



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 or apply online – <https://lsi-portsmouth.co.uk/get-a-quote/>

We will ask you to complete a placement test to determine the best class for your level of English.

Please note, the admissions procedure is different for pre-sessional and CELTA courses. For more information contact info@lsi-portsmouth.co.uk

3. After we receive your application, we will send you an invoice for your fees. You will need to pay the course fees in full 3 weeks prior to the start of your course.
4. Accommodation will only be reserved upon receipt of payment.
5. Once payment in full has been received, you will receive a first booking confirmation letter.
6. 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:

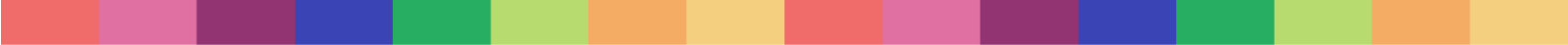
- If we receive notice of cancellation before the start of the course, all tuition fees will be refunded less an £80 administration fee.
- If we receive notice of postponement for a General English course less than one full week (five working days) before the start of a course, all tuition fees will be kept as future course credit, to be used within 1 year of the original start date of the course.
- If we receive notice of cancellation at least 1 full week (5 working days) prior to the start of the course, homestay fees will be refunded. If we receive notice of cancellation less than 1 full week (5 working days) prior to the start of the course, homestay fees will be refunded less the first week.
- Self-catering accommodation fees are non-refundable in all cases.
- If you are waiting for a visa and think that you may be delayed, please let us know.
- 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 if applicable) but only when we have seen a copy of the visa refusal letter. The £80 administrative fee is non-refundable in all cases.

After Starting a Course:

- **All** tuition fees are non-refundable once the course begins.
- Accommodation fees will be refunded subject to 1 weeks' notice for homestay accommodation. These fees will be refunded to the person who paid for the accommodation and not necessarily to the student.
- 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.
- 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:

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- If we receive notice of cancellation at least 1 full week (5 working days) prior to the start of a course, all tuition fees will be refunded less the £80 administrative fee.
 - If we receive notice of cancellation less than 1 full week (5 working days) prior to the start of a course, all tuition fees will be kept as future course credit, to be used within 1 year of the original start date of the course.
 - Homestay fees are refundable subject to 1 full week's notice.
 - Self-Catering fees are non-refundable in any case

After Starting a Course:

- **All** tuition fees are non-refundable once the course begins. Homestay fees are refundable subject to 1 full weeks' notice
- Self-catering 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.