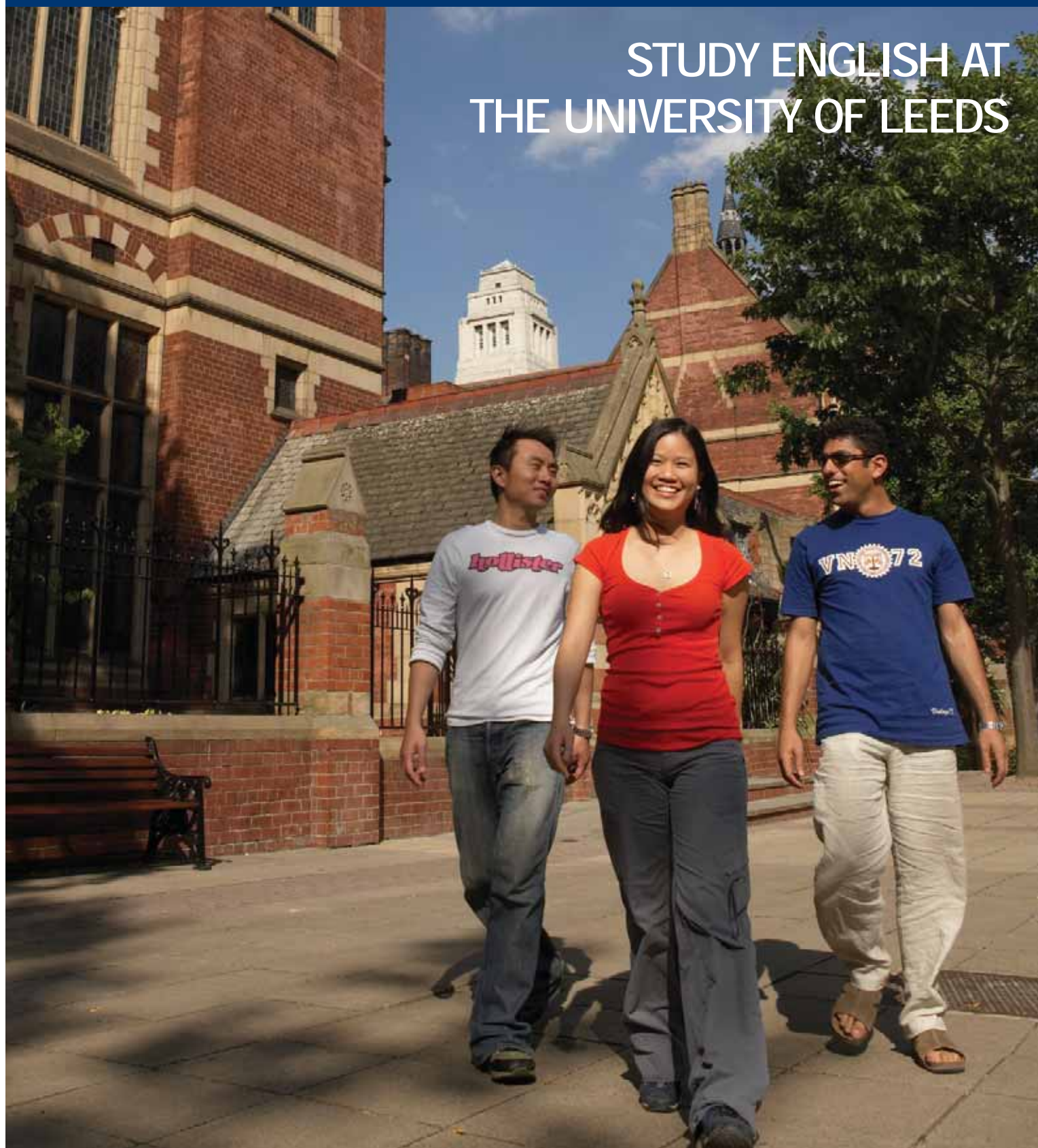


The Language Centre



UNIVERSITY OF LEEDS

STUDY ENGLISH AT  
THE UNIVERSITY OF LEEDS



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# Welcome to the Language Centre

## The pathway to academic and professional success for international students

The Language Centre at the University of Leeds offers a selection of courses which are specially developed to enable international students to improve their level of English language and also to provide training in academic skills. We offer pathways to suit every need and our students enjoy top quality teaching and support from the staff of the Language Centre. Our experienced and well-qualified staff have taught in a range of countries and are familiar with the differences in educational experience which exist globally. We provide a warm, friendly and supportive environment in which you will feel comfortable but we will also challenge you to develop yourself and achieve success on whatever path you choose to follow.

Your classes will take place at the Language Centre, which is on the University campus. You will benefit from excellent study facilities, including a well-resourced Self-Access Area. In addition, as a student at the University of Leeds you will be able to enjoy

the full range of facilities on the University campus. There are excellent libraries, computing facilities, as well as restaurants, cafes and bars. You can also join the many clubs and societies in the Leeds University Union. As an international student you have a range of accommodation options available to you, which you can view on page 13. The city of Leeds is on your doorstep with an exciting and varied selection of cultural attractions and shops. Leeds is well known as a good value city for students with prices being lower than in many places in the UK.

We hope we can welcome you to Leeds, to the University and to our Language Centre, where you can join with students from across the world who also look forward to studying for success in a UK university.

Mary-Anne Ansell, Executive Director



## The Language Centre

The Language Centre is part of the School of Modern Languages and Cultures at the University of Leeds. We have been providing high quality English and foreign language support and training in a friendly and academic environment since 1965.

The Language Centre offers programmes which provide students with the academic and general English language skills needed for university study and a useful orientation to academic and social life in Britain. All courses are taught by dedicated and experienced teaching staff. The Language Centre provides excellent learning and teaching facilities with a well-resourced Self-Access Area for independent language learning. Even if you already fulfil the University's English language requirement you will still find the preparation given by the Language Centre's programmes to be very useful.

### The Language Centre offers:

**an extensive range of English language programmes**

- Year-round academic English programmes
- Year-round general English programmes
- English for specific purposes
- IELTS preparation
- Modules for undergraduate degree programmes
- Modules for the International Foundation Year (IFY)
- Professional teacher development programmes
- Specially-designed programmes

### quality teaching and learning

- Accredited by the British Council for the teaching of English as a foreign language
- Well-qualified staff experienced in teaching students from over 100 countries
- A student-centred approach
- An extensive range of up-to-date resources
- Specific attention to student needs

### a modern learning environment

- see page 12

### excellent independent language learning support and facilities

- see page 12

### social activities

- see page 7

# The University of Leeds

The University of Leeds is one of Britain's top universities. It has been a centre of outstanding research and excellence in teaching since 1904. The University is ranked 14th in the UK (RAE 2008) for its research and is a member of the Russell Group, representing Britain's top research-led universities.

The University of Leeds has over 32,000 full-time students and offers a diverse range of taught degree programmes at undergraduate and postgraduate level. Each year over 5,000 international students study at the University, representing over 100 countries. Throughout their study, all international students are given support by the International Student Office, as well as the Language Centre.

The University has a single campus on the edge of the city centre. It has an internationally acclaimed research library, as well as modern lecture theatres, a sports centre and one of the biggest Students' Unions in the UK. University accommodation is offered to international students and is available on or close to the campus.

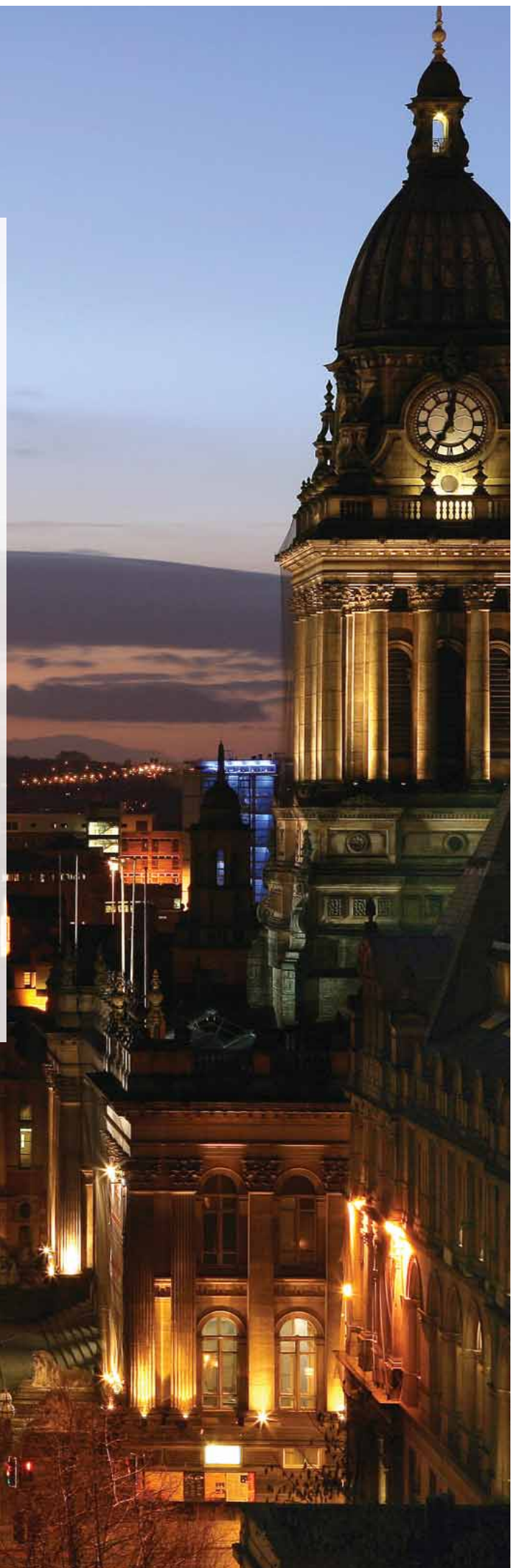
For more information about the University of Leeds please visit the website at [www.leeds.ac.uk](http://www.leeds.ac.uk)

## City of Leeds

Leeds is one of the most important cities in the United Kingdom and has become the principal financial and legal centre outside London.

Leeds offers:

- a friendly, welcoming and diverse population
- a lower cost and higher standard of living than other British cities
- superb local, national and international transport links
- diverse arts and culture
- international sporting facilities and events
- excellent shopping and leisure activities



# Which Language Centre programme is best for you?

The following programmes are available at the Language Centre:

## English language and academic preparation for the International Foundation Year (IFY)

- Academic English Pathway

## English language and academic preparation for undergraduate and pre-undergraduate study

- Academic English Pathway
- Academic English Summer Pre-sessional

## English language and academic preparation for postgraduate study

- Academic English Summer Pre-sessional
- Academic English Graduate Programme
- Academic English for Business and Management
- InterComm Pre-sessional

## General English language courses

- General English

Programme title	Who is this course for?	Description	Duration	Page
Academic English Pathway	Students going on to either IFY or undergraduate study	English Language and academic preparation for the International Foundation Year and undergraduate studies. Includes IELTS preparation	10, 21 or 32 weeks	9
Academic English Summer Pre-sessional Programme	Students going on to either undergraduate or postgraduate study	English Language and academic preparation for undergraduate and postgraduate studies	6 or 10 weeks	10
Academic English Graduate Programme	Students going on to postgraduate study	English Language and academic preparation for postgraduate studies. Includes IELTS preparation	10, 21 or 32 weeks	9
Academic English for Business and Management Programme	Students going on to postgraduate study in Business and Management programmes	English language and academic preparation for postgraduate studies in business and management programmes	6, 10 or 22 weeks	10
InterComm Pre-sessional Programme	Students going on to postgraduate study in international studies, communication and related fields	English language and academic preparation for postgraduate studies in Communication Studies and Journalism; Politics; Development Studies and related fields; Interpreting and Translation.	6 weeks	11
General English Programme	All students who want to improve their general language skills	English for everyday communication Improve fluency and range of expression Part-time option: mornings only (15 hours per week) Full-time option: all day (21 hours per week)	5, 10, 21, 32, or 42 weeks.	8
IELTS Preparation Programme (part-time)	Students preparing to take the IELTS examination	Guided preparation and practice for the IELTS exam <b>PART TIME ONLY.</b> 3 hours per week for first 4 weeks. 4.5 hours per week for the remainder of the course	8 or 9 weeks	11

## What is an academic English programme?

An academic English programme is designed to help international students develop their English and academic study skills in a UK academic environment and prepare for university studies.

## Other programmes and services

The Language Centre also provides the following types of English language training and, in some cases, professional skills training:

- Tailored courses for groups
- Introduction to TEFL (teaching English as a foreign language)
- Technology for language teaching
- Tailored courses in a variety of professional areas

- Aspects of translation and interpreting
- Teacher training
- Language centre management training

Programmes can be arranged at different times of the year according to need and can in some cases be run outside the UK.

**More information about these courses and the Language Centre can be found at [www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)**

The University of Leeds reserves the right to change or cancel its courses or services at any time without liability.

Please contact us for more details:

The Language Centre

University of Leeds

Leeds LS2 9JT UK

t +44 (0)113 343 3251 f +44 (0)113 343 3252

e [langc@leeds.ac.uk](mailto:langc@leeds.ac.uk) w [www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)

Accredited by the



for the teaching of English as a foreign language

# Language Centre programme entry requirements

Programme Name	Term or Programme	IELTS or TOEFL	CEF Level	Other Requirement
General English Programme	All terms	IELTS 3.5 TOEFL iBT 40 TOEFL 400 (paper based)	A2 or above	None
Academic English Pathway*	Term 1-3	IELTS 4.0 TOEFL iBT 57 TOEFL 490 (paper based)	B1 or above	None
*If you want to progress to the International Foundation Year (IFY) from the Academic English Pathway programme you should refer to the details on the International Foundation Year Programme website at <a href="http://www.leeds.ac.uk/international/foundation.html">www.leeds.ac.uk/international/foundation.html</a> . Acceptance on to Academic English Pathway does not guarantee acceptance on to the IFY.				
Academic English Graduate Programme	Terms 1-3	IELTS 4.5** TOEFL iBT 60 TOEFL 497 (paper based)	B1 or above	None
**Applications are assessed based on individual degree requirements and suitability for the Academic English Graduate Programme IELTS 4.5 will not guarantee you a place on this course.				
Academic English Summer Pre-sessional Programme	10 week	Various depending on academic degree programme	B2 or above	• An <b>unconditional offer</b> for a degree programme or a <b>conditional offer</b> for a degree programme based on satisfactory completion of the Academic Summer Pre-sessional Programme.
	6 week	As above	As above	As above
Academic English for Business and Management Programme	Programme A	IELTS 5.5 TOEFL iBT 72 TOEFL 530 (paper based)	B2 or above	None
	Programme B	IELTS 6.0 TOEFL iBT 83 TOEFL 550 (paper based)	B2 or above	None
	Programme C	Various depending on academic degree programme	B2 or above	• An <b>unconditional offer</b> of a place on an MBA / MA / MSc programme or a <b>conditional offer</b> of a place on an MBA / MA / MSc based on satisfactory completion of the Academic English for business and Management
InterComm Pre-sessional programme Programme		IELTS 6.0 with not less than 6.0 in each skill. TOEFL iBT 83 TOEFL 560 (paper based)	B2 or above	• Acceptance on a postgraduate programme in a relevant discipline
IELTS Preparation Programme (part-time)	Terms 1-3		B2 or above	None
PLEASE NOTE: Applications for some undergraduate and postgraduate programmes may need higher English test scores. Please check with your academic department.				

Please contact us for more details:  
 The Language Centre  
 University of Leeds  
 Leeds LS2 9JT UK  
 t +44 (0)113 343 3251 f +44 (0)113 343 3252  
 e [langc@leeds.ac.uk](mailto:langc@leeds.ac.uk) w [www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)

# Information about English language programmes

## Class size

Normal maximum of 16 students per class

## Hours per week

Full-time students to attend classes for 21 hours per week

Part-time students to attend classes for 15 hours per week

IELTS ONLY students attend classes for between 3 and 4.5 hours per week

## Included

- All programme materials
- Language Centre registration
- An English language dictionary, a grammar book or equivalent item chosen by the course director
- Regular consultations with a personal tutor
- Guided self-study
- Use of all University facilities
- Use of University libraries
- Use of Language Centre Self-Access Area
- Free e-mail and internet access
- Timetabled excursions
- Opportunities to participate in social activities
- An attendance certificate

## Volunteering opportunities

There may be opportunities for students to participate in volunteer projects in Leeds during their course. Please ask us for further details if you are interested in this possibility.

## IT Skills

- Researching on the internet
- PowerPoint presentations
- Computer-based language learning
- Using on-line resources

## Awareness of British Culture

- Familiarity with social and cultural life in Britain
- Analysing the British media – press, TV and radio
- Understanding TV and radio news coverage

## Awareness of University Systems, Services and Facilities

- Familiarity with the university campus and facilities
- Using the library and library catalogues
- Using university computer clusters

## Programme dates

Please refer to the insert detailing current programme dates

## Tuition fees

Please refer to the insert detailing current programme fees

## Closing date for applications

24 days before the start of the programme

## Equality and Inclusion

The University of Leeds is committed to the principle of equality and is determined to treat all students fairly, and avoid all unlawful forms of discrimination on grounds of gender (including pregnancy, trans status or marital status), race (including colour, nationality, ethnic origin or national origin), sexual orientation, disability, religion or belief, and age.

We recognise that, in order to enable all students to have equal access to our facilities and educational opportunities, some students may require specialist support or adjustments (for example, to timetables or learning materials). We therefore aim to take a flexible approach, wherever possible, when responding to the individual needs of our students.

## Social Activities

The Language Centre is a close-knit and friendly community. During the year a number of activities are organised which involve both students and staff, such as:

- excursions to places of interest
- attending live music events
- visits to the theatre and cinema
- walks around Leeds and the surrounding area
- international cultural evenings

Activities are always tailored towards students' language learning and their interests.



# General English Programme

- Part-time and full-time options
- English for everyday communication
- Improve spoken fluency and develop a wider range of expression

## What skills and knowledge will I develop on this programme?

### English Language

- Communicate more effectively in speaking and writing
- Use grammar more accurately and appropriately in speaking and writing
- Expand your vocabulary and range of expression
- Develop listening, speaking, reading and writing skills for everyday communication
- Improve pronunciation and spelling

### IT Skills

### Awareness of British Culture

### Language Development

The classes will focus on grammar, social expressions, pronunciation and vocabulary expansion.

### Language Skills

These classes focus on improving your English skills in reading, writing, listening and speaking.

Reading – increase reading speed and understanding of a variety of topics and text types.

Writing – plan a variety of different types of written text and learn how to write them clearly and accurately.

Listening – improve the ability to understand naturally spoken English.

Speaking – gain confidence and fluency to communicate in a variety of social situations.

### Sample Timetable

The timetable below shows an example of a typical week on the General English Programme. It is not a definitive timetable:

### Language through Literature

Students are encouraged to read books which are graded according to level to help improve reading competence and language skills. In the classroom, students will develop vocabulary, learn to read with more speed and clarity, and explore a novel's themes, plot and character in more depth.

### Project Work

Students combine English skills while working on projects from a variety of subject areas. Projects are task-based and communicative. They may include webquests and internet research, leading to students being involved in presentations, debates or writing reports.

### Communication Skills Development

These classes introduce the vocabulary and language required to help students speak more confidently and fluently and to help develop listening skills.

### Other programme information

- Students select which term(s) and which options they would like to attend and whether they prefer to study part-time or full-time
- It may be possible for students to move from the General English Programme to other Language Centre programmes when they meet the entry requirements for these programmes
- Part-time option: approximately 15 hours per week (mornings only) Monday-Friday
- Full-time option: approximately 21 hours per week (all day) Monday-Friday

### Dates and Tuition Fees

Please refer to the insert for full dates and tuition fees

For more information about the General English Programme please visit the website at:

[www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)

	Monday	Tuesday	Wednesday	Thursday	Friday
9.30-11.00	Language Development	Language Development	Language Development	Language Development	Pronunciation and review
11.30-13.00	Language Skills	Language Skills	Language Skills	Language Skills	Language through Literature
2.00-3.30	Project Work	Communication Skills Development	Communication Skills Development	Project Work	Free for Self-Study

Please note: part-time option (mornings only) - classes will finish at 13.00

## Academic English Pathway

- English language and academic preparation for the International Foundation Year and undergraduate studies
- IELTS preparation (in Terms 2 and 3)

What skills and knowledge will I develop on this programme?

### English Language

- Listening, speaking, reading and writing skills for everyday communication
- Vocabulary expansion
- Grammatical accuracy
- Creative expression
- Pronunciation and spelling

### Academic Skills

- Academic writing skills
  - Sentence and paragraph structure
  - Essay-writing techniques
  - Report-writing techniques
  - Researching and writing assignments on relevant topics
  - Referencing and avoiding plagiarism
- Academic reading strategies
- Understanding lectures
- Participating in seminars and discussions
- Giving oral presentations

### Exam Preparation

### IT Skills

### Awareness of British Culture

### Awareness of University Systems, Services and Facilities

### Dates and Tuition Fees

Please refer to the insert for full dates and tuition fees

For more information about the Academic English Pathway please visit the website at:

[www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)

## Academic English Graduate Programme

- English language and academic preparation for postgraduate studies
- IELTS preparation (in Terms 2 and 3)

What skills and knowledge will I develop on this programme?

### English Language

- Listening, speaking, reading and writing skills for everyday communication
- Vocabulary expansion
- Grammatical accuracy
- Creative expression
- Pronunciation and spelling

### Academic Skills

- Academic writing skills
  - Sentence and paragraph structure
  - Essay-writing techniques
  - Report-writing techniques
  - Researching and writing assignments on relevant topics
  - Referencing and avoiding plagiarism
- Academic reading strategies
- Understanding lectures
- Note-taking and summarising
- Participating in seminars and discussions
- Giving oral presentations

### Exam Preparation

### IT Skills

### Awareness of British Culture

### Awareness of University Systems, Services and Facilities

### Dates and Tuition Fees

Please refer to the insert for full dates and tuition fees

Although most of the programme content is fixed, there are optional components which can be selected to meet your specific needs.

For more information about the Academic English Graduate Programme please visit the website at:

[www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)



# Academic English For Business & Management Programme

- English language and academic preparation for postgraduate business and management programmes MBA/MA/MSc
- IELTS preparation (optional on programmes A and B)

What skills and knowledge will I develop on this programme?

## English Language

- Listening, speaking, reading and writing skills for everyday communication
- Vocabulary expansion
- Grammatical accuracy
- Pronunciation

## Academic Skills

- Academic writing skills
  - Researching and writing MBA/MA/MSc assignments and projects
  - Referencing and avoiding plagiarism
- Academic reading strategies for management modules
- Business mathematics
- Handling management case studies
- Understanding business lectures
  - Participating in live lectures delivered by university lecturers and business specialists
- Note-taking and summarising
- Participating in seminars and discussions
- Giving oral presentations

## Awareness of Business & Management Modules

For example:

- Marketing Communications
- Organisational Behaviour
- Marketing of Tourism
- Strategic Management
- Finance

## Exam Preparation

- Dealing with MBA/MA/MSc examinations
- IELTS preparation (optional on Programmes A & B)

## IT Skills

## Awareness of British Culture

## Awareness of University Systems, Services and Facilities

## Dates and Tuition Fees

Please refer to the insert for full dates and tuition fees

For more information about the Academic English For Business and Management programme please visit the website at:  
[www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)

# Academic English Summer Pre-sessional Programme

- Well-established courses to prepare students for undergraduate and postgraduate study in all disciplines
- 10 and 6 week courses available July - September

What skills and knowledge will I develop on this programme?

## English Language

- Vocabulary development
- Fluency and accuracy
- Listening, speaking, reading and writing skills
- Pronunciation

## Academic Skills

- Academic reading strategies
  - Researching and using source material
  - Developing reading speed and efficiency
  - Note-taking and summarising
- Academic listening strategies
  - Participating in live lectures delivered by university lecturers
  - Note-taking and summarising
- Academic writing strategies
  - Planning, structuring and writing assignments
  - Referencing and avoiding plagiarism
- Academic speaking strategies
  - Giving oral presentations
  - Participating in seminar discussions
- Introduction to research methods
- Team-work

## Orientation to studying in the UK

- Life in Leeds
- University of Leeds campus and facilities
- Library and information systems

## IT Skills

## Awareness of British Culture

## Awareness of University Systems, Services and Facilities

## Dates and Tuition Fees

Please refer to the insert for full dates and tuition fees

For more information about the Academic English Summer Pre-sessional Programme please visit the website at:  
[www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)



# InterComm Pre-sessional Programme

- The only programme of its kind in the UK
- Academic English language development
- An introduction to UK current affairs
- Academic preparation for postgraduate degrees in Communications Studies and Journalism; Politics, Development Studies and related fields; Interpreting and Translation

**What skills and knowledge will I develop on this programme?**

## English Language

- Listening skills
- Fluency in speaking
- Vocabulary development
- Grammatical accuracy
- Pronunciation

## Academic Skills

- Academic writing
- Developing academic arguments
- Academic reading strategies
  - Researching and using source material
- Academic listening
  - Participating in live lectures delivered by university lecturers and media specialists
- Note-taking and summarising
- Participating in seminars and discussions
- Giving oral presentations

## Exam Preparation

## IT Skills

## Awareness of British Culture

## Awareness of University Systems, Services and Facilities

## Dates and Tuition Fees

Please refer to the insert for full dates and tuition fees

For more information about the InterComm Pre-sessional Programme please visit the website at:  
[www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)

# IELTS Preparation Programme (part-time)

- Part-time Programme
- Guided preparation and practice for the IELTS exam

**What skills and knowledge will I develop on this programme?**

## Exam Structure

- Knowledge of how the IELTS exam is conducted and administered

## Exam Strategies

- Techniques for approaching each of the four skills tests in the IELTS exam

## Language Skills

- Focus on essential vocabulary
- Focus on relevant grammar
- Focus on aspects of language related to the productive skills of speaking and writing

## Exam Practice

- Practice tests
- Feedback on performance
- Access to Language Centre on-line IELTS practice materials

## Dates and Tuition Fees

Please refer to the insert for full dates and tuition fees

For more information about the IELTS Preparation Programme please visit the website at:  
[www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)





## Study Abroad Programmes

### • English ONLY Study Abroad

The Language Centre offers general or academic English programmes to students from partner universities who would like to spend their Study Abroad programme developing their English and awareness of British life and culture. Students on English ONLY Study Abroad programmes can start their studies throughout the year.

For further information, please visit our website at:

[http://www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)

You can also contact us using the details shown on page 15

### • English PLUS Study Abroad

The Study Abroad Office co-ordinates the English PLUS Study Abroad programme which offers a number of flexible start dates for non-degree students who would like to spend some time improving their English language skills in the Language Centre before commencing academic study for either a semester or a year. Students on the English PLUS Study Abroad programme can start their studies in April, July or August depending on their existing language skills.

More details are available from the Study Abroad website:

[www.leeds.ac.uk/studyabroad/incomers/downloads.htm](http://www.leeds.ac.uk/studyabroad/incomers/downloads.htm)

Japanese students may also refer to: [www.leeds.jp/sap.html](http://www.leeds.jp/sap.html)



## Independent Language Learning Support and Facilities

All Language Centre students are provided with training and support for independent language learning. The Language Centre provides excellent facilities, which are managed by a team of dedicated staff.

### Facilities

#### The Self-Access Area

- Excellent self-study facilities
- Resources for more than 40 languages
- Internet Protocol Television (IPTV) with 40 channels
- Computers with access to the Blackboard virtual learning environment
- A wide range of books, international newspapers and magazines

#### The Language Studio

- 16 individual work stations
- Computers with access to the Blackboard virtual learning environment

### Support

- A language learning advice service
- A dedicated language learning advisor
- A language exchange partner scheme
- Specially designed Language Centre learning materials in a range of languages

# Accommodation

There are a number of different accommodation options available to students. We strongly recommend you arrange accommodation prior to arrival.

## University Accommodation

### October - June

University accommodation is normally available for Language Centre students in single study bedrooms in self-catering flats during the academic year. It may also be possible to stay in catered halls of residence. You will be able to apply for accommodation after your application for a Language Centre programme has been accepted. An application form and further details will be sent with your letter of acceptance.

For full details contact:  
Accommodation Services  
University of Leeds  
Leeds LS2 9JT UK  
Tel: + 44 (0)8701 200189  
Fax: +44 (0)113 343 6077  
email: [accom@leeds.ac.uk](mailto:accom@leeds.ac.uk)  
[www.leeds.ac.uk/accommodation](http://www.leeds.ac.uk/accommodation)

### July - September

University accommodation is normally available for Language Centre students in single study bedrooms in self-catering flats during this period. You do not need to make a separate application to Accommodation Services. Instead, you must complete the accommodation section on the Language Centre application form when applying for an English language programme.

## Homestay

### October - June

The Language Centre can arrange accommodation for you. This is usually on a basis of bed, breakfast and evening meal, with all meals at the weekend. You need to think carefully about applying for this type of accommodation as it is often situated some distance from the Language Centre and may involve some travel.

We cannot guarantee homestay accommodation as places are limited and often in great demand.

For full details please contact the Language Centre (see Contact us).

## Private Rented Accommodation

Some students prefer to live in the private rented sector. The Language Centre is unable to offer assistance with this. However, most students find accommodation through Unipol, which is a non-profit-making charitable company. Every year Unipol helps over 20,000 students to find somewhere to live in the private rented sector in the local area. Unipol may be able to assist students with families.

For full details contact:  
Unipol Student Homes  
155 Woodhouse Lane  
Leeds LS2 3ED UK  
Tel: +44 (0) 113 243 0169  
Fax: +44 (0) 113 243 3549  
email: [info@unipol.leeds.ac.uk](mailto:info@unipol.leeds.ac.uk)  
[www.unipol.leeds.ac.uk](http://www.unipol.leeds.ac.uk)



# Applications

- Complete the 'English Language Programmes Application Form' available at: [www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)
- Pay your deposit\* (see Terms and Conditions of Payment for Self-financing Students) if you are a self-financing student

## Documents to include

- A clear copy of the passport pages showing your name, nationality and passport number
- Two passport-sized photographs of yourself
- One photocopy of your English language report or certificate
- One photocopy of your IELTS or TOEFL test results certificate
- Include **all other documentation as requested on the application form** (see the checklist on the application form)

## YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS ESSENTIAL INFORMATION

Send your application to:  
Admissions Secretary  
The Language Centre  
University of Leeds  
Leeds LS2 9JT UK  
Fax: +44 (0) 113 343 3252  
Email: [langc@leeds.ac.uk](mailto:langc@leeds.ac.uk)

## If your application is successful, you will then receive

- A letter of acceptance
- A receipt for your deposit payment
- A form for you to either accept or decline your place on the programme and to provide the Language Centre with your visa/travel information
- An application form for university accommodation (if required) and a brochure with further details to help you make a selection
- A booklet entitled 'International Pre-arrival Guide' which provides useful information about immigration, health, welfare, and many other important issues
- A campus map

## Terms and Conditions of Payment for Self-financing Students

### Payment of deposit

- A deposit payment of £300 must be sent with each application for an English language programme. Your application cannot be processed without this essential payment.
- The £300 deposit will be deducted from your programme fee, but will not normally be refunded if you do not attend. See our website for full details at [www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)

### Payment of programme fees

- The fee payer (the person or institution responsible for paying your fees) must be the same as the fee payer named in Section 5 of the Language Centre application form.
- After you have begun your programme you must pay the programme fee in full.\*
- During the first week of your programme you will receive an invoice requesting payment of your programme fee (minus the deposit you have already paid). This fee must be paid within 12 days of the start of the programme.
- If you leave your programme early, that is, at any time before the published end-of-programme date, you do not have the right to a refund of the programme fee.
- Payment should be made in person at the University Cash Office (Level 9, Marjorie & Arnold Ziff Building) by cash, cheque, bankers draft, credit card or travellers cheques.
- Your invoice must be presented with your payment. Please note that change cannot be given for travellers cheques.
- If you wish to pay your fee by bank transfer, please refer to the details at 'Payment by bank transfer (BACS)' below.

**When paying your tuition fee do not include payment for accommodation or living expenses.**

### Payment by cheque / bank draft (£ Sterling only)

Cheques must be made payable to the 'UNIVERSITY OF LEEDS' and drawn in Pounds Sterling on a UK bank, showing the bank's address. Cheques in other currencies cannot be accepted.

### Payment by bank transfer (BACS)

Please include the bank transfer document with your application form.

Bank Sort Code: 20-48-46  
Account Number: 20821845  
Account Name: University of Leeds  
Bank: Barclays  
Address: 77 Albion Street, Leeds, LS1 5LD, UK  
IBAN: GB48BARC20484620821845  
SWIFT CODE: BARC GB22

BACS payments must quote 'Language Centre' and include the following information:

- Name of student for whom fee is being paid
- Invoice number or name of Language Centre programme

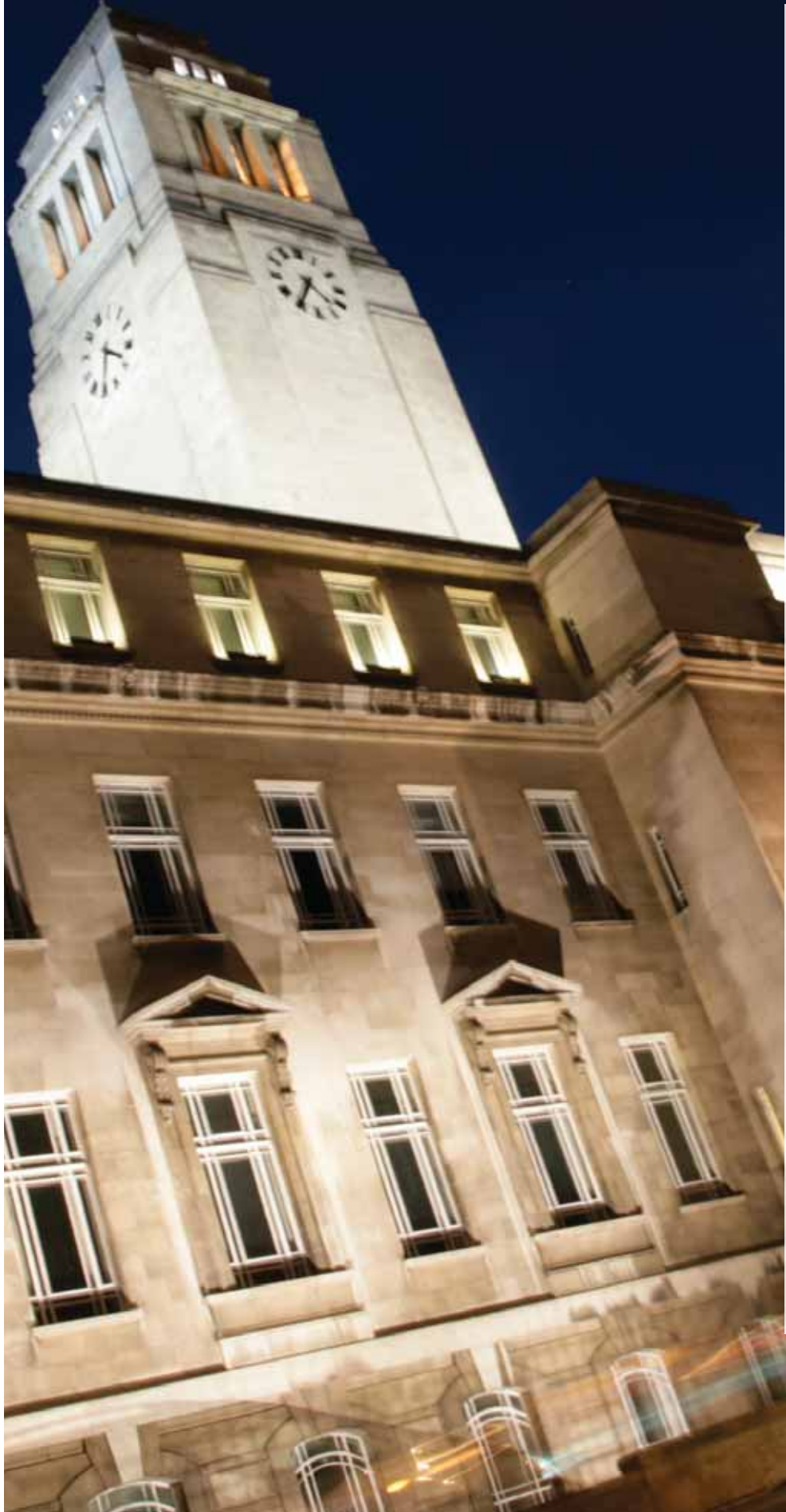
**Please add £12 to cover UK bank charges on transfers.**

### Payment by credit card

We can accept payment by Visa and Mastercard only. Other credit cards are not accepted. Please complete the 'credit cards' section on the application form if you wish to pay by credit card.

\* For students applying for the IELTS Preparation Programme (part-time) full fees need to be paid at the time of application





## Contact details

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email: [langc@leeds.ac.uk](mailto:langc@leeds.ac.uk)  
[www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)

## How do I travel to Leeds?

### By air

Leeds is served by two major international airports, Leeds Bradford and Manchester. Regular flights are available from London and a large number of other European and international cities.

Leeds Bradford International Airport is 20 minutes from the city centre. Manchester International Airport is 1 hour and 20 minutes by train from Leeds.

### By train

Trains run from all parts of the UK to Leeds station in the city centre. There are hourly services from London Kings Cross to Leeds, which take about 2.5 hours. For further information visit: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

### By coach

Coaches are available from all over the country, including major airports, to the coach station in Leeds city centre. For further information visit: [www.gobycoach.co.uk](http://www.gobycoach.co.uk)

### By car

Leeds is easily accessible by car via the M1 motorway from London or via the M62 motorway from Liverpool, Manchester and Hull.

The Language Centre is located in the Parkinson Building on the main University of Leeds campus. Directions to the University of Leeds can be found at: [www.leeds.ac.uk/campus\\_map](http://www.leeds.ac.uk/campus_map)



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