Everything You Need to Know
Before You Arrive

SEPTEMBER 2019
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You will soon be joining us at Cambridge School of Visual & Performing Arts (CSVPA) where you will have a wonderful opportunity to study in the UK in one of the oldest University cities in the world where you will be warmly welcomed. Cambridge has all the amenities of a University City and its setting on the banks of the River Cam and the magnificent architecture of the University buildings all combine to make Cambridge an unforgettable place in which to live and study.

Our approach to creative learning is unique, highly personalised and guaranteed to ensure you meet your potential and is set very much in the British Art School tradition. Our studio culture encourages experimentation and innovation through individual exploration, collaborations, industry briefs and speculative projects.

We treat every student as an individual and our staff are passionate about what they teach and how they teach it. Our class sizes are much smaller than most universities with five days a week teaching and personal contact with your lecturer every day. We always encourage our students to come in at any time to work, discuss or simply enjoy the relaxed, creative and multi-cultural environment of the college.

For our international students, coming to study in a new country is both exciting and can be overwhelming. UK students who are living away from home for the first time will also probably feel apprehensive. Most of you will feel homesick at some stage. Don’t worry, you are not alone. There is a huge amount of help and support available to you in the College and we try to help make this transition as easy as possible.

This Information Pack provides the essential information you will need both before and after your arrival, so please read it carefully and follow the instructions regarding information we need from you. For speed of contact we prefer to use email, so please would you make sure you complete all forms we send you.

I look forward to meeting you and supporting you to achieve your ambitions in becoming one of the next generation of creatives.

KARIN ASKHAM
RECTOR
MEET OUR ACADEMIC STAFF

HOLLY FULTON
HEAD OF FASHION

JOHN BLACKMAN
COURSE DIRECTOR
BA GRAPHICS & ILLUSTRATION

ZOE GILBERTSON
COURSE LEADER FASHION

ELIZABETH NANTAIS
DEAN OF STUDENT EXPERIENCE

MEET SOME OF THE OTHER CSVPA STAFF

THOMAS MARTY
HEAD OF WELFARE

GIUSI TOCCI
HEAD OF STUDENT ADMINISTRATIVE SERVICES

MARY HONEYBALL
COLLEGE NURSE

RACHEL ISHAM
STUDENT SERVICES OFFICER

EMILY STARR
EVENTS AND PROGRESSION MANAGER
Before you travel

BOOKING YOUR FLIGHTS

You must arrive at CSVPA on Saturday 21st September or Sunday 22nd September between the hours of 8am and 10pm.

PLEASE DO NOT ARRIVE EARLY

Go directly to your accommodation where you will be welcomed by our Residential Team. If you are arriving outside of these hours please call the hotline number to notify us in advance.

BEFORE YOU ARRIVE EMAIL ADMISSIONS@CSVPA.COM TO TELL US:

YOUR FLIGHT DETAILS
It is very important that you give us the information as soon as you have booked your flights.

IF YOU NEED A TAXI TRANSFER FROM THE AIRPORT
Tell us as soon as possible, at least 4 days prior to your arrival and we will book one for you and add the cost of this taxi to your next invoice. After a long flight, you then don’t have to worry about having enough cash or the taxi not accepting credit card payment.

If you cannot arrive between these dates and times, you must email admissions@csvpa.com and let the Admissions Team know in advance before the first day of the semester.

If you are arriving in Cambridge outside of these hours you will need to phone our 24 hour hotline 07860 586 528 for assistance.

NOT STAYING IN CSVPA ACCOMMODATION?
Come to the main College Reception in Round Church Street by 10am on the Monday your course begins.
VISAS

International students coming to study in the UK normally require a visa.

Please refer to the UKVI website for visa information
www.gov.uk/browse/visas-immigration/student-visas

APPLYING FOR A STUDENT VISA YOU WILL NEED:

A CAS STATEMENT (CONFIRMATION OF ACCEPTANCE FOR STUDIES)
CAS Statements support applications for Tier 4 visas. Most of our students require a Tier 4 visa. If this applies to you, you should have already received one from us.

OR

A CONFIRMATION OF ENROLMENT
Students who join us on a Short-Term Study visa need a Confirmation of Enrolment. We also send a Confirmation of Enrolment to students who do not require any visa at all.

If you have not received your CAS Statement or Confirmation of Enrolment, please let our Admissions Team know as soon as possible.

ABOUT THE TIER 4 VISA
If your Tier 4 visa is for more than six months, you will only be granted entry clearance for one month.

After this month, you will need a Biometric Residence Permit to leave and enter the UK. This permit will be valid for the duration of your visa, and you will need to collect it on arrival in the UK. The College will help you with this.

If you have questions about your visa, please contact the Admissions team (our details are at the back of the brochure).
## CHECKLIST: WHAT TO BRING WITH YOU

### YOU WILL ALSO NEED:
- **✓** cash for arrival and first two weeks. We suggest around £100. If you are self-catering you will need more, around £250
- **✓** a bank draft or cheque for any outstanding College fees (or, if you have already paid your fees, please bring evidence; i.e., bank transfer documentation)
- **✓** we recommend purchase of a young person’s railcard before arrival. For more information visit: www.16-25 railcard.co.uk
- **✓** towels and essential toiletries
- **✓** four passport-size photographs
- **✓** a UK power adaptor for your electronic items
- **✓** any medication that you are taking. Please turn to the ‘Health and Wellbeing’ section for more information

### You Will Not Need
- **✓** bed linen. This will be provided in your accommodation
- **✓** large amounts of cash. Do not carry this on you, or in your personal belongings.

### KEEP ALL OF THE ABOVE IN YOUR HAND LUGGAGE.

- Do not bring meat/dairy products, it is illegal to import these to the UK.

### INSURANCE

It’s essential for students to take out adequate insurance while studying. ‘Student Cover’ has been created in partnership with Endsleigh, the UK’s largest student insurance provider, and is specifically designed to meet your needs while studying with us – from the time you set off to the moment you arrive back home.

### BENEFITS OF ‘STUDENT COVER’

#### GADGETS AND POSSESSIONS
Cover for gadgets and possessions for the duration of your course and while travelling to and from the UK. If you hire, buy a bicycle, it is advisable to get it insured as well as having working front and back lights and a strong D lock. The college does not accept responsibility for any bike thefts on its property.

#### COURSE FEES
If you have to cancel your course, cut it short or repeat it due to accident or sickness, we will reimburse your prepaid course fees.

#### CANCELLATION AND CURTAILMENT
If you have to cancel or curtail your study due to accident, illness or sickness, you can claim back the costs of prepaid travel and accommodation expenses.

#### MEDICAL
- **•** Medical cover including emergency medical and dental treatment costs.
- **•** Repatriation to your home country if you are seriously ill or injured.
- **•** Bringing a relative to your location to visit following a medical emergency.

Read more about ‘Student Cover’ at [www.csvpa.com/apply/insurance](http://www.csvpa.com/apply/insurance)
ARRIVAL IN THE UK – WHAT TO EXPECT

1. IMMIGRATION CONTROL
On arrival you will be checked through Immigration Control. If you have booked a taxi transfer, make sure you have the information with you.

2. BAGGAGE RECLAIM
After passport control, follow the arrivals signs to the baggage reclaim area and check the information screens to find the correct carousel.

3. CUSTOMS
When you reach Customs, you may be interviewed by a Customs Official to ensure you are a genuine student in the UK. They will ask you some basic questions, such as ‘Where is your College?’ and ‘Why do you want to study in the UK?’ This is normal, so relax and enjoy practising your English.

You will need to walk down one of three channels at Customs:
• students from European countries should use the Blue Channel
• students from all other countries should use the Green Channel
• if you have anything to declare, use the Red Channel

If you are bringing a bank draft or cheque for College fees of over £8,800 then you must go through the Red Channel and declare it. For this reason, it is easier to pay fees by bank transfer before you come.

4. ARRIVALS
If you are being met by a taxi, look for your name on the boards held by the drivers as you come into the Arrivals area.

If you cannot see it: go to Airport Information and ask them to put a call out for your driver. Wait there until your driver arrives.

If they cannot help, ring the college +44 1223 341 328, or if early or late call the hotline number which is +44 7860 586 528.

If you have booked a transfer through the college, do not leave the airport without it, you will be charged for it.

If you are unsure whether you should use the Red Channel, please visit www.visitbritain.co.uk/about-britain/practical-information or contact us for advice.
THE FIRST DAY AT COLLEGE!

The induction programme in your first week will help you become familiar with the College and to feel at home in your new city. If you’d like to find out more about the city before you arrive, you can find lots of information at www.visitcambridge.org

DURING YOUR FIRST FEW DAYS YOU WILL:
✓ be shown around the College facilities and meet College staff
✓ get to know your way around Cambridge
✓ meet your fellow students
✓ collect your College ID card for entrance to College facilities and proof of entitlement to meals
✓ receive information on IT, including how to log on to the College network
✓ open a bank account (we can help with this)
✓ register with the local doctor
✓ register with the Police if necessary (students from certain countries only)
✓ collect your Biometric Residence Permit (students with Tier 4 visas only)
✓ be given health and safety talks
✓ discuss the rules and regulations at College
✓ register with Student Services

All parts of this induction programme are very important, and you will not be able to start classes until every stage has been completed.

During your registration, Student Services will be taking copies of your entry qualification certificates and proof of domicile. Please ensure you bring the below with you on your first day:

• an original certificate for each of the qualifications you hold
• proof of your permanent home address, such as a utility bill or bank statement
• verified translations of the above if the documents are not in English

Please note: you will be unable to complete your registration without this documentation.
EXTRA-CURRICULAR ACTIVITIES

STUDY TRIPS
During the year some students will be offered the opportunity to sign up for an overseas study trip. Previous years have included New York and Paris. Students will be expected to make frequent trips to London throughout the year. The purchase of a railcard is advised.

SOCIAL ACTIVITIES
Cambridge is a busy city offering many leisure activities including three cinemas, a bowling, arcades, restaurants, bars and pubs, punting and various sports clubs. CSVPA students are encouraged to get involved with the College Student Representatives and/or Student Mentors so College run activities can be organised for students throughout the year.

SEMESTER DATES

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<tr>
<th>BA &amp; GRADUATE DIPLOMA*</th>
<th>Monday 23 September 2019 to Friday 24 January 2020</th>
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<tr>
<td>Christmas Vacation</td>
<td>Thursday 19 December 2019 to Sunday 5 January 2020</td>
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<th>SEMESTER 2</th>
<th>Monday 27 January 2020 to Friday 29 May 2020</th>
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<tr>
<td>Easter Vacation</td>
<td>Thursday 2 April 2020 to Sunday 19 April 2020</td>
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| SEMESTER 3 | Monday 1 June 2020 to Friday 13 September 2020 |

*All students are expected to abide by these semester dates for the whole year - students should not leave early or return late from College holidays

In Academic Year 2019/2020 all undergraduate course assessment will be complete on 29 May 2020. It is expected all students will attend the Summer Shows, and Graduation Event, and students should not plan to leave Cambridge before 19 June 2020.
HEALTH AND WELLBEING

Homesickness
To start with everything is new, exciting and different, but as time goes by you may start to wish things were the way they were back home. This is quite normal, don’t despair as this stage will pass and there are some simple things you can do to help yourself adjust to College life.

We recommend:
• taking part in any activities organised by the College to make friends with other students
• staying in touch with home via email, telephone or Skype
• bringing photographs or ornaments from home to decorate your room.

Most importantly of all though, it’s really important to talk about how you’re feeling. Talk to your Personal Tutor or the Welfare Team, they will be always happy to listen and offer advice.

Remember, almost everyone feels homesick at some stage but help will always be close at hand.

Welfare
Students can visit the College Nurse for most healthcare needs. The Nurse will see you if you are ill or have minor injuries, to provide healthcare advice, and decide if you need to see a doctor.

If you have a personal problem, worries or concerns of any kind (such as relationships, health, depression, anxiety, etc.) and you would like to talk to someone other than your tutors, members of the Welfare team are here to support you.

They are:
• Head of Welfare - Thomas Marty
  +44 (0) 7912 555773
• Our Registered College Nurse / Health staff: Contact the Health Centre on +44 (0)1223 341 343 or 07981 219837

Medication
If you bring any medication into the UK, also carry a letter (translated into English) from your doctor explaining what the medicine is, and what it is for.

Email medical@csvpa.com before leaving to:
• establish whether the medication you are taking is licensed for use and readily available in the UK
• inform the College of any medical conditions. Students may also arrange to speak to the College Nurse directly.

Similarly, if you are undergoing any long term medical treatment, you should also bring a letter from your doctor, counsellor, or hospital specialist. This letter can be shown to a relevant UK specialist if further treatment is needed.

If you have a long term condition, you will be required to sign a Medical Compliance Declaration Form.

Please do not attempt to bring high volumes of medicine to England. Enough for your first four weeks will be sufficient and these items must be disclosed to the health centre staff upon your arrival.

If you wear glasses or contact lenses, we also recommend that you bring a copy of your prescription.
Students with Dental/Orthodontist work done in their home country must bring their medical records, translated in English, as most Orthodontists do not see a patient without notes.

Do I need medical insurance?
Some students will require insurance for certain medical services.

Under the National Health Service (NHS), all students are entitled to free emergency hospital treatment in an Accident & Emergency department. You do not need medical insurance for emergency care.

The NHS also provides a full range of free, non-urgent healthcare services, but these services are only available to some students, depending on the terms of your visa.

These services include:
- consulting a GP (doctor)
- most other GP services, such as visiting a clinic
- non-emergency treatment in a hospital

Even if you qualify for these free NHS services, you may still wish to take out private medical insurance. Sometimes it can take several days to get an appointment with an NHS GP, and there are long waiting lists for non-emergency NHS services.

Private medical insurance could give you much quicker access to treatment if you need it.

Students on Tier 4 Visas
If you come to the UK on a Tier 4 visa, the cost of free NHS healthcare will be included in the cost of your visa application. This is called the ‘Immigration Health Surcharge’, and it gives you free access to the full range of free services provided by the NHS. Certain healthcare costs are not covered by the NHS. All students will have to pay for these at the point of delivery. These include:
- the prescription charge. Although the medicines themselves are free, each prescription is charged at £9.00 per item
- certain GP services such as travel vaccinations
- dental treatment

Please note: The £8.40 prescription charge is only for NHS patients – this includes you if you become an NHS patient under the terms of your Tier 4 visa. Prescription charges for private patients are considerably more.

Students on Short-Term Study visas
A Short-Term Study visa does not entitle you to free healthcare on the NHS. This means that you will need private medical insurance.

If you do not have private medical insurance, and you require non-urgent healthcare, you will be required to pay at the point of service. This can be extremely expensive, so it is very important to arrange your insurance before coming to the UK.

You should ensure that this insurance covers all additional costs that might result from illness, such as a flight home.

EU nationals on courses lasting less than six months
If your home country is a member of the European Union, you will need a European Health Insurance Card (EHIC) to receive free NHS healthcare. You must obtain your EHIC before leaving home.

If you have an EU passport, but you normally live outside the EU, you will usually have to pay for healthcare in the UK. In this case, you should take out private medical insurance.

Student Services
The Student Services team are one of your central points of contact within the college. They will help you with any questions you have and act as your first point of contact for all non-academic issues or concerns. They will also be the main point of contact for your parents or agents. Please go and speak to them if you have any questions and they will be very happy to help you or find the right person who can.

COLLEGE RULES
CSVPA encourages students to be responsible and to learn to manage their own time.

We also try to keep an informal atmosphere but this is not at the expense of good manners and behaviour. You are expected to treat your fellow students and all staff with respect. We have three very strict rules.

Attendance
Your attendance must be at least 85%.

In addition, you must be here at the start of each semester and not leave before the end. Make sure your travel arrangements comply with this rule.

Alcohol and Tobacco
Smoking is not allowed inside the College, on the campus or in your accommodation. Students may only smoke in the designated smoking areas outside the College buildings.

Smoking is banned in all enclosed public spaces in the UK. This includes places such as restaurants, airports, railway stations, covered bus stops, cafes and museums.

Students caught smoking in accommodation or tampering with their smoke alarms will be asked to leave our accommodation within 48 hrs. Students under 18 will be found a guardian to stay with. All students asked to leave will be charged for the full years accommodation charge.

Drugs
The College has the same policy for illegal drugs, and legal drugs used for non-medical purposes.

Drug use of any kind is not allowed under any circumstances, and the CSVPA Rector may, at their discretion, exercise a zero tolerance policy and expel anyone caught selling, possessing, using or having used illegal drugs, or may suspend the students, allowing them to return only under strict conditions.

These may include:
- a minimum of 95% attendance
- frequent drug testing. Each test costs around £150 and this will be covered by whoever pays your fees. Any positive reading will result in immediate expulsion.
- attending drug counselling and education programmes as deemed appropriate by the College, and meeting any costs incurred.

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MONEY

What you’ll need to pay for
Your College fees are for tuition, welfare, activities and accommodation only.

If you have opted for catered accommodation, your meals will also be included in the costs. Please note that you will not be entitled to a refund if you miss meals.

You will need additional finances to pay for the ongoing costs of your education. This includes expenses such as:

- trips
- books
- taxis

About the float account
You will probably spend around £1,000 a year inside college. It will make your life much easier if you set up a float account, as money for trips and other expenses will come out of this.

A float account is managed by the College. It’s designed to help students look after their money, and can also be used to help cover College expenses like those listed above.

You should already have received a float account registration form from the Admissions Team. If you’d like to set up a float account, please do this before you arrive. There is a fee of £25 per term for the float account service.

Expenses outside the College
We will help you to open a UK bank account when you arrive. This will be for entertainment expenses outside the College, such as clothes, music, eating out etc.

Self catering students
You may use the snack bar to purchase food and drink during the day.

If you’d like to regularly eat one or more of your daily meals in the canteen, you will need to pay for a whole semester’s meals in advance at the beginning of the semester. The Finance Officer will be able to help you with this.

Accommodation
Once a student has signed and returned their Residential Agreement, they will be committed to their accommodation and boarding basis and will remain liable to pay accommodation fees for the remainder of the academic year.

Accommodation during holidays
CSVPA closes during the Christmas holiday, but remains open throughout other holiday periods. Fees of £450 per week for catered and £350 per week for self-catered apply if you wish to stay during these times.
How to find us

TO ENQUIRE CONTACT
Central Admissions
CSVPA
Kett House
Station Road
Cambridge
CB1 2JH

Email: admissions@csvpa.com
Tel: +44 (0) 1223 345 698
Fax: +44 (0) 1223 346181

WWW.CSVPA.COM