

 CAMBRIDGE ENGLISH
Language Assessment
Part of the University of Cambridge

IELTS[™]
English for International Opportunity

Accredited by the
BRITISH COUNCIL
for the teaching of English
as a Foreign Language


Cardiff and Vale College
International

International Prospectus

Academic, Vocational
and English Courses

2018/19



www.cavc.ac.uk



Welcome to Cardiff and Vale College International

Cardiff and Vale College International is a great place to study whether you want to take your first steps into higher education, improve your English or add a vocational or professional qualification to your CV.

At Cardiff and Vale College International (CAVCI) you will have the opportunity to study alongside British students and to meet students from other cultures. CAVCI is part of Cardiff and Vale College – one of the largest and most exciting Further Education Colleges in the UK, providing excellent education and training for people of all ages. The College offers more than 1,000 courses to 30,000 students.

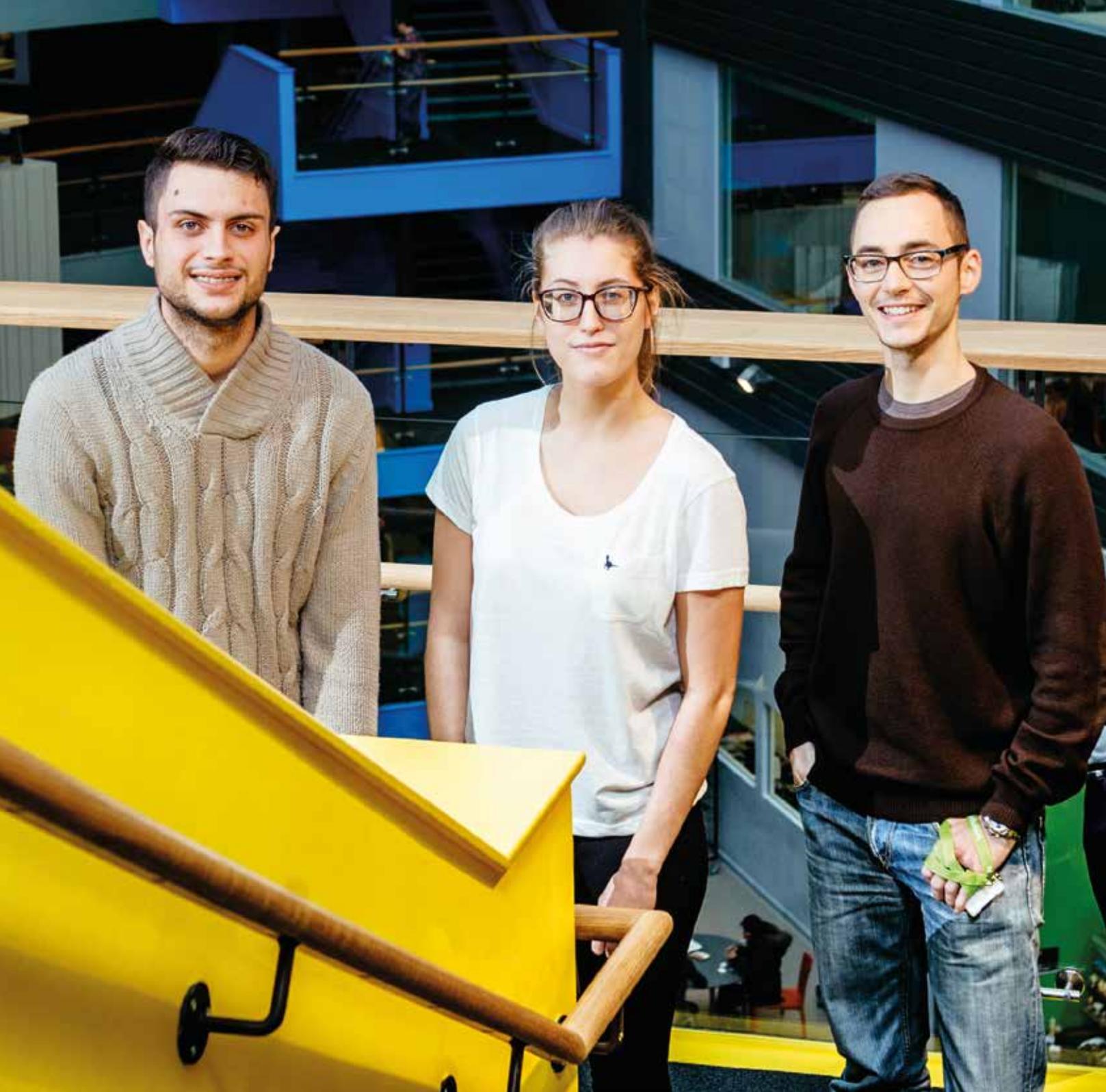
From initial enquiry right through to course completion, you will receive a personalised service from the International Office team and your tutors. We have an excellent reputation for student welfare and our aim is to help all our international students to settle in to their new life in the UK and their courses. CAVCI offers a wide range of English language programmes, including Cambridge General English and Academic IELTS. In addition, you can also study nationally recognised academic and professional qualifications such as A Levels and NVQs, in a huge range of subjects from Accounting to Mechanics.

We are a friendly college with a good reputation. In fact, the majority of our international students come to us via personal recommendation.

The international office has over 30 years of experience of welcoming international students and we are very proud of the service that we offer.

www.cavc.ac.uk/international

The International Team



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Why choose to study in Cardiff?

Cardiff is one of the UK's **top tourist destinations** and has been named as one of the **top 10** cities in the **world** to visit in 2016 in the Rough Guide.



Student city

Cardiff has three universities and roughly **1 in 10 residents are students.**

Cardiff is a city of parks and has **more green space per person** than any other UK core city.



Get outdoors



Kick-off Cardiff

Cardiff was the **European Capital of Sport** in 2014 and is home to the Principality Stadium which hosted the 2016/17 Champions League final.



Cultured capital

As well as shopping there are lots of **sporting, cultural and entertainment** options. Cardiff's National Museum is home to the bi-annual Artes Mundi prize, which is Britain's most valuable art award.



Feel safe

A recent survey found that Cardiff is a **safer student city** to live in than Bristol, Birmingham, Leeds, Liverpool, Manchester and London.



Easy location

Cardiff is a compact city with a population of around **350,000** people and is one of the **easiest cities in Britain to get around**, on foot, by bike, or on public transport.



Shop 'till you drop

Cardiff has been named one of the **best shopping destinations** in the UK.



Getting here

We are situated just **30 minutes from Cardiff International Airport**, within walking distance of all UK transport links and **just 2 hours from London** by train.

Why choose CAVC International?

your visa

We act as a **sponsor for international students** requiring a Tier 4 visa or short term study visa.

national leaders

We are a **major provider** of education and training in Wales, **leading the way** on new curriculum initiatives, working with partner organisations to provide an **wide variety of pathway** from school to **Higher Education** and **employment**.

future

We give learners access to **excellent facilities** and **advice, support** and **guidance** on university applications and careers.

value

Our course fees are excellent value and **very competitive**, while the **cost of living in Cardiff is low** compared to many other areas of the UK.

proven

Our international students have a **very good record** of **personal** and **academic achievement**.

facilities

We offer **outstanding learning facilities** across our sites, including our **new £45m** City Centre Campus.

“

I'm from Burma but I lived in Singapore before I came here and my boss offered me the opportunity to study to improve my English. In Singapore I was studying with the British Council and they offered me the chance to study in Cardiff. We did some research and found Cardiff and Vale College and it was perfect, near the station and near everything. I was a bit nervous when I started but then I settled down with other students and teachers who are friendly and nice. In Singapore there is a lot of haze and I wanted to live somewhere with fresh air. In Cardiff the air is fresh and people are more friendly and relaxed. If you come here it's a great opportunity to learn more and you will find it easy to live here.

Moe Nhin from Burma



International Office Support

Welfare Support

Your welfare is very important to us and we want you to have the best possible experience while studying with us.

Your tutor will provide academic support and International Office staff will offer guidance and advice on any practical matters, from accommodation to visas, social activities and healthcare matters.

The College also offers a dedicated team of Counsellors and welfare support staff who you can talk to.

Anyone on a Tier 4 visa also benefits from:

- ✓ 24 hour gym membership
- ✓ Cardiff Bus pass
- ✓ Access to free English language tuition
- ✓ NUS Extra student card

Social events and enrichment programme

The College organises a range of free social activities for full-time students during the year. Each year there are day excursions to London, Oxford, Bath or similar cities, Tenby (west Wales) and The National Museum of Wales in St Fagan's.

Teachers also arrange local visits to places such as Cardiff Castle, Cardiff Bay, The National Gallery, Swansea, the Gower Peninsula and many others.

The International Office also arranges social events at the start of each term to help students to get to know each other. The International Christmas Lunch is a feast of colourful food and culture in December, while the end of year Graduation event in July helps us all to see out the year in style.

www.cavc.ac.uk/internationalsupport



www.cavc.ac.uk/international



Your faith...

The Welsh are warm and friendly people and the capital is a vibrant multi-cultural city which welcomes people of all faiths.

There are numerous places of worship and cultural and community centres that cater for all of the major religions.

The College offers prayer rooms at the different campuses which provide a quiet and respectful place for students who need to take time out of their studies to meet their spiritual needs.

Where you choose to live is an important part of your study experience. Our International Office staff will support you in securing your accommodation before you arrive in the UK.

Accommodation

Living with a British family

CAVC International can arrange homestay accommodation for you. Living with a family is a great way to meet people, practice your English and experience British culture.

Our homestay providers are carefully selected according to the British Council code of practice and are regularly inspected by our Accommodation Officer.

Bookings are for a minimum of one term. If you are interested in homestay accommodation, please contact us to request an information pack.

Private Rented Accommodation

Cardiff is a busy university city so there is a wide selection of private accommodation available for students. From Halls of Residence to sharing a home with other students or renting a house or flat for yourself, be sure to think about what would suit your needs and your budget.

You should investigate the type of properties that are available and the costs involved before you arrive in Cardiff.

We can give you guidance to help you in your search for private accommodation. Please check our website for more information about what is available.

Cardiff accommodation at a glance

What's included?	Catered Homestay	Self-catered Homestay	Hall of Residence	Private Accommodation
Half board weekdays	✓	✗	✗	✗
Full board weekends	✓	✗	✗	✗
Own keys	✓	✓	✓	✓
Bills included	✓	✓	✓	✗
Costs per week from	£130	£100	From £120	From £80 per room in a shared house

How to choose your course

Cardiff and Vale College International offers a wide range of courses. You can find detailed descriptions of all of our courses on our website. Please read the course details and entry requirements for your chosen course very carefully and contact us if you have any queries.

Choose from four categories of course:

ONE

English for International Students

TWO

Academic A Levels

THREE

Professional / vocational and technical courses

FOUR

Higher Education and Access courses



It is very important that you spend time choosing the right course for you.

Before deciding on a course, you will need to:

- ✓ assess your **present academic qualifications**. The International Office staff will **help you compare** them to UK qualifications using NARIC .
- ✓ think about your **career plans** and decide on the best subjects to study for your **future success**.

If you need to improve your English language skills in order to undertake one of our mainstream courses, we recommend that you follow a part-time English language course with the EIS Programme Area to supplement your learning experience.



Courses fill up quickly so apply early to avoid disappointment. Remember to allow time for processing your visa application if necessary.

Your route to university and to a degree course

There are several ways in which you can prepare for entry to a UK university:

- ✓ Your existing qualifications, if suitable, with an appropriate IELTS score
- ✓ Our International Foundation programme for Business and Management with entry to several university partners
- ✓ A two year programme of GCE A Levels, up to three subjects chosen from a wide variety offered
- ✓ A two year Extended Diploma in an appropriate discipline
- ✓ A one year Access course in an appropriate discipline
- ✓ A Foundation Degree programme

Key Skills and English Language Support

Whichever full-time academic or vocational course you choose, you will be given opportunities to improve your Communication, Numeracy and Information Technology skills, (called Key Skills).

If you require English Language support or would like to gain a Cambridge qualification in addition to your academic or vocational programme, you may attend a part-time EIS course.

The English for International Students (EIS) Programme Area can also help you prepare for the IELTS test for entry into Higher Education, if required.



Our courses



English for International Students (EIS)

We offer a wide range of full-time and part-time Cambridge English and IELTS English Language courses, from elementary to proficiency level. Whether you want to improve your English for general, professional or academic reasons we have a course for you.

English for International Students

Dates	Mode of study	Hours per week	Fees	Qualification
2018/19	Full-time, part-time and flexible options available	Between 2.5 – 25	£255 – £10,625 depending on course options	Cambridge English and IELTS
Entry Requirements		Progression	Campus	
Varies depending on course. Please contact us for more information.		Higher level English courses, University, Vocational and Professional courses	City Centre Campus	

British Council Accreditation

Our EIS courses have been accredited by the British Council since 2001 and the College is a full member of English UK, the association of accredited English Language centres.



British Council Publishable Statement

The British Council inspected and accredited Cardiff and Vale College in February 2017. 9 areas of strength were noted in Staff Management, Quality Assurance, Learner Resources, Academic Staff profile, Course Design, Learner Management, Teaching, Care of Students and Leisure Opportunities.

You can find out more about our EIS courses at www.cavc.ac.uk/internationalcourses

Qualifications

Our courses lead to internationally recognised qualifications.

Our courses offer

- ✓ Exam preparation and fees included
- ✓ No administration fees
- ✓ No enrolment fees
- ✓ All materials on full time courses

Why choose Cambridge English?

Cambridge English exams are accepted by over 12,000 organisations around the world, including universities and colleges, business organisations and government bodies.

These organisations trust Cambridge English exams to be a true reflection of your English level and know that a Cambridge English qualification means that you can use English in real, everyday situations.

Cambridge Open Centre

Cardiff and Vale College International is the only Cambridge English Open Centre in Cardiff. We are authorised to run University of Cambridge English Language examinations for all applicants.



CAMBRIDGE ENGLISH
Language Assessment
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Exam sessions

We run paper-based exam sessions in June, March and December, which means that you can choose to sit your exam at the time of year that best suits you.

IELTS SELT Centre

CAVC is the only authorised SELT centre in Wales and one of a small number in the UK.

If you require a SELT qualification, please book through:
<http://takeielts.britishcouncil.org/ielts-ukvi>



English for International Opportunity



www.cavc.ac.uk/international

International Foundation Programme

The CAVC International Foundation Programme fully prepares students for university study; covering academic, English Language and cross-cultural subject matter, delivered in world class facilities.

- 3 entry points, 4.5, 5.0 and 5.5 IELTS
- Wide range of partner universities
- British Council accredited English language and EL Gazette Centre of Excellence
- City Centre Campus in the heart of Cardiff
- Small class sizes
- Tutorials and study support
- Full international student visa and welfare support
- Wide range of accommodation including home stay, self-catered and fully catered.

Entry Point Duration Fee

4.5 IELTS	36 weeks	£9,900
5.0 IELTS	24 weeks	£6,600
5.5 IELTS	12 weeks	£3,300

International Student Package

- FREE English Support during Study
- FREE Cardiff Bus Pass
- FREE NUS Extra Membership
- No Examination Fees
- FREE Cultural Tours & Visits

edexcel
Approved Centre from Pearson

CAMBRIDGE
International Examinations

CAMBRIDGE ENGLISH
Language Assessment
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elgazette
CENTRE OF EXCELLENCE
2017

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BRITISH COUNCIL
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IELTS
English for International Opportunity

ENGLISHUK
member



www.cavc.ac.uk/international



A Levels

The Advanced Level (A Level) Programme is a traditional academic course and a popular choice with students who would like to gain entry to a British University. You can select up to three subjects, which are studied over two years. Our huge selection of over 30 A Level options range from English Literature to Photography, Biology to Sociology.

Dates	Length	Hours	Fees	Qualification
2018/19	2 years	20 per week (approx)	From £8,000 per year	AS (year 1), A2 (year 2) AS + A2 = A Level
Entry Requirements		Progression	Campus	
Varies depending on course. Normally a minimum of 5.5 IELTS. Please contact us for more information.		University, further college study.	City Centre Campus	

Successful completion of both the AS and A2 courses will give you a full A Level qualification.

A Levels can be challenging and it is recommended that you match each hour of class time with at least one hour of private study. We also offer strong tutorial support and excellent study facilities.

We offer a varied timetable in a wide range of subjects.
For a full list please see www.cavc.ac.uk/alevels

Please note: The Welsh Baccalaureate is also studied as a compulsory element for full-time students and this incorporates tutorial support. For more information visit www.wbq.org.uk



www.cavc.ac.uk/international

“

I'm studying A Levels in Maths and Physics with an AS level in Further Maths. I really like the new campus, from both outside and inside. The atmosphere here is great and everyone respects one another. Studying Science here is really fun! Getting hands on with some experiments in the amazing labs is great.

I'm still working on my Personal Statement for UCAS and my tutors have been great with supporting me with that. My goal is to go on to do Mechanical Engineering at university. I love innovation and new ideas and it fits in perfectly with the subjects I'm studying.

Mai Qin

International A Level student in Maths, Physics, Further Maths

Professional, Vocational and Technical Courses

As an alternative to academic study, you may prefer to take one of our vocational programmes in the area of your chosen career.

These are vocational courses, designed for students who would like a career-focused qualification in a work-related subject. They offer a good balance of theory and practice with an emphasis on 'learning by doing'.

Courses

Accountancy • Administration • Aeronautical Engineering • Art and Design
Automotive Engineering • Art and Fashion • Brickwork • Business and Finance
Computer Aided Design (CAD) • Carpentry • Electrical Installation
Graphic Design and Multimedia • Health and Safety • Hospitality and Catering
IT and Computing • Languages • Law (CILEx) • Painting and Decorating • Plastering & Tiling
Plumbing • Retail • Sport and Fitness • Teaching and Training • Travel and Tourism

Students from outside the EU will require a Tier 4 visa for some courses.
If this is required the course must be at Level 3 or above.

Dates	Length	Hours	Fees	Qualification
2018/19	1–2 years	20 per week (approx)	From £7,600 per year Varies depending on course option	City and Guilds / CILEx / CIM / NVQ / BTEC / AAT / ILM depending on the chosen course
Entry Requirements		Progression	Campus	
Varies depending on course – please contact us for more information. Normally a minimum of 5.5 IELTS.		University, employment or further college study	Across all sites	



International Centre for Aerospace Training

ICAT is an award-winning Centre of Excellence for aerospace training situated opposite Cardiff International Airport.

This centre includes a range of specialist facilities for training in the aviation industry. All Aeronautical Engineering Apprenticeships and courses up to degree level are based here, as well as some Travel and Tourism courses.

Please find more programme information at www.cavc.ac.uk/aerospace

Facilities

CAVC international has a vast range of specialist teaching facilities, developed for industry including:

Aerospace engineering facility • Arts and performance studios • Automotive workshops
Construction and engineering workshops • Apple design suites
Hairdressing, beauty salons and spa • IT training suites • Management training suites
Commercial kitchens and restaurants • Science laboratories • TV and radio studios

Higher Education Courses

Below is a guide to the different types of university courses and qualifications offered at CAVC...

FOUNDATION DEGREES

Foundation Degrees integrate academic and work-based learning through collaboration between employers and programme providers. They are intended to equip you with skills and knowledge relevant to industry. Foundation Degrees provide a self-standing qualification but also offer progression opportunities for further study. Usually studied over two years, full-time (approx. three years part-time) they offer progression on to full degree programmes with our partner universities.

For more information regarding the defining characteristics of Foundation Degrees you may refer to the Quality Assurance Agency (QAA) Foundation Degrees Benchmark Statement.

HNCS/HNDS

If you are looking for a work-related qualification that will advance your career, give you practical skills and may lead on to higher study, our HNC and HND courses are a great study option. Higher National Certificates and Higher National Diplomas are industry-related qualifications that are highly valued by employers. HNDs and HNCs combine academic and hands-on practical and vocational learning that will develop the skills you need for the workplace.

DEGREE COURSES BA (Hons) AND BSc (Hons)

Cardiff and Vale College offers some exciting full degree courses. These are delivered in partnership with a number of universities and equip you with a full degree qualification in your area of interest.

PROFESSIONAL GRADUATE CERTIFICATES IN EDUCATION (PGCE)

In partnership with the University of South Wales, CAVC offers a PGCE/Cert Ed in Post-compulsory Education and Training to enable you to gain a nationally recognised qualification to teach in the post-compulsory sector.

Entry requirements vary depending on the course you wish to study.
Please visit www.cavc.ac.uk for details.



www.cavc.ac.uk/international

Our Partners

Cardiff and Vale College works in partnership with a number of universities in Wales and England to deliver Higher Education qualifications:



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Seasonal Camps for Groups

The team will tailor an English Language and Culture programme to fit the needs of your group.

The programmes are designed to provide the right blend of English language training, British and Welsh culture and social activities, plus any professional or technical training if required.

Lasting one, two or three weeks, morning classes are focused on reading, writing, speaking and listening skills with a focus on verbal communication to build confidence in speaking English. The classroom based lessons are followed by afternoon activities that reinforce the language that has been learned through social and cultural activities.

Programmes can be extended and can include subject specific training if requested e.g. football, the arts, golf. We will work with you to design an appropriate programme for your group.

Benefits

- ✓ British Council Accredited
- ✓ Bespoke English language tuition
- ✓ Experienced, highly-qualified teachers
- ✓ Focus on topic-based English and British culture
- ✓ State of the art classroom facilities
- ✓ Computer suites with internet access
- ✓ Full social programme including full-day and half-day trips as well as evening events
- ✓ Accommodation close to where you will be studying.

For more information on tailored group programmes visit:
www.cavc.ac.uk/internationalgroups or contact: International@cavc.ac.uk



www.cavc.ac.uk/international



“

I'm from Baotou in northern China in the province of Inner Mongolia. I came here to study English in preparation for my university entrance next year. I think Cardiff and Vale College is good, the building and location is good and I like the life here. As a city, Beijing is very busy and the air pollution is very serious but Cardiff as a city is more like my hometown of Baotou. Teachers and students are all very kind and will help you a lot with your course, not only your language but all your studies. This is a good place to study, especially for international students.

Luobin Wang from China

The Application Process

ONE

Submit completed application with **full personal statement**, **academic qualifications** and **proof** of English Level / English studies. Visit www.cavc.ac.uk/international/apply

TWO

You will receive an **acknowledgement** email from the College.

THREE

If the course is suitable, we will arrange an **interview** for you in person, via Skype, video call or telephone. If the course is not suitable, we will **suggest alternatives** for you.

Offer

If you are accepted onto the course, we will send you an offer by email detailing the course and fees.

Offer Accepted

To accept the offer, you must sign and return the declaration form together with the course deposit or fee as described in the offer email.

EU / Home Students

Once the deposit is received you will receive a prearrival pack with confirmation that your place is booked.

Alternative course or options

If you are not successful, we will suggest alternatives for you.

Offer Declined

If you do not want to accept the offer, please let us know so we can withdraw your application.

Visa Students

Once the fee is paid, we will send you a confirmation letter. You will need to provide evidence to the College before we issue your CAS if you require a Tier 4 visa.

Keep us informed of your travel plans or how your visa application is going.

Applying for a visa

The UKVI (UK Visas and Immigration) makes regular changes to the guidance it issues on student applications.

Before you make your application, check the website www.gov.uk/government/organisations/uk-visas-and-immigration and also see the UKCISA information sheets www.ukcisa.org.uk to make sure you have the most up-to-date information. The information given here is only a general outline. Please see the websites above for details.

You do not need to apply for permission to enter the UK if you are a citizen or national of the European Economic Area (the 28 EU countries plus Iceland, Lichtenstein and Norway) or Switzerland.

If you are not an EEA or Swiss citizen and you want to come to the UK as a 'student' you need to apply for 'entry clearance' before you leave the country where you live to travel to the UK.

Please check the UKVI website for more information.

Please check with the International Office which visa you need to apply for if you are in any doubt.

Finally...

Welcome to Cardiff and Vale College International!



“

I'm from Madrid and I finished my degree in Mechanical Engineering last year. When I finished I realised I wanted to improve my level of English so I decided to come here with two friends from Spain. My friend's brother recommended the class here at the College and so we thought it was a good opportunity. We study here every day, Monday – Friday, The city is full of young people. I go everywhere by bike and I really like the city.

Alejandro García from Spain



FOR MORE VISIT:
www.cavc.ac.uk/international

“

I live in Spain but I love English language and at high school I didn't like studying anything else so I did English Studies as a degree. My friend and I wanted to improve our English and decided to come here together. We chose the best place to study as we like the city and the College is really nice. We are enjoying our stay. We live in a house with seven people from different countries and we like going out with them. It's really nice to meet different people and get to know their cultures. I would definitely recommend this place not only because of the College but I like the city so much and the teachers are very nice and we are learning many things.

Sara Molto from Spain

Payment procedures

PaytoStudy makes it easier and cheaper for international students to pay for their fees. At Cardiff and Vale College, we know that our international students often get caught out by annoying transfer fees when paying for their tuition fees. We don't think that's fair, so we've teamed up with PaytoStudy to help you pay your tuition fees without additional charges.

How it works

Pay your fees via PaytoStudy using a simple 3 step process.

1. Register on the secure PaytoStudy domain and enter your payment details.
2. You'll receive the exchange rate for that day, choose wire [bank] transfer or credit card as your payment method.
3. Once funds are received by PaytoStudy, these funds are immediately transferred into our account from the PaytoStudy bank account in the UK.

Pay your tuition fees now!

What are the benefits?

- No international sender/receiver fees
- Great exchange rates
- 24 hour customer service from PaytoStudy
- 24 hour online tracking of payments

PaytoStudy lets you make international payments to Cardiff and Vale College for free online via our website, without paying international banking charges and while receiving competitive foreign exchange rates.

If you're an international student you can use this secure, fast method to make your tuition fee payments to us.

STEP 1. Confirm your student identity number.

STEP 2. Visit the payment website and complete the brief registration form. Choose between wire transfer and credit card payment. Click 'YES' you are ready to pay today and then select 'Process Transaction'.

STEP 3. If you chose credit card payment just enter your details and if you chose wire transfer you will be asked to transfer the funds to the advised bank account.

STEP 4. Email confirm@paytostudy.com with a copy of your passport, and your offer letter from Cardiff and Vale College and a copy of the payment receipt if you have chosen wire transfer. If you have chosen credit card simply enter your credit card details into the system and no further documents are required.

STEP 5. Once PaytoStudy receive your funds and required documents, they will transfer the funds to us and email you confirmation of payment.

Important information

Education provision at Cardiff and Vale College International is subject to the Cardiff and Vale College International (CAVCI) Terms and Conditions for International Students. Please read the following before making any payment or accepting an offer of a place at the College.

KEY POINTS TO REMEMBER

Acceptance Conditions

The College cannot accept responsibility for arrangements made or information given by third parties other than by accredited Agents of the College.

Any offer of a place on a course/programme of study at the College is based on information provided by the student at the time of application and interview.

All qualifications and skills presented to the College as evidence will be deemed genuine. If it is found that this is not the case, any place on a course offered by the College may be cancelled.

Applicants requiring a student visa must provide the documents requested on the application form checklist. These documents must include evidence of the applicant's English skill level. The college may also request financial evidence of being able to meet the maintenance criteria imposed by UKVI.

When an applicant cannot prove their English level, the College may request that the applicant sit an English test, and the results must be seen by the College, before an offer can be made. In this case, the College will provide the applicant with details of the test, but will not cover any costs incurred.

If an applicant's language skills are not deemed sufficient to follow the chosen course successfully, they will be offered an alternative course, where available.

For students offered a place on an English course, acceptance of the place must be made along with a first payment before a place will be secured.

All offers are made on a first-come, first-served basis. Only a first payment will guarantee a place and the college will refuse all accepted offers for courses that are full. In this case, students may be offered an alternative course, if available, or deferral to the next available intake. If no alternative course is available, first payments will be returned.

All EIS courses run on a September to July basis, however start and end dates can be flexible.

Examinations

English for International Students

EIS Students will be entered by the College to take a formal exam at the end of their course of study in July for all courses except Writing Skills. Exams for December leavers are only included for students on full time courses or on an Exam Preparation course in addition to a part-time General English course.

Registration for formal examinations will depend on the student's attendance, progress and the advice of EIS teachers.

Students wishing to take a Cambridge English Examination not recommended by EIS teachers or outside of the established periods above must apply to do so as an external candidate through the Exam Open Centre (EOC), and pay the cost of the examination separately.

Students taking an exam through the EOC as an external candidate while on an EIS course of study may not be able to move on to the next level if there are no places available or if the tutor finds the move academically unsuitable.

Full time students choosing to finish in December will also take the Exam Preparation course, which is included in the course fee.

Certificates from the Cambridge ESOL Exam Board will be posted to students from the College at no extra cost. Students will need to ensure they provide the College with the address they would like the certificate sent to when they sit their exam.

The College cannot be held responsible for any changes of the dates set by National Exam Boards. The College will notify the student of any changes at the earliest opportunity.

Academic and Vocational Courses

All examinations for full time courses will be included in the cost of the course fee.

Students will be entered for exams based on their attendance, progress and the advice of the course tutor.

Payment Conditions

Students Requiring a Tier 4 Visa (Academic & Vocational Courses Only)

All applicants that have accepted a CAVCI offer of a course must pay a £500 deposit to secure a place on their chosen course. This deposit is non-refundable.

This initial deposit is part of the course fee. The remaining portion of the first year course fee must be paid before the College will issue an applicant with a Confirmation of Acceptance for Studies (CAS) number at the end of the application process.

If an applicant's Tier 4 Visa application is refused, a refund of the course fee will be issued, minus the non-refundable deposit.

A Confirmation of Acceptance for Studies (CAS) number or a course confirmation letter will not be issued until full payment has been received. This payment must be made at least five weeks before the start of the course.

The College will cover the cost of one CAS. Any additional CAS will be charged to the student at the current Home Office rate.

For students requiring a Tier 4 visa, in order to ensure we comply with UK Visas and Immigration (UKVI) regulations, we may request evidence of the student's financial situation.

Students Not Requiring a Tier 4 Visa

The International Office will carry out a fee eligibility assessment on all students who do not meet certain residency or documentary criteria in line with the Welsh Government funding guidelines.

Any student assessed as not eligible for funding will be classed as International for Fee Purposes and be liable for the international fees of their chosen course.

English for International Students

For all applicants wishing to book a place on an offered course prior to the course start date, a first payment must be paid when accepting the offer. The minimum first payment is £200 for students on full time courses, or £100 for students on part time courses.

For students on a full year course of study from September to July, the remaining course fee will be payable via one of three payment options:

Option One, whereby a payment plan is set up consisting of three instalments. The final instalment must be paid by November.

Option Two, whereby a payment plan is set up consisting of six instalments. The final instalment must be paid by March.

Option Three, whereby 50% of the fee is paid at enrolment, and the remaining 50% in October.

For students on a part year course of study from September to December, the course fee will be payable via one of two payment options:

Option One, whereby a payment plan is set up consisting of three instalments. The final instalment must be paid by November.

Option Two, whereby 50% of the fee is paid at enrolment, and the remaining 50% in October.

For students on a part year course of study from January to July, the course fee will be payable via one of two payment options:

Option One, whereby a payment plan is set up consisting of three instalments. The final instalment must be paid by March.

Option Two, whereby 50% of the fee is paid at enrolment, and the remaining 50% in February.

For all EIS students, the first instalment must be paid at or before enrolment. Any student who has not paid the instalments as agreed will be withdrawn from the course. No refunds will be given in this situation.

After completion of a part year course of study from September to December, students wishing to join their course again for January to July must re-enrol if a place is available, and pay the relevant January to July fee.

In all circumstances, a first payment must be made before a place on a course can be guaranteed.

Students on Academic or Vocational Courses

Course fees must be paid in full before enrolment can take place.

All Students

The course fee or deposit is not automatically transferable from one term/year or one person to another.

Students will not be able to pay in instalments under the following circumstances:

- The student does not have a British bank account
- The student requires a visa
- The student joins a course after 31st October and this course ends in December of the same year
- The student joins a course after 28th February and this course ends in June/July of the same year

Any charges incurred through bank transfers when paying fees must be paid by the student.

Cancellation and Refund Policy

Course Cancellation Fee

Once a student has secured a place on the course by making a first payment, a cancellation charge of £100 for part time courses and £200 for full time courses will be invoiced by CAVC International in the case of any refunds issued.

When a student commences a course they are expected to complete that course as stipulated in their offer letter.

Any refund must be requested in writing to the International Office, or via email to international@cavc.ac.uk together with documentary evidence supporting the refund request.

Refunds are not guaranteed except in the following circumstances:

1. If the student visa or entry clearance is denied. This is proven by presenting International Office staff with the refusal notice from the British Embassy or Home Office. Refunds will not be made in cash.
2. If a course/programme of study is discontinued by the college and no suitable alternative is available. Tuition already taken will be discounted from the refund amount.

Any refunds issued in exceptional circumstances will be less a proportion of the teaching costs. The learner will also be liable for any examination/registration fees already paid by the college.

In the event that a student withdraws from a course, no refunds will be made in the following cases:

- A student decides to withdraw or leave early from their course programme
- A student withdraws from a course due to poor attendance or academic progress
- A student breaches the code of conduct resulting in expulsion.

In exceptional circumstances refunds of the remaining tuition fees can be agreed at the discretion of College Management.

Policy on Exceptional Circumstances

Refunds may be made in exceptional circumstances. This covers matters that would prevent the applicant from continuing with their studies in the UK - for example a serious illness or a death in the immediate family.

Documentary proof of such circumstances must be provided.

Decisions on refunding the remaining course fees where there are exceptional circumstances will be made by the college at their discretion.

A transfer to another educational institution after enrolment at CAVC International is not considered to be an exceptional circumstance.

In the event of an Act of Nature or third party where classes must be cancelled to ensure the safety of staff and students, no refunds will be given.

If it is found that any documents or work given to the college as support for an application is not genuine, the college may refuse to place the student and no refund will be given.

Please allow up to four weeks for the College to process any refund

General Terms and Conditions

Every effort has been made to ensure the information published is correct and we will take all reasonable steps to ensure the courses and services described here within are provided.

We reserve the right to make any changes to published information at any time. Where circumstances outside of the control of the College interfere with its ability to provide these courses or services, we will make all reasonable effort to minimise any negative effects that result from said changes.

The College reserves the right to cancel or discontinue courses as advertised.

Students are required to enrol at or before the start of their course. At enrolment, students will be required to sign a declaration in which they agree to follow the rules and regulations of CAVC, outlined in the College policies, which are available on the College website, intranet and Moodle.

All students are expected to attend lessons regularly and punctually and complete all course work.

If attendance falls below 90% in any given month and the student's personal tutor has not been notified of the reasons for this absence, and agreed to authorise the absence, the College reserves the right to withdraw the student from the course. The College will make every reasonable effort to contact the student to inform them of any attendance issues before a withdrawal is made. No refunds will be given in these circumstances.

The College will endeavour to run all classes on time and to schedule. The College cannot be held responsible in the event of an Act of Nature or third party where classes need to be cancelled to ensure the safety of students and staff.

The College may take photographs or film images of students during the course period either at the College or during social events organised by the College. These images may be used by the College for internal literature and/or publicity as well as externally available advertising either in print or on a website. Students not wishing for their images to be used must inform the International Office staff in writing at enrolment and sign the disclosure document to authenticate their choice.

International Visa Students

In the case of international students on a Tier 4 student visa, the College is obliged to comply with established UK regulations and notify UK Visas & Immigration (UKVI) immediately if a student:

- does not arrive at the College within 10 days of the start of the course without prior agreement with the College
- is asked to leave a course for any reason, or leaves of their own free will without agreement or notifying the College
- fails to comply with the attendance regulations

This may affect a student's stay in the UK.

All students on any type of student visa are expected to follow the rules set by UK Visas and Immigration. If it is found that students are not complying with UKVI requirements, they may be withdrawn from their course and UKVI informed.

✉ international@cavc.ac.uk ☎ +442920 908004

www.cavc.ac.uk/international