

Student Handbook 2014-2015



Welcome to London
Foundation Campus

LONDON FOUNDATION CAMPUS

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Finding us

Underground

We recommend you take the Piccadilly line to Russell Square station. London Foundation Campus is a short 5-7 minute walk from here.

Walking

From Russell Square station, follow these directions:

- turn left at the tube station exit onto Bernard Street, and walk towards Russell Square - you should see HSBC ahead of you on the right.
- you will also see a set of traffic lights straight ahead- walk up to them, cross the road, and walk forwards along the northern edge of Russell Square.
- before the road bears left, turn right and follow the street through SOAS.
- you will see a set of steps on the right that take you up to Torrington Square – walk up them, and you will see the main Birkbeck entrance straight ahead of you on the left.

By bus

Bus stops and routes within a short walk include:

- Gower Street: 10, 24, 29, 73 & 134
- Russell Square: 7, 68, 168 & 188



Campus map



01. LONDON FOUNDATIONCAMPUS AT BIRKBECK UNIVERSITY OF LONDON



02. BRITISH MUSEUM
Dedicated to human history and culture, its permanent collection, numbering some eight million works, is among the largest and most comprehensive in existence.
0.5 miles | 9 mins | 3 mins



03. THE NATIONAL GALLERY

Founded in 1824, it houses a collection of over 2,300 paintings dating from the mid-19th century to 1900. Entry to the main collection is free of charge.
1.1 miles | 22 mins | 9 mins



04. THE BRITISH LIBRARY

The library is a major research library, holding over 150 million items from many countries, in many languages and in many formats, both print and digital.
0.8 miles | 13 mins | 6 mins



DISTANCES:

- Kings Cross:** 0.9 miles
19 mins walk
- St Pancras:** 0.9 miles
19 mins walk
- Oxford Street:** 1.0 miles
21 mins walk
- London Eye:** 1.8 miles | 18 mins
by underground

QUEEN MARY

4.8 miles

TO HIGHGATE HILL MURUGAN TEMPLE:

4 miles

MAP KEY:

- Railway Station
- Underground Station
- Student Accommodation
- Railway Line
- Place of Worship Church
- Place of Worship Mosque
- Place of Worship Hindu Temple
- Restaurant

05. VICTORIA AND ALBERT MUSEUM

The world's largest museum of decorative arts and design, housing a permanent collection of over 4.5 million objects. It was founded in 1852 and named after Queen Victoria and Prince Albert.

3.6 miles | 21 mins | 33 mins

06. THE NATURAL HISTORY MUSEUM

The museum is home to life and earth science specimens comprising some 70 million items within five main collections: Botany, Entomology, Mineralogy, Palaeontology and Zoology.

3.8 miles | 23 mins | 35 mins



07. SCIENCE MUSEUM

The museum is a major London tourist attraction, attracting 2.7 million visitors annually. Like other publicly funded national museums in the United Kingdom, the Science Museum does not charge for admission.

3.8 miles | 22 mins | 38 mins

08. TATE MODERN

Britain's national museum of international modern art. Each year, more than 5 million visitors visit the vast gallery to view some of the most famous (and bizarre) artworks in the world.

2.4 miles | 14 mins | 33 mins



All distances are given from Foundaion Campus

Teaching buildings



**Birkbeck Main Building, Library &
Student Union, Birkbeck, University of
London**

Malet Street, Bloomsbury
London
WC1E 7HX

**Clore Management Centre
Birkbeck, University of London**

2 Malet Street, Bloomsbury
London
WC1E 7HX

**25 – 26 Russell Square
Birkbeck, University of London**

London
WC1B 5D

**30 Russell Square
Birkbeck, University of London**

Bloomsbury, London
WC1B 5DP

**39 – 47 Gordon Square
Birkbeck, University of London**

London
WC1H 0PD

Around campus

Police station

10 Lambs Conduit Street, WC1N 3NR
(Urgent incidents can be reported with Birkbeck Reception or on 0207 631 6031)

Banks

Barclays Bank plc

6 – 17 Tottenham Court Road, W1T 1BE

HSBC bank plc

1 Woburn Place, WC1H 0LQ
(opposite Russell Square tube station)

Multi-faith prayer room

Birkbeck, Main building, Room B06.
SOAS, Room L65 and B105 (women) – main building, V220 – Vernon Square campus (You will need your Birkbeck student card to enter).

Library

Birkbeck, ground floor. Main building.
(Opening hours: Mon – Sun
8.45am – 11.45pm)
To access the library you will need your Birkbeck student card and a copy of your passport.

Birkbeck computer facilities - main building

There are a large number of computer rooms at Birkbeck you can use, most of which are open 18 hours a day. They are located in rooms 313 and 413. To access these computers you will need your Birkbeck username and password.

Underground station

Russell Square (Piccadilly Line),
5 minutes walk

Mainline train stations

Euston (for Birmingham, Manchester & Glasgow)

King's Cross (for Leeds, Cambridge & Edinburgh)

St Pancras (for international rail services to Paris & Brussels)

Bus stops

Gower Street (for bus services 10, 24, 29, 73, 134)
Russell Square (for 7, 688, 168, 188)
Tottenham Court Road (10, 24, 29, 73, 134)

Supermarkets

Waitrose, Brunswick Centre, WC1N 1BS
(wide-range, a little expensive)

Tesco Express, 40 Bertrand Street, WC1N 1QJ opposite Russell Square tube station

Restaurants

Fifth Floor Eatery @ Birkbeck, Birkbeck Main building.
Opening Hours: 10am – 8pm (term time)
University of London Union (ULU), Malet Street, WC1E 7HY – cafe on the ground floor. Opening hours: 8.30am – 6.00pm

Post Office

9 Russell Square, WC1B 5EQ
(Range of international mailing services)
University of London (ULU) - WC1E 7HY
(you can buy stamps here)

Enrolment and induction

Induction programme – enrolment

When you attend enrolment, please bring the following:

1. your passport
2. your academic certificates and transcripts: high school and university (only **original copies** will be accepted)
3. proof of your English language level, e.g. IELTS, PTE certificate (only **original copies** will be accepted)
4. proof that you have paid your tuition fees. If you have not yet paid your tuition fees, you should present your credit card or a cheque made payable to 'London FoundationCampus' at your induction.
5. Police registration certificate. Please check your visa to see if you need to register with the police. London FoundationCampus will provide guidance during your first week or for more information please refer to page 11 of this handbook.

Failure to bring the above may result in a delay to your starting the course, thus damaging your academic progress.

During the induction programme, we will give you:

- your timetable
- three copies of the Student Status Confirmation Letter – one of which you can use to register with the police, one you can use to register with a doctor (GP), and one which you can use to open a bank account. If you need additional letters please request these from the office.
- a meeting with a member of the academic team and your personal tutor so that you can choose your academic modules for the semester and discuss plans for your progression degree.
- key dates for the upcoming term, to help you plan your time at London FoundationCampus.

Attendance

GENERAL ATTENDANCE RULES

Required attendance: Attendance at classes is compulsory. Students are expected to attend Monday to Friday from the first day of term until the last day of term, including any examination and re-sit weeks. We expect 100% attendance from all students, unless you have good reason not to be in classes. If you arrive more than 10 minutes late for a class you will be permitted to attend but your attendance mark will be 'Late'.

Religious holidays: As a multicultural education centre, FoundationCampus has respect for all faiths. We may allow time off for religious holidays but any holidays will be decided by the Centre Head and indicated to you.

Illness: If you are ill you **MUST** call the FoundationCampus Office on 0207 6316628 or email foc-attendance@foundationcampus.com as soon as possible to report your absence and fill in a medical absence form upon your return. You can self-certify your own sickness for up to 2 consecutive days. **After 2 days you MUST provide a sick note from your doctor.**

Planned absence from classes: If you know about an absence in advance for example you have a doctors/dentist/home office appointment you must fill in a 'Request for Absence' form and provide evidence of your appointment (such as your appointment card). This form must be authorised and signed off **before** the absence is taken.

Reporting students for attendance: If you have 10 or more days of unauthorised absence you will be reported to the UKVI.

Personal tutors: If you have any queries or personal problems that may affect your attendance please talk to your Personal Tutor. The name of your personal tutor is on your timetable.

A student who does not attain an **attendance level of 90%** (at the discretion of the Centre Head) may not be guaranteed entry to the examination sessions and may be removed from their course. You are required to be in attendance on weekdays during each term.

DISCIPLINARY RULES

Non-attendance will result in disciplinary action being taken, and in very severe cases, termination of your programme of study.

Early stage warning

This warning can be issued by any member of staff if you have missed one or more lessons without providing a valid reason.

Verbal warning

This warning will be issued by London Foundation Campus if you fail to comply with the attendance policy and procedures or programme of study without good reason. This warning is issued verbally.

1st written warning

Failing to improve after your 'verbal warning' may result in London Foundation Campus issuing a '1st written warning'. This may be copied to your parents/agents/sponsors.

Final warning

Failing to improve after your '1st written warning' may result in London Foundation Campus issuing a 'final written warning'. This may be copied to your parents/agents/sponsors.

Notice of withdrawal

'Notice of withdrawal' will be issued to students whose overall attendance continues to deteriorate after being issued with a final warning. Upon receipt of a *'Notice of withdrawal'* your programme will be terminated and the UKVI informed.

Each year, London Foundation Campus are required to withdraw students due to poor attendance, so we encourage all students to take this policy seriously.

Visas

London FoundationCampus welcomes students from across the world, many of whom require a visa to study in the UK. Students who study under the Tier 4 Points-Based System (PBS) are expected to fulfil a range of responsibilities via the college at which they study. At London FoundationCampus, these responsibilities apply to all students.

Your responsibilities

- Enrol at the right time at FoundationCampus, and return at the start of each term. FoundationCampus is obliged to report to the UK Visas & Immigration (UKVI) any students who have an entry clearance visa who fail to enrol by the stated enrolment deadline.
- Inform FoundationCampus of any letters or e-mails or other messages received from the UKVI. If you arrive with evidence of a valid pending visa application, you must inform FoundationCampus of any correspondence received from the UKVI so that we can advise and support you.
- If you do not regularly attend your course, FoundationCampus may be obliged to report you to the UKVI. FoundationCampus is obliged to tell the UKVI if a student withdraws from a course, defers or suspends their studies, or if a student fails to attend their course regularly. You are expected to attend at least 90% of your classes.
- You must keep FoundationCampus informed of your contact details at all times; it is your responsibility to inform FoundationCampus if your contact details change. You will need to come into the FoundationCampus office and complete a pink change of details form.
- You must comply with the working conditions of your visa. Most students on FoundationCampus courses are unable to work under the new rules.
- You must inform FoundationCampus immediately of any changes in your personal circumstances (eg. marriage/civil partnership/cohabitation/birth of a child in the UK; change in dependant circumstances; divorce; dissolution of civil partnership). Also, you must inform FoundationCampus when you need to extend your visa, and to provide your passport and any new visa documents to the office for copies to be taken.

Certain international students that come to study in the UK will be required to register with the police within 7 days of their arrival in the UK. **Please check** your visa to determine whether you are required to register. In London, police registration is completed at the Overseas Visitors Records Office.

Police registration

Location and opening hours

The address of the Overseas Visitors Records Office (OVRO)

Brandon House

180 Borough High Street

London, SE1 1LH

Tel: 0207 230 1208

Opening hours: Monday – Friday, 9am – 4pm

How to get to Brandon House

To get there, take the underground to Borough station on the Northern line. Brandon House is opposite Borough station or Brandon House is served by bus routes 21, 35, 40, 133, 343.

If you need to register with the police in September or October, you are recommended to arrive at Brandon House before 6.00am as thousands of students are attempting to register at this time of year.

What you need to know

To register, you must take the following with you:

- a copy of the identity page of your passport
- £34 in cash (try to take the exact amount)
- a copy of the Visa page from your passport as well as A copy of both sides of your BRP (if applicable)
- two passport sized photographs
- completed OVRO Registration Proforma

Once you have registered, you will be given a Police Registration Certificate (PRC). You will need to bring your PRC into the office for us to make a copy for our records. You should keep this throughout your time in the UK, as you will need it in the event you wish to extend your visa from the UK. The PRC can also be used as an identity document in certain circumstances. In the event you change your address or obtain a new visa, you must update your PRC by reporting to your local police station (ie. you don't necessarily need to go to Brandon House). This must be done within 7 days of you moving.

Student Oyster photocard

As a student at London Foundation Campus, you are eligible for an 18+ Student Oyster photocard.

Why should I get one?

A Student Oyster photocard will entitle you to a 30% discount on adult Travelcards and bus and tram passes valid for seven days, one month or longer periods. You can use a Travelcard on all Tube services and the majority of London's bus services in zones 1 – 6. If you use public transport frequently (eg. a few times a week, or daily), buying a Travelcard is much cheaper than buying single tickets.

Types of Travelcards and sample prices

With Student Oyster photocard

Zones	Weekly	Monthly	Annual
1-2	£21.90	£84.10	£878
1-4	£31.40	£120.60	£1,256
1-6	£40	£153.60	£1,600

Without Student Oyster photocard

Zones	Weekly	Monthly	Annual
1-2	£31.40	£120.60	£1,256
1-4	£45.00	£172.80	£1,800
1-6	£57.20	£219.70	£2,288

How do I get a Student Oyster photocard?

Please go to the link below to apply for your student oyster card:

<https://photocard.tfl.gov.uk/tfl/showLogon.do?selection=student#middle>

On the drop down menu, type in '**London Foundation Campus**'.

To complete your application, you will need:

- your university enrolment number. This is your CEG number (CEG080*****)
- your course dates
- an electronic passport photo
- a debit or credit card to pay the £10 application fee.

Student support

Personal tutors

Every FoundationCampus student is allocated a Personal Tutor who is a member of the academic staff.

- The Personal Tutor may also be someone you approach for a reference at a later stage of your academic career.
- It is your responsibility to make contact and keep in touch with your supervisor during your studies at FoundationCampus.
- The Personal Tutor will act as a contact between you and the rest of the Centre should there be problems which need to be notified.

Changing Personal Tutor

If your tutor leaves, another member of staff will be appointed as your supervisor. However, if you feel that the relationship is not developing and that for whatever reason you are unable to confide in your supervisor, you should approach the Centre Head and request a change of supervisor, explaining the reasons why this is the case. FoundationCampus will not hold this request against you. If, for any reason, you feel unable to approach the Centre Head on this matter you should seek the assistance of another member of staff.

Privacy

If you have a confidential matter to discuss please see the Deputy Centre Head or Centre Head.

Disability

For the purpose of this statement, disability is defined as: "A physical or mental impairment with substantial and long term adverse effect on normal day to day activities."

The centre ethos is to provide a high-quality educational experience, designed to ensure that students excel both academically and personally. As such, we aim to ensure that all students are treated as individuals and that needs are met accordingly. Those students that are within the scope of the definition of disabled will be supported with regard to integration into both the pastoral and academic programmes.

Staying in touch

Making international calls

Keeping in touch with your family and friends at home is important. You should make sure that you have a way of communicating with them regularly. Today's technology makes this very easy. Your options include using the internet, international dialling cards and mobile phones. The option that works best for you will depend on your individual circumstances and you should look at which method is the most cost effective and practical.

Internet

Software such as Skype allows you to call landlines, mobile phones and other Skype users over the internet. Calls between Skype users are free of charge. Call rates from a Skype user to a landline and mobile phone vary, depending on country.

International calling cards

You can buy cards from a number of places including grocery stores and the Post Office. Again, rates differ based on which country you are calling and whether you are dialling from a landline or mobile phone. The Post Office phone card features monthly offers (e.g. free calls on Saturdays to particular countries). See their website for further information.

Mobile phones

A number of mobile phone operators cater for the needs of international students. These companies, including Nomi and Lebara, offer very cheap calling rates to a number of countries overseas.

We strongly recommend that you open a bank account in the UK. Time is given for this during the Induction Programme. To open a bank account in the UK you will need:

- proof of identity (passport)
- proof of address (letter or receipt from your landlord/Accommodation Office or utility bill)
- opening deposit
- Student Status Confirmation Letter (this will be provided to you during the induction programme)

Opening a bank account

Nearby banks

HSBC

1 Woburn Place, Russell Square, London WC1H 0LQ

39 Tottenham Court Road, London W1T 2AR

Lloyds TSB

37-63 Southampton Row, London WC1R 5HR

80 Tottenham Court Road, London W1T 4TH

Barclays

73 Russell Square, London WC1B 5BG

190 Tottenham Court Road, London W1A 3AT

Halifax

52 The Brunswick Centre, London WC1N 1AE

Santander

164-167 Tottenham Court Road, London W1T 7JE

Lloyds TSB

Southampton Row, London WC1R 5HR

107 Shaftesbury Avenue, London W1D 5DA

Please note that some banks will charge a monthly fee for your current account, while others do not. Before opening a bank account, you are advised to look into the features of the different accounts available and make a decision on this basis.

Health insurance

International students who meet the following three conditions may be entitled to a range of free healthcare services under the NHS (the National Health Service):

- be registered on a full-time course
- be on a course delivered by a recognised institution
- be enrolled on a course for six months or more in duration.

Students who do not meet these conditions are only entitled to emergency treatment from the NHS.

In order to access these free services, students must register with a doctor (GP). You should register with a GP as soon as you begin your studies in London. Do not wait until you are unwell as it will prove to be difficult to receive immediate treatment.

You are advised to register with a GP close to your residential address in London. To find your nearest GP, visit www.nhs.uk, click on GP in the 'services near you' section and enter your postcode. Choose a GP that is open in the evenings and on Saturdays, so you can arrange appointments around your timetable.

To register:

- visit your GP practice
- present your London FoundationCampus student status confirmation letter
- complete registration forms
- request a male or female doctor
- you will be sent a medical card with your NHS number by post - Keep this card safe

General information

Dentists near Birkbeck

Dentist clinics are available everywhere. However, as a student you might be entitled to a discount. Ask the receptionist about how to apply for student exemption.

Pharmacies near Birkbeck

Some medicines are only available on prescription, i.e., with a doctor's authorisation. However, there are a lot more medicines available over the counter. Pharmacists are there to help you too.

Boots the Chemist

16-17 Tottenham Court Road
Bloomsbury
London, W1T 7RJ
020 7580 3525

Council Tax

Students registered full-time at London Foundation Campus are generally entitled to claim a discount or exemption from Council Tax. Please see a member of the office staff to obtain a Student Status Confirmation Letter.

Staying safe

London is a large city and observing a few basic rules could help you avoid being a victim of street crime.

Street robbers identify students as particularly easy targets as they often have expensive equipment such as laptops, music players, iPods and mobile phones. Obviously, foreign students are not from the local area so are unfamiliar with their surroundings. Muggers view them as being particularly easy to intimidate. By following some simple guidelines, you can avoid becoming a victim.

- appear confident; it is one of the best ways of staying safe when out and about on foot. It's a fact that confident people are less likely to be mugged or assaulted, so when you're walking alone try to look alert and walk tall.
- be aware of your surroundings; plan where you're going and how you're going to get there.

- it's also worth letting other people know where you're going and when you expect to get back - if you change your plans remember to let them know.
- if you're planning any journey on foot, even just a short walk, plan your route in advance so that that you don't appear lost.
- carry a mobile phone with you, and have useful numbers programmed into your phone for speedy access.
- stick to busy, well-lit places. Avoid underpasses or shortcuts unless the lighting is good and you're confident they're safe.
- if you can, avoid walking alone at night, especially in unfamiliar places.
- wear comfortable clothes and shoes that are easy to move in. Carry your bag slung across your body with any zips or openings on the inside.
- if you think you're being followed on foot, cross a road and keep walking.
- if you still think you're being followed make for somewhere busy and well lit.
- avoid carrying large amounts of cash with you.

Don't be afraid to ask for help.

Cash points

Most of us use cash-points (ATM, the hole-in-the-wall) from time-to-time. To avoid losing your money at a cash point machine, the following precautions are recommended:

- it may seem like common sense, but never write down your personal identification number (PIN), and if you are distracted at the cash point, cancel the transaction and leave - someone may have seen your PIN or be trying to create an opportunity to try to steal your money.
- do not let anyone see you input your PIN, and if you are interrupted or distracted by anyone when using a cash machine, cancel the transaction and try to recover the card.
- where possible, only use cash-point machines at reputable banks (Barclays, Nat West, HSBO etc.) and supermarkets (Tesco's, Sainsbury's etc.). Thieves have developed very sophisticated and clever machines that look like cash-point machines but are not. Therefore, avoid, where possible portable cash-machines.
- if your card is not returned by the cash machine, report it to your card issuer immediately.

Emergency

- Police/Fire/Ambulance EMERGENCY number - 999 or 112
- Victim Support - 0845 30 30 900 – www.victimsupport.org.uk helps people cope with the effects of crime. There are separate advice sections for people living in England and Wales, Scotland and Northern Ireland.
- Crime stoppers - 0800 555 111 – www.crimestoppers-uk.org is an independent UK-wide charity working to stop crime. You can call them anonymously.

Security and insurance

London is a city with a large population, and we suggest that you are careful in managing your personal security. Common sense measures, such as not walking alone at night, will help to keep you safe. In addition, we recommend you take out a comprehensive insurance plan to protect your belongings during their period of study at London Foundation Campus. It is your responsibility to make sure that your possessions are sufficiently insured.

Sports centre

Students can become members of Energybase at the University of London Union using their student ID card. Membership includes access to the fitness room, swimming pool and a range of classes. Prices are extremely competitive for central London, starting at £30 per month. For more information, please go to the following link: <http://ulu.ukmst.net/energybase/membership/studentmembership/>

Gifts for staff

Please do not embarrass your tutor or any Centre staff member by offering expensive gifts as they cannot accept gifts of more than a modest nature.

Activities and sports

The University of London Union (ULU) offers many sports, societies and other opportunities to get involved, help make new friends and get the most out of University life.

There are over 40 clubs and societies available, and if ULU does not have what you are looking for you can always set up on your own. Here is a sample of some of the interests catered for within ULU's clubs and societies:

- Art
- Breakdancing
- Capoeira
- Chamber singing
- Debating
- Harry Potter
- Hip hop
- Jazz
- Mountaineering
- Orchestra
- OCF Shaolin Kung Fu
- St John Ambulance



To find out more information, join the Fresher's Fair (<http://www.ulu.co.uk/>) or visit the second floor of the University of London Union on Malet Street.

What's going on in the city?

London is one of the most culturally diverse cities in the world. With over 240 museums, numerous art galleries, a variety of festivals throughout the year and a huge range of music venues for you to choose from, there are simply too many to mention. To get you started, here is a list of 10 free things to see and do:

Parks

London boasts many beautiful parks. Regents Park and Primrose Hill are perfect for a stroll or picnic with friends. The popular Diana Memorial Walk crosses St James' Park, Green park, Hyde Park and Kensington Gardens. Or try St. James' Park for a fantastic view of Buckingham Palace.

Changing of the Guard

The changing of the Queen's Guard takes place outside Buckingham Palace every day at 11.30am in the summer and every other day in the winter. Get there early for a good view!

Art Galleries

London is home to many outstanding art galleries, which offer free entry, including the Tate Modern, the National Portrait Gallery and the National Gallery.

Street markets

Wander around many of London's street markets, selling anything from food to flowers or vintage clothing and antiques. Popular markets include Borough, Portobello Road and Camden.

Go to the recording of a TV show

If you want to be in the audience for a TV show, you can sign up for free tickets. Visit www.bbc.co.uk/tickets or www.tvrecordings.com for details.

Speaker's Corner

Every Sunday morning speakers and listeners gather on the corner of Park Lane and Cumberland Gate in Hyde Park to set the world to right. The main topics are politics and religion but there are usually some off-the-wall ideas too.

The Young Vic shows

The Young Vic shows present a wide variety of classics, new plays, forgotten works and music theatre. Residents of Lambeth and Southwark can see a Young Vic show for free. Get involved with 2 Boroughs. www.youngvic.org/taking-part/two-boroughs

Southbank

Take a stroll along the Southbank for a first class view of some of London's major landmarks including the London Eye, Big Ben and the fantastic skyline showing St Paul's Cathedral.

Museums

London is home to some fantastic museums including the Victoria & Albert, the Science Museum and the Natural History Museum – all free to enter.

Music

There are many places across the capital where you can regularly enjoy free music, recitals and entertainment, including the Southbank Centre, Trafalgar Square and the Royal Opera House.

Paying your fees

Fee payment information

We want to make paying your fees as easy as possible. You have paid your deposit and secured your place. See below for details of your payment plan for the remainder of your programme. Tuition fees for each term of study at the Centre are due prior to the start of the term of study. All fees are payable in GBP (pounds sterling).

3-term programme*				
	Tuition fees	Deposit	Registration fee	You will pay
Term 1	£4,750	+ £2,400	+ £100	£7,250
Term 2	£4,750			£4,750
Term 3	£4,750	- £2,400		£2,350
Total				£14,350

2-term programme*				
	Tuition fees	Deposit	Registration fee	You will pay
Term 1	£4,750	+ £2,400	+ £100	£7,250
Term 2	£4,750	- £2,400		£2,350
Total				£9,600

1-term programme*			
	Tuition fees	Registration fee	You will pay
Term 1	£4,750	+ £100	£4,850

University of London International Foundation Programme

3-term programme*				
	Tuition fees	Deposit	Registration fee	You will pay
Term 1	£5,500	+ £2,400	+ £100	£8,000
Term 2	£5,500			£5,500
Term 3	£5,500	- £2,400		£3,100
Total				£16,600

*this is a guide only, your full payment plan is available on request, please contact Eliza Karkula for further details.

This can be paid via the following methods:



a. International Bank Transfer

FoundationCampus has partnered with peerTransfer as a fast and easy way to make international payments. This is the best way to send funds from overseas. By using peerTransfer you can be sure that your funds arrive on time and that FoundationCampus will always receive the correct amount.

Payment by this method also means you do not have to pay any bank charges, which can be expensive; with peerTransfer the rates are clear so you can always be sure about the total cost of the transaction.

Over 40 currencies are available and they offer competitive foreign exchange rates. If you need help, they are always contactable. Please be aware that the process may still involve making a transfer through your bank.

b. Credit card (including Visa/MasterCard or debit card)

We do not accept American Express. A 2% fee is charged for payment by credit card. The following information is required:

- card number
- expiry date
- three-digit security code (from the signature strip on the back of the card).

To make a payment using this method, please call our Finance team on +44 (0)1223 347708.

c. Direct transfer of funds

Please see your pre-arrival information packs for bank account details. An additional £12 must be transferred with the fees to cover bank charges.

Important: A payment reference must be provided so that the College can identify funds on safe arrival into our account. This must be the student reference number as stated on your offer document. This reference means that we can then allocate the funds against your invoice accordingly. Failure to include a reference may mean we have to contact you again to establish proof of payment.

Sponsors

If your employer or government sponsors your study, we will require a letter from them confirming the following details:

- your name and course
- the amount of fees they will be paying (for example, 100%)
- the contact name, company name, telephone number and address where the invoice should be sent

Please note: student sponsor invoices will be payable in full within 30 days of receipt of invoice. If your sponsor does not make payment, you will be personally liable to pay the full amount of tuition fees.

Refunds

Acceptance of a London FoundationCampus offer on payment of the minimum stated deposit constitutes a binding contract between the student and London FoundationCampus. Tuition fees are non-refundable except in the case of visa refusal. Should a student be refused a visa, evidence of refusal and a written application to withdraw must be made available to London FoundationCampus before any refund can be initiated. London FoundationCampus will verify the authenticity of the evidence of visa refusal with the appropriate British overseas posting (Embassy/High Commission), and will charge an administration fee of £100 in the event of such a refund. Tuition fees are non-refundable after the commencement of studies. Any notice to withdraw or cancel must be made in writing, if the cancellation is received before the start of term then the forthcoming terms tuition fees will be charged. If the cancellation is made after the start of term then both the current term and the following terms tuition fees will be charged.

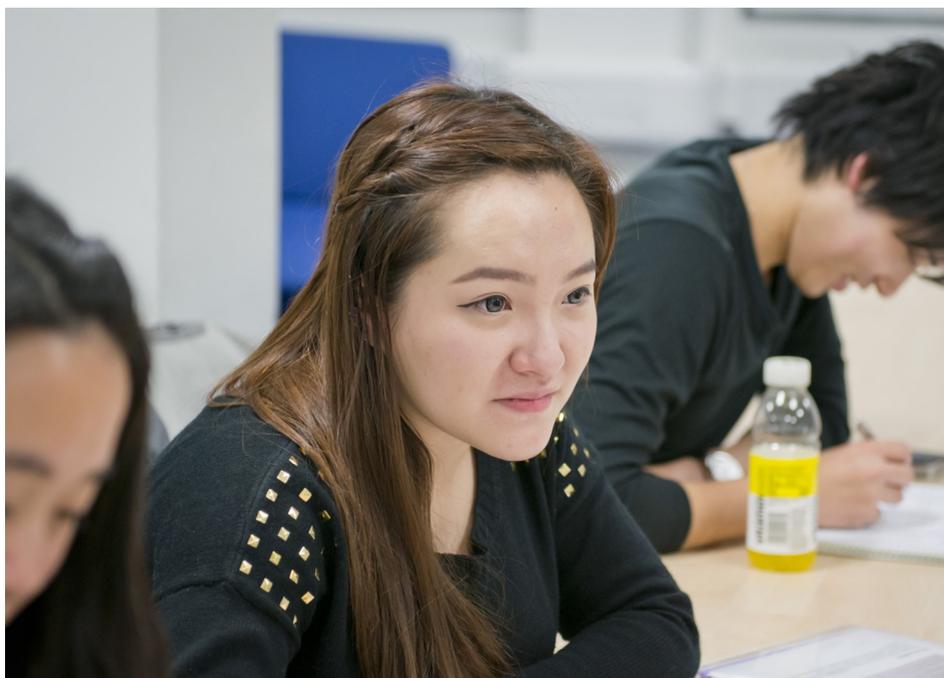
Any students withdrawing from a London FoundationCampus programme of study will be reported to the UK Visas and Immigration and British Embassy/High Commission in their home country as a curtailment of their programme. London FoundationCampus reserves the right to withdraw a previously available programme of study at its own discretion. Where a student is unable to enrol in a similar course at London FoundationCampus and the enrolment is cancelled then all fees will be refunded.

Student representatives

Students from each course are elected by their peers to represent the views of students at the Staff-Student Liaison Committees. These meetings happen once a term and are designed to improve the management and enhancement of their programmes of study.

Staff and students consult each other on all aspects of their learning experience and future developments. Students will communicate with their peers on their courses and attend meetings to discuss this feedback in Centre and then with the other student representatives nationally once a term.

It is a chance to really make a difference, to improve your student experience. It's a great thing to put on your CV and will impress prospective employers.



Term dates academic year 2014/15

Students on all courses at London Foundation Campus will follow the same term dates, as follows:

TERM 1	22 September 2014 - 12 December 2014
TERM 2	05 January 2015 - 20 March 2015
TERM 3	30 March 2015 - 05 June 2015
TERM 4	15 June 2015 - 14 August 2015

In order to help you make arrangements for returning home at the end of each term, we will give you a list of key dates when you enrol.

Please do not book flights before the end of any term listed above. Students who leave London before the end of term may miss important assessments, and this will hinder your academic progress.



Contact details

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0207 6316643

If you need to contact centre staff in an emergency outside of office hours please call:

+44 (0)7730 321449

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