

1. Description and tuition fees for the Programme

The programme is taught in the period 3rd July – 8th September 2017.

ETSIST students can enrol on the Summer General English programme for a minimum of 3 weeks with specific study periods, which are as follows:

Course dates	Course length	Tuition fee GBP
3/7/17 – 8/9/17	10 weeks	2550.00
3/7/17 – 28/7/17	4 weeks	1020.00
3/7/17 – 4/8/17	5 weeks	1275.00
17/7/17 – 4/8/17	3 weeks	765.00
31/7/17 – 8/9/17	6 weeks	1530.00
7/8/17 – 8/9/17	5 weeks	1275.00

They will receive 21 hours (full-time) of classroom tuition per week.

The tuition fee for the courses should **be paid by the student two weeks in advance of arrival in Leeds using the online payment system** which accepts credit and debit card payments (alternatively, students can pay via bank transfer). An e-mail will be sent to the student with an invoice and instructions about how to pay using the online system.

Students who arrive in Leeds having not paid the tuition fees will be unable to register at the University or start their studies.

2. Requirements to participate:

The ETSIST students will be of 'university age' (normally 18+) and students should have reached a pre-intermediate level of English (**minimum A2 or above on the Common European Framework**). The ETSIST will only send to the LC the applications from those students who have met this requirement.

3. Accommodation: description and costs

Accommodation will be available to all applicants in a University self-catering residence, *Montague Burton*:

- nightly charge: 15.50 GBP: inclusive all utility bills (gas, electricity, water), wireless internet, IPTV and contents insurance;
- a single study bedroom in a flat with 5 other students, where they may share a bathroom and a kitchen;
- it is recommended that **bedding packs** (pillow, sheets, duvet) are requested for an additional charge of 35 GBP; students will be responsible for providing **their own crockery and kitchen utensils**.

Students must apply before 14 June 2017 after they have received their acceptance letter.

The application form can be found on:

http://accommodation.leeds.ac.uk/info/200127/current_students/28/summer_accommodation/2

Accommodation fees **should be paid at the University Cash office by the student during the first week of the programme**. ETSIST students will be responsible for the payment of all accommodation fees and associated costs.

A 25 GBP administration fee is payable per alteration of accommodation. A late payment fee of 20 GBP for accommodation charges will be applied on a monthly basis. Lost or the late return of keys will be subject to additional administration fees.

Students will be able to arrive at their accommodation on the Saturday or Sunday before the start date of their course and they will be required to vacate the accommodation by 10.00 am on the Saturday after the end of the course (all students will be required to vacate University accommodation on the morning of 9/9/17).

4. Travel arrangements

The ETSIST students will be responsible for all their own travel arrangements to and from the University of Leeds.

Students must advise the Language Centre at least one week before arrival in Leeds with their expected arrival date and time in Leeds. This is so that the Language Centre can prepare to meet students on arrival at their accommodation.

5. Registration at the University of Leeds

The LC will organise the registration of the students at the University of Leeds to permit access to the Language Centre, the Library, and other facilities. Access to sports facilities will also be available, subject to payment of a small user fee, in accordance with standard University of Leeds procedures.

The attendance on the LC course involves registration as a University of Leeds student, which in turn entails acceptance of the University regulations currently in force.

With regard to medical treatment, visitors to the University of Leeds (including those from EU member countries) are reminded of the necessity to check they have **appropriate insurance cover for medical treatment**.

Visitors from countries with which the UK has reciprocal arrangements for medical treatment should note that such agreements are generally limited to treatment for which arises during the visit. Treatment for pre-existing conditions is not normally included. The University is unable to accept responsibility for making the checks required. Any costs incurred for treatment required during a visit to the United Kingdom will be solely the responsibility of the visitor.

**[Ask for the UPM mobility insurance:
<http://www.upm.es/Estudiantes/Seguros/SeguroMovilidadInternacional>]**

6. Assessment

Each student will be asked to complete a short English language placement test on arrival at the Language Centre. Students will be placed into a group corresponding to their level. At the end of the programme each student will receive a **certificate of attendance, subject to minimum 90% attendance at classes during the course**.

7. Cancellation

Tuition fees, if paid in advance via the online payment system, will be refunded minus 10% to cover administration charges.

Refunds of tuition fees are not normally given after a student has started a course.

8. Emergency Contacts

The 24-hour emergency contact person is the Duty Security Manager and the telephone number is 00 44 113 343 5495. During course excursions when students are away from the University of Leeds, students will be provided with an emergency mobile phone contact number of the course excursion leader.

Students will be required to notify the LC of their preferred emergency contacts after arrival.