English and Study Skills: Pre-sessional Courses

How to apply

Our preferred method of application is email. Please send your completed application to elt@st-andrews.ac.uk.

We will also accept applications by post to:

English Language Teaching, University of St Andrews
Kinnessburn, Kennedy Gardens, St Andrews, Fife, KY16 9DJ, Scotland, UK

Tel: +44 (0) 1334 462255     Fax: +44 (0) 1334 462270
Web: http://www.st-andrews.ac.uk

TAUGHT students only

☐ 4-week course
☐ 10-week course

RESEARCH students only

☐ 4-week Research course

Section A: Please indicate the course you are applying for (please ☐)

Section B: Personal information (please complete in BLOCK capitals and write your name as it appears on your passport)

Title (please ☐)
Ms       Mr
Gender (please ☐)
Female    Male
Date of birth
Nationality
Tel
Fax
Emergency contact
Emergency tel.
Your personal email
Email of agent or representative

Email contact

We need your personal email address for future contact. Check this address regularly in the months before your course begins. We will copy any important information to the address of your agent or representative.

The University of St Andrews is a charity registered in Scotland: No SC013532
Section C: Academic information

What is your IELTS/TOEFL/PTE level? ........................................

Remember to send us evidence of your English level with your application: IELTS/TOEFL/PTE or equivalent.

Are you? (please ☐)

☐ Undergraduate
☐ Postgraduate TAUGHT
☐ Postgraduate RESEARCH
☐ Erasmus
☐ Other (please specify)

Department applied to: ..............................................................

Subject / s: ..............................................................................

Are you currently studying at a different institution in the UK on a Tier 4 visa? ☐ Yes* ☐ No

*If yes, please give:

Name of institution ...................................................................

Course of study .........................................................................

Section D: Accommodation details

Have you applied for accommodation?

*If no, contact Student Accommodation Services immediately) ☐ Yes ☐ No*

http://www.st-andrews.ac.uk/accommodation/

Section E: Special arrangements (please ☐)

Do you have any physical or other disability or medical condition for which you require special arrangements or facilities? (e.g. deafness, mobility difficulties, mental health difficulties, epilepsy, asthma)

☐ Yes* ☐ No

*If yes, please give details

Section F: Payment of fees

4-week

The tuition fees for the course are £1,400 (Erasmus £400). Your place cannot be confirmed until your non-refundable deposit of £250 has been received.

10-week

The tuition fees for the course are £3,000. Your place cannot be confirmed until your non-refundable deposit of £500 has been received.

4-week Research

The tuition fees for the course are £1,400 (Erasmus £400). Your place cannot be confirmed until your non-refundable deposit of £250 has been received.

The balance of the fees is due on or before the first day of the course. Please note there is a limited number of places available and once the course is full we will be unable to accept any more students. All fees set by the University of St Andrews are subject to change.

Information on how to pay your fees can be found on our webpages at:

http://www.st-andrews.ac.uk/elt/presessional/
Section G: Data protection consent

Declaration (UK Data Protection Act 1998)
I confirm that the information on this form is complete and accurate and that all essential information has been included. I agree that academic information about me can be shared with my agent/sponsor unless informed in writing to the contrary. I agree that the University of St Andrews can process my information for my application and internal market research. I agree that my name can appear on class lists/notice boards during my time at the University of St Andrews. I am responsible for arranging my own general and medical insurance. I accept that the University of St Andrews may have to discuss my student status with UK immigration authorities at my point of entry into the UK.

Consent for use of photographs
I confirm that the University of St Andrews may use photographs of me in University publications such as School leaflets, prospectuses and the University's World Wide Web pages unless informed in writing to the contrary.

Signed

Date

Section H: Summary of terms and conditions

Refund of deposits
The deposit for each course is non-refundable except in the following circumstances:

- If you do not meet the conditions attached to your offer from the University.
- If you are unsuccessful in your visa application.
- If you have a documented medical reason for not attending.

Please note that:

- Certificates produced as evidence of failure to meet conditions must have a date prior to the start of the course.
- Medical certificates or letters must be on official letterhead, and an official translation in English must be provided.

An administrative fee of £50 will be deducted from the refund.

Withdrawal from the course
Discretion regarding the refund of tuition fees will be exercised in event that a student has to withdraw from the course due to medical reasons.

Checklist

Before sending your application form, please make sure that you have:

- completed your application form (signed and dated).
- included a copy of your IELTS/TOEFL/PTE certificate (or equivalent).
- applied for University accommodation.
- sent back your formal acceptance of your University of St Andrews offer to the Admissions Office.
- sent all the required documents to the Admissions Office (i.e. graduation certificate, proof of English level, references).
- enclosed a copy of the photo page of your passport.