



Pre-enrolment Information for Overseas and EU Learners

- Version : 1.0
- Last Revision : June 2013
- Revised by : **Dr Joy**
- Revision Due : June 2015
- To be reviewed by : **QA Team**

If you wish to make comments relating to this document, please feel free to write to or contact:

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Contents:

1. Minimum Entry Requirements for Overseas Students	Page 2
2. Entry Requirements for Overseas students already in the UK	Page 3
3. Entry Requirements for EU Students	Page 4
4. Fee Payment and Refund Policy	Page 5
5. Enrolment Process and Documents to be Presented at Enrolment	Page 6



Minimum Entry Requirement for Overseas Students

The minimum criteria for international students to be admitted to the College are the following:

- Minimum 18 years of age
- GCSE / A Levels or equivalent qualification*
- No more than 2-years of break of study
- **English language proficiency:**

A) For ESOL & EL Courses: No specific requirement except literacy & numeracy required

B) For Further Education Courses: For a potential FE Student/Tier 4 (General) student on a course at NQF 6/QCF 6/SCQF 9 and above, he/she is to be competent in English language at a minimum of CEFR level B2 (e.g. IELTS 5.5 – 6.5, PTE 59, TOEFL iBT 70 – 89, TOEIC 785 – 945), unless he/she is a gifted student, studying at a Higher Education Institution. However, for a course at NQF 4 or 5/QCF 4 or 5/SCQF 6, 7 or 8, he/she is to be competent in English language at a minimum of CEFR level B1 (e.g. IELTS 4 –5, PTE 43, TOEFL iBT 50 – 69, TOEIC 550 – 785).

- **Financial capability:**
 - a)** For ESOL & EL Courses: No specific requirement except literacy & numeracy required
 - b)** For FE Courses: At least £7200.00 plus tuition fees in the bank (for no less than 28 days)
- **Programme-specific eligibility:** Besides the above, each programme under any particular awarding body has some specific eligibility, which the candidate needs to fulfill.



Entry Requirement for overseas students already in the UK

The minimum criteria for international students to be admitted to the College are the following:

- Minimum 18 years of age
- GCSE / A Levels or equivalent qualification*
- Permission from home office to change sponsor
- Progression from previous sponsor
- **English language proficiency:**

A) For ESOL & EL Courses: No specific requirement except literacy & numeracy required

B) A potential Tier 4 (General) student on a course at NQF 6/QCF 6/SCQF 9 and above, he/she is to be competent in English language at a minimum of CEFR level B2 (e.g. IELTS 5.5 – 6.5, PTE 59, TOEFL iBT 70 – 89, TOEIC 785 – 945), unless he/she is a gifted student, studying at a Higher Education Institution. However, for a course at NQF 4 or 5/QCF 4 or 5/SCQF 6, 7 or 8, he/she is to be competent in English language at a minimum of CEFR level B1 (e.g. IELTS 4 – 5, PTE 43, TOEFL iBT 50 – 69, TOEIC 550 – 785).

- **Financial capability:**

A) For ESOL & EL Courses: As above

B) For FE Courses: at least £7200.00 plus tuition fees in the bank (for no less than 28 days)

- **Programme-specific eligibility:** Besides the above, each programme under any particular awarding body has some specific eligibility, which the candidate needs to fulfill.



Minimum Entry Requirement for EU Students

The minimum criteria for international students to be admitted to the College are the following:

- Minimum 18 years of age
- GCSE / A Levels or equivalent qualification*
- **English language proficiency**
 - A) For ESOL & EL Courses: No specific requirement except literacy & numeracy required
 - B) For FE Courses: If an applicant's mother tongue is not English, the applicant must have 5 in IELTS, 60 in TOFEL (iBT), 50 in PTE, JETSET Level 5 or any diploma/degree obtained from local awarding body (at least 1 year duration)
- **Programme-specific eligibility**: Besides the above, each programme under any particular awarding body has some specific eligibility, which the candidate needs to fulfill.



Fee(s) Payment & Refund Policy

Deposits and Payment of Fees:

Deposits from students will only be taken if they have applied for any course either directly to BIRD or through its approved agents. For overseas students who are not in the UK yet, deposits will only be accepted in the form of Bankers' Draft, Pay Order or Cheque. Locals or non-EU students already in the UK as well as BIRD's current students, however, can pay in cash against money receipt. Yet, BIRD always encourages students to make payment by check. It is to note that all learners must pay at least half of the total payable fee(s) to secure his/her place in the course.

Refunds:

Deposits paid by the overseas students will not be refunded at all unless any student fails to obtain his/her visa. Where a learner's visa is refused, s/he will be entitled to get back the deposited money minus £100 administrative cost. On the other hand, all fees paid by students already in the UK or studying at the BIRD are non-refundable after their enrolment.

Non-refundable Charges and Fees:

Money paid to awarding body: Students will remain liable for the money paid on their behalf for registration with the awarding body, examinations and so on. The College will not refund that money even if the students fail to obtain visa.

Once student enter the UK: No refund will be made if any student has already arrived the UK and attended the courses for four weeks.

Others: No refund will be made where the value of the claim is £200 or less.



Enrolment Process and Documents to be presented at Enrolment

Enrolment Process:

All students must go through Enrolment Process at the beginning of their course or upon their arrival. Enrolment is simply the process by which you register with the Institute on your chosen course. If you are an applicant or new student you will be required to complete Personal Enrolment, at which you show proof of identity (including your visa to study if non-EEA) and proof of qualifications, and we issue your Student ID and formally welcome you. For current students to continue to the next stage of a course, you are only required to complete a new enrolment form.

What to bring with you to enrolment

If you are a **non-EEA national** you will be required to show both your passport and a visa (either a Biometric Residence Permit or a visa stamp or vignette in your passport) that allows you to study at BIRD. Please ensure that you do not enter the UK before your leave period commences as this may prevent you from enrolling at BIRD.

Please note that you are required to show us the following original documents so we may take copies for our records as a requirement. Please also note that if you fail to show valid, original documents, you may not be permitted to enrol or commence your studies.

- Your original passport (and valid visa, where applicable) [M]
- Your Birth Certificate [GP]
- Your current passport-size photo [M]
- Original certificates for all your exams/qualifications taken to date [M]
- Proof of your English Language Precedency (where applicable) [M]
- Your National Insurance Number (if available) [GP]
- Details of your local and international Next of Kin [M]

[M = Mandatory; GP = Good Practice]

Monitoring and Review

This document will be monitored and reviewed by the BIRD QA Team as and when required.