

Venus Training Limited

Admission Procedure

Students are advised to read the prospectus carefully before filling in the Application form. Students are also advised to visit the Venus Training Limited website, <http://www.venustraining.uk> to read the up-to-date information before applying for admission to study at the Centre.

Please state clearly the title of the course and month/year you wish to join (see website for courses & start dates). The completed Application Form must be returned with copies of all relevant qualification certificates to fulfil entry requirement to the course of study. The registration and application fee to Venus Training Limited must also be submitted when lodging in your application. Application may be made online or in person.

In order to apply for a course at Venus Training Limited, you need to submit your application form along with the following documents

- Copies of your previous qualification certificates to satisfy the entry requirement;
- Copy of Passport;
- Two passport size photographs;
- Copy of English Language qualification from an approved UKBA English Test: please see <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf> for the latest list of approved English tests;

Once the admission office receives your application form with relevant documents, it usually takes 2-3 working days to process the application once it has been approved by the Admissions Office. Letters of Acceptance, Terms & Centre policies are dispatched to the student by special courier service.

Completing the application form

You may download the application form from our website or please send an e-mail to info@venustraining.uk and the Centre will subsequently forward you an application form. All necessary information needs to be filled in as requested in the application form. Photographs need to be attached and copies of qualifications supporting the entry qualifications for the course applied need to be attached. In case of overseas students, a set of scanned copies of these qualifications, copy of the passport and the photograph must be

Venus Training Limited

forwarded by e-mail to admin@venustraining.uk with reference to the application. In case of students already present in the UK, all original documents must be shown to the admission department for assessment. If you do not complete this process your application will not be considered.

Conditional Letter of Offer

In case of overseas students, once we receive your completed application form and non-refundable registration fee of £250(which later on becomes a part of your total tuition fee if accepted), you will be sent a Conditional letter of Offer stating that centre is offering you a place on the course, subject to payment of the tuition fee. Upon receiving the deposit towards your tuition fees (minimum £1,500.00, further documents related to the course enrolled will then be issued to the student.

Note: If you have accepted the centre offer and paid the necessary fees, it is treated that you have implicitly agreed and accepted all the centre Terms and Conditions relevant to Admission and will be abiding by the same.

Admission Interview

All applicants present in the UK who have accepted the offer will be expected to be present for an interview prior to the issue of confirmed admission. The interview will cover all necessary aspects relating to the application and eligibility for the course being considered.

Confirmation of Admission letter/ Visa Letter

Upon receipt of the deposit, centre issues a **Confirmation of Admission Letter/ Visa Letter** to its students with confirmed admissions, stating that a place has been reserved on the course and this letter may be used to obtain a student visa.

Note: All students who apply from overseas for the Student Visa at a British Embassy / High Commission, you are expected to submit all of the entry qualification documents (original) used to obtain the admission. It must be strictly noted that any form of discrepancies in this formality or any information added lately (not disclosed to centre at the time of admission offer) may lead to your visa being rejected. In this regard, centre will take no responsibility.

Venus Training Limited

Pre-Departure Checklist for student (departing from home country & arriving to UK)

Documents required for students on entry to the UK:

1. Valid Passport
2. Valid UK Visa (Student Visitor)
3. Air tickets
4. Centre confirmation of place and start date
5. Verified / Assessed certificates or qualifications
6. Proof of acceptance from awarding examination bodies (i.e. pre registration with ATHE)
7. Details of course subjects (aims, objectives, syllabus and date of examination)
8. Proof of financial status
9. Medical certificates (i.e. TB Certificate)
10. UK currencies and/or traveller's cheque(s)
11. Accommodation address
12. Name and contact details of person meeting you at the airport or port of entry.