

emerson visual arts

Emerson College
Forest Row, East Sussex, RH18 5JX, England
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Thank you for your interest in applying for one of our full time courses. On these pages you will find all the information you need about dates, costs, payments and our financial procedures and policies. We suggest you keep these pages as a reference. If you have further questions, please do not hesitate to contact us.

Term Dates

Term I: 19th September – 16th December 2011 (arrival day is Saturday, 17th September)
Term II: 9th January – 23rd March 2012
Term III: 16th April – 22nd June 2012

Referee Letters

This should be completed by someone who knows you well (teacher, employer, friend of your family). Referee should not be your spouse/partner, and should not be related to you.

Medical Report

This must be completed by a qualified doctor (signed and stamped). If you require a special diet please include details of this on your medical report.

When you have been accepted

We will send you details of how to get here, what to bring, a letter for the immigration authorities (if applicable) and an invoice for the balance of your fees. If you don't hear from us within 10 days once you have sent us your *complete* application form, please contact us. We will send out all information by email if possible in order to save paper.

Accommodation

Emerson College can accommodate most students in single bedrooms on campus. Kitchens and bathrooms are shared facilities. The rooms are allocated on a first come first served basis. When campus rooms are fully occupied we provide single rooms with landladies in Forest Row, most within walking distance of the college. The charge is for term times only (34 weeks in total). It is sometimes possible to stay in your room during the holidays on payment of an additional charge.

If you prefer, you can arrange your own accommodation. We are unable to organise accommodation for families, but we have a list of housing agents who may be able to help you. Please fill in separate form to book for accommodation and meals.

Meals

Emerson College offers a simple vegetarian lunch from Monday to Friday for all students and staff and we would like to encourage you to share these meals. All our student houses have simple cooking facilities where you can prepare your own breakfast and supper. Please fill in separate form to book for accommodation and meals.

Fees

Tuition fees:

Visual Arts full-time	£5500
Visual Arts mornings only	£3800
Foundation Year through Visual Arts full-time	£5500
Foundation Year through Visual Arts mornings only	£3800
2 nd year Sculpture	£5100
3 rd year Sculpture	£5100

Accreditation fee

£200 - all students from non EU and non EFTA countries have to pay this fee. Students from EU and EFTA countries only pay this fee if they wish to accredit their course attendance.

Other fees:	
Application fee	£50 non refundable to be paid with your application
Accommodation costs	see separate booking form
Room deposit	see separate booking form
Lunch costs	see separate booking form

Payment dates

Application fee £50 and deposit £400	with your application
50 % of fees	17 th September 2011
50 % of fees	9 th January 2012

Fee Policy

Attending our course is a matter of mutual commitment. We make a commitment to the course staffing and content. Students make a commitment to attend the whole course and pay their tuition fees and living costs. We acknowledge this commitment by trying to keep costs at a level which is compatible with providing a healthy and productive learning community.

Ideally no student who really wishes to be here and whom we wish to accept will be turned away on financial grounds but economic realities mean that we can only strive towards this ideal - we still have bills to pay. So whilst we hope you can find the full fees, please do not hesitate to apply if your finances are uncertain but your resolve to attend the course is strong. We will make every effort to work with you to find possible solutions.

If you are not in a position to pay the full tuition fees you can ask for a reduction. However, such reductions are limited, will not normally be more than 25% of the tuition fee, and will vary from course to course. We cannot offer loans to students, but if you wish to apply for a reduction or payment plan please indicate so on your application and we will be in touch with you.

We rely primarily on the monies paid by students directly, by funding organizations on behalf of individual students, and by donations from those wishing to support our work. If you are able to afford more than your course fees, please consider making an extra contribution to help those students who find it harder to pay.

Refunds and Cancellations

Your application fee of £50 is non-refundable. £200 of your deposit is non-refundable if you cancel up to two weeks before your course is due to begin, after that the whole deposit is non-refundable.

If you choose to leave before the end of your course, you are expected to pay only until the end of the term in which you leave, **provided that you have given at least four weeks notice in writing**. If you have paid in advance for terms that you will not be attending, we will refund the difference.

Student Visas

If you are a student requiring a visa, be sure to check the UKBA web site for new Points Based Regulations from March 2009. www.ukba.homeoffice.gov.uk/studyingintheuk/. **All students need to provide prove for their level of English. Please check the UKBA website.**

Once you have been accepted we will provide you with an acceptance letter, CAS and licence number with which you apply for your visa. This process can take some time, please make sure you apply early with us.