

International Agent Briefing Pack

Contents

Welcome	3
Why Study at Community Revival?	4
Facilities at Community Revival	5
Course Information [refer to Website]	
Processing Enquiries & Applications	6
Handling Deposits & Fee Payments	8
Pre-Enrolment Information	9
Procedures for Student Admissions & Enrolment	10
Ethics Policy	11
International Students Application Form	12
Contact Details	15

Dear International Agent

Welcome to the Community Revival International Agent Briefing Pack.

This Pack has been designed to provide useful information regarding Community Revival, its courses and promotional material, focussing on the needs of International Students. There is also guidance on admission and enrolment.

We look forward to your feedback – your views are important to us in ensure good practice and excellent service standards.

Kind regards

International Department
Community Revival UK

Sept 2016

Why Study at Community Revival?

There are a whole host of reasons why a potential Student should consider studying at Community Revival ...

- ✓ Advice, Guidance & Support, from before the Student joins to even after they leave
- ✓ Over 10 years' experience of delivering quality courses
- ✓ Internationally-recognised qualifications
- ✓ Progression to Advanced Courses at FE College & Universities
- ✓ Employer links to assist with jobs, work experience & placements
- ✓ Join most courses at different times of the academic year
- ✓ Additional support available in-class
- ✓ A very friendly & welcoming atmosphere

... and last, but not least, FREE Tea & Coffee!

Studying in Chorlton

Chorlton is arguably the busiest and most vibrant suburb outside Manchester city centre, where you can indulge in a broad range of pastimes, including dining, shopping, sports, arts and crafts and recreation. The library, water park and leisure centre are always popular and Chorlton is famed for its many independent, specialist shops selling everything from fashion wear and national award-winning delicatessens. And for those more mundane, everyday chores, Chorlton has seven banks and building societies, a Job Centre, doctor's surgery, opticians, dentists, solicitors and estate agents. In short, within a short stroll of the Community Revival campus, students have access to a whole host of activities, pastimes and entertainment – but please don't forget to study!

The Great City of Manchester

Inviting, original, edgy, happening, different: spend any time in Manchester and you'll soon see it's a place like no other. This free-spirited city demands your attention with a warm, no-nonsense welcome and a liberating open-mindedness that challenges you to take part. Bring your ideas, your energy and your attitude and you'll fit right in – that's what makes our city uniquely Manchester....

Facilities at Community Revival

Information, Advice and Guidance (IAG)

We have fully-qualified, experienced IAG staff who will provide impartial advice and guidance before you even enrol. If we feel that our courses are not best suited to your short-term and long-term plans, we will signpost you to the most appropriate institution. Support continues whilst students are with us and is still available, even after students have progressed into further learning or employment. Our intention is for you to maximise your learning experience whilst comfortably interfacing with the local community.

Learning Environment

All our rooms are equipped with appropriate equipment, resources and learning materials, in paper-based, audio/visual and online formats. In addition, the well-stocked Chorlton Public Library is just a couple of minutes walk from our campus.

Internet Access

We have wi-fi Internet available throughout the campus providing free, high-speed access, either through a number of desktop computers or laptops.

Catering Facilities

We do not have a designated on-campus cafeteria, but there is space available for students to enjoy their refreshments. There is an independent restaurant on the ground floor of our premises and the Chorlton area itself has numerous cafes, fast-food takeaways, coffee shops and delicatessens, all within a 5-minute walk. Community Revival is probably the only learning institution that offers free tea and coffee on-site for all our students!

Accommodation

Community Revival can help students secure comfortable and affordable accommodation before they start their course with us. You can arrange to pick you up from the airport and taken to temporary lodgings, if necessary, whilst your term time accommodation is being confirmed. We work with a number of letting agents that will ensure you can live within easy reach of our campus.

Trips & Bring-a-Dish Parties

Trips are regularly organised to places like the bowling alley, a day out to the Trafford centre or a bit further out to the Lake District or Alton Towers Theme Park. We regularly have bring-a-dish parties where we encourage students to bring in a traditional food item to share with their classmates. We often need very little excuse to have a party!

Procedures for Processing Enquiries and Applications

The Administration Office at Community Revival (UK) deals with enquiries and applications for undergraduates and agents. This is where a student/agent will obtain information about courses available, entrance requirements, application procedures and the Institute. When a student applies online via email this is easier and quicker for the staff and the student, and means that the Institute can receive the application faster and more securely. However, if the students are unable to access the electronic graduate application form, they should contact the office at Community Revival (UK) for advice.

ENQUIRIES

- Provide and update all information about the Institute and course programmes.
- Record all enquiries received by undergraduates, agents and members of the public. Pass this information to the relevant person to respond to their enquiry.
- The Institute/Agent will assess will provide the relevant information/details about a course such as fees, study requirements, availability and Visa entry requirements.

APPLICATIONS

- All applicants for full time courses, including late applicants must complete an application at Community Revival (UK)
- Applicants can fax, post or email their completed application form to the Institute
- The Application is immediately acknowledged to the applicant within 5 days. (E-mail applications)
- The completed Application Form received at the Institute will be passed immediately to the Course Tutor for assessment.
- Where there is any uncertainty regarding an application, it is checked by an appropriate member staff.
- The Applicants who do not meet the minimum requirements will be notified via post, email or by the Agent.
- Appropriate Support and Guidance is given to Prospective Applicants who meet the minimum requirements in order to complete their Application Form and answer any further queries. Where appropriate, the Applicant is invited to discuss their application with a member of staff.
- Airport pickup is available subject to prior arrangement (at least 2 week's notice) with Community Revival

- The Application will be assessed by a Tutor who will aim to make a decision within four weeks. We do not normally interview.
- A standard Institute Letter will be sent to the Applicant and will clearly outline the conditions which require to be met and will ask the Applicant to contact the Institute as soon as the results are received and/or the conditions have been met.
- Successful Applicants will receive an Offer Letter (or notification by email) detailing course information, the Confirmation of Acceptance of Studies (CAS) number and any payments made.
- International Agents must inform Community Revival immediately in case of Visa refusal
- International Agents of must inform the Student of relevant arrival information including accommodation arrangements
- A Letter/Email will be sent out to invite the student to the Enrolment day, student must present the following documents:
 - **Offer Letter**
 - **Current passport**
 - **Current driving licence**
 - **Current European identity card**
 - **Most recent bank statement**

Procedures for Handling of Registration Fees, Fee Payments and Applications

Registration Fees

When the Registration Fee of £250 and the Course Fees are received together with the required documents, the Institute will send a Letter of Acceptance to the Applicant. The Acceptance Letter will be supported by a Visa Letter acknowledging deposits (and any other fees) paid.

Students can pay the deposit by cash, cheque, bank transfer or bank draft made payable to Community Revival (UK). All fees are processed by the Institute Office.

If a Student or a Representative pays directly to our bank account, the surname of the Student should be mentioned as reference which will appear in the bank statement.

In addition, Applicants may have to pay an additional Fee to their local Agent for assistance in handling the application.

Tuition Fee Payments

Tuition Fees must be paid in full before the start of the course (unless agreed in writing by Community Revival).

Refunds

If the Applicant is refused a Visa, the original refusal letter from the British High Commission needs to be posted (NOT faxed or emailed) to the Community Revival office and the Deposit will be refunded in full. Any registration fees paid to Community Revival and/or an Agent are not refundable.

Fees or Deposits are not refundable to Students who transfer to other institutions.

A refund will be made, however, if Community Revival cancels a course, less any time studied.

Please refer to the student's Terms & Conditions for full details regarding refunds.

Pre-Enrolment Information for Students: Course entry requirements, fees payable, documents to be presented at enrolment

> **Tuition Fees** [please refer to our Website]

> **Registration Fee of £250** (in addition to Tuition Fees) for processing application. Students may also have to pay a Registration Fee separately to a local Agent in the country of origin.

> **Balance of Tuition Fees** (if relevant) payable before you start your Course. You will not be able to commence your Course until all Fees have been paid. However, instalments may be accepted in exceptional circumstances but only if agreed in writing by Community Revival.

In addition to the Tuition and Registration Fees, Examination fees are payable not more than £200 per course).

Documents to be presented at Enrolment

As a new Student you are required to provide Community Revival UK with proof of your identity when you arrive on site before you can receive your Student Card.

We accept the following photographic identification as proof of identity:

- current passport
- current driving license
- current European identity card
- most recent bank statement

You will be required to show this documentation to a member of staff at Community Revival during the first few days after your arrival on site. You must complete this part of the Enrolment process before you can become a fully registered Student.

Under the new Points Based Immigration System (PBS), Students with a visa to study in the UK will be required to show their passport to verify their identity.

Procedures for Student Admissions and Enrolment

Enrolment Day

A Confirmation Letter will be sent to you detailing your course offer, subject to any terms and conditions. The letter will state the Enrolment date and time.

Enrolment to the Institute takes place during the Registration period which is announced and managed by our Coordinator.

During the Registration Stage, the student's attendance is essential because there is a two day Community Revival (UK) Induction programme.

Many of the Institute's new students will find the first few weeks a daunting experience, and it is our duty to provide them with appropriate support which is delivered sensitively and is made as relevant and interesting as possible.

Induction Process

- Formal Registration and all required form filling should be completed on the first day.
- The times and arrangements for Enrolment will vary according to the Course but you will be notified in advance.
- The remainder of the first day is to be spent on course tasters and practical exercises which will send the Students away with practical knowledge of, and enthusiasm for, their course.
- Innovative methods of making the Induction materials more interesting include: a quiz on Student Handbook information/site rules and Student Regulations; practical sessions highlighting Health & Safety issues. All late start Students will also be given an Induction.

ETHICS POLICY

Community Revival (UK) recognises its obligations to all stakeholders including Students, Clients, Partners, Staff and the Communities in which it operates to observe and maintain the highest ethical standards. These standards are to be upheld in the day-to-day activities of all members of the Institution. They include and embrace the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. In addition, helping students to acquire a sense of Professional and Personal Ethics in their work is an important part of the educational process offered by Community Revival (UK).

In particular:

- **Students** - We seek to offer a rewarding experience to all our students to support their future careers, on programmes clearly described and outlined in the Institution prospectus. Programmes are based on the transmission of up-to-date knowledge on fundamentals and their application
- **Employees** - We seek to offer a rewarding experience for all our employees; to promote personal development and to support, encourage and motivate people to reach their full potential and the opportunity to contribute swiftly to the improved performance of their organisation
- **Teaching Staff** - We seek to bring all our knowledge and experience to the design, delivery and assessment of our Teaching Programmes
- **Academic Community** - we seek to fulfil our responsibility to the wider academic community, both undertaking all academic work to the highest Professional Standards, and contributing wherever possible to the development of that community worldwide
- **Suppliers** - We seek to trade productively with all our suppliers, who have also committed to reducing their environmental impact. We expect value for money, good service and fair treatment from all suppliers and recognise suppliers' needs for fair terms of trade, including prompt payment and clear briefings.

International Student Application form

Please complete in BLOCK LETTERS and in BLACK INK

Section 1: PERSONAL DETAILS

SURNAME		PERMANENT HOME ADDRESS
FORNAME		
NATIONALITY		
DATE OF BIRTH		
TEL		
PASSPORT NO		
EMAIL		

Section 2: COURSE DETAILS

COURSE NAME

COURSE NAME

INTENDED START DATE

Section 3: ENGLISH LANGUAGE

Please supply details of the highest English language qualification you have achieved.

Section 4: EDUCATION

Examinations and Qualifications (that are completed or currently studying) Please include photocopies of your certificates.

Subject/Course	School/College/University	Level	Date Taken	Grade

Section 7 – EDUCATIONAL REFERENCE

Please enclose two educational reference letters with your completed application form. Letters must be official headed paper.

Section 5: PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

Section 6 – Please give details of any medical or other conditions that may require special arrangements or support.

Section 7 – Terms & Conditions

1. Students must ensure that all documents are genuine and that they are fully responsible in case of any negligence/misrepresentation.
2. Students are responsible for submitting any fees due directly to Community Revival – the college.
3. Students accept that it is the British High Commission/Embassy that issues visas and not the college.
4. Once the visa application is successful, the student is fully committed to enrol on the course and attend all classes regularly and at no point must the class attendance fall below 85%. If attendance does fall below this mark or i exams failed, the student may be expelled from the college with no refund of fees.
5. It is the student's responsibility to be fully aware of the latest Tier 4 regulations.
6. Community Revival is not liable to make any refunds of fees paid to the High Commission/Embassy.
7. The student must enclose all documents mentioned in the CAS letter, with bank statements and other related/required documents (passport, medical test results, character reference).
8. If the visa is refused due to submitting an incomplete application, submitting fake documents or not disclosing material information to the High Commission/Embassy, Community Revival will not refund any fees paid to the college.
9. Community Revival is not responsible for any fees paid to any other party except the college itself.
10. Students will not be admitted to any Course unless Community Revival is satisfied that the Student's previous education will enable him/her to benefit from the intended Course.
11. Deposits are only refundable if a Visa application is refused, in which case the Student must provide an original refusal letter from the relevant Embassy or High Commission. If Students do not start the Course, the deposit is not refundable.
12. Once the Student obtains a Visa, the balance of the tuition pay becomes payable under all circumstances.
13. Full tuition fees are payable even if Students start their Course late or withdraw from their Course early.

14. Full tuition fees are still payable if a Student is expelled from Community Revival for disciplinary reasons or asked to leave by the Home Office. Any prepaid fees will not be refunded.
15. Community Revival reserves the right at any time to make whatever changes may be deemed necessary in admission requirements, fees, charges, tuition, policies, regulations, timetables and academic programmes prior to the start of any programme. However, reasonable effort will be made to ensure Students are notified at least one month in advance of any change.
16. Community Revival does not accept any responsibility for Students' personal possessions, property, postal mail or money whilst they are on Community Revival's premises.
17. If the Application Form is signed on behalf of the Student by his/her sponsor/guardian/representative, these conditions will still apply.
18. Students accepted on a programme of study, prior to interview, may be required to undergo an Entry / English test on arrival.
19. Once my visa application is successful, I will inform Community Revival about all activities related to my studies at Community Revival, immediately. These activities include travel arrangements, change of address/contact details, etc.
20. Students unable to join their course by the scheduled date must inform Community Revival in writing at least two weeks prior to the starting date of their course. Any period of absence will be recorded.
21. Students enrolling onto a Course at Community Revival agree to be bound by and abide by these Terms & Conditions.

Section 8 - DECLARATION

I have carefully completed this application and understand that any misrepresentation of the facts on this form may result in refusal of my admission to the college. I understand that if I withdraw from the course before the scheduled end date, Community Revival (UK) will notify the U.K. Border Agency. I have read, understood and agree to abide by the Terms & Conditions stated above.

X

Applicant's signature

X

Date

Notes

1. You must bring your passport, visa and all other original Documents with you on your first day of attendance.
2. Any deposit or payment made will only be refunded if the course is cancelled.
3. Accommodation and any other non-teaching fees will be solely your responsibility

Please send your completed application form, a copy of your certificates and transcripts (in original language and translated into English) to:

International Admissions Office

Community Revival (UK)
456 - 458 Barlow Moor Road,
Chorlton, Manchester M21 0BQ
United Kingdom

Tel: +44 (0) 161 881 1828

Fax: +44 (0) 161 881 5051

Email: info@communityrevival.co.uk

Website: www.communityrevival.co.uk

If you are completing the application electronically, scan the form and send it as an attachment to info@communityrevival.co.uk

Contact Details

Community Revival UK

456 Barlow Moor Road, Chorlton, Manchester M21 0BQ United Kingdom
(entrance 2 Selborne Road, Chorlton, Manchester M21 0BL)

Telephone: +44 (0)161 881 1828

Facsimile: +44(0)161 881 5051

Email: info@communityrevival.co.uk

Email addresses for Staff are in the format:
[staff's forename]@communityrevival.co.uk

Please check our website for latest information and details of any changes or amendments:

www.communityrevival.co.uk

