

Prospectus

2013-2014



LINCOLN COLLEGE

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Welcome Message from Principal

Welcome to the Lincoln College

Our mission is to develop competent and relevant manpower for the 21st century needs of trade, business and industry. We aim to focus on professionalism, internationalism and the development of global citizens. Lincoln college graduates can look forward to multiple career opportunities across the financial, business and commercial sectors. Lincoln college has an excellent faculty team dedicated to teaching; training and consultancy, ensuring students enjoy their time at Lincoln college and attain their objectives. The vision of Lincoln college is to be recognised as one of the most sensitive and capable institutes of higher and further education in the UK, fulfilling all aspirations and expectations of students. I am confident that with excellent support, holistic education, global relevance and contemporaneous curriculum, Lincoln college students will be highly able to counter the challenges of the future and emerge as reputed professionals in their chosen area of expertise. Lincoln college offers a good number of reasons to take pride in belonging to it. I look forward to welcoming you into our family.

Irfan Awan

Principal



About Lincoln college

Introduction

The Lincoln college is an independent further and higher education institution for home & international students, from a range of social and ethnic backgrounds. We offer a broad range of academic and professional courses - specialising in business administration, management and accounting. The philosophy of the College is to ensure students learn through both theoretical teaching and practical application of their area of study.

Our mission

The world is changing, as are the methods of teaching and nature of educational needs. There is a need to create world-class education to meet these global challenges. Lincoln college's mission is to provide quality teaching in the fields of business, management and accounting, so that our students can become just and confident global citizens in the world of business and finance. To ensure quality education, we have created a well-organised and fully resourced educational environment – which includes experience and qualified staff, well-equipped classrooms, a library and computing lab.

Our vision

We aim to be a globally respected further and higher education institution for both home and international students, providing quality learning opportunities and a springboard for students to launch their careers to new heights. We will actively promote diversity and innovation in teaching and learning methods, so that our students not only receive value for money but also the opportunity to fulfill their potential to become future leaders in their chosen field.

Location

Lincoln college is located in Wealdstone, Harrow. Harrow is a northwest London borough, approximately 12 miles away from central London. Harrow is ethnically a diverse London suburb with many leisure facilities, shops and restaurants. It is home to two shopping centres: St Anne's and St George's, which are both easily accessible from the College. Harrow is also famous for Harrow School, which 'Winston Churchill' and Indian First Prime Minister 'Jawaharlal Nehru' attended. The College is 5 minutes walking distance from Harrow & Wealdstone Station, which is served by the London Underground Bakerloo Line, London Overground, London Midland and Southern train services. It is also served by lots of local buses. The College's postal address is: 10 Oxford Road (Ground Floor), Wealdstone, Harrow, Middlesex, HA3 7RG.

Staff

Lincoln college has a strong belief in professionalism and excellence. We only employ experienced, qualified, student-friendly and professional staffs, which is all committed to maintaining the highest level of customer care to all students.

Facilities

Lincoln college has its own library facility for students. The library contains the latest editions of reference books and journals. The College also has an arrangement with a local library from which students may borrow books according to their needs. The College will help students to become members of this library.

There is an integrated well-equipped computer lab within the library, which students can use free of charge. All the computers have broadband access and Microsoft Office. Students are allowed to use the computing facilities for academic purposes only; any Internet browsing must be related to study. The College also has student common room, where students can socialise, access hot drinks and eat meals. The Harrow Leisure Centre is within walking distance from the College and its facilities include swimming, tennis, badminton and a gym.

Accounting and Finance



Association of Chartered Certified Accountants

Association of Chartered Certified Accountants (ACCA)

The Association of Chartered Certified Accountants (ACCA) is a global body for professional Accountants and a widely accepted highly professional qualification around the world. It maintains the global accounting education standard set by the International Federation of Accountants (IFAC). The qualification is designed to provide accountancy, finance and management related knowledge, skills and practical experience.

Academic Level

QCF Level 6

English Requirements

Please refer to the English language requirements.

Entry Requirements

Applicants must have obtained one of the following:

- Two 'A' levels and 3 GCSEs or equivalent in 5 separate subjects including English and Mathematics
- Certified Accounting Technician (CAT) qualification,
- Intermediate Level (complete)
- AAT (UK) Intermediate (complete)
- BTEC National Certificate (any subject)
- Advanced GNVQ (any subject)
- NVQ Level 3 / 4 (any subject)
- A degree (from a recognised institution in any subject)

ACCA Certified Diploma in Accounting and Finance/Diploma in Financial Management (complete) Full information on the minimum entry criteria, syllabus, equivalent entry qualifications, exemptions, examination and registration for each country on the ACCA website at: www.accaglobal.com/join/acca/entry

Course Structure

Fundamentals Level (9 papers in total)

Knowledge module (all 3 papers):

- F1 Accountant in Business (AB)
- F2 Management Accounting (MA)
- F3 Financial Accounting (FA)

Skills module (all 6 papers):

- F4 Corporate and Business Law (CL)
- F5 Performance Management (PM)
- F6 Taxation (TX)
- F7 Financial Reporting (FR)
- F8 Audit and Assurance (AA)
- F9 Financial Management (FM)

Professional level (5 papers in total)

Essentials module (all 3 papers):

- P1 Professional Accountant (PA)
- P2 Corporate Reporting (CR)
- P3 Business Analysis (BA)

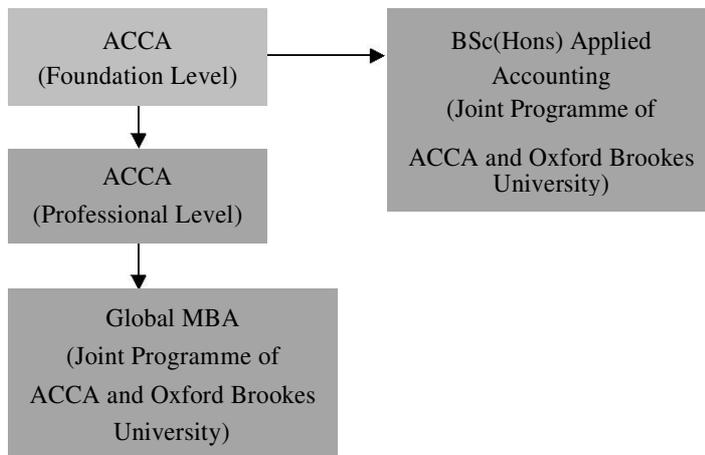
Options module (any 2 papers):

- P4 Advanced Financial Management (AFM)
- P5 Advanced Performance Management (APM)
- P6 Advanced Taxation (ATX)
- P7 Advanced Audit and Assurance (AAA)

Please note the costs of ACCA registration and examination entry are NOT included in Lincoln College tuition fees.

Progression Route

(Source:<http://www.accaglobal.com/members/qualifications/mba/>)



Course Summary

Duration:

3 years

Course Commencement:

January and September

Assessment:

3 hours written external examinations

Information Technology



Certificate in Information Technology

This is the foundation level of Professional Examinations. The Certificate in Information Technology focuses on the following modules:

- Computer Hardware
- Microsoft Word
- Microsoft Excel
- Database
- Networking

Lincoln College recommends a minimum of 200 hours study and the course culminates in a written exam.

Entry Requirements

There are no formal academic entry requirements. However, before beginning level, Lincoln College recommends that you are educated to UK GCE A-Level standard.

Level of Study

- Duration: 3 Months
- Starting Dates: January, April, June, September
- Assessments: Assignments, Examinations
- Awarding Body: Lincoln College

Diploma in Information Technology

This is the Diploma level of Professional Examinations. By beginning the Diploma in Information Technology level course Lincoln College assumes knowledge of the Certificate in Information Technology level modules (or exemption) and focuses on the following:

- Professional Issues in Information Systems Practice (Core Module)
- Computer Networks
- Database Systems
- IT Project Management
- Object Oriented Programming
- Systems Analysis
- Principles of Internet Technologies
- IT Service Management
- Software Engineering 1
- Systems Design
- Principles of User Interface Design

Lincoln College recommends a minimum of 225 hours study per module. The course culminates in a 2 hour written exam focusing on the one core module and each of the three optional modules of your choice.

Professional Project:

In order to finish the Diploma in IT level candidates must complete a project. Recommended minimum study time of 200 hours. Successful completion of the project and examination enables you to apply for selected degree courses with universities.

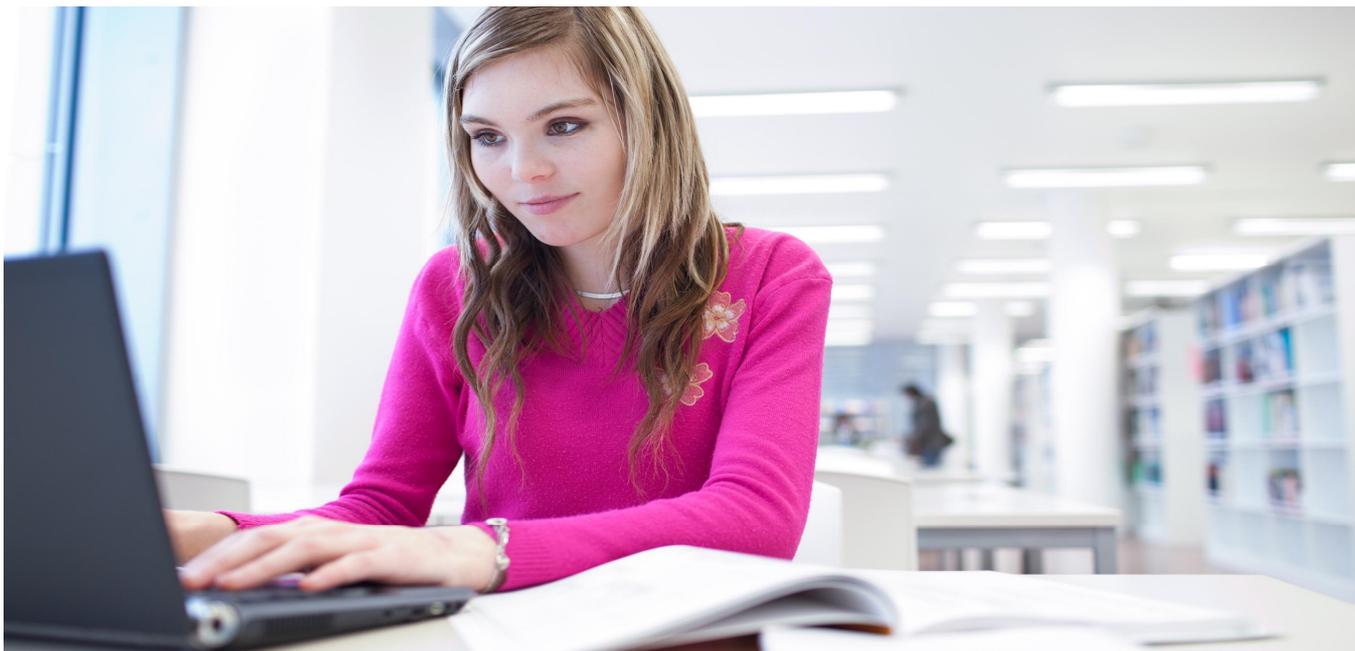
Entry Requirements

There are no formal academic entry requirements. However, before beginning level, Lincoln College recommends that you are educated to UK GCE A-Level standard.

Level of Study

- Duration: 1 Year
- Starting Dates: January, April, June, September
- Assessments: Assignments, Examinations
- Awarding Body: Lincoln College

The Admission Process



Admission Procedure for International Students already in the UK

Students, who wish to change their college and be admitted to Lincoln College, must submit a completed application form and provide the following documents:

- Two passport sized photograph (not less than six months old).
- Copy of passport (all pages) and visa status.
- Copies of previous academic qualifications (certificates & transcripts).
- IELTS/PTE/Any other English Proficiency Examination Certificate.
- Work experience certificate copies, if any.
- A letter from the previous college (if applicable).
- Cash, cheque or credit/debit card payment to Lincoln College for a nonrefundable registration fee.

Admission Procedure for International Students

Prospective students must complete an application form and provide the following documents:

- Two passport sized photograph (not less than six months old).
- Copy of passport (all pages).
- Copies of previous academic qualifications (certificates & transcripts).

- IELTS/PTE/Any other English Proficiency Examination Certificate.
- Work experience certificate copies, if any.
- Draft made payable to “Lincoln College” for a non-refundable registration fee.

An application form can be obtained by either downloading it from the College’s website www.lincolncollegelondon.com or by making an email request to info@lincolncollegelondon.com a senior member of staff will check the completed application and documentation, and if the applicant is deemed suitable an interview will be conducted to verify their suitability. If the applicant is successful, the College’s administration team will issue a payment agreement and a conditional offer letter, with conditions relating to the required deposit for the course, English language requirements and other pending documents. On meeting the conditions, the College will issue an enrolment letter that confirms your place on the course. All international students may apply for their Entry Clearance at this time, using the enrolment letter issued by the College.

Terms and Conditions



- Students are required to have at least an 80% attendance rate each month. A student shall be deemed as having abandoned a course, if his or her attendance falls below the required 80% attendance record.
- Any student, who is not seen to be attending classes for 10 working days consecutively without any notification, will be terminated from Lincoln College and reported to the authorities.
- Lincoln College reserves the right to keep detailed records on terminated students for reporting purposes to the Home Office or any other regulatory agencies.
- Registration, deposit of monies and enrolment for any courses at Lincoln College, constitutes a binding agreement with the student to follow the programme and pay the full course fees.
- The agreement with Lincoln College begins when the course starts or from the date of the invoice issued by Lincoln College to the student for course fee due.
- If the student's invoice has a registration period, you are agreeing to remain a Lincoln College student for this period. You will have limited rights to cancel your enrolment during the registration period.
- All students are required to be aged 18+ and must provide the documentary evidence that they satisfy the entrance requirements of the course.
- Whilst studying at the Lincoln College, the student has to keep Lincoln College informed of any change of address.
- A non refundable registration fee are payable for all courses (applicable to only International Students).
- Students are responsible for payment of their course fees for each year of the course.
- An initial deposit of 50% of the first year course fees is required, in order for enrolment to be confirmed. A minimum deposit of 50% of the first year course fees (or full fees for the

- first year) is required at the time of application. The balance of 50% must be paid before the start of the second semester. Students who pay the full annual course fees in advanced will
- receive a discount of 5%.
- All fees quoted by Lincoln College are inclusive of VAT. Fees are published separately for each term and are payable by all students studying at the time unless they have paid full fees prior to the publication of the new fees. Paying a deposit does not prevent any fee increase being applied.
- Fees paid from outside the UK should be made by bankers draft or bank transfer to “Lincoln College”.
- Fees paid in person can be paid by cheque, bankers draft, cash or credit/debit card. An additional charge of 3% of the total will be added to any payments made by credit cards.
- A charge of £50 will be made to students for every dishonoured cheque payment.
- A charge of £50 will be made to students each time a late payment is incurred by Lincoln College.
- If the college decides on valid grounds not to run a course or terminates a particular course before its completion, due to lack of a viable number of students or any other reason, students may transfer to an alternative course at Lincoln College or the tuition fees already paid for the remaining duration of the course will be refunded.
- In the event of the college having its license withdrawn the students will be entitled to a refund for the time of the remainder of the course fees already paid.
- At the discretion of the College, course deferrals may be allowed for students who are still overseas awaiting their student visa. The student must inform Lincoln College of the delay, no later than two weeks after their scheduled course start date. An administration charge of £50 will be charged by the College per deferral.
- Students studying for less than 12 weeks are not entitled to any unauthorised holidays.
- Once an enrolment letter has been issued, confirming full-time student status, no refunds or course transfers are permissible, other than in the event of visa refusal.
- Lincoln College reserves the right to dismiss any student at the time for unprofessional actions.
- All information and prices provided on Lincoln College website, on enrolment forms and through other promotional channels is believed to be correct at the time of printing, but is subject to change at the discretion of the College. Changes will be displayed on the Lincoln College notice board and on the website.
- Lincoln College may change any class, class time, classroom, teacher, merge or split classes at any time deemed necessary by the College without prior notice.
- Although Lincoln College will do everything possible to determine the time and/or location of courses, this cannot always be guaranteed

- Holidays will not be granted during the term time unless there are exonerating circumstances. Any requests should be made in writing to the Academic Registrar.
- Students who wish to go on holiday must notify the Academic Registrar in writing, at least one week in advance.
- If a student voluntarily opts out of a programme, fees already paid are not refundable and may be charged the remaining payment for the whole of that academic year.
- A maximum of two deferrals will be permitted. Lincoln College reserves the right to report offenders to their professional body.

Introduction

The purpose of this policy is to create awareness of the importance attendance among students as well as the consequences of nonattendance and how College will monitor their attendance. The attendance is important mainly for two reasons. One is the Regulatory Body requirements i.e. UKBA requirement and the other is for Academic discipline to ensure quality education. According to UK Border Agency [UKBA] it is a legal requirement for all full time international students to attend classes for at least 15 hours per week. To ensure compliance of this requirement and to maintain academic discipline, Lincoln College has formulated this policy and procedures to ensure student attendance and punctuality.

It is also equally important for Lincoln College

- to provide a supportive learning environment applying attendance and punctuality policy and thus enabling all students to achieve their full potential.
- to give value to the investment of the students and their sponsors and act as a responsible institution.
- to create positive attitude towards organizational discipline among the student as part of their education.
- to let the student be aware of the UKBA policy for international students regarding attendance and punctuality on the induction day.

This policy applies equally to all students of Lincoln College, wherever and however their courses are delivered.

Policy

Lincoln College expects from the students that they:

- will attend all the classes following the timetable provided;
- should be punctual and arrive on time for classes & remain for the duration of the lessons; because the policy is that students will not be allowed to enter into the classes after 15 minutes of starting the lesson;
- sign their attendance sheet provided by the tutor;
- should observe lesson schedules regularly;
- will report to the College Administration about their absence in advance in case of expected absence or absence due to illness to avoid un-authorised absence;

- will avoid going on holiday during the term time.

Procedure for Implementation of attendance and punctuality:

General guidelines for attendance and punctuality:

- Students should attend fifteen (15) hours formal teaching session in a week during the term time;
- Students should be present before the start of formal teaching session and if they enter into the class within 15 minutes, of starting will be treated as present in the class and marked P [Present] in the attendance register by the tutor;
- Students entering the class after fifteen (15) minutes of starting the class but within thirty (30) minutes will be treated as late in the class and will be marked L [Late] in the attendance register.
- If the students come after thirty (30) minutes of starting the class, then it is the discretion of the Tutor to allow the student to enter into the class. The tutor may use A [Absent] or L [Late] depending which way he/she wants to treat the student.
- Students not attending the class for genuine reason and have provided proper explanation, for their non attendance to the admin team will be treated as authorised absence and are marked E [Authorised] in the attendance register.

In case of unauthorised absence the following measures will be taken:

- If a student fails to attend a total of 2 expected contacts, a reminder will be given to the student over the phone and e-mail by the College admin team;

- If a student fails to attend a total of 4 expected contacts, a 'First Written Warning Letter' will be issued and sent by the College admin team by post and email;
- If a student fails to attend a total of 6 expected contacts, a 'Second Written Warning Letter' will be issued and sent by post and e-mail and the student will be asked to attend a Review Meeting with the Registrar.
- The Review Meeting represents an 'Expected Contact'.
- If a student fails to attend a total of 8 expected contacts, a 'Final Written Warning Letter' will be sent by post and e-mail and the student will be asked to attend a Review Meeting with the Registrar/Director of Studies again.
- If a student fails to attend a total of 10 'Expected Contacts', a 'Termination Letter' will be issued and sent to the student by post and e-mail and report the details of the student to UKBA within 10 working days.

Lincoln College will not normally give permission for extended leave of absence during term time and any students who take extended leave may be viewed as having abandoned their course and reported to UKBA. Students who leave the UK during their course risk being detained by an Immigration Officer on their return to the UK.

Responsibilities of the students are to:

- attend all classes as per class timetable;
- students must sign the signing-in sheet provided by the tutor during each class time;
- students must be punctual to follow the time table of the classes;
- report any absence due to illness or other reason to the admin team by 9.30am on the first day of absence over phone and leave a voice-message in the event of no reply;

- report to the admin team in advance for any expected absence from any classes and must complete 'Leave Authorisation Form' to avoid un-authorized absence;
- notify to the admin team or tutor of any unplanned or unexpected absence from the classes by email or phone. Student must provide evidence for such kind of absences;
- avoid unnecessary absences by making medical appointments outside class time unless it is an emergency;
- try to avoid taking holiday during term time.

Responsibilities of the Tutors on attendance and punctuality are to:

- remind students about the importance of attending classes regularly;
- keep accurate registers and signing-in sheets;
- inform administrative office or Principal immediately if students are not punctual;
- record student attendance in accordance with the College Student Attendance Monitoring Policy;
- input the class attendance in Lincoln College student data base daily;
- explore the needs of any individual students whose attendance gives cause for concern.
- Inform Administrative office in case the students are not attending the class regularly.

Responsibilities of the Admin Team on attendance and punctuality are to:

- Input student attendance into the Attendance Progress Spreadsheet each week.
- Monitor attendance, punctuality and progress and notify the student with missing 2 'Expected Contacts points' and report to the Registrar.

- Keep updated with authorised and unauthorised absence and ask the students to provide sufficient evidence against their absence to avoid un-authorized absences.
- Determine whether the absence of a student is to be classed as authorised or unauthorised; further guidance is available in Appendix 1 & 2.
- Initiate verbal and e-mail warning to each individual student who have already miss two expected contact points, asking them to attend the class regularly and also make them aware of about the
- consequence of their persistent absence from the classes. All this will be done in consultation with the Registrar;
- Inform the Registrar immediately about students coming late and leaving early pattern.
- Issue different warning letters in consultation with the Registrar from day three, four, five and six for missing four, six and eight contact points, asking them to improve their attendance and request them to give their explanation in support of their absence and also advise them to report to the registrar;
- Report to the Registrar if no-progress found after sending letters to the students.

Responsibilities of the Director of Studies or Academic Registrar to ensure that

- all teaching staffs are maintaining an accurate record of student attendance;
- appropriate systems are in place at the College for students to notify and to report to the administration office unexpected absences;
- students are informed in writing of the importance of regular attendance at learning and teaching sessions;
- Students have access to a tutor, administration office, and principal;

- there are regular reviews of students' progress of attendance, punctuality and academic achievement, and appropriate action is taken to help students' achieve their academic aims;
- students are advised of the support available to them, whether provided by the College (e.g. Student Welfare Officer or Tutors).
- in the case of a tutor's absence, students are informed at the earliest opportunity of the alternative arrangements for the class;

Action to be taken in case of unauthorised and unsatisfactory student attendance:

- Admin staff must contact the student either by phone, email or letter after missing two expected contact point to seek an explanation
- for their unsatisfactory attendance and unauthorised absence;
- Invite students to discuss with their tutor/course coordinator how their attendance will be improved and any support that may be required.
- Students will be issued with formal warning letter of their unsatisfactory attendance and unauthorised absence after missing four (4), six (6) and eight (8) expected contact points subsequently;
- A formal letter may be issued to the students' Sponsor and Parents after missing four (4) expected contact points to report on students' unsatisfactory attendance and unauthorised absence;
- Students who fail to respond to warning letters in regard to their non-attendance will be issued a final warning letter, where it will be clearly mentioned of what action will be taken next;
- Students might be withdrawn from their programme if they fail to respond to warnings on the ground of breaching the terms of

attendance and Punctuality Agreement of the College.

- After missing ten (10) expected contact points, admin team of the College will remove the name of the student from the register and issue a letter of dismissal of admission to the student as well as to the sponsor and parents and report all details of the student to the UKBA for further action.

Explanation of Authorised and Unauthorised absence:

In deciding whether an absence should be authorised or unauthorised to Lincoln College will take into account the following general principles. A list of authorised and un-authorised absence is included in appendix 1 and how they are recorded in Appendix 2:

Lincoln College will presume that any student absence should be considered authorised or unauthorised depending on the reason, nature and supportive evidence of the absence;

- Whether the claimed reason for absence should have been foreseen the student should have applied for completed an authorised leave form, in advance.
- Where the claimed reason for absence could not have reasonably been foreseen the tutor will consider whether the absence was really unavoidable on the following observations:
 - A. how reasonable the case is;
 - B. the number of absences taken by any one individual;
 - C. repetitions of the same excuse;
 - D. whether the excuse is backed up with evidence

If the tutor is unable to make a decision the issue will be decided by the Principal.

Student Support Services



Besides regular academic activities, Lincoln College also offers the following services:

Airport Pickup facilities

The College offers airport pickup services. If a student requires this service they must provide the College with all their travel details – i.e. name of airline, flight number, date & time of arrival and name of the destination airport at least two weeks prior to their travel to UK. The student will be liable for any waiting time, if flights are delayed.

Accommodation

Although the College has no accommodation facilities of its own, it works in partnership with KB Properties (www.kb-properties.com) and is able to provide students with accommodation with host families, in flats or halls of residence. Students are advised to contact the College 4 weeks prior to travel, to arrange accommodation.

Medical Facilities in UK

The UK government extends free medical facilities for its citizens and those who are living in UK for a certain period, through the National Health Services (NHS). All overseas students are entitled to enjoy this facility, subject to registration with NHS. The College will provide guidance to students about registering with the NHS.

Police Registration

Police registration is mandatory for the students who are coming from abroad specifically from non-commonwealth country. Such students must report to local police station within 48 hours of arrival in UK and collect police registration certificate. Local police station means the nearby police station where he/she will be living during his/her study period.

Public Transport

London's transport system is managed by Transport of London and provides buses and trains for public use. All students are able to use public transport at a concessionary rate. Students can purchase a student travel card, which will give them a 30% discount. The College will give all students an induction regarding the use of public transport in London. More information is available at www.tfl.gov.uk

Student ID card

All students are entitled to a photo ID card from the College, as a proof that they are registered students in the UK. It is free of charge and initially valid for one academic year. The ID card will be renewed at the start of each academic year. The ID card will help in opening a student bank account, obtaining a library card from another library service provider and dealing with enquiries from law enforcing agencies etc.

Student Banking

Under the existing rules, a student can open a student bank account with any bank. Lincoln College will assist students in opening bank accounts, by providing procedural guidelines during induction.

Working While Studying

As per the existing rules, international students studying for a graduate or postgraduate qualification are entitled to work up to 10 to 20 hours a week during the term time and additional hours during holidays. It is mandatory for students to obtain a National Insurance (NI) number, which is a pre-requisite to get a job in UK. The Lincoln College will assist students in obtaining an NI number.

Flexible Payment Options

Lincoln College allows students to pay their fees in installments. Students are advised to contact Lincoln College to draw up an agreement.

Students' Counseling

Students come from different parts of the world and belong to different cultural, social, political and financial backgrounds. Therefore, students are not always aware of UK cultural norms. Lincoln College helps students to cope, by providing induction sessions, advice/guidance and individual counseling. Students are encouraged to share their feelings, problems and difficulties with Student Welfare Officer, who will assist in solving the any problems and difficulties that may arise.

Living in London

London is a vibrant and diverse city. There are vast numbers of shops, restaurants, theatres, parks, historical buildings and museums, all within easy reach via public transport. You will never be short of things to do in

London.

Harrow is situated in the northwest of London with convenient public transport facilities and good connectivity to central London and other parts of UK. Harrow tends to be less expensive, in comparison to central London.

Climate Guide

The UK has a varied climate. November to March is typically cold, where the average temperature ranges between -0° and 10°C. The temperature in summer (July and August) is usually warm, between 20° to 30°C. More detailed information is available on the BBC (the national news service) www.bbc.co.uk/weather. Students are advised to bring warm and rainproof clothing.

Food

The UK is a multicultural society with people from all over the world. Food from different parts of the world is easily available in supermarkets or specialist grocery stores. There is also a vast range of restaurants that meet the wide variety tastes and cultures.

Frequently Asked Questions



What is the full postal address of Lincoln College?

Lincoln College
10 Oxford Road (Ground floor) Wealdstone
Harrow
Middlesex
HA3 7RG

(Please remember to include the postcode in all correspondence. The postcode is very important and is used to locate any place in UK. If you do not state the postcode or use an incorrect postcode the posted material may go astray)

Web: www.lincolncollegelondon.com
Email: info@lincolncollegelondon.com
Tel: +44 (0) 208 427 7849
Fax: +44 (0) 208 427 8590

What is accreditation?

Please visit the Lincoln College website (www.lincolncollegelondon.com) for full listing of accreditation.

How can I apply for courses at Lincoln College?

Details about the admission procedures are available in the prospectus and on the website www.lincolncollegelondon.com

What are the courses offered by Lincoln College?

We offer a range of academic and professional courses. More details about courses can be found in the prospectus and on the website www.lincolncollege.com

When do courses start?

The courses start in January, April, June, and September. Some short courses start every month and some of them every quarter (for UK and EU students only). However, admissions are processed throughout the year. More details are available on the website www.lincolncollege.com

How much do I have to pay to enroll for Lincoln College courses?

Students are responsible for payment of their course fees for each year of the course. An initial deposit of 50% of the first year course fees is required, in order for enrolment to be confirmed. The remaining balance of course fees can be paid by one of the following options:

- The balance of 50% is paid before the start of the second semester of the course.

Does “Lincoln College” arrange accommodation?

Although Lincoln College has no accommodation facilities of its own, it works in partnership with KB Properties (www.kb-properties.com) and is able to provide students with accommodation with host families, in flats or halls of residence. Students are advised to contact the College, 4 weeks prior to travel to arrange accommodation. An installment payment plan (agreed by the College)

Do I need IELTS/TOEFL before I get enrolled in “Lincoln for the outstanding fees.

- Students shall also incur additional costs (exam registration and examination fees) for professional courses, such as CTH, ACCA etc.
- If students are unable to make payments for fees or other charges by the specified deadlines, penalties will apply and they will be removed from the class register.
- Students who pay the full annual course fees in advance will receive a discount.
- More details about fees can be found in the prospectus and on the website www.lincolncollege.com

How do I apply for the UK visa?

International students require a visa to come to the United Kingdom. The procedure for applying for a student visa is available on the Home Office website, in your local British High Commission or at the British Council information desk.

How long does it take to process my application?

It takes generally 2-3 weeks to process a student's application form.

Where can I get the prospectus and/or application form?

The prospectus and application form can be downloaded from the website in pdf format or can be requested from the College by email. An original full acceptance letter of admission from

What are the facilities and support I should expect from the Lincoln College?

Lincoln College provides a range of facilities and support to its students including:

- Arranging accommodation for students (at students' cost).
- Discounted membership in the local sports centre.
- Free Internet access.
- Photocopy provision.
- Membership of the local library.
- Discounted food in local restaurants.

General information about the UK

The United Kingdom comprises England, Scotland, Wales and the Northern Ireland. Greater London covers an area of over 60 square miles and has a population of over 8 million people. London is home to many different nationalities, which provide a fascinating variety of culture, food and entertainment.

Climate

The UK has a very varied climate. November to March is typically cold. Average temperatures range between -0° and 10°C. The temperature in summer (July and August) is usually warm, between 20° to 30°C. More detailed information is available on the BBC (the national news service) www.bbc.co.uk/weather.

Clothing

Irrespective of the time of the year, it is a good idea to bring warm and rainproof clothing with you. During the winter months, a warm waterproof coat is essential. If you plan to explore the UK during your vacations, please remember to bring appropriate clothing, especially if you are travelling to the north of the UK.

Working/Opening Hours

Supermarkets and specialist food shops are generally open 8:00 to 20:00 throughout the week and usually 11:00 to 17:00 on Sundays. Some supermarkets in London are now open 24 hours a day. Shops are generally open from 9:00 to 17:30 (Monday to Saturday), with some shops staying open until 20.00 on Thursdays. Shops also open on Sundays, from 12 noon to 18.00. Offices hours tend generally to be open Monday to Friday, 9:00 to 17:00 Banks open from 9:30 to 5:30, Monday to Friday and some on Saturday mornings.

Public holidays

There are 8 public holidays when colleges, offices and most shops remain closed. These are:

- New Year's Day - 1st January.
- Good Friday and Easter Monday - this can occur between mid-March and the end of April.
- Early May Bank Holiday - first Monday in May.
- Spring Bank Holiday - last Monday in May.
- Summer Bank Holiday - last Monday in August.
- Christmas Day - 25th December.
- Boxing Day - 26th December.

Health

If you have come from a country with a health-care agreement with the UK or are staying for more than six months, you may be able to obtain free medical or dental treatment under the NHS. If you are a long-term student (12 months or more), it is advisable for you to register with a local doctor. We can provide contact details for doctors in your area. You will need to contact the doctor to see if they are accepting new patients and you will normally need to have an appointment to provide basic information about your medical history. You can get more information from the Department of Health website: www.doh.gov.uk/overseas_visitors or telephone: +44 (0)20 7210 4850. Police Registration If you are a student from non-commonwealth country, you must have to register yourself with the nearby police station of your living area during your study period in UK. Remember, you have to take the registration within 48 hours of your arrival in UK.

Public Transport

London's transport system is managed by Transport of London and provides buses and trains for public use. All students are able to use public transport at a concessionary rate. Students can purchase a student travel card, which will give them a 30% discount. The College will give all students an induction regarding the use of public transport in London. More information is available at www.tfl.gov.uk

Social Customs and Leisure

British people are generally reserved and value their privacy. It is customary to shake hands when meeting someone for the first time, whether male or female. Other physical contact is generally avoided with anyone other than family and close friends. Good manners ('please' and 'thank you') and personal hygiene are valued very highly. With the wide variety of cultures in Britain, please use your common sense and try to respect all beliefs and customs. Smoking is allowed in open spaces but in restaurants and all other public buildings it is strictly prohibited by law. Please respect this. In London, there is a wide range of activities available to suit all budgets. You can experience food, music and entertainment from many countries; see a variety of sporting events and visit the theatre, museums and galleries.

What should I bring with me to London?

Most students say that the interesting thing about the weather in London is that it can change several times in one day. Bring a jacket and sweater even in summer and make sure that you have warm clothes for winter. An umbrella is also a good idea! Passport size photographs are very useful for student cards, travelcards etc.

Electrical equipment

Please make sure that anything you bring into the UK, such as hairdryers, can be used on standard British voltage, which is 240v ac 50HZ. Remember that UK plugs have three pins but you can buy an adaptor plug at most airports or at electrical shops in London.



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