

MSE: POLICY ON STUDENT ENROLMENTS (ADMISSIONS)

Aims:

In line with its *Mission Statement*, terms and conditions and other policies, Mayfair School of English is committed to ensuring that it abides by the following principles in the case of all student enrolments:

- To ensure that only individuals over the age of 16 are permitted to enrol onto courses or book accommodation with the school.
- To ensure that all school policies are applied when the applicant has learning or physical disabilities.
- To ensure accurate information and advice is given to potential students and their representatives (agents) where applicable with regard to immigration (visa) requirements, appropriate courses and accommodation options.
- To ensure all students at the school are registered correctly and that all arrangements are in place prior to arrival.

Policy:

Mayfair School of English is dedicated to meeting the aims referred to above in relation to all student enrolments via the following policy commitments:

- To gather information all appropriate and relevant information concerning the applicant before arrival.
- To correctly identify the relevant immigration status / requirements in the case of each applicant and process the individual student's enrolment accordingly
- In the case of students with disabilities, to process enrolments with reference to our *Policy for students with learning or physical disabilities*, ensuring adequate communication and liaison is maintained throughout between all associated departments involved in the enrolment process ; i.e. academic management team, registration team including accommodation and the (Managing)Director / Principal of the school.
- To ensure all documentation pertaining to the enrolment is kept securely, both digitally via the school's secure database and hardcopy, where it may be accessed as required by a member of the school's administrative team and made available to relevant authorities (UKBA) upon request.
- To ensure that the school's enrolment systems remain compliant with current UKBA policy at all times.

Procedure:

For EU / EEA / Swiss nationals we require the following documentation at enrolment:

- Completed Application Form: [EFL courses](#)
- Signed [Terms & Conditions](#)
- Passport copy (colour)
- Confirmation of payment of deposit or full fees for the programme of study
- Indication of student's current level of English; e.g. certificate or [online test](#)

All nationals from who are not from an EU (European Union) or EEA (European Economic Area) country, or Switzerland, must apply for leave to remain to study in the United Kingdom. Mayfair School provides language tuition to students who have any of the visas that provide the right to study in the United Kingdom:

1. Short Term Student Visa (up to 6 months)
2. Short Term Student Visa (up to 11 months)
3. Tourist visa (up to 6 weeks)

For students enrolling with any of these visa categories, we require the following documentation:

- Completed Application Form: [EFL courses](#)
- Signed [Terms & Conditions](#)
- Passport copy (colour)
- Confirmation of full payment of fees for the programme of study
- Indication of student's current level of English; e.g. certificate or [online test](#)

NB. For students wishing to book accommodation we require the following before the confirmation of booking can be made:

- Completed Application Form: [Accommodation](#)
- Signed [Terms & Conditions](#)
- Confirmation of full payment of accommodation fees

The above must be received 10 working days before the first day of the intended booking.

All MSE forms have been hyperlinked above and can also be downloaded from our website here: <http://www.mayfairschool.co.uk/download.html>

1st January 2017