

Admission Policy

Sheffield Language Centre deals with each application case by case. Applications are accepted via post, email, the school website or in person. All students must complete an application form, which includes a medical form, an Sheffield Language Centre placement test and an Sheffield Language Centre writing test, where appropriate.

All applicants (overseas) must submit their Passport Copy, Application Form, and Proof of Course Payment and Placement Test in order to receive their Letter of Acceptance.

Refusal

Sheffield Language Centre may refuse to accept a student if we feel that we cannot meet the needs of the student for any number of reasons.

The school may refuse any student that we believe we cannot meet the academic needs of. This may be due to the courses currently running in the school, or the nature of the students' individual goals. Sheffield Language Centre may refuse acceptance to any student, regardless of an acceptance letter, if the students' true level does not match the courses on offer.

The school may refuse to accept a student, without reservation, if there is a suspicion that there is any risk that the student will not comply with the requirements of their visa status or pose a risk to the integrity of the UK Border in line with our HTS procedures. The school may refuse an application, without reservation, if there is a suspicion that documents presented to support a visa application are not genuine.

Sheffield Language Centre may also refuse a student on medical grounds, or if for any reason the management does not believe that the school can safely or adequately take care of that student. If a student does not declare a medical condition or falsifies their medical form, Sheffield Language Centre reserves the right to refuse that student upon discovery. This is for the safety of the student themselves, Sheffield Language Centre staff and other students.

Sponsorship

All sponsored students are required to send their 'Proof of Sponsorship for an English Language Course' before any acceptance will be considered. Any students without sponsorship are required to pay full fees in advance.

Placement

Sheffield Language Centre conducts a 'Quick Placement Test' to determine the academic level of the student at initial application. Upon arrival, on the day of induction, a written and a speaking test are also given for an accurate student placement. Sheffield Language Centre has the final say on which course a student is offered.

Student Visas

- Sheffield Language Centre complies with all the Immigration Rules of the UK.
- The school will require visa national students to provide proof of their legal right to stay in the UK. The school will keep a copy of the visa or the permit.
- In the event of a visa refusal, the school will require written proof of the refusal and a full refund (minus the administration fee) will be granted for fees paid in advance of the planned start of the course.
- Students are responsible for obtaining their own visas. The school is not able to give information or advice in obtaining or extending a visa.
- A student who needs a UK visa is subject to UK immigration laws.
- A study visa is issued on condition of satisfactory course attendance.
- Poor attendance shall be reported to the UKVI.
- 10 consecutive days of unexplained absence from lessons must result in expulsion from the course. The school is obliged to report such absence to the UKVI.
- Course withdrawal for reasons outside the control of the school involves an automatic revoking of the study visa.
- You are strongly advised to organise medical and cancelation/curtailment insurance before travel.