

Admission Policy

inlingua Leeds has set entry requirements for most of its courses but also deals with each application case by case. Applicants from under 18 will not be accepted. Applications are accepted via post, email, the website or in person. All students must complete an application form and submit all the necessary documentation required by the entry requirements.

All applicants requiring visas must submit their Passport Copy and Proof of Payment for the minimum of 30% of their total fee costs in order to receive their Letter of Acceptance.

Acceptance documents

inlingua Leeds issues offer letters to students who have been accepted onto courses. Students must carefully read these documents and can contact inlingua Leeds if they have any questions. Students must (if applicable) complete and return the Application Pack and pay their 30% in order to save their place at inlingua Leeds.

Refusal

inlingua Leeds may refuse to accept a student if we feel that we cannot meet the needs of the student for any number of reasons.

The College may refuse any student that we believe we cannot meet the academic needs of. This may be due to the courses in the College, or the nature of the students' individual goals. inlingua Leeds may refuse acceptance to any student, regardless of an acceptance letter, if the students' true level does not match the requirements of the course.

The College may refuse to accept a student, without reservation, if there is a suspicion that there is any risk that the student will not comply with the requirements of their visa status or pose a risk to the integrity of the UK Border. The College may refuse an application, without reservation, if there is a suspicion that documents presented to support a visa application are not genuine.

inlingua Leeds may also refuse a student on medical grounds, or if for any reason inlingua Leeds does not believe that the school can safely or adequately take care of that student. If a student does not declare a medical condition or falsifies their medical information, inlingua Leeds reserves the right to refuse that student upon discovery. This is for the safety of the student themselves, staff and other students. If a medical issue occurs between the student accepting their place at inlingua Leeds and starting their course, inlingua Leeds will evaluate this on a case by case basis in line with our Cancellation and Refund Policy as detailed in the Application Pack.

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Sponsorship

All sponsored students are required to send their Proof of Sponsorship and/or Financial Guarantee before any acceptance will be considered. This letter must state that the student will attend inlingua Leeds. Letters addressed to other institutions will not be accepted. Students who are sponsored must follow the rules of their sponsorship agreement.

Placement

inlingua Leeds also conducts an online placement test to assess student's English level. The result obtained helps us place the student in a suitable class.

inlingua Leeds cannot accept certificates other than those from official exam boards dated within the last 24 months as evidence of language ability. The original document must be produced. The student will still need to complete our online placement test, and this previous test result will also be taken into consideration.

NCC Education courses provided by inlingua Leeds require either an IELTS certificate of 5.0 (with no skill less than 4.5) within the last 2 years or passing the internal inlingua Leeds and NCC Education English Language exam. Students may be required to take the exam again once they arrive if there is any suspicion that this is not a true reflection of their level.

Students who are between levels currently open at inlingua Leeds are invited to try the suitable classes on offer. The inlingua Leeds management will consult with both the student and the teacher to decide which class would be more suitable. The final decision on class placement lies with the inlingua Leeds management.

Student Visas

inlingua Leeds complies with all the Immigration Rules of the UK.

The College will require visa national students to provide proof of their legal right to stay in the UK. The College will keep a copy of the visa or the permit.

In the event of a visa refusal, the College will require written proof of the refusal. No refund will be issued for a visa refusal which is due to student error or fraud. Please see the Cancellation and Refund Policy as detailed in the Application Pack for more information.

Students are responsible for obtaining their own visas. The College is not able to give information or advice in obtaining or extending a visa. inlingua Leeds can only provide assistance in obtaining a Short-term Study visa. Any application for another type of UK visa

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will be rejected and we will report you to UKVI if we have any suspicions about the type of visa you have applied for.

A student who needs a UK visa is subject to UK immigration laws. We will report any problems and issues if we think it is breaking the rules of your visa.

A study visa is issued on condition of satisfactory course attendance.

Poor attendance shall be reported to the UKVI (please see Attendance Policy for further details).

10 consecutive days of unexplained absence from lessons must result in expulsion from the course. The College is obliged to report such absence to the UKVI.

Course withdrawal for reasons outside the control of the College involves an automatic revoking of the study visa. We will report to UKVI any students who are on visas that withdraw from our courses. You are strongly advised to organise medical and cancellation/curtailment insurance before travel.