

How to Enrol and the Requirements set out by the UKVI for a Short Term Study Visa (6 months)

(for the Leiths Foundation Certificate, Three or Two Term Diploma)

The first step is to book an informal interview by contacting Reception on 020 8749 6400, or registrar@leiths.com. You can contact us Monday to Friday, 9.00am – 5.00pm. You can now also request a 1:1 chat at www.leiths.com/virtual-open-day-2020

Interviews are offered during the week, during office hours generally between 9.30am – 3.00pm.

Due to the current situation we are currently offering interviews by phone and video. Your interview will be hosted by either our Managing Director, School Principal or a senior teacher. You'll have an opportunity to talk about yourself, what you are hoping to achieve and we can discuss our courses and their suitability for you. We can of course talk you through our current social distancing and health and safety policies and explain what to expect in the new academic year as well as answer any questions that you may have. It is important that you inform us in your interview if you have any relevant medical conditions and/or specific learning difficulties that could affect your time on the course. You should allow up to half an hour for the appointment

Whilst we are not able to welcome you to view the school right now we are delighted to present our new online open day, where you can take a virtual tour the school, watch a sample demonstration with head teacher Michael Cropp, and hear from the students and alumni about life at Leiths School of Food & Wine. Please visit www.leiths.com/virtual-open-day-2020

Once we are able to conduct Interviews in person, they will be held at the School address 16-20 Wendell Road, W12 9RT. For local transportation links, please visit www.leiths.com/contact

Following your interview, our Registrar will contact you by email. If you have been offered a place on a professional course the Professional Enrolment Form and details will be attached. You may be asked a number of questions to understand whether or not you may be suitable for sponsorship. If we do not think the course will be suitable for you for any reason/and or you do not satisfy the requirements for sponsorship we will let you know, and offer alternative advice where possible.

If you decide to join us, please arrange payment of the course fees in full and send the signed Professional Enrolment Form to: Registrar, Leiths School of Food & Wine, 16-20 Wendell Road, London, W12 9RT, UK or E-mail: registrar@leiths.com along with copies of:

- the photo page in your passport and the inner first pages of your passport, usually showing passport nationality and number
- your English language test certificate (if applicable)
- certificates of prior study (if applicable)
- details of prior visas (if applicable)

Once these have been processed you will receive confirmation of acceptance via email stating that you have been allocated a place on the course subject to Leiths Terms and Conditions. Please refer to the below requirements which must be satisfied.

We'll send you instructions for ordering equipment, books and uniform closer to the time. You can find approx. prices on our price list. For an updated version please visit www.leiths.com or ask a member of staff

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Leiths Requirements

English Language

For UKVI purposes if a student is not from a majority English speaking country (UKVI list) then that student may need to undergo an English test, even though the student may be fluent in English.

For a student with English as a foreign language, UKVI require a score of 5, however Leiths require an English proficiency of at least 6.5 on the IELTS scale (C1 on the Common European Framework – CEF). See the list of secure English language testing centres at the link below. Please ensure you undergo an 'IELTS test for UKVI' purposes when you book the test: <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>

Course Fees

Leiths requires payment of the full fees at time of enrolment. This is to prove your commitment to UKVI. If the situation arises that you are not successful with your visa application, then Leiths will refund the full fees after deducting an administration fee. You can find our price list on page 4 of the Professional Enrolment Form. For an updated version please visit www.leiths.com or ask a member of staff.

Confirmation of Studies

Leiths may request a personal statement from you expressing your reasons for studying with Leiths. Leiths will provide you a letter confirming your intended studies which you will need when applying for your visa.

Applying for your Short Term Study Visa

You may need to apply for a Short Term Study Visa in your own country. At present it costs £97 for a 6 month visa. You can apply for a visa up to 3 months before your date of travel to the UK.

You should get a decision on your visa within 3 weeks when you apply from outside the UK.

Leiths must impress upon you that it is of the utmost importance that all requirements for your application for a Short Term Study Visa are met correctly as if the student's study visa application is not granted, so is rejected, this impacts greatly on Leiths and the school's ability to continue to sponsor international students.

Proof of maintenance funds will be required by the UKVI and these are high in London (+£1,300 per month). You will need to show that you have sufficient funds in a banking account to support yourself (deposited at least 28 days prior to making your application) and those funds must continue to be available to you after your application is made. Bank statements must not be older than 31 days. It has been known for visas to be declined due to bank statements considered invalid.

Prospective students from certain countries will also be required to undergo a tuberculosis test at an approved centre. See <https://www.gov.uk/tb-test-visa/overview>

Please look at www.gov.uk/study-visit-visa for further information about the visa application process.

Please ensure that all other criteria required for the completion of your visa application is in place.

If Successful

You would generally be granted a visa to stay in the UK for the length of your course.

You may be allowed to stay an extra 30 days if your total stay in the UK would be no more than 6 months.

When you arrive to the UK you will need to apply for and collect a biometric residence card (your visa) and potentially register with the Overseas Visitors Records Office (OVRO). These generally need to be applied for within 7 days of you entering the UK. Please see the links below in this regard:

<https://www.gov.uk/government/publications/biometric-residence-permits-applicant-and-sponsor-information>

<https://www.gov.uk/biometric-residence-permits/collect>

<https://www.gov.uk/register-with-the-police>

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Leiths Requirements

Important Considerations

Please note that as Leiths is a private provider of education in the UK, Short Term Study Visa students will not be able to work whilst studying in the UK.

Please note for purposes of the UKVI, if a student misses 10 consecutive contacts for the course or leaves the course before completion we are required to inform the UKVI of this and your visa will be cancelled.

For Leiths' purposes in the case of unforeseen illness and family emergencies students are allowed 5 days absence per term, before they become ineligible for the exams. If a student is away from school then it is their responsibility to catch up on skills missed, so they don't feel they are falling behind.

Regards not achieving the standard – Leiths' objective is to give students a relevant and high standard of training in practical and theoretical cooking, supporting the student through the course as much as possible to enable them to graduate with a Diploma or certificate, however this relies on the commitment of the student and their learning is their responsibility. We have a high pass rate for the Diploma, but because of the intensity of the course or excessive absences not all students achieve

the standard required in the time given; it is in these cases that students are offered a certificate appropriate to the standard they have achieved at the end of the course.

The course is full time Monday to Friday. Students' progress is monitored daily and they receive regular feedback from their class tutor.

Further Reading

Leiths have produced an informative sheet on local student halls as well as an informative sheet on preparing for your arrival. Please contact registrar@leiths.com for copies.

UKCISA - UK Council for International Student Affairs

We are members of UKCISA
<https://www.ukcisa.org.uk/>

Their website gives information on lots of topics including visas and immigration, work during and after studies, home or overseas fee status regulations and sources of funding. Look at their website first for answers to your questions. If you cannot find the information you need after looking at the website, you can telephone the Student Advice Line on **+44 (0)20 7788 9214** between 1pm and 4pm (UK time).



Accredited by the British Accreditation Council and the Independent Schools Inspectorate



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