



AGENT HANDBOOK – JULY 2018 Version

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Welcome

We are delighted that you are representing Sussex Downs College.

This Agent Handbook will give you detailed information about Sussex Downs College, our course offer, services and facilities as well as information on our entry requirements, processes and ethos.

Along with the face-to-face and email support that you will receive from our dedicated International team, our aim that you will be able to provide the best quality service to your students to ensure they are fully-prepared to study with us.

Mark Allen International Director

A handwritten signature in blue ink, appearing to read 'M Allen', with a long, sweeping underline.

Sussex Downs College values

What you can expect from Sussex Downs College

- Staff to be professional and to respond in a timely manner
- Applications will be processed in efficiently
- To receive regular updates about Sussex Downs College
- Support and advice regarding student enquiries
- A trusting partner who puts the student at the centre and is committed to providing the best levels of service to both students and agents.

What Sussex Downs College expects from you

- Sussex Downs College will be promoted in an ethical and fair manner
- All agent representatives will maintain a professional standard and conduct themselves in a way that is does not damage the good international reputation that Sussex Downs College has established
- You act in the students' best interests at all times
- You support our International Admissions and Accommodation team by submitting complete, accurate and authentic student applications
- You work in partnership with Sussex Downs College to deliver the best level of service to students.

About Us

History

Sussex Downs College ("SDC" for short) is a UK government-owned (state) college of Further Education (FE). Sussex Downs College was established in 2001 when two colleges, Eastbourne College of Arts and Technology and Lewes Tertiary College merged. In 2003 a third college, Park College in Eastbourne, merged with Sussex Downs College to create the largest FE College in the South East of England. In April 2018 Sussex Downs College merged with Sussex Coast College in Hastings to become the East Sussex College Group.

Further Education (FE) Colleges

(FE) Colleges have a unique place in the British education framework, and are placed between secondary (high) school and university. They offer a wide range of academic and vocational programmes for UK students aged 16 years+. This includes academic programmes that will enable students to enter British universities, evening and weekend programmes for adult students and part-time courses for employees.

East Sussex College Group

Essentially, the College is made up of six distinct divisions:



Figure 1: ESCG College divisions

Sussex Downs College

The International Department

The International Department was established more than 20 years ago and offers a range of English language programmes to international students as well as academic and vocational programmes.

The International Department is located at all three campuses and is a highly-successful division of Sussex Downs College:

- Fully-accredited by the British Council
- Ranked the UK's top state English language centre in English Language Gazette article September 2017, and the no 1 English language institution in the UK for high quality learning and value for money according to the English Language Gazette's Centre of Excellence feature, March 2016
- Given a prestigious Beacon Award by the Association of Colleges (AoC) and the British Council for student care in 2006 and National Union of Students/UK Council for International Student Affairs Award for Excellence in International Student Support in the Further Education sector in 2015.
- An IELTS test centre and Cambridge exams test centre
- International students can participate in sports activities and events with UK students
- Highly-qualified and experienced staff
- Achieved 12 out of 15 strengths in 2014 British Council inspection.

Locations

SDC has three campuses located in the South East of England. All our campuses are located within easy reach of the major cities of London and Brighton and have excellent transport connections.

The South East of England enjoys the warmest weather in the UK. It is also a very popular destination for international students from young learners to post-graduate students.

Image 2: South East of England map



Campus locations

SDC has two campuses located in **Lewes, Eastbourne**. SDC has recently merged with **Sussex Coast College** ("SCC for short") who are located in **Hastings**. There are International Offices located on all three campuses.

Lewes:

International Office

Room 439 Firle House
Sussex Downs College
Mountfield Road
Lewes
East Sussex
BN7 2XH

Tel:

+44 (0)30 300 38787

Email: international@sussexdowns.ac.uk

Website: www.sussexdowns.ac.uk/international

Twitter: @SDinternational

Facebook: SussexDownsInternationalCollege

Eastbourne:

International Office
Room 204 ECAT House
Sussex Downs College
Cross Levels Way
Eastbourne
East Sussex
BN7 2XH

Tel: +44 (0)30 300 39935

Hastings

International Office
Station Approach
Hastings
East Sussex
TN34 1BA

Tel: +44 (0) 1424 458521

Eastbourne Campus

Our Eastbourne campus is located on the outskirts of the town. Eastbourne was a Roman town but became famous seaside resort during Edwardian times, and is now a major international tourist destination of the South East of England.

Located on the edge of the [South Downs National Park](#) Eastbourne is famous for its museums and cultural activities, its international tennis tournaments and its history. The [Nature Valley Tennis Tournament](#) takes place in June and is pre-cursor to the famous Wimbledon tennis tournament.

The population is around 100,000 and the town is home to many English language schools, private schools, college and a university campus. With its lively nightlife and cultural scene, Eastbourne is popular destination for international students, especially during the summer.

[Click here](#) for a Google map link.

Location	Journey length by train	Distance
Brighton station	35 minutes	30 km
London (Victoria station)	1 hour 30 minutes	84 km
London Gatwick Airport	53 minutes	51 km
London Heathrow Airport	Train <i>plus</i> coach: 53 minutes (Lewes to Gatwick airport by train) and 1 hour and 20 minutes (Coach	91 km

	from Gatwick airport to Heathrow)	
London Stansted Airport	3 hours	150 km
Ashford International train station	1 hour 9 minutes	78 km

(The closest train station to the campus is Eastbourne's Hampden Park station which is approximately a 10-15 minute walk to the campus.)

Useful links

www.visiteastbourne.com

Eastbourne campus facilities

The Eastbourne campus a large university-like campus with two restaurants, cafes and shops. There is a well-equipped sports centre on campus with a large multi-purpose sports hall which can be used for a range of sports. There are several outdoor sports pitches and an all-weather floodlit pitch too. The facilities are free to students at certain times of the day with advance booking.

Lewes Campus

Lewes is the county town of East Sussex and has rich cultural and political heritage. Lewes castle overlooks the town which is full of winding streets and interesting shops and cafés. Lewes is famous in the UK for its bonfire night celebrations (November 5th), where thousands of visitors from all over the UK come to enjoy the parades and fireworks displays.

The population is around 20,000 and the town is regarded as a safe and welcoming destination for international students. Sussex Downs College is the only international college in the town.

Lewes is situated within the [South Downs National Park](#) and is surrounded by impressive green hills. The campus is a short walk from the town centre and is a five minute walk from Lewes train station. (There are direct trains to Brighton, London, Gatwick and Ashford International from Lewes station).

[Click here](#) for a Google map link.

Location	Journey length by train	Distance
Brighton	13 minutes	10 km
London (Victoria station)	1 hour 10 minutes	93 km
London Gatwick Airport	30 minutes	35 km
London Heathrow Airport	Train <i>plus</i> coach: 30 minutes (Lewes to Gatwick airport by train) and 1 hour and 20 minutes (Coach	75 km

	from Gatwick airport to Heathrow)	
London Stansted Airport	2 hours 40 minutes	163 km
Ashford International train station	1 hour 30 minutes	95 km

Useful links

www.staylewes.info/

Lewes Campus facilities

The Lewes campus is equipped with modern classrooms, a Self-Access Centre for English language study, library and multi-media facilities for students to use. There are also two restaurants and 2 cafés and a shop on campus. The leisure centre is located next to the campus and has a swimming pool, gym, sports hall and climbing wall that students can use for a small fee.

Hastings Campus

The Hastings campus is located right in the centre of town next to the train station. The campus is only 7 years old and has ultramodern facilities including a gym, Subway and Costa Coffee outlets and an inner atrium with spiral staircases leading to five floors.

Hastings town

- Historical seaside town famous for the Battle of Hastings in 1066
- Quirky Old Town with characterful shops and cafes
- Known for its Smugglers caves and castle
- UK's largest funicular railway
- Large beach home to Europe's largest beach-launched fishing fleet

Location	Journey length by train	Distance
Brighton station	1 hr 10 mins	58 km
London (Victoria station)	2 hrs	115 km
London Gatwick Airport	1 hr 40 mins	97 km
London Heathrow Airport	3 hours	135 km
London Stansted Airport	2 hours 50 mins	150 km
Ashford International train station	40 minutes	52 km

Courses

Important course fee information

As ESCG is a government-owned college, we are able to offer our [Year Round 21 Hour English Language Plus](#) programme at a subsidised rate. This means the college claims funding from the central EU government to run the programme, so we are able to offer this course at a reduced rate for EU or EEA students who meet the funding criteria.

The subsidised fees are published as our **EU student fees**. Please note that if a student is a non-EU or EEA national Sussex Downs College would have to charge full **International student fees**, which are non-subsidised.

The UK government regulations about who is an EU or non-EU student are quite complicated and tend to change. Our staff are trained in this area, however, if you think your student may not be an EU student please let us know. (For example, if a student has only been living in the EU for less than 3 years and is originally from a country outside of the EU or EEA).

Your client, the student, may be asked to complete a Fee Assessment Questionnaire.

Courses offered

Sussex Downs College offers 2 English language programmes throughout the year and 2 summer programmes during July and August. We are also able to offer bespoke group programmes for students and teachers all year round.

English Language Plus (ELP) (all three campuses)

ELP is our most popular English language programme. Students choose this programme as it allows them to combine General English with a range of Plus options, which may include further English study or the chance to study another field such as Art, Business or Travel and Tourism. Students will also take an English language exam option, which could be the Cambridge exams or IELTS. (Students will take their Cambridge exam on-campus and their IELTS exam at our Eastbourne campus). Please refer to the table below for a course breakdown and Plus options for each campus:

Eastbourne campus	Lewes campus
General English General English 15 hours (including: Grammar and Vocabulary, Speaking, Listening, Reading and Writing and Tutorial)	General English General English 12 hours (including: Grammar and Vocabulary, Speaking, Listening, Reading and Writing and Tutorial)
Plus options <i>1 choice per term (3 hours each)</i> Business Additional English (listening and speaking, reading and writing) Academic English with IELTS Sports Academies	Plus options <i>2 choices per term (3 hours each)</i> Business English Certificate (BEC) Business Art and Design English Literature Film Studies Travel and Tourism TOEIC Academic English with IELTS Additional English (3 or 6 hours) Introduction to A level Maths GCSE and A level studies Sports Academies
Exam 1 choice per term (3 hours) IELTS FCE (First) PET (Preliminary)	Exam 1 choice per term (3 hours) IELTS CAE (Advanced) FCE (First) PET (Preliminary)

Total Programme 21 hours	Total Programme 21 hours
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Hastings 21 Hour ELP is similar to Eastbourne course structure but no Plus options.

Plus option information

Plus option: Art and Design

Students do not need to have a prior level of knowledge or skill to take this Plus option. All levels of skill are welcome, but students should have an interest in art and have lots of enthusiasm!

Each week students will learn a new skill such as, drawing, mark making, printmaking, Illustration and painting. Students will work under the guidance of a qualified Art and Design teacher and will work in a progressive and structured way to enable students to learn and practice new skills and develop existing ones, whilst gaining confidence and building self-esteem. The course emphasises the practical nature of the art and design course which will provide a chance for students to express themselves artistically, whilst at the same time giving them the opportunity to learn some of the key terms in Art and design and practise their spoken English language as they are encouraged to talk about their own work and that of others using some key terms they have learned.

Plus option: Business

This is a general Business English programme where students will develop their reading, writing, listening and speaking skills at a level matches their ability. This is a topic-led programme, which includes marketing, organisations, retail, competition, globalisation and careers and employment.

Students will learn functional language for communicating effectively within a business environment. Contexts include, telephone conversations, negotiating, taking part in meetings, formal business writing and presentations. A course book will be used as well as authentic texts and multi-media.

Plus option: Business English Certificate (BEC)

This is an exam-focussed Business course where students will have the opportunity to take the Cambridge BEC exam at different levels at the end of each term (subject to demand). Students are not obliged to take the exam, but during the course there will be exam practices, and timed tests.

This course is very useful for students who are looking to find employment that requires knowledge of business English and an internationally-recognised business English certificate. This course will also benefit students who are looking to take further English language exams such as Cambridge PET, FCE, CAE, CPE as well as IELTS and TOEIC.

We offer 3 course levels (subject to demand):

- BEC Preliminary, which is similar to PET
- BEC Vantage, which is similar to FCE+
- BEC Higher, which is similar to CAE

Plus option: English Literature

Students will study texts written in English from Shakespeare to contemporary writers. Each text is examined from the point of view of what is useful for English students e.g. how do good writers write: vocabulary, structure and use of language. We also use the texts as a window onto British culture and history and a starting point for the discussion of many topics.

Communicative teaching methods are used student are encouraged to read in their spare time.

Plus option: Travel and Tourism

Topics covered:

- Investigating Travel and Tourism Industry
- Worldwide Travel Destinations
- Tourist Attractions
- Airlines
- Cruising
- Customer Service
- Marketing
- Planning Itineraries
- Travel Agents
- Tour Operations

Learning is through a range of activities including role play, simulations, pair and group work and is delivered with tools such as the internet and PowerPoint. Students also produce marketing material using Microsoft Publisher. Communicative teaching methods are used. There is a termly excursion to a local tourist attraction or tourist facility such as the Seven Sisters, London and trade fairs.

Plus option: TOEIC

The Test of English for International Communication (TOEIC) will assess students' English language skills in everyday situations and the TOEIC results indicate how effectively the student can communicate in English.

This course will prepare students for their TOEIC exam and provides training in reading, writing, listening and speaking. Students will take practice exams and learn exam techniques in order to prepare for their exam.

Plus option Film Studies

Film students get the opportunity to learn about a wide range of films from the mainstream, La La Land, to the more challenging, Trainspotting. Films from all eras are explored including the Golden Age of Hollywood and controversial international films such as Taxi Tehran. A course favourite is Quentin Tarantino's Pulp Fiction which is the subject of an experimental film case study.

Plus option: Academic English and IELTS

This course has a focus on formal academic English in terms of reading, writing, listening and speaking. For example, report writing, giving presentations, essay writing.

Students should take this Plus option if they are planning to continue academic study at Sussex Downs College or another FE College, or at an English-speaking university, either at an under-graduate or post-graduate level.

Plus option: Additional English

This course provides further English language training for students who would prefer to focus on improving their general English language skills: reading, writing, listening, speaking, grammar and vocabulary.

To find out more about our 21 Hour English Language Plus programme, please [click here](#).

Year Round 15 Hour English Language Plus (with Unpaid Work Experience Option for EU students only) (at three campuses)

- Suitable for those on a smaller budget and allows students free time to pursue other activities
- We can now arrange the option of an unpaid work placement to combine with your English course for European Union passport holders only with a right to work. This will be an excellent addition to your CV and will greatly help you to secure work upon your return to your home country.
- The 15 hours General English includes grammar and vocabulary, speaking, listening, reading and writing, plus a weekly tutorial to check your progress and let you know what's happening in the college and local area.

You are also welcome to add the following English options to the basic 15 hour course:

Business English

Additional English (Listening and Speaking)

Use of English and Speaking

Exam Preparation

Academic IELTS

Cambridge First Certificate exam preparation

Course Start dates	Most Mondays throughout the year (see fee sheets for holiday dates)
Course length	2 weeks minimum

Average class size	13 (maximum 19)
Hours per week	15
Min. age	16 years old
Entry requirement	English language level at Pre-intermediate/ CEFR A2 or above
Campus	Eastbourne or Lewes

Please see Courses section at <http://www.sussexdowns.ac.uk/study/international/> for further information

All options and exams run subject to student demand

Please note that although students aged 16-18 are classified as adults in respect of their eligibility for this course, they are subject to stricter rules on supervision, details of which can be found at Page of the brochure.

English language for Over 35s (Eastbourne Campus)

- Brand new two week course specifically designed for over 35s who wish to combine practising their English at a language school with an extensive programme of visits, activities and excursions .
- In the mornings, for 15 hours per week, you will study English in a 35+ class at your level.
- In the afternoons and weekends you will join the dedicated 35+ social programme.

Our 35+ course aims to:

- build your confidence in speaking English
- help you improve your understanding of spoken English
- show you the beautiful South East of England, especially Sussex
- introduce you to different aspects of life and culture in the United Kingdom
- guide you around historic towns, villages, castles, parks and gardens
- allow you to meet new people and make new friends

Our exciting social programme will include the following excursions and activities:

London including boat trip on the Thames

Arundel Castle

Seven Sisters Beauty Spot near Eastbourne

Sheffield Park and Gardens, a typical English stately home

Bolney Wine Estate and Winetasting

Town Tour of Eastbourne

Quiz Evening at typical English pub

Ten Pin Bowling

Treasure Hunt

Lewes Castle

Brighton Ghost Walk

Young Learner Summer First Certificate (FCE) Preparation Course (Hastings campus)

This course runs for 3.6 weeks, and starts at the beginning of July and finishes at the end of July each year. It's an all-inclusive programme designed to fully-prepare students for the FCE exam. Students should be 11-17 and have a level of English equivalent to CEFR B2. Students will be accommodated in residential off-campus accommodation with 24 hour supervision in Hastings.

[Click here](#) to find out more about the Summer First Certificate (FCE) Preparation Course.

Young Learner Summer Programme (Eastbourne campus)

Designed for groups of students aged between 11-17 years of age accompanied by a Group Leader, this programme can be tailored to the specific group needs. Typically courses are two weeks' long, include a variety of excursions, social and sporting activities and take place during the summer months. In previous years Sussex Downs College has welcomed groups from Japan, China, Italy, Germany and Spain.

To find out more or to request a quote for your group, please contact us at: international@sussexdowns.ac.uk or visit our [website](#).

Group courses (Eastbourne or Lewes campus)

We welcome groups of students and teachers year-round for English language or teacher training. Our established English language teaching unit is able to create a tailor-made programme to suit your requirements, including excursions and airport transfers.

In previous years we've offered:

- Business English
- English for the military

- Teacher training: methodology
- CLIL
- Teaching young learners
- TKT
- English for Travel & Tourism
- English plus work experience or work-related activities
- English plus “integration” lessons with British students

Please contact us to discuss your group’s requirements: international@sussexdowns.ac.uk

You can find out more about group courses [here](#)

International Study Year (Eastbourne or Lewes Campus)

This course is designed to help students achieve a higher level of English, enjoy UK college campus life and increase your knowledge in your chosen academic/vocational subjects. It is based on the American-style High School Year. Students study alongside British students but without the pressure of sitting exams. It is ideal for students taking a “gap year” before university studies. Each student receives English language support and the services of a personal tutor support built into the course. They have the flexibility of studying for just one term or up to a whole academic year. Students choose three subjects from up to a range of around 20 different options.

Students should be at least 16 years old and have a level of English equivalent to IELTS 5.5.

You can find out more about the International Study Year programme [here](#):

A Levels (Eastbourne or Lewes campus)

A Levels are the best route to a top British or overseas university. Sussex Downs College offered a wide range of A Level programmes at both our Eastbourne and Lewes campus. Typically students will study three or four subjects in the first year of study, related to their chosen career path.

Sussex Downs College is able to offer guidance to students choosing A Level programmes and depending on the student’s particular study or career plans it may be possible to combine A Level study with BTEC study.

Regarding entry requirements, students should be 16 years old and have completed at least the first year of Senior High School. A minimum IELTS score of 5.5 with at least 5.0 in all bands is required. Should a student wish to take four or more subjects, an overall IELTS score of 6.0 is required with at least 6.0 in the writing.

Please [click here](#) to view A Level programmes at our Eastbourne campus.

Please [click here](#) to view A Level programmes at our Lewes campus.

Please [click here](#) to view A Level programmes at our Hastings campus.

BTECs (Eastbourne or Lewes or Hastings campus)

BTEC programmes are vocational in nature and are designed to offer students more practical and hands-on training in their chosen subject area. BTEC programmes are normally assessed by a combination of practical and written assignments (on-going coursework) as for some subjects students may be required to take an examination.

Students should have a demonstrable interest in their chosen subject area, as well as being at least 16 years of age and meeting the

Please [click here](#) to view BTEC programmes at our Eastbourne campus.

Please [click here](#) to view BTEC programmes at our Lewes campus.

Please [click here](#) to view BTEC programmes at our Hastings campus.

Art & Design Foundation Diploma (Eastbourne or Hastings campus)

Our Art and Design Foundation Diploma is validated by the University of the Arts. It offers a one year preparation course for art students who are aspiring to progress on to an art-related degree programme at a British university or specialist art college.

Students will study many practical aspects of art and design and be able to choose a specialist area from a wide range of options. There is also a strong written element to this course.

Students should be 18 years of age by the December of year of entry. They should hold a senior secondary school certificate above GCSE level, an IELTS score of 5.5 with a minimum of 5.0 in all bands as well as a comprehensive portfolio of art work.

To find out more about this course please [click here](#).

Pre-Foundation

This course is designed for students who wish to study at a UK university Foundation Programme but require a higher IELTS score to enter onto the Foundation Year. It guarantees progression to a university degree with one of our partner universities.

English language level equivalent to IELTS 4.0 (academic) with a minimum of 4.0 in all papers is required for entry onto this course. EU students are required to have a GCSE qualification or equivalent in Maths and English or obtain them as part of their course.

Our caring and experienced staff will advise you on the best universities to apply for and help you complete your application. The higher your final IELTS score at the end of the Pre-Foundation, the better the University ranking that you can go to – including top ranked Russell Group universities.

Curriculum:

- General English in mixed nationality classes
- Academic English
- IELTS
- Study skills
- Guidance & support to apply for a UK University International Foundation Year

Foundation Degrees (all three campuses)

Foundation Degrees are a two year programme which is equivalent to two years of a degree programme, and is similar to an HND qualification. Successful completion of the first two years of study will lead to a Foundation Degree qualification.

Students will then have the option to take a one year programme called a Top-Up degree, which will, upon successful completion will lead to a full degree qualification.

Sussex Downs College works in partnership with the University of Brighton, who validates the final BA (Hons) qualification that students are awarded.

We offer Degree-level qualifications in the following subjects:

Business

Complementary Healthcare

Digital Media Design

Music Production and Creative Recording

Sport Coaching and Development

HND Health and Social Care

HND Broadcast Journalism

HND Creative Media Production

Students should apply via UCAS for these programmes. They should be at least 18 years of age, with an overall IELTS score of 6.0, with 6.0 in writing. Students should also have completed Senior Secondary School, A Levels or a Foundation course equivalent and be able to show a strong interest in their subject area.

Accommodation

Contact details for accommodation teams

The International College operates as one college, but has offices in three campuses. The contact details for Lewes and Eastbourne and Hastings teams can be found below.

Eastbourne Campus

Emma Williams
Accommodation and Welfare Officer
Room 204, ECAT House
Cross Levels Way
Eastbourne
East Sussex BN21 2UF

Tel: +44 (0) 30 300 39935

24-hour emergency tel: +44 (0)7757627 291

Email: accommodation-eastbourne@sussexdowns.ac.uk

Lewes Campus

Camila Supervielle and Sarah Perrin
Accommodation and Welfare Officers
Sussex Downs College
Room 438, Firle House
Mountfield Road
Lewes
East Sussex BN7 2XH

Hastings Campus

Sheila Cloughton
International Welfare & Admissions Officer
Sussex Coast College Hastings
Station Approach
Hastings
East Sussex TN34 1BA

Tel: +44 (0)1424 458577

Email: SClaughton@sussexcoast.ac.uk

Accommodation options available at Sussex Downs College

Sussex Downs College provides different types of accommodation in line with the standards set out in the British Council's Accreditation Scheme. The descriptions are shown below:

Homestay accommodation

The British Council define **homestay accommodation** as "the hosts treat the student as a full member of the household, eating together and sharing the common living areas; no more than four students will be accommodated in homestay accommodation at any one time (homes accommodating more than four students should not be described as homestay accommodation)."

- Students live with a host, eat together and share household facilities
- Students have their own room with a bed and adequate hanging and drawer space for clothes
- Students are provided with breakfast and evening meals weekdays. A light lunch is also provided if they are at home at the weekend
- The price includes gas, electricity, clean linen on a weekly basis and personal laundry
- Students live as members of the household and are required to respect the code of conduct

Residential accommodation (which includes the on-campus residence)

The British Council define **residential accommodation** as "in private homes accommodating more than four students, student houses, halls or hostels, catered or self-catering. Residential accommodation where there is no overnight supervision is not suitable for under 18s."

- Students live with a host and share household facilities
- Students have their own room
- Students provide their own food (where they have chosen self-catering) and do their own cooking and washing up
- The price includes gas, electricity, clean linen on a weekly basis and personal laundry
- Students live as members of the household and are required to respect the code of conduct

Payment arrangements

Students can make their accommodation payments through the College. In the case of homestay or residential accommodation where a student lives with a host, students can pay directly to the host provider, which will be arranged and confirmed at the time of booking.

Payment for residential halls of residence (Caburn House)

Only in exceptional circumstances will refunds be considered for late arrivals or early departures.

The student will pay for each term either before they arrive at the college or at least within seven days of arrival. They will pay in full if staying for less than one term.

There may be opportunities for students to arrive earlier than the Sunday preceding the start of term or stay later than the Saturday at the end of term. Availability must be checked with the Accommodation teams at least four weeks before arrival or departure. Where availability exists, an additional charge of £16.00 per night must be paid.

Where the student is studying for two terms or more they will pay for the holiday period two weeks before the start of the holiday period. Caburn House is closed for two weeks at Christmas/New Year and two weeks before the start of term in September.

If accommodation is required during these periods four weeks' notice must be provided to the accommodation teams in order for alternative arrangements to be made. It is very important to us that students are happy with their accommodation choice. Our accommodation team have carefully chosen accommodation based upon the information provided on their application form.

Arriving at homestay/residential self-catering or half-board accommodation

If your student has selected homestay accommodation, please ensure they tell their hosts in advance when they are arriving. The host should be there to welcome them to their new home.

Arriving at the student residence accommodation (Caburn House)

If your student has chosen to live in our on-campus student residence at our Lewes campus they will be welcomed by a member of staff or student warden. They will give your student keys to the main door, their room and show them to their room.

Homestay and residential accommodation (Lewes and Eastbourne campus)

Living with a British family will help your student to improve their English language skills as well as giving you an excellent chance to learn and experience British culture and traditions. Our hosts are carefully chosen and like to take an interest in what their students do each day. They will do everything that they can to make you feel welcome and to settle in to UK life and Sussex Downs College.

Guidelines for living in homestay and residential accommodation

Living in the UK may be different to what your student is used to. The following guidelines should help them to get on well with their hosts. Please advise your students that they:

- Should pay their accommodation fees (rent) on time
- To ask their host's permission before using the telephone
- To let your host know if they will not be coming home for your evening meal, or if they know you will be late for a meal
- To leave valuables in a safe place (e.g. a locked suitcase) and do not carry a lot of money with them when you are out and about
- To ensure that they are home at night by the times agreed with the host and as stated on your Parental Consent Form
- To tell our Accommodation and Welfare Officers if you wish to stop living with your host and tell their host in writing in advance of them leaving
- To talk to our Accommodation and Welfare team if they have a question or a problem in your homestay or residence talk to your host about it. Alternatively

Further information about accommodation

You and your student will be sent our Accommodation information pack which contains detailed information for students and their agents. You will before your student starts their course.

CARE OF UNDER 18s

Please consult our dedicated website page for under 18s for full details.

[Care of Under 18s](#)

All students aged under 18 years of age, are required to complete a parental consent form prior to arrival in the UK. This form is completed by their parent(s)/legal guardian to confirm permission of what the student can or can't do with regards to activities outside of the scheduled course programme and any curfews that the student may have, which are agreed with and implemented between the parents/guardian, College and host provider.

Accommodation

All students will be allocated homestay with meals accommodation with a College approved host family, unless alternative arrangements have been made by the parent(s) or legal guardian and written confirmation has been provided to the College. All students aged under 18 years living in college-arranged accommodation will be required to pay their accommodation fees through the College.

Curfew

The College has a curfew for all students aged under 18 years. The times of the curfew are specified on the parental consent and students must adhere to these times.

Application procedures

Our priority is to ensure that students take the most appropriate programme that will enable them to progress to their chosen university or career.

If you would like to receive a suggested course offer for your student, please email us details about your student as well as their academic transcripts and we will be able to make some sensible course suggestions before a formal application is made.

Applying for a programme

In order to ensure that your student's application is processed quickly please follow this checklist

- ✓ The application is fully-completed and is signed by the student
- ✓ A copy of the student's passport/ID Card is included, as well as copies of any visas issued
- ✓ An indication of the student's level of English.

For applications for academic or vocational courses please also include the following:

- ✓ The last two years of academic transcripts
- ✓ A written Personal Statement from the student stating why they wish to study in the UK and at Sussex Downs College, as well as what their future study and career plans are
- ✓ A recent IELTS test report
- ✓ For art or music-related applications please also include a link to a portfolio of work or a video of the student performing

Please note: all students regardless of their programme who qualify for home fee status aged 19 years or under must evidence that they have a qualification equivalent to UK GCSE grades A*-C in maths. If they don't, then they will be required to enrol on a maths course as part of their programme.

What happens after a student application is received?

Each application is assessed by our Admissions and teaching staff. Our staff will check that your student has met our academic and English language entry requirements, as well as checking that the course applied for is the most suitable for your student.

Our Admissions team aims to get back to you within 5 working days and may give an offer in principle straight away (where able) whilst the academic team assess the application. The Admissions staff will contact you within this time period with a conditional or unconditional course offer.

In some cases it may be that our staff recommend an alternative programme of study for your student. We would strongly advise you to discuss this fully with the student and their family.

Conditional offers

Conditional offers are made where we are waiting for certain documents to be sent to us, or qualifications achieved, before we can issue an unconditional offer. You will be told what the conditions of the offer are and asked to send us this information once it's available.

For academic or vocational course applications a conditional offer is normally made whilst we wait for an end of year school report, exam results or an IELTS score to be sent to us.

Unconditional offers

Unconditional offers are made if a student has met all academic and English language entry requirements for the course they are applying for.

Should your student be given an unconditional offer, please inform them and let us know if they would like to accept the course offer. We will issue an invoice for deposit payment as quickly as possible.

Securing a course place

In order to secure a course place you should arrange for the deposit fee to be paid. Once a deposit fee is paid, our Admissions team can issue formal course confirmation documents, the Pre-Arrival pack and arrange any accommodation information. Our Admissions team will then issue the offer/enrolment letter for visa application purposes if necessary.

Refund policy

In rare cases a student may not be able to take up the course place they have paid their deposit for. The policy gives a clear understanding of what can or cannot be refunded in the event of a cancellation of the course and/or arranged accommodation. We would recommend that all agents are familiar with our Refund Policy **before** booking any student on to our programmes.

You can read our Refund Policy [here](#):

Immigration & visa information

Introduction to immigration and visas

Sussex Downs College takes its immigration responsibilities very seriously. We have a full-time Immigration Compliance Officer who monitors all new student applications, as well as current students to ensure the College meets its legal responsibilities.

Should your student require a visa to study in the UK, our Admissions team and Immigration Compliance Officer will be able to offer you some advice as to which is the most appropriate visa type for your student.

We strongly recommend that you familiarise yourself with current UK immigration law. Please [click here](#) for further information.

Visa types:

Tier 4 General

Tier 4 is part of UK Visas and Immigration's (UKVI) points-based system for immigration. It is for migrants who wish to study in the UK. This category is for adult students who want to come to or remain in the UK for their post-16 education.

The college is a Tier 4 Registered Sponsor and has been awarded Tier 4 Sponsor Status by the UK Visas & Immigration (Home Office) indicating that the college fully meets the licensing requirements.

If you want to study a course at or above National Qualification Framework (NQF) Level 3, you should apply under the Tier 4 (General) route. The College is not permitted to enroll students under the Tier 4 (Child) route.

If you are under 18 years of age you will be asked to provide a Parental Consent Letter when applying for your student visa. Please contact us to request a template Parental Consent Letter.

As your education provider, we will send you a reference number called a confirmation of acceptance for studies (CAS) once we have offered you a place on your chosen course. You will need to enter this on your visa application.

The cost of the CAS (£21.00) is made payable to the college and is paid at the same time as your deposit. Before we issue your CAS, we will first check that you have met the entry requirements for your chosen course. To enable us to do this you must send us your educational certificates including a recognised Secured English Language Test certificate by an approved provider as directed by the Home Office.

For further information, please visit the UKVI website.

Frequently asked questions (FAQs)

What do I need to apply for a Tier 4 student visa?:

- A Confirmation of Acceptance for Studies
- Sufficient funds to cover your course fees for the first period of study

- Sufficient funds to pass a maintenance test, showing that you have £1,015 (based on March 2018 figures from the UKVI for courses outside of London) per month for living expenses for up to nine months of study
- Original certificates to prove you have met the entry requirements for your course
- A good track record in studying

Additional costs may be payable depending on the visa type, nationality, length of stay etc., such as the international health surcharge, TB testing and police registration.

For the most up to date information on student visas please visit the UK government's services and information website: <https://www.gov.uk/browse/visas-immigration/student-visas>

Short-term student (11 months)

This visa type is suitable for a student who wishes to study English with us for up to 11 months and must be applied for before travelling to the UK.

- The student must be aged 16 years or older
- Can only study English language
- Cannot study any academic subjects
- Cannot work on this route
- Cannot switch or extend their stay
- Study up to 11 months

Short-term student (6 months)

Please check the UK Visas and Immigration website for those who must apply for this visa before travelling to the UK.

- The student must be aged 16 years or older
- Can study part-time or full-time
- Can study English language and academic
- Cannot work on this route
- Cannot switch or extend their stay
- Study up to 6 months

Short-term student (child)

- The student must be aged under 16 years
- Can study English language and academic
- Cannot work on this route
- Cannot switch or extend their stay
- Study up to 6 months

- Must complete a Parental Consent form before arrival into the UK

Tier 5 Youth Mobility Scheme

Students from certain countries are able to apply for a course under Tier 5 – the Youth Mobility Scheme.

- The student must be aged 18 years or older (no older than 31 years)
- The student is sponsored by their government/authority
- Work must be their main focus
- 2 years' validity entry clearance
- Cannot switch or extend their stay

For more advice on visas please contact our Admissions team at:

international@sussexdowns.ac.uk

Useful contact information

Admissions team

International Office
Room 439 Firle House
Sussex Downs College
Mountfield Road
Lewes
East Sussex
BN7 2XH

Tel: +44 (0)30 300 38787 / +44 (0)30 300 38610

Email: international@sussexdowns.ac.uk

Accommodation teams

Eastbourne Campus

Emma Williams
Accommodation and Welfare Officers
Room 204, ECAT House
Cross Levels Way
Eastbourne
East Sussex BN21 2UF

Tel: +44 (0) 30 300 39935

24-hour emergency tel: +44 (0)7757627 291

Email: accommodation-eastbourne@sussexdowns.ac.uk

Lewes Campus

Camila Supervielle and Sarah Perrin
Accommodation and Welfare Officers
Sussex Downs College
Room 438, Firle House
Mountfield Road
Lewes
East Sussex BN7 2XH

Tel: +44 (0) 30 300 39940

24-hour emergency tel: +44 (0) 30 300 38345

Email: accommodation-lewes@sussexdowns.ac.uk

Marketing team

Jonathan Harris-Gibbins
International Business Development Manager
Sussex Downs College
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Cross Levels Way
Eastbourne
East Sussex BN21 2UF

Tel: +44 (0)30 300 39882

Email: jonathan.harris-gibbins@sussexdowns.ac.uk

Finance team

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Mountfield Road
Lewes
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HASTINGS CAMPUS TEAM

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Email: SClaughton@sussexcoast.ac.uk

Elena Dennison
International Admissions and Visa Officer
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