

International Student Handbook

(2024/2025)

Cultural Customs in the UK

Outside their homes the British can tend to be reserved and do not enter into conversation as easily as people do in hotter countries where much of life takes place outside. British reserve is not necessarily unfriendliness, nor is it only foreigners who experience it. The British are equally reserved with each other. It is seen as important to respect the privacy of others and impolite to intrude where you may not be wanted. It is frequently politeness, which prevents the British from making the first move, but we can be warm and friendly. You must expect friendship to develop more gradually than you are used to at home.

The British are renowned for their politeness. Please, thank you and sorry are probably the most used words in the English language. There are no absolute rules about where/when you use these polite terms, but you should certainly use them when shopping, addressing strangers and on public transport. Even in the home family members will use "thank you" and "please" with one another. British people feel more comfortable when these words and phrases are introduced into conversation than if they are omitted. In Britain it is normal when meeting someone, especially for the first time, to shake hands. This is acceptable for both men and women. In Britain unlike some other European countries, it is not usual to embrace or kiss the other person unless they are family or a very close friend.

Going Out

One of the most popular British past-times is going to the pub. Pubs are allowed to open 24 hours but usually operates between 11.00am and 11.00pm. Landlords will choose their own hours within these limits and more restricted times may be chosen. In restaurants with a table license, that is a license to sell alcohol only with food, the licensing hours are longer and children of all ages can be admitted. Clubs also have extended licenses. Drinking alcohol is not frowned upon in Britain. You may find that much of student social life is based around the bar. People will usually offer you a drink when you visit them at home or go to a party. In all cases it is possible to ask them for a non-alcoholic drink. Never feel that you have to have an alcoholic drink if you don't want to. If you prefer not to visit places that sell alcohol, make this clear to your friends. There are usually alternative places where you can meet.

Queuing

"Queuing" is simply the way in which people form a line in a shop or when they buy a ticket etc, with the

Driving in the UK

During your stay in Britain, an International Student may drive a motor vehicle with a valid overseas driving license or an International Driving permit. If you wish to drive after this time, you must apply for a provisional UK license before the year ends, and pass a Department of Transport driving test. With a provisional license you are not permitted to drive without being accompanied by someone who has a 'full' UK license and has passed the Department of Transport test.

For further information see the DVLA website www.dvla.gov.uk.

Or look at the UKCOSA guidance note www.ukcosa.org.uk/images/driving.pdf.

Television License

If you have a television, you must buy a television license. You need one license per dwelling. If you live in a shared house (where you rent the house as a group), you will only need one license, no matter how many televisions there are in the house. If you live in accommodation where you rent your room individually, you will need to buy a license. The license fee pays for the BBC (British Broadcasting Corporation), which provides non-commercial television on channels BBC1 and BBC2. You can buy a license from the Post Office. There is a large fine if you are found without a television license.

Female Safety

It may be wise to purchase what is known as a "rape alarm". If you find yourself threatened or in a dangerous situation you can press the alarm and it will give out a very loud noise. Rape alarms are available from most hardware shops.

To report an attack or an attempted attack or a crime in an emergency, dial 999 from any telephone box free of charge. You can then state whether you want the Police, Ambulance or Fire service.

Public Libraries

You will find public libraries in every locality. Membership of your local public library is free of charge and you need only to provide proof of residence to be able to borrow books. All libraries should have a reference section where you may be able to consult large dictionaries and encyclopaedias. The public libraries are excellent sources of information. They stock national and local newspapers and a wide variety of magazines, which can be read free of charge. In the

intention of allowing those who arrive first to be served first. It is advisable to take your place in the queue and not go to the front or push your way to the front, as this may annoy other people in the queue. If you are in a desperate hurry, people will almost always let you through to the front if you ask politely.

Women in British Society

British women, in common with women in most Western countries, have been fighting for gender equality for much of the last century. If you come from a culture where women are treated differently from men, you will need to know what gender equality means in Britain today. Discrimination against anyone on the grounds of his or her gender alone is illegal. This means that women are entitled to be accorded equal respect and status with men in all areas of life. It is not at all unusual for women to go out on their own and to meet together in public places, such as cafés and bars, for business and social reasons.

Equal Opportunities

Gender equality is not the only equality sought in Britain. EDUP is committed to promoting Equal Opportunities for all in all its dealings with students, staff, applicants and the public. The aim of this policy is to ensure that no student receives less favourable treatment on the grounds of gender, age, race, colour, nationality, ethnic or national origin, marital status, trade union activity, or political beliefs. The Academy is further committed to ensuring that no person should suffer disadvantage as a result of a physical or mental disability, sexual orientation or family responsibility, provided they have the necessary attributes to undertake the course.

If you feel that a member of staff has breached one of these policies, there is a student grievance procedure. If a student breaks the code of conduct, which includes the Equal Opportunities statement, they could be subject to disciplinary proceedings. .

The Post Office

Normal business hours are 9.00am to 5.30pm Monday to Friday, and at some locations 9.00am to 12.00pm on Saturdays. In addition to stamps and telephone facilities, they stock many useful information leaflets and forms.

Telephones

You will find public telephones at all airports, seaports, railway stations, bus stations and on many streets. Instructions on how to use them are displayed next to the telephone. They accept coins from 10p upwards and many also accept British Telecom (BT) phone cards, which can be bought in shops where the green phone card sign is displayed. There are also a variety of other companies' phone cards you can buy that offer cheap rates for international calls.

All calls made from private telephones are much cheaper than those made from public telephones. These calls are even cheaper between 6pm and 8am and at weekends. The British Telecom website gives details of different packages at www.bt.co.uk.

International calls can be very expensive; you might wish to check the charges with the international

library entrance there will usually be a notice board with local information.

Airports

Gatwick is a longer way out of London, so it is more expensive and lengthy to take a black cab all the way. Most students arrive at Heathrow which is larger and is nearer to London.

At the height of the rush hour (8.00-9.30am and 5.00-6.30pm) all tube trains are busy; try to avoid travelling across London during these times. Arriving in the middle of the night is more difficult because most public transport doesn't operate throughout the night.

Black Cabs (taxis)

When the yellow sign is lit up, this means that a black cab is available for hire. You will need to stick your arm out to stop the cab. You can also pick up a cab at a taxi rank. The black cabs are metered and start at £3.50; the cost can be expensive if you are travelling alone. The alternative to black cabs are mini cabs: these are unregulated so a price should be set beforehand. It is advisable to learn a bit about London before you start to use mini cabs. Mini cabs are ordinary cars and can be ordered by phone or by going to a mini cab rank. Never get into a mini cab without checking the driver's credentials. Also there is no bargaining when it comes to taxi fares in the UK.

Registering with the Police

Only certain 'relevant foreign nationals' normally need to register with the police, if you are unsure of whether you need to please check your passport, it will state whether it is necessary. Those who need to register will be told to do so at the airport and should visit the Overseas Visitors Office, Brandon House, 180 Borough High Street, London SE1, open 9.00am-4.30pm, within seven days of arriving to the UK, otherwise there visa will not be accepted. Take your passport, two photographs and the registration charge of £35 (approximately).

Television

There are five terrestrial channels in the UK, the two BBC Channels, ITV, Channel 4 and Channel 5. Information about television programs can be found either in newspapers or in Radio Times magazine.

Outside London

Staying in youth hostels is one of the most economical and fun ways of seeing the country. There are over 240 in England and Wales with seven in London. Nearly all have cooking facilities and most offer excellent value cooked meals. Prices vary according to the facilities provided and the location. You may book ahead by telephone. If you do not have a membership card of the Youth Hostels Association in your own country, you can buy an international Guest Card at any youth hostel. Their website is www.yha.org.uk

operator before you call on 155. It is generally cheaper to call after 8pm but it depends on the country you are calling.

Some Useful telephone numbers

- 152 The international operator
- 118 500 or 118 118 Directory enquiries (helps you to find a number but costs money to ring)
- 123 Gives you the time

Useful Information

Health Matters

Students registered for courses in the UK of 6 months or more are entitled to primary medical care provided by the National Health Service (NHS) and emergency or immediately required treatment. It is therefore unlikely that you would wish to have medical insurance but you should be aware that there are charges under the NHS for medicines, spectacles and eye care, and dental treatment (see below).

If you are on a course of less than 6 months duration, you are entitled to primary medical care (NHS) only if you are from a European Economic Area Member State (EEA) or from a country with a reciprocal health agreement. All students and accompanying family members should complete the form E128 that is obtainable from your own national authorities. If you have not completed the form E128, you will only be eligible for treatment for illness that becomes apparent whilst in the UK.

All international students on courses of less than 6 months with no reciprocal agreement will need to obtain health insurance. Any overseas visitor is entitled to 'emergency' or 'immediately' required treatment. Your family's entitlements are the same as yours unless they have been accorded Visitor status. In this case they will be entitled to NHS care only if they are nationals of countries with reciprocal arrangements with the UK.

You are advised to register with a family doctor (GP) in the area in which you live. Details of how to do this, and about other services, are available in the Health Service waiting areas. When searching for a doctor you will need to ask whether the surgeries are taking on any new patients, you may find that some surgeries will not take any new patients as they are over subscribed. For details of local services please visit the NHS website: <http://www.nhs.uk/Pages/homepage.aspx>.

If you are taking brand name medication and may require further supplies while in the UK, find out the generic name before you leave home. A doctor's letter would also be useful. The charge for each individual prescription drug in the UK is currently approximately £8 many medications are cheaper to buy over-the-counter (OTC) but antibiotics and strong pain killers are not available without a prescription. Dental treatment is only partially covered by the NHS but unless you require dental surgery annual costs should not exceed £250. Opticians charge for eye tests (from £15) and spectacles (from £60).

General Insurance

It is strongly advisable for students to ensure adequate insurance to cover accident, theft and travel before coming to the UK. Many companies specialize in low cost

Registering with a Doctor

Doctors in the UK are often referred to as GPs, which stands for General Practitioners. If you are eligible for free NHS treatment, you are also entitled to register with a doctor. Everyone entitled to register should do so as soon as possible after arrival: Please don't wait until you are ill. Lists of doctors who belong to the NHS are available from the local Family Health Service Authority (FHSA); the local Community Health Council (CHC); the Citizens Advice Bureau; main post offices and public libraries (addresses in the telephone directory) and the NHS website, www.nhsdirect.nhs.uk Once you have found a doctor near where you live, visit the surgery and ask to be included on the list of NHS patients. If they are able to accept you, fill in an application form and return it immediately to the doctor or the receptionist. In due course you will be sent your medical or NHS card, which will have your NHS number on it. Keep this safe as you will need to be able to produce it or the number when using other parts of the NHS. If you have difficulty finding a doctor who can accept you (this happens to permanent residents too, in some areas), the local Family Practitioner Committee is obliged to help you find one.

Your doctor will also prescribe any medicines you need. Take the prescription to the nearest chemist or pharmacy. After normal shop hours, ask the doctor's receptionist for the nearest late-opening chemist. Unlike many countries, some medications are not available without a doctor's prescription. Each item prescribed is charged at the prescription cost rate, which at the time of writing is £8.

Women's Health

Contraception and sexual health advice are available free to women staying over six months or who come from the EU or a country with a reciprocal health agreement with Britain. You can either go to your own doctor or to your local NHS Family Planning Clinic. All contraceptives including condoms are free through the Family Planning Clinic.

Health Emergencies

For NHS treatments always visit a doctor first, unless it is an emergency. In case of an emergency either dial 999 or go straight to Casualty or Accident and Emergency department of the nearest hospital. It is worth noting that not all hospitals have casualty departments, so try to check before you go there. If you are unfortunate enough to have an accident you will probably find there are lengthy hospital queues. If possible ask someone to keep you company. It can

insurance for students. You should also consider insurance for the loss or theft of personal property or in case you have an illness that disrupts your course of study. Though we do not recommend any specific insurance companies, there is a student package provided by Endsleigh Insurance which covers the reimbursement of course fees if your studies are interrupted due to ill health. For further details ring +44 (0) 207 436 4451

Opticians

If you feel your eyes need testing, or your doctor suggests it, you may go to an optician for an eye test. The cost of a test will vary depending on the optician. Lenses and frames for spectacles are charged separately and can cost as little as £50 or over £250 depending on your choice. There are some opticians that offer a free eye test.

help to have someone with you as hospitals can be depressing places. Even if you are here for less than six months you will not be charged for immediate treatment at hospital casualty departments or for the treatment of certain communicable diseases which confine you to hospital. However if you have to be admitted to hospital after an accident or in an emergency, you will be charged.

Dentists

There is no need to register with a dentist. The best way to find a dentist is to ask your friends or neighbours. If you can't find one that way, go along to the Family Health Services Authority (see Yellow Pages for details), your public library, the Community Health Council or the Citizens Advice Bureau and ask to see the list of local dentists. When you ring for an appointment ask if treatment under the NHS is possible, quoting your NHS number. The cost of dental work varies and can be quite expensive.

Arrival in UK

Arriving in the UK can be both exciting and frightening. The practicalities of finding your way to the Academy, locating your accommodation and settling in all pose certain difficulties. Nevertheless, most Students settle in quickly and thoroughly enjoy their time at London Academy of Management Sciences. Students are advised to be prepared for a few initial frustrations.

Immigration and Customs

When you arrive at a British port or airport, you will pass through immigration and customs. The stamp placed on your passport dates your arrival into the UK. For some of you the stamp tells you how long you are legally entitled to stay in the UK without further renewal. The time each individual is allowed to stay varies.

Customs control the type and amount of all goods brought into Britain. Customs usually allow you to bring older, small personal effects into Britain free of charge. However, if you are staying for a year or more in Britain, customs will probably allow import without duty of one type of newer article. If you require any further information about customs regulations, please contact the British Embassy or High Commission BEFORE you leave for Britain. Please ensure that no edible items are brought from overseas, as these will be seized by customs.

Public Transport

Once you have completed your journey through Immigration and Customs you will want to make your way to the place where you will be staying. Travelling in London is very easy, as London has a very good bus, train and underground train (tube) system. We recommend that you study the underground map carefully, working out where you are going and planning your route, using the information provided. Don't be worried about asking people for information or for directions - look for signs at the airport. You may have to take a black cab for some part of the journey but not all the way from the airport.

Meet & Greet Service

EDUP offer a meet and greet service for international students whereby if required all students arriving at Heathrow airport will be collected and accompanied to their accommodation address. To take advantage of this service, students will need to inform the Academy two weeks prior to arrival in the UK. There is a small charge for this service of £80. Payments must be made prior to arrival.

From the Airport

From the airport, once you have completed your journey through immigration control and customs, you will want to make your way to the place you will be staying. Travelling in London is very easy as London has a very good bus, train and underground tube train system.

We recommend that you study the tube map carefully, working out where you are going to and then plan your route, using the information provided. Don't be worried about asking people for information or for directions - look for signs at the airport. You will probably have to take a black cab (taxi) for part of the journey.

Student Travel

London is divided into six London Regional Transport fare zones that are measured in distance outwards from the centre. As you will probably travel every day, it will save you money to buy a weekly or monthly travel card. These are bought by zone and allow unlimited travel on buses, underground tube trains and on overland trains within London.

Students may apply for a special discount card which gives a 30% reduction on travel, upon enrolment at the Academy. The discount card allows you to buy weekly, monthly or yearly travel cards at a discount.

Travelling to Central London from Gatwick Airport

If you are coming to central London via Gatwick airport, you can take the Gatwick Express train or the coach/bus.

By train a single costs around £10 and takes 30 minutes to reach Victoria Coach Station. The airport website provides lots of useful information. <http://www.gatwick-airport-guide.co.uk>

Public Transport in London

To obtain general information on the transport system in London, please visit the following website. <http://www.tfl.gov.uk/tfl/>

Buses

London buses come in two main types: double-deckers with a conductor and double or single deckers with automatic doors where you pay the driver on entry. There are two kinds of bus stops:

- a compulsory stop, which has a white background;
- a request stop, which has a red background.

To board a bus at a request stop, you should raise your arm to warn the driver to stop for you. Buses only stop at bus stops.

Rail Services

London is served very well by British Rail. Reductions are available on British Rail if you buy a Young Person's Rail card, which is available to anyone less than 25 years. If you are over 25 and are engaged in 15 or more hours of education a week you are entitled to a Student Rail card. Both cards provide a one third reduction in price on train tickets. These cards can be purchased from BR train stations. British Rail has a number of special offers. Tickets may be cheaper if you book them in advance. These are known as Apex fares. It is important to note that when travelling at peak hours, that is, before 9am and on certain trains from about 5pm to 7pm, tickets will be considerably more expensive. Travelling on a Friday and on certain other days throughout the year is also more expensive.

Underground Trains (The Tube)

There are ten major Underground or tube lines. Consult a tube map (available free from most tube stations) and follow signs for the line and for the direction in which you wish to go. The final destination of trains is shown on the front of the cab, so you can check you are on the correct platform. Fares vary with distance and according to how many zones you have crossed. You must buy a ticket for your entire journey before you travel, unless you already have a valid travel card. At many stations automatic checking of tickets is carried out at entry gates. Keep your ticket with you until your journey is over. There are ticket inspectors at exit points and on trains. If you travel without a ticket or with an incorrect ticket there is a minimum of £20 on-the-spot fine.

Coaches

National Express coach services operate extensively throughout the country, including links to and between London's airports. Reductions are available with a student coach card.

For further information contact National Express Tel: +44 08705 808080 or www.nationalexpress.com

Taxis and Mini-cabs

A taxi may be hailed on the streets if the yellow "for hire" sign is illuminated. Mini-cabs may be hired from local companies; they advertise in the "Yellow Pages" telephone directory. It is a good idea to ask friends the name of a reputable mini-cab firm. Some unscrupulous firms may not be safe and may overcharge you.

Accommodation

To make the most of your time in London you will need comfortable and safe surroundings, somewhere that you can return to after a hard day of studying, somewhere that you can call home. There is a dedicated member of staff to help international students with all accommodation related issues. Our guide 'Accommodation Information for International Students' can be sent to you on request. In it you will find useful information on the types of accommodation available.

Demand for accommodation exceeds availability, particularly at the time of application as we are not certain

We advise that all students on receiving a visa should contact the Academy and **confirm their accommodation requirement**. This ensures that all students who intend to take up accommodation offered by the Academy, do so and assists those students who genuinely want to take up accommodation. We will need to know when you will be arriving to the UK, including flight time and airport of arrival. The accommodation e arrange tends to be long terms of at least 9 months duration. We also require students to make payments for the

whether each student will receive a visa for study in the UK.

accommodation to enable us to book it.

Accommodation in London can be difficult to arrange from overseas, we advise you to carefully read the information we have provided and ask us questions if you need to. Further details of how to book accommodation have been provided in the accommodation letter in your acceptance pack

Checklist of What to Bring

You should ensure that on arrival to the UK, the following is available:

- ➔ Your letter of acceptance.
- ➔ Evidence of your qualifications, must be original certificates with certified translations where appropriate.
- ➔ Travellers' cheques or pounds sterling for the first few weeks you are in the UK.
- ➔ Enough money for tuition fees, accommodation, deposit and living expenses.
- ➔ A valid passport and visa if necessary.
- ➔ Travel insurance and health insurance (if necessary).
- ➔ Documentary evidence of your finances and references from your bank including details of overseas accounts or your parents as long as they hold the same surname.
- ➔ Information from your doctor about any medical condition you have.
- ➔ Driver's licence (if you have one).
- ➔ Arrange to bring a blanket particularly if you are arriving at night, as in most accommodation bedding is not provided.
- ➔ Arrange to bring some warm clothing, the weather in the UK may be different to what you are accustomed to.

Money Matters

Before coming to the UK you should organise your money to ensure you have enough at the start and for the duration of your course. You will need to investigate the best ways to bring money into the UK.

Bank Matters

Banking

You will need to open a bank account when you come to London. It is the safest place to keep your money. It is advisable to open an account with one of the major high street banks. These banks are National Westminster, HSBC, Barclays and Lloyds. All these banks offer special student accounts, however it is important to note that as an international student you will not necessarily be eligible for all the facilities offered to UK resident students and it may be difficult to open a bank account. If you are on a course for less than one year, it may be virtually impossible to open an account.

When you go to open a bank account you should take some documentation with you. Most banks ask you to bring your passport, your letter or certificate of enrolment, evidence of your address and substantial evidence of funding for your studies. A letter of introduction from your bank or bank statement at home would be very helpful and some banks require this as essential information.

The most useful type of account is a current account, and is the most common type of account given to an international student. As an International student do not expect to be given a student account in the UK as these offer special rates to home students (a student account is a current account with special concessions for students).

Savings Accounts

If you have more money than you need for month-to-month expenses, it is a good idea to open a savings or deposit account for some of it where it can earn interest. The interest is taxable but if your bank knows that you are not normally resident in Britain then you do not pay tax on it. You can't pay by cheque on a savings account, but you can usually ask for a cash card on it.

Current Accounts

You can pay money in, in any form, and then draw it out as you need it using your chequebook. Payments to other people can be made by writing cheques out in their name. If you want to draw out cash yourself, make the cheque payable in your own name or "to cash" If you wish to write cheques in shops you will need a cheque guarantee card. This is really an identity card, which guarantees that correctly written cheques up to the value stated on the card will be honoured by the bank. You can also use it with your cheque book to withdraw money from almost any bank in Britain. You will find that cheques are becoming obsolete.

Overdrafts

An overdraft is the facility to withdraw more money from your account than you have in it. You should not do this without permission from your bank. Overdrafts usually incur charges, though some banks offer interest free overdrafts to some students. International students however will not normally be offered bank accounts with these facilities.

Cash cards

You can withdraw cash from a cash point machine with a cash card. They are extremely useful in that they enable you to withdraw cash from your account at almost any time of the day or night. There is also a card facility called Switch or Delta, which enables you to use the card to pay for items in shops. This facility takes the money straight out of your account.

Banking for International Students

As an international student your eligibility for these banking services will depend upon your personal circumstances. Visit a few banks and find out which can provide the best service for you. You will find that many of the banking facilities offered to home students will not extend to include you, at least not initially.

Bank Opening Hours

Banks have traditionally been open from 9.00am to 4.30pm, Monday to Friday. Many main branches are now open during the weekends but opening hours vary.

Start Up Costs

Most students will have to buy bedding, clothes and basic essentials at the beginning of their stay. London is, in general, milder than other parts of the UK. The summer tends to be warm; winter is usually cold and damp; spring and autumn are somewhere in between. You should arrange approximately £300 for additional clothing needs.

Buying Essentials

You will probably feel overwhelmed by the number and variety of shops that can be found in the UK. The aim of this section is to guide you in how to buy the essential items you need in the first few weeks.

Probably the most valuable item for you to buy is an A-Z street map of London. You can buy this from most newsagents and bookshops.

Buying Food

You will find that you can buy almost anything in large supermarkets such as Sainsbury and Tesco. They have the advantage of having everything under one roof. Supermarkets are substantially cheaper than local corner shops or late-night "delicatessens". You may find even cheaper, smaller supermarkets in your area such as Iceland or Budgens, but these may have a smaller range of products. Most supermarkets are now open till 10 pm during the week and are open during the weekend. The major supermarkets are now open twenty-four hours of the day.

Fresh fruit and vegetables are usually cheaper from open-air stalls and street markets.

If you share accommodation with other people, it is usually much cheaper to cook communally, provided you all have similar tastes and are prepared to share the work.

Off licenses are shops selling alcohol cigarettes etc and are usually open till 10.30pm on week nights and Saturdays. On Sundays they are open between 12am - 10pm.

Buying household items

Prices in London vary enormously and it is advisable to check prices before buying your essential items. Though we cannot recommend particular shops a few key department stores selling household items are listed below.

- ➔ Argos is a cheap catalogue shop. Choose your item from a catalogue, complete the order form, pay for it and collect it from the collection desk.
- ➔ John Lewis is a large department store selling most household items but can be very expensive.
- ➔ BHS (British Home Stores) gives average to cheap prices on a mixture of goods.

You can also buy a lot of items from smaller independent shops and markets that are far cheaper.

Buying Clothes

London offers a huge variety of alternatives if you need to buy clothes. Chain stores provide good quality mid-price items. You can find them on any High Street and in most shopping centres. If you are seeking cheaper alternatives you can buy clothes in street markets or discount stores. A good local market for this is Camden Market, which is in Camden Town (nearest tube station is Camden Town on the Northern Line), Walthamstow Market, which is the longest in the UK, nearest tube station is Walthamstow Central.

Charity shops like Oxfam and Sue Ryder stock second-hand clothes. As a rule you can expect to pay half price or less for reasonable quality clothing. Jumble sales are sales of second-hand clothes and bric-a-brac, (small, unwanted household items such as, cutlery, picture frames etc.). They are generally held in church halls, at weekends, in aid of charity. Items of clothing, often in very good condition can be bought for a few pence. Jumble sales are advertised in the local press. We recommend that you budget to have at least £600 per month for rent, entertainment, housing and bills.

Fee payment and Transferring money

Payment of fees

- ➔ International Students normally have to pay International fees instead of home fees.
- ➔ European Union nationals who meet certain conditions may be eligible to have some or all of their fees paid by the Department for Education & Skills.
- ➔ Students who have to pay fees will usually be expected to pay fees for the first year in full.
- ➔ The Academy accepts the following forms of fee payment: Cheque, cash (in £ sterling), direct debit, Switch, MasterCard, Visa, Bankers Draft, Postal Order.
- ➔ International Students can also pay their fees to the Academy directly from their overseas bank account, usually at a charge of between £10 and £15. The Academy Bank details are:

EDUP
37 High St N
London
E6 1HS

Account Name: EDUPLtd
Sort Code: 60-05-37
Account No.: 24234281
Swift Code: NWBKGB2L
IBAN: GB13NWBK60053724234281

PLEASE NOTE: if fees are paid directly into the Academy account, you must produce evidence from your own bank of this transaction, which should include your full name and course details.

Money Transfer

Methods of transferring money internationally vary from country to country. Your bank at home should be able to inform you of methods of transferring or bringing money to the UK. The three most common ways of sending money from abroad are: International Money Order; International Money Transfer; Bank Draft.

Money and Exchange Controls

There is no limit to the amount of money you can bring into Britain. Your country may, however, have regulations restricting the amount of money that can be taken out of your home country. Please check if such regulations apply to you. If so, contact your bank or other agency to obtain the necessary permission to bring appropriate sums of money out of the country.

You will need easily accessible money on arrival. Setting up a bank account will take time (sometimes two months) and should not immediately be relied upon for quick money transfers or for cashing a cheque.

Cost of Living

Estimated Living Costs -All costs are estimates and are for your information only.

Accommodation

EDUP does not have any student Hostels or Halls of Residence of our own, however we do assist our students in finding suitable private accommodation in private Halls of Residence. The Academy provides a promise of accommodation at the time of acceptance, if a student wishes to take up accommodation after receiving their visa then they must pay the amounts stipulated in the accommodation letter. We shall then book accommodation for you. It may not be possible to book accommodation at the same place stated on the letter.

Students intending to accept Academy offered accommodation will need to inform us a month before hand. Our aim is to provide suitable accommodation at reasonable prices for students in a learning environment. Unfortunately none of the accommodation available is catered for couples.

A single room costs on average between £150 to £180 per week. This payment is usually excluding household bills, excluding fees, food and council tax. Prices will vary greatly depending on the area of London, quality of accommodation, number of people sharing etc.

You should allow £50 per week to cover utilities and £50 - £100 travel costs. In the private sector wherever you find accommodation you will have to pay a deposit immediately (normally one month's rent returnable when you leave minus any deductions) as well as one month's rent in advance and may also have to pay a deposit for utilities. Students should therefore allow up to £1000 for initial expenses. Always collect a receipt for any payment made.

Council Tax

Council tax is a compulsory payment that every adult individual who resides in the UK must pay; the amount of council tax each person pays depends on the location and area and is not limited to each household. This is a payment that includes the maintenance of your area.

From 1 April 2004, Full-time students are no longer jointly and severally liable for council tax. This means that a student, who shares a dwelling with a non-student or part-time student and provides a valid Council Tax certificate to the Local Authority, should not be liable for any of the council tax due on the property. Full-time students can obtain a certificate from reception confirming that they are full-time students.

Food

Each student should arrange approximately £60 - £100 per week for food costs. Obviously how much you spend on food depends on your eating habits, but sharing food, shopping and meals with others will help cut costs.

Books and Equipment (average £50 per month)

Although you will be able to use the Academy libraries, you may be required to purchase certain books and texts for your modules. You can save money by looking in second hand bookshops and buying stationery from shops with student discounts.

Entertainment (average £250 per month)

London can be a very expensive place - but it is also very student friendly. There are lots of cheap places to eat, 'party' and indulge in cultural pursuits. It is just a question of looking! Try not to stay just in Central London - it's a huge diverse city which you should try and explore. Think of the districts of London as a series of villages all with their own distinct and unique characters. Why just see one when you can explore them all?

London hosts a wide range of entertainment venues catering to all groups of society and religions. Dinner out can cost from as little as £5.00 to £250.00+! Cinemas in central London cost around £18.00 while a theatre ticket would typically cost £15 - £30. However, there are special discounts available to students throughout the city, so make sure you ask!

Living in London

London is an exhilarating place to live with lots to do. It might seem scary at first, due to its large size and perhaps you may not know anybody, it is a very easy place to settle down in and make friendships that last a life time.

London is a busy place but full of anything you could hope for. Any activity you want can be found here - any club, sports group, language course, art class... anything! If you want them to be, every day can be filled with activities. There are loads of free museums and great walks around the city passing by famous landmarks.

For the international student there are very ethnic areas in and around London, where you should be able to pick up food items and meet people from a similar country or world region to you, allowing you to stay in contact with your culture. Many communities are flourishing in the UK and you may be able to find employment, friendships and activities should you wish to. It also allows for interaction with a culture or community that you may never have had contact with and make truly international friendships.