



Information for International Applicants

Please note: EFL students

This information is not applicable if you plan to study an English as a Foreign Language (EFL) course. For further information on EFL conditions visit www.bedford.ac.uk/international/englishcourses/englishcourses/study/englishforeignlanguage

This information is for overseas residents considering studying at Bedford College. It is not a comprehensive guide, and it is important that you check your own situation carefully. A list of useful contacts is given at the end of this leaflet.

Admission to the UK

Unless you are a national of a European Economic Area (EEA) country, you must fulfil the following criteria if you wish to obtain clearance to enter or remain in the UK with permission to study:

- You must have been offered a place on a course at a school, college or university as a **full-time** student. This means that you must attend a course that lasts for at least 15 hours per week of organised day-time study. The 15 hours must consist of a single subject, or subjects that are closely related.
- You must show that you can meet the costs of your course and living expenses, and intend to leave the UK at the end of your course.
- You do not intend to work in the UK (except part-time vacation work with the permission of the Department for Education and Employment).

If you need a visa or entry certificate to enter the UK, you must take proof of your acceptance on a course of study in the UK to the British Embassy or High Commission in your own country.

Once in the UK you must enrol onto the course and pay the appropriate course fees. You must obtain a letter from the College to confirm your study hours and take it to the Home Office. Normally, upon receipt of this letter, the Home Office will give authorisation for you to remain in the UK. You must pay your fees **in full** before a letter can be issued to you.

Tuition fees

If you wish to enrol at Bedford College, and you are classed as an overseas student, you will be charged an overseas student fee. In 2007–2008 the full time overseas student fee is **£5,700 per year** for a **further education course** and **£7,000 per year** for a **higher education course**. Bedford College courses only (subject to change). Franchised course fees are set by the relevant university – please speak to enquiries and guidance on 0800 074 0234 for more details. You will also have to pay external fees (exam and registration fees) and a College resource fee of £20.00. **These fees should be paid in full on enrolment – the College cannot accept payment by instalments.**



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If you enrol onto a number of part-time courses which together make up to 15 hours or more per week, you may be charged the full-time fee.

You qualify for home student fees if:

- You are 'settled' in the UK on the 1st September/1st January/1st April closest to the beginning of your course. 'Settled' means being ordinarily resident in the UK without any restriction on the time you may remain.
- You have been ordinarily resident in the UK for three years preceding the 1st September/1st January/1st April closest to the beginning of your course.
- You have not been resident during any part of the three year period either wholly or mainly for the purpose of full-time education.

There are a number of situations in which students not meeting these criteria may still be charged home student fees. These include:

- EU Nationals who have been ordinarily resident in the EEA for 3 years but not for the purpose of education (as above)
- Those **temporarily** employed outside the UK.
- EEA Nationals who are migrant workers in the UK and have been ordinarily resident in the EEA for 3 years but not for the purpose of education (as previous).

Language requirements

Before you are accepted as a student on a course at the College you may be required to take a language test in English. This is to make sure that you will be able to understand the teaching on our course and will be able to communicate your knowledge in writing and/or orally in examinations.

Accommodation

The College does not have any residential accommodation and students are normally expected to find their own. Once you have enrolled on a course Student Services can provide a list of letting agencies which accept students as tenants, or you may wish to check the property section of the local newspapers.

Planning Your Finances

In addition to your tuition fees you will need to have sufficient funds to meet your living costs throughout the time when you are studying. We suggest that you consider the following when you are planning your finances:

- Travel to and from the UK, and short stay in a hotel on arrival
- Accommodation (current rents range from about £50 per week for a room to £95 per week for full board with a host family)
- Food, clothing and laundry costs
- Services – gas, water, electricity, telephone (sometimes these are included in the rent – you will need to check this!)



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- Local taxes (council tax). You may qualify for an exemption, please enquire at Student Services.
- College related expenses such as daily travel to and from the College, books, materials and equipment, and examination/registration fees (see above).
- Entertainment

Progression onto HE Courses (Midwifery/Nursing)

If you are coming to the UK to undertake an FE course and are intending to progress onto an HE course in midwifery or nursing please note:

Most institutions/universities in the UK are not able to allow individuals who are classed as 'overseas students' to enrol on NHS degree or diploma courses.

There are strict residency requirements for these courses and if you are classed as an overseas student you may not be able to gain a place on such a course. Also you are unlikely to be eligible for fees or bursary funding from the NHS. Please speak to one of our finance advisers in Student Services for further details.

Useful contacts

British Embassy, High Commission or British Council

- in your own country

Bedford Race Equality Council

36 Mill Street
Bedford College MK40 3HD
Tel: 01234 350549

UKCISA: The Council for International Education

9-17 St Albans Place
London
N1 0NX
Tel: 0207 107 9922 www.ukcisa.org.uk

CAB: Citizens Advice Bureau
38 Mill Street
Bedford
MK40 3HD
Tel: (01234) 354384



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Further Reading:

Studying and Living in the UK, published by The British Council/Northcote House, £5.99.

These notes are intended to be for guidance only and do not constitute a definitive statement of the regulations. You should contact the British Embassy, High Commission or British Council office in your own country for more detailed information on studying in the UK.

Step by step guide for potential international students

1. Choose your course by referring to the full time prospectus.
2. Complete the International students' application form as fully as possible.
3. Return the Application Form to College with a personal statement in your own handwriting, copies of exam certificates plus £100.00 application fee.
4. The Personal Statement should contain the following:
 - a) An explanation as to why the particular course has been chosen
 - b) What work/employment experience you have, if any, relevant to your chosen course
 - c) What hope to achieve upon successful completion of course.
5. Your application will be passed to the relevant tutor for consideration. We will contact you once a decision has been reached.
6. If you are offered a place on your chosen course, please contact the Enquiries & Guidance Team to find out when it will be possible for you to enrol.
7. If you require a letter for student visa purposes
 - a) this must be indicated at the time of enrolment
 - b) the overseas course fee must be paid in full at time of enrolment
 - c) the College requires at least 2 working days' notice.



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International Students

How to apply

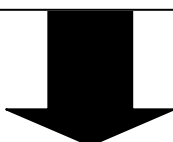
ENQUIRIES: Please contact our Enquiries & Guidance Department on +44(0)1234 291000 or e-mail us on www.bedford.ac.uk for further details about any of our courses.



APPLICATIONS: You will need to complete an International students' application form that you can post, fax or email to this office. We will also require copies of examination certificates and a personal statement, written in your own handwriting, detailing why you have chosen the particular course, what work/employment experience, if any, you have relevant to the course you have chosen, and what you hope to gain from the course. You will be given a student reference number which should be used in all correspondence.



ADMINISTRATION FEE: A non-refundable administration fee of £100 should be included with your application before the processing of your application can begin.



OFFER: Your application will go to the Department to which you are applying, and upon their decision we may then be able to offer you a place. We will write to explain any conditions of the offer. You will need to complete and return the Notice of Acceptance card and return it to us within two weeks of receipt. College tuition fees are expected to be paid in September when the course starts unless a visa is required.



VISA: If a Student Visa letter is required, this can be requested when full course fees have been paid and cleared through the College's account. Please note that 48 hours' notice is required for this letter to be written.



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Information for potential Overseas Students

1. Bedford College is a college of **Further Education** and not a University, so full degree courses are not available. However, we do offer a range of Higher National Diploma courses and Foundation Degrees which may lead on to the final year of a degree at a local University.
2. For further information about Bedford College courses, please visit the College website www.bedford.ac.uk. Please note that it is possible to obtain an international application form by printing it off from the website. If you wish to have a full-time course prospectus and application form sent to you, please provide a full postal address.
3. Bedford College is a publicly-funded institution and does not offer scholarships.
4. For 'How to Apply', see the Step by Step Guide for potential overseas students.
5. Please note: **'Switching Visas'**. If you are currently in the UK on a visa it may be necessary for you to return to your country in order to obtain a student visa for your course. Since 1 October 2004 individuals have been unable to remain in the UK whilst 'switching' visas (i.e. from visitor to student) unless they are a non-visa national who entered the UK prior to 22 July 2004 (who still has valid leave), or a non-visa national applying for a course which is at degree level or higher. Please contact Student Services if you are unsure whether this applies to you. The maximum period of time that a student can stay in the UK on short courses one after the other, below degree level, is two years.

Please note that you must inform us if you fail to attend classes for any reason. Bedford College reserves the right to notify the Home office if you stop attending college without a satisfactory explanation.