



Leeds English  
Language School

### **Admissions Policy**

All applications are dealt with on a case-by-case basis. Students must complete an individual application form in full, including a medical information form, and a copy of a valid passport or I.D card. We also require a personal email address for the student and copies of academic transcripts where appropriate.

The school may refuse to accept an application if we feel that we cannot meet the needs of the student on the grounds of Special Educational Needs (SEN) or medical grounds (please see “Students with SEN and disabilities” policy).

The school may refuse to accept a student based on their academic needs, for example if we feel we cannot meet those needs or if the student has unrealistic goals. For example, if a student’s level is too low (e.g. absolute beginner/A0) or too high (e.g. proficiency/C2) for the current levels being offered. All students must complete the online test before their arrival date. This will be sent to the student prior to their start date. Failure to do so may result in a place in class not being available. If the student is a complete beginner, it is essential that the school be notified.

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.

The school may refuse an application, without reservation, if there is a suspicion that documents presented to support a visa application are not genuine.

All students must be 18 years old or above.

The school may ask for a deposit, full fees or sponsorship document before issuing a visa letter.