

## Admissions Policy

ILS English strives to ensure that the Admissions Procedure is as smooth and informative as possible.

All the Admissions Staff are ready to respond to an enquiry either by telephone, email or face to face.

### **Enrolment Procedure at ILS English -Return the Registration Form to ILS English**

Return the Registration Form to ILS English



ILS English will send you the student booking confirmation and invoice



Email any questions you have to the Admissions Team and they will reply as soon as possible



Arrange for full payment to ILS English (bank details below)



When payment has been received ILS English will send details of the accommodation and visa letter



Apply for your visa if necessary



Book your flight and send details to ILS English



ILS English will send you confirmation of your airport transfer and let your accommodation know your arrival time

### **ILS English Bank Account Details:**

Please pay all fees by bank transfer to:

**Account Name:** ILS English Limited

**Account No:** 34009002

**Sort Code:** 40-35-18

**Bank Address:** HSBC UK  
26 Clumber Street  
Nottingham  
NG1 3GA England

**IBAN:** GB31HBUK40351834009002

**BIC/Swift code** HBUKGB4B

### **Your First Day at ILS English**

- Arrive at ILS English at 9.00am on Monday morning for enrolment
- Bring your original passport or identity card
- Bring English money to buy your Easy Rider bus pass (if required)

### **Testing and Induction on your First Day**

- After registration you will undertake a placement test to find out your level of English
- Following the test we provide a full induction from our Welfare Officer, Admissions Administrator and Director of Studies
- We will give you our student welcome pack with maps and information on ILS English and Nottingham
- Our Welfare Officer will give you a local tour then take all new students to the city centre