

How to apply

If you would like to apply for a place at Hove College, the recommended application procedure is explained below:



UK and EU Students

Where possible we encourage prospective students to visit us as this enables them to see and hear for themselves what a course at Hove might help them achieve. It also gives us the opportunity to better assess the abilities and interests of the individual students so we can give the best advice regarding their course selection.

If a visit is not possible, use this prospectus to select the course most suited to your needs and then fill in the application form (which is available from our website).

If your application is successful we will then send you an Admission Document together with full details of the next steps required in order to confirm your place.

In the event of a query please do not hesitate to telephone or e-mail us at the address shown on the back of this prospectus.

International Students (Non EU)

Students from non-European Community countries will in most cases need to obtain a visa to study in the UK. In these circumstances the correct application procedure is as follows:

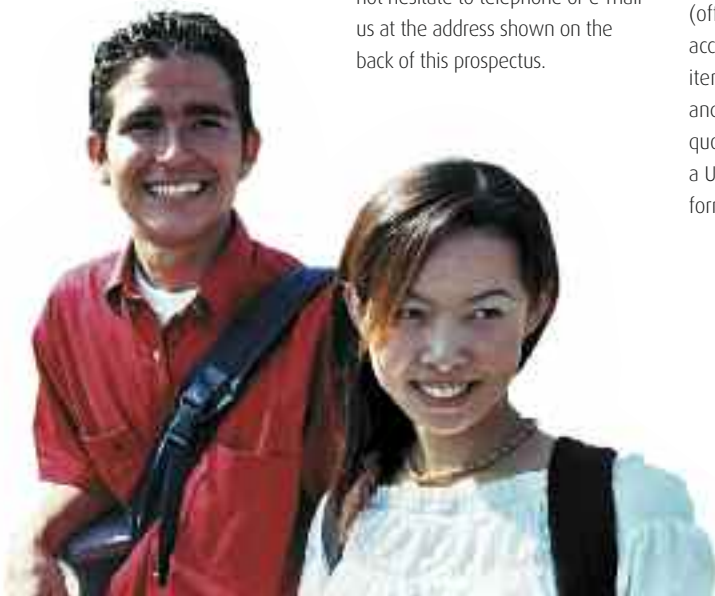
1> Use this prospectus to help you select the course most suited to your needs and then fill in the enclosed Application Form and send it to the College, together with photocopies of your academic qualifications and any other documents you think might support your application (eg. an employer's reference in the case of mature students). If you need an additional application form this can be downloaded from our website.

2> If your application is successful we will send you an International Admission Document (offer letter) confirming your acceptance for the course and itemising the cost of tuition fees and living expenses. If you have quoted the name and address of a UK sponsor on your application form they will automatically

receive a copy of your offer and an invitation to visit the College. Please note that the quotation for living expenses is a recommendation only and is intended as an approximate cost of living guide. Students who stay with friends or relatives can often live comfortably on much less.

3> Once you have received your acceptance documentation you can start making arrangements for your tuition fees to be sent to the college. If you are paying your fees from overseas you should ask your bank to arrange a bank transfer or to issue a Banker's Draft made payable to Hove College which you should send to us by courier or registered post. If your fees are to be paid by a sponsor in the United Kingdom you should ask your sponsor to telephone us to arrange an appointment to see a Course Advisor.

4> When your tuition fees have been paid, we will send you your Visa Application Document which you will be required to present to the British immigration authorities when you arrive in the UK.





Want to find out more?
Just visit our website at:
www.hovecollege.com

Pictures:

- 1> The Hove College main building.
- 2> If requested the college can arrange for international students to be met at the airport when they arrive.



Quick seven step guide for international students

- 1> Submit completed application form
- 2> Receive International Admission Document (offer letter)
- 3> Pay tuition fees
- 4> Receive Visa Application Document and accommodation booking form
- 5> Obtain Student Visa from local British authorities (if required)
- 6> Notify College of flight details and accommodation requirements
- 7> Obtain student visa on arrival in UK (if not already obtained locally)

5> Applicants from some countries are required to obtain a visa from their local British High Commission prior to travelling to London. This is likely to involve an interview with an Entry Clearance Officer who will want to see:

- [A] Your Passport
- [B] Your academic qualifications
- [C] Your International Admission Document
- [D] Your Visa Application Document (showing tuition fees paid)
- [E] Evidence you have access to the necessary living expenses

for a taxi to collect you from the airport. We will reply by sending confirmation to you by return fax/e-mail.

7> When you arrive at the airport in the UK you will need to obtain a student visa. The immigration officer will expect to see your Visa Application Document together with evidence that you have enough money to live on.

If you are bringing your living expenses with you, you should have at least enough for 3 months (about £1,750). If instead you have a UK sponsor who is going to provide for you then you should have evidence of this, in the form of a sponsorship declaration form which your sponsor can obtain from the College in advance.

Please note that if you are refused entry to the United Kingdom by a British High Commission your tuition fees will be refunded in full less the £100 enrolment fee.

6> The College is able to arrange accommodation for you for the duration of your course. It is important, however, that you notify us in advance of your accommodation needs, together with your flight details, so we can make the necessary arrangements. This is best done by fax on +44(0)1273 748149 at least 72 hours before arrival. You should also let us know at this stage whether you want us to arrange



General Notes

Course Starting Dates

The training at Hove College is an on-going process throughout the year, with student intakes arranged so that you will generally have a choice of various starting dates in any twelve month period.

The advantage of this arrangement is that the prospective student need not wait for more than a short time - possibly only a matter of weeks - before commencing a course. This has proved to be particularly valuable to overseas students living in areas where holiday periods or academic years are not the same as those of the UK. Therefore, when you complete your application form please indicate the date on which you want to commence your studies.

Entrance Qualifications

Hove College training does not normally require, on the part of the student, any previous knowledge of the subjects to be studied. However, prospective students should have attained a reasonable level of literacy and numeracy or, where they wish to enrol for Professional examination courses, be able to provide evidence of holding the necessary GCSE passes or their equivalent. Educational certificates held by intending students will vary from country to country; the College will judge these qualifications on their merits and advise the student accordingly.

Tuition is in English. Intending students must therefore have reached a reasonable level of fluency. The College has access to a remedial English Language Course (see page 28) and must reserve the right to transfer to this course any student

whose command of English is not adequate for a proper understanding of the course for which he or she has enrolled.

Students should have achieved a minimum IELTS 5.5 score before starting their course and ideally have passed IELTS 6.0.

Tuition Fees

Tuition fees cover the cost of face-to-face instruction by experienced professional tutors and 'hands-on' training and practice using modern computer technology. The tuition fee also covers all college examination fees.

Overseas based students who are 'visa nationals' (ie. required to obtain a visa from a local British Embassy or High Commission before travelling to the UK) are required by Hove College regulations to pay full tuition fees in advance. This is because statistical analysis has shown that instalment fee payment reduces the likelihood of a successful visa application.

UK based visa nationals, non visa nationals and citizens of the European Community may pay tuition fees for 36 week Diploma or 2 year Advanced Diploma courses on an instalment basis, although an extra £50 per term is payable if this method is chosen. To calculate the fee for the E-Business Diploma course for example, simply add £150 to the fee quoted on the fee sheet, and divide the total by three. Thus: £5,475 + £150 ÷ 3 = £1,875 per term.

Tuition fees may be paid either directly to the school by cheque, credit card or cash, or sent from overseas by banker's draft or

telegraphic transfer. Banker's drafts should be made payable to Hove College and sent by courier or registered post to ensure security. When sending funds by telegraphic transfer, the sending bank will require the following Hove College bank details:

Account Name:
Hove College

Bank Address:
Bank of Scotland
8 Air Street
Brighton
East Sussex BN1 3FD

Account Number: 00428449

Sort Code: 12-12-68

NB: It is essential that, whichever method of payment is used, the sender remembers to quote the student's Reference Number.

Sponsorship Forms

In the case of an overseas student, where a friend or relative in the UK will be acting as his or her sponsor by providing living expenses and accommodation on their behalf, it will be necessary for the sponsor to complete and sign a sponsorship form and provide evidence confirming their financial ability to maintain the student. The sponsor should contact the College for further details, and the appropriate form.

Accommodation in Brighton

This need present no problems to intending students. Where desired, accommodation, which has been carefully selected by our Student Services team, can be arranged for the student by the College. The cost of accommodation and living expenses is not included in the tuition fee for the course.

To comply with student immigration formalities, international students are required to show that they can meet living and accommodation expenses during the period of their studies in the UK. Details of the current costs will be sent to you with your acceptance documentation.

The Accommodation Officer will only provide accommodation for new students if asked to do so (see page 30). It is not done automatically because many students live locally or arrange to stay with friends or relatives to keep costs to a minimum. If you do require accommodation it is best to inform the college at least 72 hours in advance.

Generally, new students prefer self-catering student house type accommodation. These are as close as practical to the College (thus minimising travelling expenses) and cost £1,460 per three month 'term' based on a private room typically in a five person house with shared living room, kitchen and two bathrooms. This is inclusive of all costs (such as electricity and rates), but excludes food. There is also a £150 refundable Damage Deposit. Parents please note: All our accommodation is safe, secure and supervised, and every effort is made to ensure that students make friends and settle into their studies.

