



## LSI Portsmouth Admissions

**We can only accept students over 18 years of age**


1. Choose the course you want and complete a registration form
2. Email the form to us at [admissions@lsi-portsmouth.co.uk](mailto:admissions@lsi-portsmouth.co.uk) or apply online – <https://www.lsi-portsmouth.co.uk/enrol/>

For Cambridge exam courses (FCE, CAE and CPE) we will ask you to complete a pre-test to ensure your level is suitable for the course

For the OET exam preparation course, we will ask you to either supply evidence of a previous OET or IELTS score at a minimum level of B2 or ask you to complete a placement test and interview to ensure you have the competency for the course

*Please note, the admissions procedure is different for pre-sessional courses. For more information contact [info@lsi-portsmouth.co.uk](mailto:info@lsi-portsmouth.co.uk)*

3. Please remember to send us a £300.00 deposit at the same time (for the CELTA course).
4. Please see [here](#) for payment options to pay your deposit
5. After we receive your application and deposit, we will send you a First Booking Confirmation and an invoice for your fees. You will need to pay the course fees in full prior to arrival in the UK
6. If you need a visa letter or CAS number from us, you must pay all of your tuition fees in advance or show proof that you are a Government sponsored student. We will send you a CAS number only after we have received your payment and we are satisfied that you both intend and are able to complete the course of study booked and your Student Visa application meets UKVI requirements (please refer to the visa section of our [terms and conditions](#))
7. If you are a visa national, you will need to scan your visa to us as soon as you have obtained it. We will check to make sure all the details on your visa are correct. If there are any errors on your visa, they can be amended **free of charge** by contacting the British Embassy in your country
8. If you have booked a taxi and/or a host family with us, you will need to send your flight details before we are able to send you the contact details of your host family or taxi firm.



*\* Please note that the admission process and requirements for bookings made through Educational Tour Operators and corporate sponsored students may be different\**



## **Cancellation Terms**

**For Visa Refusal Refunds please send end of document.**

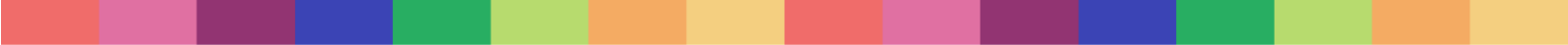
**For General English Students:**

### **Before Starting a Course:**

- If we receive notice of cancellation before the start of the course, all tuition and accommodation fees will be refunded less 10% of tuition fees or £300 deposit, whichever is the higher.
- If we receive notice of postponement for a General English course less than one week (five working days) before the start of a course, you will lose the £300 deposit and will be required to pay another deposit before we can confirm a new start date.
- If you are waiting for a visa and think that you may be delayed, you must let us know at least 1 week before your planned start date or you may lose your £300 deposit and have to pay another £300.
- If your visa application is refused for a General English course, all accommodation and tuition fees will be refunded (less irrecoverable costs e.g. bank charges and CAS fee if applicable) but only when we have seen a copy of the visa refusal letter. The £80 registration fee is non-refundable in all cases.

### **After Starting a Course:**

- If a student, due to exceptional circumstances, needs to terminate his/her course prematurely, it is LSI Portsmouth's policy that all tuition fees are non-refundable once the course begins.
- Accommodation fees will be refunded subject to 1 weeks' notice for homestay accommodation and 4 weeks' notice for self-catering accommodation. These fees will be refunded to the person who paid for the accommodation and not necessarily to the student
- If you have a Student Visa, accommodation fees will only be refunded if you show us documentary evidence that you are enrolled and sponsored by another UK institution or have booked and paid for a flight home. Refunds are usually made to the person who paid the fees (not necessarily to the student). Bank charges are at your expense.
- LSI Portsmouth reserves the right to ask students to leave the school without refunding tuition fees in the event of misconduct, criminal behaviour or serious attendance problems. Please see the school's website for our disciplinary procedures.

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- Unacceptable behaviour in accommodation arranged by the school may result in students being asked to leave – we cannot guarantee that we will be able to find suitable, alternative accommodation.

## **For Pre-Sessional Students**

### **Before Starting a Course:**

- Refunds for cancelled places will only be made in the event that students are refused a visa. If this should happen, a copy of the visa refusal letter should be sent to LSI Portsmouth and once received all tuition fees, less an administrative charge of £300.00, will be refunded
- Homestay fees are refundable subject to 1 full week's notice
- University Halls of Residence fees are non-refundable in any case

### **After Starting a Course:**

- If a student, due to exceptional circumstances, needs to terminate his/her course prematurely, it is LSI Portsmouth's policy that all tuition fees are **non-refundable**.
- Homestay fees are refundable subject to 1 full weeks' notice
- University Halls of Residence fees are non-refundable in any case

For full terms and conditions, please see <https://www.lsi-portsmouth.co.uk/terms-conditions/>

### **Official Visa Refusals**

- Once a visa letter has been issued, refunds will only be processed upon receipt of an official visa refusal letter. If no refusal letter is provided, all course fees will be retained as credit. This credit must be used within one year from the date of postponement, and no refunds will be granted.

**INSURANCE: We strongly advise students to take out travel and medical insurance before leaving home. This should cover loss or damage to personal possessions and loss of tuition fees if you have to finish your course early for any reason.**