

Lansdowne

**A to Z for
International
Students**

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A

Accident

In event of an emergency which requires the attention of an ambulance, please dial 999 on any phone. If you are phoning using a College phone dial 9 followed by 999. Most payphones even if out of order for normal calls will accept 999 emergency calls which do not require payment. Once answered you will be asked which service you require, this may be: ambulance, fire brigade, lifeguard, or police. State which is applicable to your circumstances and give a brief explanation of the situation. If it is an emergency one of these services will be in attendance within about 15 minutes.

Accommodation

The amount of accommodation provided by institutions varies a great deal. Some universities and colleges offer rooms in halls of residence or student flats to 90% or more of their first year students. Others cannot provide accommodation for more than 20% of incoming students. At Lansdowne College we do not offer any accommodation, but on request the Bursar can provide details of hostels within our area. Some hostels provide food and bedding, most hostels require students to come equipped with at least towels. We cannot however vouch in any way for any of these hostels.

A to Z

This is a publication, which shows a map of the London Area. It also gives a map of the London Underground also known as the 'tube'. We would recommend that all visitors/students possess a copy to assist their movements around London. A copy can be purchased in any bookshop or good newsagent.

B

Banks

All the main high street banks in the UK e.g. Barclays Bank, Lloyds TSB, HSBC and NatWest offer facilities for students, and try to attract new customers with introductory incentives. However, most require that you are studying for a period of at least one full calendar year. As long as you have money in your account, or an agreed overdraft limit they do not normally make charges for banking services. You will usually be given an Automated Teller Machine (ATM) card also known as a 'cashpoint' card, which enables you to access your account 24 hours a day from automated tills throughout the country. You can use cheques to pay for goods and services, although you must produce a cheque guarantee card to show that the bank will honour your cheques up to a certain amount. Cheque books and guarantee cards may not be issued until the bank is happy that you run your account in a responsible manner. With banks becoming organised on a more international basis, you may find that you can use your existing cash card to withdraw money from your account at home while you are in the UK. Cards with signs such as Cirrus, Visa, Electron and Maestro may have this facility. Check arrangements before you leave your country.

Building societies were originally formed to lend large amounts of money to people buying property. They now specialise in deposit accounts, which offer a relatively high rate of interest, but you may be required to give a period of notice if you wish to withdraw money. Some building societies also offer a better rate of interest on current accounts than banks. If possible you should visit all the main banks and building societies near your place of study to see which can offer you the best service.

Normal banking hours are:

Monday to Friday - 9.00am to 3.30pm although in London you may find that some branches stay open later, although the last transactions for the day will be taken at 3.30pm. Some branches are open on Saturday from 9.30am to 12.00 noon.

In order to open a student account you will need to obtain a letter confirming your status as a student at Lansdowne and your address whilst in the UK. This you may obtain from the Bursar's office once you have enrolled at the college. You will also need some evidence of monies to be deposited in your new account, also your passport showing your student visa stamp, your police registration book and also some proof of your residential address in the U.K. e.g. a telephone or utility bill. Unfortunately the latter requirement is often difficult to get when you first arrive, however some banks will accept a mobile phone bill.

Bicycles

You may wish to purchase or use a bicycle whilst studying at Lansdowne. Although we cannot be responsible for the safety of your bike there are areas where it can be left. You must however ensure that you have locked it up securely. We would also

advise that you wear reflective clothing and a designated helmet for your safety. Lights are required if you intend to cycle during non-daylight hours.

Books

You will be given a desired book list for your course either during student induction or on the first day of your course. Most books can be obtained from the larger branches of Foyles or Dillons bookshops, which are located on Charing Cross Road. The nearest tube station being Leicester Square on the Piccadilly and Northern tube lines.

C

Canteen

Lansdowne has a canteen where hot and cold food can be purchased between the hours of 9.00am to 4.30pm Monday to Friday. Year 10 and 11 students are provided with a meal either hot or cold of the choice on offer and this is part of their course fee.

Careers

You may be unsure about which A-Levels or which career route to follow, if you are at all uncertain please contact Lansdowne College who have well informed tutors who will be able to help you. We also have a Careers Advisor, Stephen Burrows who can give you specialist advice on specific courses you may wish to follow. If you would like to back up this information with some bedtime reading the following texts may be of help:

International Guide to Qualifications in Education

Cassell plc, Wellington House, 125 Strand, London WC2R 0BB

University and College Entrance

Sheed and Ward Ltd, 14 Coopers Row, London EC3N 2BH

Describes the education systems of approximately 145 countries, with evaluations of key qualifications.

Which A-Levels?

Lifetime Careers Ltd., 7 Ascot Court, White House Business Park, Trowbridge, Wiltshire BA14 0XA

Which Subject? Which Career?

Hobsons Publishing plc, 159-173 St. John Street, London EC1V 4DR

D

Drinking

The legal age for drinking alcoholic beverages in the UK is 18 years of age. Public Houses, also known as 'pubs' allow 16+ year olds into their establishments but they may only purchase and drink non-alcoholic beverages.

Dyslexia

Many students who appear to be slow to learn may in fact be suffering from dyslexia. In the UK sufferers are awarded extra time for the sitting of examinations and this may mean the difference between an A and B grade. In order to qualify for this benefit you need to have been tested for dyslexia and have been given a report confirming your condition. You can be tested to see if you suffer from dyslexia at any of the following clinical psychologists:

Roy Shuttleworth - 30 Weymouth Street, London W1G 7BS
Tel: 020 7323 0302

Professor P.T. Brown - 8 Jacobs Well Mews, London W1U 3DY
Tel: 020 7935 2343

Soul Therapy Centre
Co-Director Ingrid Collins - 28 Fortismere Avenue, London N10 3BL
Tel: 020 8883 8562

Psycho Educational Therapy-3 Coborn Road, London E3 2DA
Tel: 07785 117179

Dr. Pauline Rennie-Peyton - 12a Woburn Walk, London WC1H 0JL
Tel: 020 7387 6528

Andre Geel Consultant
Clinical Psychologist - 10 Harley Street, London W1G 9PF
Tel: 07841 142202

Mr Francis Lillie - 27A Harley Place, London W1G 8LZ
Tel: 020 7323 2370

Real-Changes
Psychotherapy - 39 Bronson Road, London SW20 8DZ
Tel: 07799 214623

Penny Townsend BSc - 50 Bledlow Close, London SE28 8HF
Tel: 020 8244 6951

E

Electrical equipment

Before you bring radios, computers or other equipment, which use electricity, you should make sure that they are compatible with UK standards. The electricity supply in the UK works on 240 volts and 50 cycles. Most sockets in the UK are for three-pin (square), 13-amp plugs, which are readily available in UK shops and can be fitted to appliances.

Embassies

It is possible, while you are in the UK, that you may need specific advice or information. One of the easiest points of contact may be your country's own embassy or consulate.

American Embassy

24 Grosvenor Square, London W1A Tel: 020 7499 9000

Australian Migration Bureau

5 Manfred Road, London SW15 2RS Tel: 020 8874 2844

Embassy of the State of Bahrain

98 Gloucester Road, London SW7 Tel: 020 7370 5132

Belgian Embassy

103 Eaton Square, London SW1W Tel: 020 7470 3700

Brazilian Embassy

32 Green Street, London W1K Tel: 020 7499 0877

Canadian High Commission

Canada House, 5 Trafalgar Square, London SW1Y Tel: 020 7258 6600

Chinese Embassy

49 Portland Place, London W1B Tel: 020 7299 4049

Columbian Embassy

3 Hans Crescent, London SW1X Tel: 020 7589 9177

Turkish Embassy

43 Belgrave Square, London SW1X Tel: 020 7393 0202

Cyprus High Commission

93 Park Street, London W1K Tel: 020 7499 8272

Czech Embassy

26 Kensington Palace Gardens, London W8 Tel: 020 7243 1115

Royal Danish Embassy

55 Sloane Street, London SW1X Tel: 020 7333 0200

Embassy of Finland

38 Chesham Place, London SW1X Tel: 020 7838 6200

French Embassy

21-24 Grosvenor Place, London SW1X Tel: 020 7235 7080

Consulate General of Greece

1a Holland Park, London W11 Tel: 020 7221 6467

Embassy of the Republic of Hungary

35 Eaton Place, London SW1X Tel: 020 7235 5218

High Commission of India

India House, Aldwych, London WC2B Tel: 020 7836 8484

Islamic Republic of Iran

50 Kensington Court, London W8 Tel: 020 7937 5225

Irish Embassy

17 Grosvenor Place, London SW1X Tel: 020 7235 2171

Israel Embassy

2 Palace Green, London W8 Tel: 020 7957 9500

Italian Embassy

14 Three Kings Yard, London W1K Tel: 020 7312 2200

Japanese Embassy

101-104 Piccadilly, London W1J Tel: 020 7465 6500

Jordanian Embassy

6 Upper Phillimore Gardens, London W8 Tel: 020 7937 3685

Korea Trade Centre

39 St. James's Street, London SW1A Tel: 020 7491 8057

Lebanese Embassy

15-21 Palace Gardens Mews, London W8 Tel: 020 7229 7265

Liberian Embassy

2 Pembridge Place, London W2 Tel: 020 7221 1036

Luxemburg Embassy

27 Wilton Crescent, London SW1X Tel: 020 7235 6961

Malaysian High Commission

45/46 Belgrave Square, London SW1X Tel: 020 7235 8033

Malta High Commission

Malta House, 36-38 Piccadilly, London W1 tel: 020 7292 4800

Mexican Embassy

42 Hertford Street, London W1J Tel: 020 7499 8586

Netherlands Embassy

38 Hyde Park Gate, London SW7 Tel: 020 7590 3200

New Zealand High Commission

New Zealand House, Haymarket, London SW1Y Tel: 020 7930 8422

Nigerian High Commission

Nigeria House, 9 Northumberland Avenue, London WC2 Tel: 020 7839 1244

Norwegian Embassy

25 Belgrave Square, London SW1X Tel: 020 7591 5500

Polish Embassy

47 Portland Place, London W1B Tel: 020 7580 4324

Portuguese Embassy

11 Belgrave Square, London SW1X Tel: 020 7235 5331

Royal Embassy of Saudi Arabia

119 Harley Street, London W1N Tel: 0207 935 9931

Singapore High Commission

9 Wilton Crescent, London SW1X Tel: 020 7235 8315

Embassy of the Slovak Republic

25 Kensington Palace Gardens, London W8 Tel: 020 7243 0803

South African High Commission

South Africa House, Trafalgar Square, London WC2N Tel: 020 7451 7299

Spanish Embassy

39 Chesham Place, London SW1X Tel: 020 7235 5555

Embassy of Sweden

11 Montagu Place, London W1H Tel: 020 7 917 6400

Swiss Embassy

16-18 Montagu Place, London W1H Tel: 020 7616 6000

Royal Thai Embassy

28 Prince's Gate, London, SW7 Tel: 020 7584 4538

Turkish Embassy

43 Belgrave Square, London SW1X Tel: 020 7393 0202

Embassy of Ukraine

60 Holland Park, London W11 Tel: 020 7 727 6312

United Arab Emirates

71 Harley Street, London W1G Tel: 020 7486 9221

Uzbekistan Embassy

41 Holland Park, London W11 Tel: 020 7229 7679

Venezuelan Embassy

1 Cromwell Road, London SW1 Tel: 020 7584 4206

Zimbabwe High Commission

429 Strand, London WC2R Tel: 020 7836 7755

English

Is my English good enough?

If you are thinking of studying at a college or university in the UK, the most suitable test is the IELTS test (International English Language Testing System). Information about this can be obtained from your local British Council office. Other tests, which may be considered are:

- Cambridge Advanced English Test
- Cambridge Certificate of Proficiency in English
- North American TOEFL (Test of English as a Foreign Language)
- English Language GCSE
- Hong Kong Examination Authority Use of English

If you are an international student, whose first language is not English, applying to Lansdowne to study on any of our courses you will be given a test upon arrival at the College to establish your level of English. If necessary we will recommend that you take additional English classes, which prepare you for the IELTS, which is examined on three dates of each month of the academic year.

Universities and colleges vary in what they consider to be minimum entry qualifications. The average entry score for most university-level courses is around IELTS 6.0 or TOEFL 550 (or grade C or better in either the Cambridge Certificate of

Proficiency in English or the Cambridge Advanced English Test). But some courses require higher English language qualifications than others. Among those considered to be 'exacting' are courses in areas such as management, linguistics and journalism. Such courses will require IELTS 6.7-7.0 or TOEFL 575-600.

F

Fees

Fees for Lansdowne College are payable termly and in advance i.e. they are due by the first day of term. Therefore please ensure that you have made arrangements in advance for the transferring of any foreign exchange. If you require a letter for your country's central bank in order to get foreign exchange clearance this may be obtained upon request from the Bursars' office once you have enrolled on a course. Fees may be transferred directly into Lansdowne's bank account the details of which are follows:

Barclays Bank plc, London Business Banking, United Kingdom House, 7th Floor, 180 Oxford Street, London W1D 1EA

Bank Sort Code:	20-65-82
Bank Account Number:	90536334
Bank Account Name:	LansdowneTutors Ltd. T/As Lansdowne I.S.F.C.
Swift Number:	BARCGB22
IBAN Number:	GB98BARC20658290536334

Please ensure that you reference each payment made with the student's name so that your fees can be allocated to the correct account.

Financial Aid

Financial Aid assistance is available to a limited number of students and is dependent upon a means test. Financial Aid assistance is normally awarded at the interview stage. Applications for financial assistance can be requested from the interviewer and the Bursars' Office.

Fire

In event of an emergency, which requires the attention of the fire brigade, please dial 999 on any phone. If calling from the College phone, please dial 9 then 999. Most payphones even if out of order for normal calls will accept 999 emergency calls which do not require payment. Once answered you will be asked which service you require, this may be: ambulance, fire brigade, lifeguard or police. State which is applicable to your circumstances and give a brief explanation of the situation. If it is an emergency one of these services will be in attendance within about 15 minutes.

G

Getting around

Travel is safe and easy around the UK, and there are good transport connections with other countries. The UK has good road, rail and air networks, and there are ferry services to many of the small islands off the British mainland. You can also take a ferry to the Republic of Ireland and Scandinavia, and can travel to Continental

Europe by sea or by Channel Tunnel Train. There are also numerous international airports located throughout the UK.

Student coach and rail cards allow you to travel more cheaply and some air and ferry companies also offer discounts to students. If you intend to bring a car or hire one during your stay make sure that you bring all of the necessary documents and that you are familiar with the laws for driving in the UK.

You can get useful leisure information from:

- Your College noticeboard
- Your course tutors (for activities connected with your subject of study)
- Local tourist office
- Citizens Advice Bureau (an organisation that gives free advice)
- Local and national newspapers and magazines e.g. Time Out, What's On?
- Local volunteer organisations

Getting to know people

One of the best ways of getting to know people is to mix with the local community. You will find that some pubs offer pool, darts, live music, quizzes and even karaoke in the evenings. People often go to the pubs for the entertainment and social life. It is not necessary to drink alcohol, as there will be a wide range of non-alcoholic drinks available. A good way to integrate with others is to join local sporting or leisure interest clubs or become involved in volunteer work organised primarily for British people. You will find that it is often easier to make friends with people that you share an interest with.

H

Healthcare

The NHS is the UK's state health service, which provides treatment for UK residents. Some services are free, others have to be paid for. The regulations that govern who can and can't receive treatment are complex and may change. The following information is based on information received from the Department of Health and UKCOSA.

A person who is regarded as ordinarily resident in the UK is eligible for free treatment by a GP (General Practitioner). A person is 'ordinarily resident' for this purpose if lawfully living in the UK for a settled purpose as part of the regular order of his or her life for the time being. Anyone coming to live in this country would qualify as ordinarily resident. Overseas visitors to the UK are not regarded as ordinarily resident if they do not meet this description.

The following NHS treatment is available to anyone:

- Treatment in an emergency (but not follow up treatment)
- Treatment of certain communicable diseases.
- Compulsory psychiatric treatment.

To qualify for other NHS treatments you must meet certain conditions which are outlined below:

EU Nationals

Foreign nationals from EU member states have reciprocal arrangements for both dental and medical healthcare so can access the full range of NHS services.

Non EU Nationals

Foreign nationals from non-EU countries have no automatic right to NHS healthcare (other than those outlined above). Students and visitors who are going to stay in the UK for less than 6 months would have to be seen as private patients and would have to pay for their treatment. It is therefore essential that you take out medical insurance for the duration of your visit prior to arrival in the UK.

If you are not a student registered at a UK university and are going to stay in the UK for between six months and a year you may be able to convince a General Practitioner (GP) to register you and treat you as a temporary resident and to offer you NHS treatment. However, be aware that the GP should convince himself that you are going to be resident in the UK for six months from the date of attendance at his surgery. Be aware that a valid six month visa does not automatically confer the right to free NHS treatment. Please note that registering with a GP does not give you automatic entitlement to access free NHS hospital treatment. It is therefore essential that you take out medical insurance for the duration of your visit prior to arrival in the UK.

If you are a student registered at a UK University (and you have documentary proof of this) and are going to stay in the UK for more than six months you will qualify for NHS treatment from the beginning of your stay and you (and your family) will be entitled to NHS treatment and you may register with a GP.

The UK does have reciprocal arrangements with a number of countries, which may affect the level of healthcare available to their nationals. At the moment there are no reciprocal agreements with Kenya, Thailand or Vietnam.

If you are entitled to NHS treatment you should receive the following services free of charge:

- Consulting a GP and most other GP services.
- Treatment in hospital (both emergency and non-emergency treatments)

You will need to pay for:

- Medicines prescribed by your GP (there are some exceptions to this)
- Some GP services
- Dental treatment
- Optical treatment

Registering with a GP (General Practitioner)

If you are eligible to do so, you should register with a GP as soon as possible after your arrival in London (or wherever you will be living). If you have any doubt as to your eligibility to register with a GP, you should try and register.

Details of GPs closest to your home address can be found by entering your postcode on the website: www.nhsdirect.nhs.uk.

You will need to visit the GP's surgery to register and you should make them aware that you wish to register as a NHS patient. You will need to complete some forms

and you will almost certainly be asked about the duration of your study. You should take with you your passport showing your student visa, your police registration book (if you have one), a letter from Lansdowne confirming your status as a student and length of your course and your current address, some proof of address of where you are living in the UK.

If your first choice of GP does not agree to register you, try another doctor listed on the website: www.nhsdirect.nhs.uk. If you are still unsuccessful contact the Bursars' Office who may be able to assist you.

Please note that registering with a GP does not give you automatic entitlement to access free NHS hospital treatment. The hospital providing treatment is responsible for establishing if an overseas visitor is entitled to treatment without charge. It is for individual hospitals to determine whether, in accordance with the Regulations, a patient is liable to be charged for treatment or not. To establish your entitlement, you may need to provide evidence that supports your claim to have a settled and identifiable purpose for being in the UK. An example of such evidence would be a letter from your university/college stating you are registered on a course, the start date of that course and the length of time you are expected to be in the UK. However, if the course of study is very short it is unlikely that you will be considered as being in the UK for a settled purpose, so will have to pay for treatment.

Dental services

If you need information on dentists who may be prepared to register you under the NHS telephone NHS Direct on telephone number 0845 4647. If you have a dental emergency, contact the dentist you are registered with. If you are not registered with a dentist obtain advice from NHS Direct, tel: 0845 4647 or website: www.nhsdirect.nhs.uk.

Optical services

Optical treatment tends to be provided by high street opticians. A minimum charge for an NHS eye test will be made of about £20 and most people have to pay for the cost of the frames and lenses or contact lenses.

Medical insurance

It is essential that you take out medical insurance for the duration of your visit prior to arrival in the UK.

If you are:

- 1) a non EU national and are going to stay in the UK for less than six months and your home country does not have a reciprocal agreement with the UK regarding medical care.

Or

- 2) a non EU national registered as a student at a British University on a course of short duration (less than six months)

or

- 3) a non EU national and are not a student and are going to stay in the UK for more than six months but less than a year.

If you are a student registered at a UK University and are in the UK for more than six months it is not essential to take out medical insurance for the period you are in the UK (although you should have medical insurance in place to cover your trip to and

from the UK) but you should consider the need for medical insurance in the event that you need to be repatriated on medical grounds to your home country.



Immigration

An essential part of preparing to come to the UK is making sure that you meet the immigration regulations for international students. Before you pay any course fees or make arrangements to travel, ensure that you will be able to enter and stay in the UK as a student.

All international students must be able to show that they can meet the costs of their living expenses and those of their family (if they are with them) without claiming UK welfare benefits. In addition, unless you are a national of a European Economic Area (EEA), you will have to meet the following conditions to qualify as an international student:

- You must have been accepted for a course of study at an institution of further or higher education, a private educational institution or an independent school.
- Your studies must occupy at least 15 hours a week of organised day-time study at a single institution, or be a full-time degree course at a public institution, or a full-time course at an independent fee-paying school.
- You must show that you can meet the costs of your course and your living expenses and those of your family, if they are with you, without working in the UK or claiming welfare benefits.
- You must intend to leave the UK at the end of your studies.

Obtaining a visa

The nationals of certain countries must obtain entry clearance, known as a visa, before they arrive in the UK. They will have to obtain an application form from the British Embassy or the High Commission in the country of their nationality, or the country in which they are living, and satisfy the Entry Clearance Officer there that they fulfil the above conditions in order to receive a visa. Nationals of the following countries, along with many others, require a visa to study in the UK:

China, Korea (North), India, Indonesia, Taiwan and Thailand.

Nationals of many countries (such as Brunei, Japan and Malaysia) do not need a visa for study in the UK.

To find out if you are a visa national, contact the British Embassy or High commission, or look at website: www.ukvisas.gov.uk.

If you are not a visa national, you are not required to obtain entry clearance before arriving in the UK. However, you may wish to do so anyway, as entry clearance can facilitate procedures when you arrive and affect your right of appeal. There is a charge for entry clearance, i.e. visas.

Alternatively, but only if you do not require a visa to come to the UK, you can arrive in the UK and satisfy the immigration officer at the port of entry that you fulfil the conditions for entry.

Most students are given one year's 'leave to remain' when they enter the UK. If you wish to stay longer as a student, you will have to fill out a Home Office application form to extend your stay in the UK. This is not normally a problem, as long as you continue to meet the requirements of the Immigration Rules. As immigration regulations are subject to change, however, it is advisable to confirm that you will meet the conditions before you set out.

The Home Office address in the UK is:

The Home Office, Immigration & Nationality Department
Lunar House
40 Wellesley Road
Croydon CR9 2BY
Tel: 0870 6067766

Other Requirements

Whether you apply for entry clearance before leaving for the UK or simply intend to obtain permission to enter as you arrive (possible only if you do not need a visa) you will be expected to produce documents showing that you meet the entry requirements. Apart from a valid passport you will require a letter confirming enrolment as a student and evidence of adequate funding.

If you plan to stay in the UK for longer than six months, you might also be asked to provide evidence of your medical conditions when you apply for entry clearance or seek admission.

While you are in the UK as a student, it may be possible to obtain permission to work part time or during vacations, but there are formal procedures that must be followed, and permission may be denied. In any case it is often difficult to find suitable work, and you should not expect to finance your studies by working in the UK. You will have to satisfy immigration officers that you can fund your studies without relying on work.

Renewing your visa

If your visa is due for renewal you must renew it in person at the Home Office at the address given above before it expires and whilst you are still in the UK. You will need to take with you your passport, your police registration book, proof of address where you are living, bank statements showing a balance which should be enough to live on for at least six months, a letter from your University/College confirming your status as a student and the start and finish dates of your course and also confirming that you have paid your course fees. You will also need to complete a FLR(S) form a copy of which can be downloaded from website: www.ind.homeoffice.gov.uk, which requires you to get your University/College to complete your record of attendance since you last applied for a student visa. In that time if you have attended more than one University/College you must get letters confirming the record of your attendance at all previous institutions together with copies of all examination results/certificates taken/passed and get your present University/College to complete the FLR(S) form. Queues at the Home Office are very long so be prepared to get there early and to wait most of the day.

Independent Schools Information

Here are some key addresses:

The British Accreditation Council for Independent Further and Higher Education (BAC)

42 Manchester Street, London W1U 7LW

Tel: +44 20 7224 5474

Fax: +44 20 7224 5475

Website: www.the-bac.org

Conference for Independent Further Education (CIFE)

Executive Secretary, 75 Foxbourne Road, London SW17 8EN

Tel: +44 20 8767 8666

Fax: +44 20 8767 9444

Website: www.cife.org.uk

Gabbitas Educational Consultants

Carrington House, 126-130 Regent Street, London W1R 6EE

Tel: +44 20 7734 0161

The Independent Schools Council

St. Vincent House, 30 Orange Street, London WC2H 7HH

Tel: +44 20 7766 7070

Fax: +44 20 7766 7071

Website: www.isc.co.uk

You will be glad to hear that you are in good hands at Lansdowne as we are members of BAC, CIFE and ISCO.

Insurance

One of the most important things for you to do before coming to the UK is to insure yourself.

Looking after your possessions

When you take out an insurance policy you pay a certain amount in return for having a number of risks covered, such as the theft of a particular possession. If this never happens, then you don't get your money back – but if misfortune does happen to strike, then a good insurance policy can turn into a major disaster into a minor inconvenience.

Your personal possessions can be insured against theft, accidental damage and loss both inside and outside your accommodation. There is usually a limit on the value of particular items, but you can often get more cover if you're prepared to pay a higher premium (this is the initial amount of money that you must pay at the start of your insurance policy). You can also cover yourself for the unlawful use of your credit card by someone else.

UKCOSA – The Council for International Education has worked with the insurance company Endsleigh to devise insurance policies specifically tailored to the needs of international students.

Endsleigh was founded by the National Union of Students in 1965 specifically to provide insurance services for students. This is not to say that shopping around won't get you a cheaper deal, but this is not all that easy if you want to get matters sorted before you arrive in the UK.

Eagle Star, a rival company, recently launched a new student insurance policy, but they do not offer a specific policy for international students. The UKCOSA – Endsleigh policy, for example, will pay for the replacement of lost passports, tickets and travel documents – a good reason for considering insurance before you leave

home rather than waiting until you arrive in the UK. Under certain circumstances, such as serious illness, you may be able to claim back your course fees.

The best in car cover

If you intend to buy a car or drive a friend's car while you are in the UK, remember that British law states that you must insure the vehicle before you attempt to drive it anywhere.

There are 3 distinctly different types of motor insurance as follows:

1. The first and most expensive of these is known as comprehensive – taking out a policy like this means that if your car is stolen, catches fire or is damaged in an accident, you'll be able to claim compensation. It also covers you for any damage that you might cause to other drivers or vehicles.
2. Alternatively, you can insure your car for third party, fire and theft – this covers you for everything except accidental damage that you might cause to your own car.
3. The cheapest option is third party – which covers you for damage that you might cause to other cars or drivers, but will not compensate you were anything to happen to your own car.

Motor insurance is not an area covered in the Endsleigh international student policy, but there are hundreds of companies in the UK who will insure your car for you, so it's well worth looking around for the best deal once you arrive in Britain. Names and telephone numbers of motor insurance companies can be found in the back of such publications at Exchange&Mart or Auto Trader and these can be purchased at any good newsagent. Alternatively you could look up 'motor insurance' on the web using the search engine: www.google.co.uk.

Health Insurance

International students may also wish to consider taking out personal injury insurance. This means you'll be compensated if you have a serious injury. But remember to carefully read the fine details of any policy, as you might discover that the cover does not normally extend to activities which the insurance company considers to be dangerous, such as rock-climbing, pot-holing, skiing or scuba diving.

The best policy – a few important points to remember while you're thinking about which insurance policy you should adopt

- It's your responsibility to arrange your own insurance.
- Protect your belongings with possessions insurance.
- Make sure any policy covers you for the loss of tickets and travel documents.
- You will need medical insurance if your course lasts less than six months.
- Read the insurance policy carefully and find out what is not covered. Common exclusions include the loss of contact lenses, cameras and bicycles.
- Be aware of the value of the excess, which is the part of the claim that you will have to pay. The size of this excess will vary with the cost of the policy.
- If you intend to drive in the UK, remember your car must be properly insured before you attempt to drive it. How much you pay will depend on the car, your age, your driving record and the type of policy.

UKCOSA
The Council For International Education
9-17 St. Albans Place
London N1 0NX
Tel: 020 7288 4330
Fax: 020 7288 4360
Website: www.ukcosa.org.uk

Endsleigh Insurance Services Ltd
Shurdington Road
Cheltenham
Gloucestershire
Website: www.endsleigh.co.uk

Internet

Lansdowne College is on the Internet and our address is:

www.lansdownecollege.com

Our e-mail address is:

education@lansdownecollege.com

Whilst a student at Lansdowne you have free access to the internet at all times when the College is open. Students are issued with their own passcode so that they are able to access additional areas on the Lansdowne College website.

J

Justiciary

In event that you are in need of legal counsel, this can be obtained from solicitors; names, addresses and telephone numbers can be obtained from the Yellow Pages or by searching on the web for 'solicitors' using a search engine such as www.google.co.uk or by searching on the Yellow Pages website: www.yell.com. Please note in the unlikely event that you are detained at a police station you are entitled to request for a solicitor to be present. This may be a solicitor of your own choosing or if you have no preference you will be allocated the duty solicitor.

K

Kit or clothing for particular activities or climate

While most international students arrive with some clothing suitable for the British climate, you will probably find that you need to buy more, particularly if our winters are colder than in your home country. High Street shops sell good quality clothes at reasonable prices and the big sales during January and July offer many items at half price. Clothing can be bought very cheaply in local markets and charity shops that are run by volunteer workers and are wonderful places to find good pre-owned clothing. The nearest charity shop to Lansdowne is within walking distance in Notting Hill Gate.

Sports equipment and clothing can be obtained from most high street sports stores. However a comprehensive list of sportswear can be purchased from Lillywhites in Piccadilly, the nearest tube being Piccadilly Circus on the Piccadilly Line on the underground.

L

Location of Lansdowne

We are located at 40-44 Bark Place, London W2 4AT, which is on the north side of Kensington Gardens just off the main Bayswater Road. We are within 5 minutes walk of Bayswater, Queensway and Notting Hill Gate tube stations. Please be aware that Queensway tube station is currently closed for renovation and is due to open again in May 2006. Any buses travelling along the Bayswater Road between Notting Hill Gate and Marble Arch will stop within a short walk from the College.

M

Mail

Mail for anywhere in the UK can be posted either by first class or second-class mail. First class mail usually arrives at its destination the following day, whilst second-class mail takes 2 to 3 days. Currently the charge for first class for letters up to 60 grammes in weight is 30 pence and 21 pence for second class.

Overseas mail charges are dependent upon its destination and weight. Most destinations fall into two categories: table 1 and table 2. A leaflet showing the list of countries in each table is obtainable from most larger post offices.

Most larger post offices are open from 9.00am to 6.00pm and on Saturday from 9.00am to 1.00pm although each post office is responsible for its own opening hours.

Post boxes are available on some street corners and times of collection are listed on each particular box.

Money

The UK currency is (£) pounds sterling and pence. One hundred pence make up one pound. Current exchange rates to main currencies can be found listed on notice boards inside high street banks or listed at Bureau de Changes.

Current notes in existence are:

- £50 – red in colour
- £20 – purple in colour
- £10 – brown in colour
- £5 – pale blue in colour

Current coins in existence are:

- £2 – silver circular coin with a gold outside rim larger than other coins.
- £1 – gold coloured slightly thicker coin about 2.25cm in diameter.
- 50p – silver coloured seven sided coin about 2.75cm in diameter.
- 20p – silver coloured seven sided coin about 2.25cm in diameter.
- 10p – silver coloured round coin about 2.3cm in diameter.
- 5p – silver coloured round coin about 1.6cm in diameter.
- 2p – copper coloured round coin about 2.75cm in diameter.
- 1p – copper coloured round coin about 2.0cm in diameter.

Always keep your money safe in the bank or on your person. Do not leave your wallet/purse lying around anywhere as it may be stolen. Pickpockets do operate in the underground and in busy streets, so ensure that your bags and pockets are secured. Never carry your wallet in your back pocket or in the outside pocket of a backpack.

If in the unfortunate event that you have your bag or wallet stolen, report it immediately by phone or in person to the local police station. The local police station to Lansdowne College is Paddington Green Police Station, 2-4 Harrow Road, London W2 Tel: 020 7402 1212.

N

National Health Service (NHS) – See Healthcare

O

Outings

Depending on the course that you are studying at Lansdowne, you will most probably be involved in College outings which may be subject specific or of general interest. Some of these activities are provided by Lansdowne, free of charge others are not. Please ensure that you have funds available to enable you to participate in these outings. You may be required by the College to complete a disclaimer form, which is required by our insurance.

P

Parking

Lansdowne College is situated in the Borough of Westminster. Beware – the parking wardens are extremely diligent in this borough and unless you have a resident's parking permit which can only be obtained if you are residing in your own accommodation for a period of more than six months, the only parking facilities available are on meters which must be kept out of penalty time. If you err into penalty time you will get a ticket that can be from £60 upwards depending on the extent of penalty.

Passport

If you are an international student, not holding an EU passport, this document is of the utmost importance. Guard it with care. You may be requested by the Immigration Officer at your port of entry to register with a local police station. The first time you register with the police, you need to go to:

The Overseas Visitors Records Office
Ground Floor, Brandon House
180 Borough High Street
London SE1 1LH
Tel: 020 7230 1208

After this first registration you can go to any police station, which you will need to do on a regular basis producing your passport for identification together with you police

registration book. If you have been given a student visa in a passport, which subsequently expires, you will need to get this visa reissued in your new passport. This can be done at the Home Office, the address of which is under Immigration.

Police

In event of an emergency, which requires the attention of the police, please dial 999 on any phone. If you are phoning from the College phone dial 9 then 999. Most payphones even if out of order for normal calls will accept 999 emergency calls which do not require payment. Once answered you will be asked which service you require, this may be: ambulance, fire brigade, lifeguard, or police. State which is applicable to your circumstances and give a brief explanation of the situation. If it is an emergency one of these services will be in attendance within about 15 minutes.

Q

Questionnaire

Both during and at the end of your course at Lansdowne you will be asked to complete a questionnaire. Please ensure that you complete it as honestly as possible as this will assist us in making the College a better place both for yourself and other students to come.

Queue – for everything!

It is a British tradition that citizens queue for everything:

- Buses
- Banks
- Post office
- Check outs
- Especially for the Hard Rock Café in Piccadilly
- Even for the toilet in some instances

R

Railway

The British Railways have now been privatised which means that there is no longer a coordinated network of railways. This does not mean that the lines no longer exist, it just means that on a journey from Edinburgh to Bristol you will have to go via London. Please make enquiries at the main stations before you depart to your destination. The main London stations are:

Charing Cross
Euston
Kings Cross
Liverpool Street
Paddington
St. Pancras
Victoria
Waterloo

The telephone numbers for these stations can be found by phoning a directory enquiries service, one of which is 118 500.

Restaurants

London is a very cosmopolitan city and therefore has a very wide range of cuisines available. The Yellow Pages is a useful reference for names and addresses of particular cuisines or their website: www.yell.com. The Time Out Eating Guide is also a useful publication for the London area and can be purchased from most good newsagents.

Set menus can often be a cheaper way of eating, rather than a la carte. Always check your bill to ensure that you have only been charged for what you have ordered, and whether it includes a service charge which may be anything from 10% upwards and VAT which is currently at 17.5%. If no service charge is added it is normally left to your own discretion. However, between 10 and 12% is the norm.

S

Scholarships

Some scholarships are specifically aimed at international students who wish to study in the UK particularly citizens of Commonwealth and developing countries.

Sources of scholarships include:

- ❑ Home governments
- ❑ The British government
- ❑ The Commonwealth Scholarship Plan
- ❑ International organisations such as: UN universities
- ❑ Commercial companies

Details of scholarships are available from Ministries of Education and the British Council, Embassy or High Commission. Applications should be made around 2 years before the start of the course. The main scholarship schemes include:

- ❑ The British Council Fellowship Programme – the scheme operates in about 70 countries
- ❑ FCO Scholarships and Awards Scheme (FCOSAS) – these awards are mainly reserved for post-graduate students. Applications must be made through the British Diplomatic Mission in your own country.
- ❑ The Commonwealth Scholarship and Fellowship Plan (CSFP) – This is reserved for nationals of Commonwealth countries
- ❑ The ODA Shared Scholarship Scheme (ODASSS) – This is reserved for students from developing Commonwealth countries. Applications should be made directly to UK universities. Details can be obtained from the British High Commission and British Council Offices in the countries concerned.

If you receive a scholarship, ensure that it will be enough to cover your expenses, and find out how it will be paid.

Lansdowne offers a few part-scholarships for 2-year A-Level Courses for exceptional candidates. These are awarded to students who are expected to achieve 3 grade A A-Levels and have or are expected to have already achieved 8 grade A GCSE grades. Application for these scholarships can be requested from the Admissions Officer.

Shopping

The main shopping areas local to Lansdowne College are Whiteleys which is in Queensway, the main street in Notting Hill Gate and High Street Kensington. Most main stores offer incentives to apply for store credit cards, beware you may run up a bill larger than you can afford and they also tend to charge very high interest rates, higher than a normal VISA or MASTERCARD credit card.

Social

Lansdowne College has student parties and an annual black tie (evening dress required) Summer Ball.

T

Tax

Most adult residents in Britain must pay the Council Tax which is set by Local Authorities to pay for services such as: libraries, the police and the fire brigade. The type of accommodation in which you live can affect the amount of tax that you will have to pay. You will not have to pay any Council Tax if you live in: Halls of residence or accommodation in which all the adult residents are full-time students.

You will be recognised as a full-time student if you are on a course that lasts at least one academic year and involves 24 weeks per year and 21 hours per week of term-time study, or if you are under 20 years of age and studying a qualifying course (up to A Level, ONC, or OND standard) that lasts at least 3 months and has 12 hours minimum study time per week.

Certain foreign language assistants, student nurses and many non-British dependants of full-time students are also counted as full-time students for the purpose of the Council Tax. All other dwellings will be subject to the tax, though discounts may apply in certain circumstances.

Telephones

Payphones are generally available in most public places. Lansdowne's student payphone is a coin payment phone and is located in the foyer outside the canteen in the basement. There will normally be an instruction sheet printed on the phone or in the booth that explains how to use the phone. Payphones may either be coin phones that require payment by coins, or card phones that require pre-paid credit sized cards which may be purchased from most newsagents or any shops displaying signs that phone cards are available there. Some card phones also accept credit cards which enable the call charges to be charged to your credit card account. Each phone will stipulate which form of payment is allowed.

If you are unsure of a telephone number you require you can obtain the number either from looking in the telephone directory, or Yellow Pages (some public phones still have these available) or by calling a directory enquiries helpline, one such number is 118 500. So long as you have the name of the person or establishment you wish to call and their location you should be able to obtain their number, unless of course they are ex-directory (normally restricted to private residences that have requested that their number should not be available to the public.)

To dial Lansdowne from the countries listed below, first dial the appropriate international access code, followed by the country code for the UK (44) as shown below, and then your regional number omitting the initial 0.

If you are unsure of an overseas telephone number you can dial 153 for overseas directory enquiries.

U

Underground also known as the ‘tube’

The tube consists of 13 different train lines that run through a series of three zones in an underground network covering a large part of the Greater London Area. The cheapest ticket for a single journey in one zone is £2.10. Weekly, monthly and annual tickets are available, which normally work out a fair bit cheaper provided you are using the tube regularly. Tickets must be purchased before entering a train, as you will need it to exit through an automated barrier. Fines are issued to those who are not in possession of a valid ticket. Oyster cards are plastic credit card sized cards, which can be applied for at any underground station, these cards can then be used as a season card upon payment of the requisite fee for that season ticket. The card chip is then charged with this fee and information. They may also be charged with money and then operate as a pre-paid ticket and each time you use the card to travel the balance of money left on your card will be reduced.

If you are a full-time student at Lansdowne you may be eligible to a reduction for your weekly, monthly or annual travel passes of about 30%. If you are under 16 years of age you are entitled to free London transport, however you must obtain a photocard proving your age. Applications for these can be obtained from any Post Office. If you are 16 or 17 you will need to ask at your local underground station for a student travel discount form, which you will need to complete and then hand to the Assistant Bursar to complete the College section. Having done this you post off the form and you should receive your discount card within about two weeks. If you are 18 years and over please ask the Assistant Bursar for a student travel discount form.

Tube maps are available at all tube stations or on the back of you're A-Z.

V

V.A.T. (Value Added Tax)

This is a purchase tax and is currently at the rate of 17.5% on most items. This may only be reclaimed in certain stores if you complete the relevant documentation at the time of purchase and are only in the UK for a short period of time. The repayment is made to you on return to your own country.

Visas

For a student visa to the UK please refer to Immigration.

If you are wishing to visit another country you may need to obtain a visit visa. These are obtainable from the particular country's Embassy or High Commission. A list of useful Embassies/High Commissions can be found under Embassies. In addition to completing the relevant embassy's visa application form you will need to obtain a letter from the College stating the course that you are on and the start and end dates

of the course. This you can get by requesting such a letter from the Assistant Bursar. Please allow at least a day in order to get this letter.

W

Water

The London Water supply is generally regarded as being safe to drink, although it is chemically treated with chlorine. Taps in washrooms adhering to building regulations normally have the cold water tap on the right hand side and hot water tap on the left – so do not scald yourself.

X

Xmas

Lansdowne College is rarely closed, however we do close down for the Xmas Break.

Lansdowne has many students who have different creeds and we require respect to all religious.

Y

Year

The academic year runs normally from September to June for Sixth Form Courses and October to May for Law Degree Courses. However students may start at any time subject to interview. If anyone you know would be interested in studying at Lansdowne please ask them to contact our Admissions Officer on:

Tel: +44 20 7616 4430 or by e-mail to:
education@lansdownecollege.com.

Z

Zenith

The point we hope you will reach having completed your studies at Lansdowne.