difficulties in gaining visas, students from the following visa-national countries we strongly recommend that students pay full fees in order to gain admission:

- Bangladesh
- Cote d'Ivoire
- Ghana
- India
- Nigeria
- Pakistan
- The Gambia

The more fees paid upfront the more likely it is you will receive a student visa. Full payment of fees indicates to the British High Commission/ British Embassy and to the College that you are serious about your chosen course of study.

Payment of full fees upfront allows you to claim a discount. Please refer to 'Discounts and Bursaries' below.

Once your supporting documentation and tuition fees have been received your application status becomes **confirmed** and you will be sent an 'Admission Letter'.

### Paying Your Tuition Fees

The main options for payment of tuition fees are:

1. Paying the whole of the tuition fees in advance, for which you will receive a discount.
2. Paying in instalments, CTL has a flexible tuition fees payment policy and will reasonably assist any student who has difficulty paying his or her fees by allowing them to pay in instalments.

*Instalments for the payment of fees is:*

Instalment No.	Amount Due
1	40% of course fee, OR minimum deposit of £1000 upon application.
2	30% of course fee at time of induction / course start date.
3	20% of course fee at start of the first semester.
4	Remaining 10% balance due at start of the second semester.

*Please note that if a student's tuition fee payments are not kept up to date, the College reserves the right to withhold academic results, or in extreme circumstances exclude the student.*

### Ways to Pay from Outside the UK

Payment of fees from outside the UK is easiest by either:

- Banker's Draft (also known as a Bank Cheque or Demand Draft) made payable to the 'College of Technology London'.
- Electronic Funds Transfer (EFT) payment to the College account ensuring that you quote your full name as a reference so we can trace your payment.
- Western Union Money Transfer.
- A valid credit card. Please note that foreign cards are usually rejected by UK banks for tuition fees.
- By a friend or relative paying on your behalf at the college.

### College Bank Account Details

The College bank account details are as follows:

Account Name:	College of Technology London
Bank Address:	Natwest Bank plc Hackney, Amhurst Rd Branch 20 Amhurst Road London E8 1QZ United Kingdom
Account Number:	47980966
IBAN:	GB21 NWBK 6009 2347 9809 66
Sort Code:	60-09-23

When paying tuition fees, always quote your full name as a reference so we can trace your payment.

### Ways to Pay Once in the UK

Once you are in the UK you will have a UK bank account and can pay fees by:

- Personal Cheque made payable to the 'College of Technology London'.
- Credit / debit card, using a UK card.
- Electronic Funds Transfer (EFT) payment to the College account ensuring that you quote your full name as a reference.

**Warning:** Never pay any tuition fees to anyone else but the College. Do not deposit tuition fees with third parties who claim to be acting on behalf of the College, and never send cash to us by post.

### Discounts and Bursaries

The College operates the following discounts and bursaries:

- £800 bursary for all Malaysian students, undergraduate or postgraduate, except for courses costing less than £2500.
- Automatic £400 discount for all masters students whose mother, father, brother, sister, son or daughter has a degree or diploma from the College.
- Automatic £400 discount for all courses (except those below £2500) if the student has a mother, father, brother, sister, son or daughter enrolled at the College as an international student.

The College of Technology London offers the following payment options for tuition fees:

1. Students who pay 100% of their tuition fee before receipt of a confirmed offer receive a 5% discount.
2. Students who pay 75% before receipt of a confirmed offer receive a 2.5% discount.
3. Students who wish to pay in instalments receive no discount, but usually pay in three instalments as illustrated above.

### Policy on Tuition Fee Refunds

Below is the Official College policy governing the payment of tuition fees by international full-cost students.

The College offers the following guidance on policy governing the payment of tuition fees by international full-cost students. This policy is designed to be fair and equitable to all students and to support the College's attempts to keep tuition fee rises to a minimum at a time of economic stringency in Higher Education.

Tuition fees must either be paid in full at enrolment or paid under an approved instalment/ direct debit plan. If any payment agreed under an approved instalment/ direct debit plan is not made by the due date, an additional charge of £100 may be imposed. In some countries, the British Embassy or High Commission will only issue a student visa if the student has paid some or all of their tuition fees to the College. The College will provide a Visa Support service to students including liaison with the relevant British Embassy, Consulate or High Commission, for those who have paid some or all of their tuition fees in advance.

A registration fee of £100 will be retained in ALL circumstances to cover postal/ courier and administrative charges.

### Refunds are paid when:

1. Refunds are paid only if a student visa application is lodged with the UK Home Office (IND) prior to course commencement and the student visa application has not been granted by the UK Home Office (IND). OR

- If a prospective overseas student is unable to obtain a student visa and can submit original written evidence of this (British Immigration for APP200), and the original receipt then tuition fees will be refunded.

**Refunds are not paid when:**

- A student has received a student visa by UK immigration either at the UK port of entry or at an Embassy or High Commission or UK Home Office (IND).
- A refund will not be paid once a course has commenced.

**NOTE: International Students (Non EU)**

No refund shall be given if a student visa is refused due to a students' non-attendance. It is the student's responsibility to attend classes as part of the Home Office requirement to study a minimum of 15 hours per week. The Home Office may be required to supply proof of a student's attendance record, and it is a student's responsibility to ensure that their attendance record is adequate. The College of Technology London is not responsible for Home Office rulings.

The College will notify the UK Home Office Immigration Service when a student withdraws or leaves his/her course.

The College urges prospective students to plan their finances well in advance. Money advice seminars are planned for intending students and those taking up places will be advised of these. Students are very welcome to consult the Admissions Office on financial management should they experience difficulty whilst studying at the College.

**Living Expenses in the UK**

The following are our estimates of the total cost of living in London, as a student, including accommodation, food and other living expenses:

**UK Living Expenses**

Overseas students require funds for maintenance during their stay in the UK. The cost of maintenance is estimated to be approximately £6500 per year. The following breakdown is provided as an estimate of the cost of living. All amounts are in Pounds Sterling.

Accommodation	£3000
Food & Drink	£1500
Travel	£600
Clothing	£400
Books & study materials	£400
Incidental Expenses	£600
-----	
<b>Total</b>	<b>£6500</b>
=====	

Listed below are some prices of clothes, food and household goods to give you more specific information on the cost of living in the UK and to help you prepare a budget.

<b>Cost of Goods 2003</b>	
<b>Women's clothes</b>	
Warm Winter coat (wool)	£ 79.99
Anorak	26.99
Jumpers (from)	8.00
Skirts (from)	10.00
Shoes (from)	15.00
Running Shoes - Trainers (from)	12.00
Jeans (from)	10.00
<b>Men's clothes</b>	
Winter Jacket	29.99
Trousers	12.00
Jeans (from)	8.00
Jumpers (from)	9.00
Shirts (from)	5.00
Shoes (from)	10.00
Trainers (from)	9.00
Jeans (from)	8.00
<b>Food</b>	
Bread (white)	0.19
Bread (brown)	0.19
Milk	4 pints 0.93
Chicken (frozen from 1.15 per kilo)	per kilo 1.38
Pork	per kilo 2.88
Beef	per kilo 2.36
Lamb	per kilo 4.99
Cheese	per kilo 2.79
Butter/Margarine spread	per kilo 0.38
Eggs	box of 6 0.35
Potatoes	per kilo 0.68
Mushrooms	per kilo 2.38
Apples	per kilo 0.98
Pears	per kilo 0.97
Oranges	each 0.22
Bananas	per kilo 0.49
Coffee	100 gram 1.55
Tea (bags)	box of 80 0.38
Biscuits	300 gram 0.26
Salt	750 gram 0.34
Rice (long grain)	per kilo 0.55
Spaghetti	500 gram 0.12
Sugar (per kilo)	0.54
<b>Household Goods</b>	
Tea towel	0.49
Saucepans, from	1.94
Frying pans	2.77
Mugs	0.28
Tea plates	1.97
Dinner plates	1.18
<i>(Source Asda Supermarket June 2003)</i>	

**6. ENGLISH LANGUAGE**

For students who have not had an education in an English speaking school or higher education institution it is vital that your level of English is at least an IELTS score of 5.5. Students of business courses should have an IELTS score of 7 as there is extensive written and oral work involved with these subjects.

**ENGLISH for International Students**

All students who have an IELTS score of 5.5 or lower will be obliged to enrol in the Cambridge English for Business course before commencing studies on their chosen Business or IT course. Students with an IELTS of 4.5 or lower will be enrolled on the English Fundamentals course. A student's level of English must be sufficient before entering their chosen non-English course of study.

CTL reserves the right to transfer a student from a course if a student has an inadequate command of English or if previous qualifications are found to be inadequate for the course chosen.

**Comparison of TOEFL and IELTS scores**

*If you have a TOEFL score, you can compare this with the CTL requirement for IELTS.*

TOEFL Paper	TOEFL Computer	IELTS Equivalent
625 - 680	263 - 300	9.0 - 7.5
600	250	7.0
575	232	6.5
550	213	6.0
525	196	5.5
500	173	5.0
475	152	4.5
450	133	4.0
425	113	3.5
under 425	under 113	under 3.5

Note: The term IELTS refers to the International English Language Testing System, which is the standard test used by British universities to assess the English language proficiency of applicants whose first language is not English. It consists of four components: listening, speaking, reading and writing. Because it includes a fairly rigorous test of both of the productive skills (speaking and writing), many selectors feel that the IELTS gives a clearer picture of an applicant's proficiency than the TOEFL.

For students who have had an education in English, if you think you need some extra English before you start your course, then we can help you. We have one month, three months and six months English courses specially designed for students.

Taking a pre-course English class will improve your command of academic English and build your confidence prior to starting the course. We run courses in the following months; June, July, August, September and January. Courses cost around £540 per month.

**7. ARRIVING IN THE UK**

**Immigration and Passport Control**

When you first enter the UK, make sure that you have this booklet, your original Admission Letter and your accommodation letter with you (if provided). Your passport will be stamped at Immigration. In the unlikely event that there are problems or difficulties at this stage, and you need some urgent advice and help, please contact us on 020 8980 7888.

**Airport Welcome**

**London Heathrow Airport (LHR)**

If you are arriving at London Heathrow Airport you can request for a CTL representative to meet you upon arrival. To do this we require:

1. Your flight number
2. City that you are flying from
3. Your arrival terminal (if available)
4. Your arrival date and time

The cost of this service is £50 and travel to the college is by London Underground. If you require a taxi, the cost of this service is £130. The CTL representative will meet you outside the Arrivals gate at the airport holding a sign showing your name, the college and your flight number.

To reserve this service please complete the 'Airport Welcome' form at the back of this book.  
*NB: we require 7 days notice to arrange this service*

**Arriving at Other London Airports**

If you are arriving at another airport, possibly London Gatwick (LGW) or London Stansted (STN) the cost of the above service is:

	Train	Taxi
LGW	£80	£150
STN	£90	£170

**Arriving Yourself**

From Heathrow follow signs to the *London Underground* and buy a ticket to Bow Road (zone 2 - approximately £4). Get on any train and stay on the train for about 50 minutes until you reach Bow Road underground station. Turn right, the College is 3 minutes walk from the station.

**OR**

Follow signs to *Heathrow Express*. Buy a single ticket to Paddington (cost about £13) and take the train to Paddington. From there take the Underground to Bow Road (Metropolitan and City Line).

**From Gatwick**

Follow signs to the train station. Take any train to either Victoria (about £12) or Kings Cross (about £10), then change onto the Underground to reach the College.

**From Stansted**

Follow signs to the train station. Take the train to Liverpool Street Station and change onto the Underground.

**From Luton**

Take the train to Kings Cross then change onto the underground.

**From London City Airport (LCY)**

Take the special airport bus to Canning Town Underground station (£5) and then take the Underground.

### **Arriving by Train**

If you are travelling by Eurostar from Paris, Lille or Brussels, you will arrive at Waterloo International Station. Take the Underground (Northern line) and change onto the Central Line at Tottenham Court Road for Mile End. Cross the platform, and take the District Line one stop to Bow Road.

### **Arriving by Boat**

If you are arriving in the UK by boat, you will probably take the train from one of the ports (Dover, Ramsgate, Southampton, etc) to either Charing Cross or Victoria Station. From these stations, take the Underground and change as necessary to reach the College.

### **Arriving by Bus**

If you arrive by bus or coach, then you will probably arrive at London Victoria Coach Station. This is a short walk from Victoria Underground Station. Walk to Victoria and take the Victoria Underground Line north to Kings Cross, and then change lines for the College.

### **Taxis**

London is famous for its black taxis. Taxis are easy to find and will take you wherever you want to go. However, they can be expensive. A taxi from Heathrow Airport to the College will cost around £50. A taxi from Gatwick Airport to the College will cost around £100. If you get a taxi to the College, tell the taxi driver to take you to Bow Road underground station; everyone will know where that is, and the College is just near the station.

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## **8. STARTING AT COLLEGE**

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### **The First Day**

The first day at the College will be spent going through enrolment, induction and orientation. This will help you to get settled into the College, and into student life and to make new friends.

### **Enrolment**

Enrolment Day is where we look at the originals of your qualifications and your offer letter, sort out your tuition payment arrangements, issue with a Student Identity Card, relevant travel cards, a bank account, and enrol you as a student of the College. There are special enrolment sessions for international students.

### **Orientation**

There will be course inductions and various introduction sessions which explain how our library and computer facilities work, and chances to meet other students and make contacts and friends. There is a special Welcome Day for international students, which includes a lot of special information and advice.

### **International Welcome Day**

The *International Welcome Day* will take place on 4th September from 12:00 until 16:00.

If you are starting in Semester B there will also be an International Welcome Day on Saturday 26 February 2005 from 12:00 until 16:00. An invitation to the Welcome Day should be included with this guide. This day gives you lots of information about using London Transport, about part-time jobs and placements.

### **Arriving Late**

The absolute latest date that you can join your course is 21 days after your designated course start date. You should aim to arrive on time because students who arrive late for their course often find it difficult to catch up on the work they have missed. If you are late due to visa delays you may require a 'Course Extension Letter' confirming your delay. Please note that this can only be requested within 14 days of your start date. We cannot issue beyond this date.

### **Student Services**

#### **Arranging a Bank Account**

We can arrange a bank account for all students of CTL. Banking facilities usually include a cash card or Maestro card, a cheque book, paying-in book and regular statements. Please note that this cannot be done until you have enrolled with the college.

#### **Applying for an NI Number**

All students will be required to obtain an NI (National Insurance) Number. An NI number is your account number allocated to you for you to use in all your dealings with Inland Revenue and the Department for Work and Pensions. The College will provide assistance enabling you to apply for an NI Number.

#### **Student Travel Discounts**

Both the London Underground and British Rail offer student discounts. We can assist all full time students in applying for these on Induction Day.

#### **Finding a Part-Time Job**

Student visas usually allow you to do some paid (or unpaid) part-time work, as long as it does not interrupt your studies. Usually, you will be allowed to work for up to twenty hours per week during term time and up to forty hours per week outside of term time.

#### **Medical Insurance**

Any student who is here on a course which lasts for six months or more, is automatically entitled to free treatment under the National Health Service (NHS). Non-European students who are in England for less than six months must ensure that they are covered for medical expenses prior to their arrival in the UK. There is, however, a charge of £6.25 for each medicine prescribed by a General Practitioner.

#### **Registering with a General Practitioner**

You must register with a doctor as soon as you arrive at the College, otherwise a doctor is under no obligation to see you if you are ill. You can obtain a list of doctors from the local Hospital or the Yellow Pages telephone directory.

### Dentists

If you are unfortunate enough to have toothache, you will find a list of dentists in the Yellow Pages telephone directory under the heading Dental Surgeons, or ask a member of staff to suggest one. Most dentists will see you fairly quickly if you explain that you are in pain. If you are eligible to be treated as a National Health Service patient - that is if you are here on a course which lasts longer than six months - make sure that the dentist is willing to treat you as an NHS patient and not as a private patient. You will need to give the dentist your NHS Number on your medical card. Even as an NHS patient you will have to pay 80% of the cost of the treatment. You may be able to claim some of this money back from the government. It is sometimes possible to obtain free dental treatment from dental students at a teaching hospital.

EU students are entitled to dental treatment under the terms and conditions of E111 or its equivalent. Students from the rest of the world studying for less than six months must ensure that they have adequate insurance cover for dental treatment.

## 9. COMMUNICATING WITH CTL

### Internet Enquiries

We are pleased to announce that the entire application and admissions process can now take place by email. The process is initiated by:

1. Emailing the International Admissions Officer at [admissions@ctlondon.ac.uk](mailto:admissions@ctlondon.ac.uk)
2. The Admissions Officer will respond to your email within three working days. OR
3. If you access our enquiries page at <http://www.ctlondon.ac.uk/enquiry.htm> you can receive an automated response to your email address, which will indicate to you how to apply for your course.
4. The Admissions Officer will then reply to you within 3 working days.

You will be asked to download the application form from [www.ctlondon.ac.uk/downloads/admission.pdf](http://www.ctlondon.ac.uk/downloads/admission.pdf), complete it and email along with your passport photocopy, previous educational documents, any other certificates or work experience letters you have. Upon verifying your educational qualifications, the Admissions Office will issue an offer of a place.

NB. Always use the **same email address** throughout the application process.

### Postal Enquiries

Applying by post for most international students is very slow. We would suggest that where possible communicate with us by email and post any documents that you cannot send by email. Replies by post can take weeks to process.

In all circumstances Please ensure that you enclose an application form with telephone, fax, email and postal address contacts so that we can reply to you.

### Fax Enquiries

You are welcome to fax your application to us on fax Number +44 (0)20 8980 7888. Please ensure that you enclose an application form with telephone, fax, email and postal address contacts so that we can reply to you.

**Many thanks for your interest in CTL If you have any questions regarding this publication please contact me by email at:**  
[admissions@ctlondon.ac.uk](mailto:admissions@ctlondon.ac.uk)

**I look forward to seeing you in London**

**Peter Murphy**

## 10. ACCOMMODATION & APPLICATION FORMS

The Admissions Office at the College of Technology London assists students to find accommodation locally before starting their course. We work with local accommodation agencies, landlords and households to provide a selection of suitable student houses for let during term time.

### College Accommodation

The College of Technology London has a variety of accommodation available from studio flats for twin share, to self-catering flats and private rooms. All accommodation, apart from private accommodation is only available for new full-time students for up to 4 weeks upon arrival in London, after which the student must find private accommodation.

The Admissions Office also keeps a register of private accommodation within approximately 5 miles of the College. Private accommodation comprises of lodgings with a resident landlord, private rooms and flats. Ultimately within 4-6 weeks of arrival students will have to move into private accommodation.

All private accommodation does not include the cost of electricity, gas or telephone unless specified in the tenancy agreement. When sharing with a landlord or other tenant the cost of bills are split between all the tenants in the home. Telephone bills are almost always itemised with each user paying for the calls he/she made. In addition council tax is payable on all properties in the England.

Deposits of 4 weeks rent are payable to secure your nominated accommodation. *This must be enclosed with the Accommodation Request form or, in the case of international students, a receipt of your bank transfer should be attached to the Accommodation Request form. Tuition fees do not include the cost of accommodation.*

NB. The accommodation request form must be received at *least 4 weeks* prior to commencement or accommodation will not be reserved. **An Accommodation Request, and Airport Welcome form is available from [www.ctlondon.ac.uk/downloads](http://www.ctlondon.ac.uk/downloads) .**



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