

CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS



Everything You Need to Know

Before You Arrive

JANUARY 2024



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WELCOME

Your academic and professional journey starts now and we will inspire, support, encourage, nurture, challenge and motivate you every step of the way you take in this journey.

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. 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 and return 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

COLLEGE DETAILS

ADDRESS:

CSVPA
13 – 14 Round Church Street
Cambridge
CB5 8AD

TELEPHONE:

From the UK: 01223 341 328
From Overseas: +44 1223 341 328
08.30 – 17.00

HOTLINE NUMBER:

From the UK: 07860 586 528
From Overseas: +44 7860 586 528

FAX:

From the UK: 01223 467 773
From Overseas: +44 1223 467 773

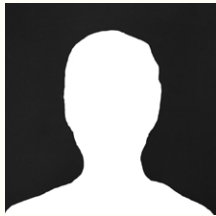
E-MAIL:

studentservices@csvpa.com

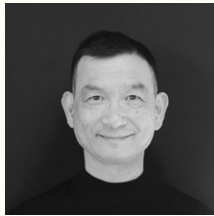
MEET OUR ACADEMIC STAFF



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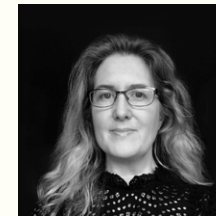
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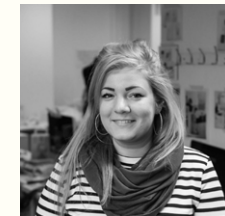
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MEET SOME OF THE OTHER CSVPA STAFF



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AMBER CHRISTIE
RECEPTIONIST
achristie@csvpa.com

Before you travel

KEY DATES AND FLIGHTS

SATURDAY 6TH TO SUNDAY 7TH JANUARY

Students should arrive between Saturday 6th January to Sunday 7th January. If you are staying in college accommodation you should initially go directly to our Varsity House residence (New Street, Cambridge, CB1 2TX, UK ///What3Words: guitar.human.grabs) where you will be welcomed by our Boarding team. Please call the CSVPA hotline number (07860 586 528) to notify the Boarding team of your arrival time in advance.

MONDAY 8TH JANUARY

Registration will take place on Monday 8th January at 9am at the college.

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 term.

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 PRIVATE TAXI TRANSFER FROM THE AIRPORT

We are encouraging our students to take a private taxi transfer as the cars will be sanitised between journeys and the drivers have been briefed.

Please note that if you chose to take public transport you will need to check train times as there may be variations. Please also remember that the wearing of masks is mandatory on public transport.

If you would like us to book you a private taxi transfer please tell us as soon as possible, at least 4 days prior to your arrival and we will 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.

NOT STAYING IN CSVPA ACCOMMODATION?

Students living independently should go straight to their accommodation and come into College on Monday 8th January for their registration.



VISAS

International and EU 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 Student Visas. Most of our students require a Student Visa as it is required for courses over 6 months. If this applies to you, you should have already received one from us.

OR

A CONFIRMATION OF ENROLMENT

Students who join us on a Standard Visitor visa (for a course of less than 6 months) need a Confirmation of Enrolment. We also send a Confirmation of Enrolment to students who do not require any visa.

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

ABOUT THE STUDENT VISA

If your Student visa is for more than six months, you will only be granted entry clearance for a short period to arrive in the UK.

After this period, you will need a Biometric Residence Permit (BRP) 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

The following items must be brought with you to **Registration**

ITEM	Applies to
<input type="checkbox"/> Proof of your financial support	All international/EU students
<input type="checkbox"/> Proof of any study fees that you've already paid	
<input type="checkbox"/> CAS (Confirmation of Acceptance for Studies)	
<input type="checkbox"/> Originals (not photocopies) of the supporting documents for your visa application, plus evidence of finances used for your visa. These will be listed on your CAS statement	
<input type="checkbox"/> 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. Let the College Nurses know about your medication on arrival.	
<input type="checkbox"/> Passport (with visa/entry clearance if required)	All students
<input type="checkbox"/> Original certificates (not copies) of each of the qualifications you hold with verified translations of these documents if they are not in English.	
<input type="checkbox"/> Original proof of your permanent home address; Such as a utility bill or, bank statement, with verified translations of these documents if they are not in English.	
<input type="checkbox"/> Confirmation of Enrolment	All international/EU students on a Standard Visitor Visa
<input type="checkbox"/> Consent to Travel letter, completed by your parents or guardian	All students who have received the letter from the College (under 18's)
<input type="checkbox"/> A warm sweater or jacket for your arrival	All students

Keep all of the above in your hand luggage. 💡

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

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, ie, bank transfer documentation)
- ✓ **towels and essential toiletries**
- ✓ **four passport-size photographs**
- ✓ **a laptop.** Students can choose their device, but it should be able to carry out research and have Microsoft Office (Word and PowerPoint). Adobe Creative Suite subscription can be purchased when you have your csvpa email address to enable student discount. Art and Design students are recommended to have a macbook.
- ✓ **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.



ART & DESIGN STUDENTS WILL BE PROVIDED WITH:



WELCOME BAG

with materials to get you started on your course.

WHAT EQUIPMENT TO BRING



All students are required to bring a laptop, macbook or ipad and keyboard on which to work.



You are advised to sign up for a student Adobe Creative Cloud subscription. This can be done after arrival as you will need to provide your CSVPA email address to qualify for a student rate.



Photography, Animation and Film students may wish to bring their own personal digital SLR camera or camcorder.





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.



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



ARRIVAL IN THE UK – WHAT TO EXPECT



1. IMMIGRATION CONTROL

On arrival you will be checked through Immigration Control. If you are aged 16, you may not be allowed to leave immigration until the person meeting you has been located. If you have booked a taxi transfer, make sure you have the information with you. If you are aged under 18 you must have with you a copy of your Parental Consent form which you used as part of your visa application.



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. They might ask you some basic questions, such as 'Where is your school?' and 'Why do you want to study in the UK?' or questions about your luggage and what you are bringing into the UK. UK customs officers also routinely check bags.

You will need to walk down one of two exits or 'channels': the red or green channel. For more information on items that need to be declared – please see www.gov.uk/uk-border-control

- Students who have nothing to declare use the **Green** Channel
- Students who have anything to declare, use the **Red** Channel

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.

If you are bringing a bank draft or cheque for school fees of over £10,000 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

What will happen when students arrive at the airport?

As long as you have provided us with your flight information well in advance of your arrival, we will have a team member waiting for you in the Airport Arrivals Hall. The team member will have a sign so you can identify them.

If you are being met by a taxi which you have arranged yourself, look for your name on the signs held by the drivers as you come into the Arrivals area. If you cannot see it go to Airport Information desk and ask them to put a call out for your driver. Wait there until your driver arrives.

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

If you need assistance or you are arriving early or late call the CSVPA Hotline number which is +44 7860 586 528.

For up-to-date information about entering the UK and what happens at the UK Border, please visit <https://www.gov.uk/uk-border-control>



Welcome to CSVPA

INDUCTION

We will be running an induction programme which will help you become more familiar with the College. We will introduce you to the entire college environment, college staff, the studio spaces, and your classmates.

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 INDUCTION YOU WILL:

- ✓ Meet your Personal Tutor
- ✓ Meet your Pathway Leaders
- ✓ be given a tour of the College facilities
- ✓ Cambridge orientation
- ✓ meet your fellow students
- ✓ collect your College ID card for entrance to College facilities and proof of entitlement to meals
- ✓ receive information and training on the College Student Portal and our Virtual Learning Environment - Canvas
- ✓ open a bank account (we can help with this)
- ✓ register with the local doctor
- ✓ collect your Biometric Residence Permit (students with Student visas only)
- ✓ be given health and safety talks
- ✓ discuss the rules and regulations at College
- ✓ register with Student Services

ENGLISH CLASSES

You will be placed in English classes, unless you can show a current IELTS certificate with a score of at least 6.0 overall and at least 5.5 in each element.

OUR VIRTUAL LEARNING PLATFORMS

We will provide online support through Canvas. Canvas is our virtual learning environment (VLE) website where students can access extremely valuable information about your courses and student life at CSVPA online whenever and wherever they wish.

Students can:

- Access lesson materials
- Access and upload assignments
- Receive deadline reminders
- Join our college forums and take quizzes
- Conduct Research tasks and collaborate with fellow students on group projects
- Send messages
- Seek teacher/peer support

HOW DO STUDENTS LOG ON TO CANVAS?

Each student is sent an email detailing their unique log in details. You can email canvas@csvpa.com if you are having any issues logging on.

As part of your registration process, Student Services will be taking copies of your entry qualification certificates and proof of domicile. Please ensure you bring the below documents with you:

- 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.

Please note: you will be unable to complete your registration without this documentation.

EXTRA-CURRICULAR ACTIVITIES

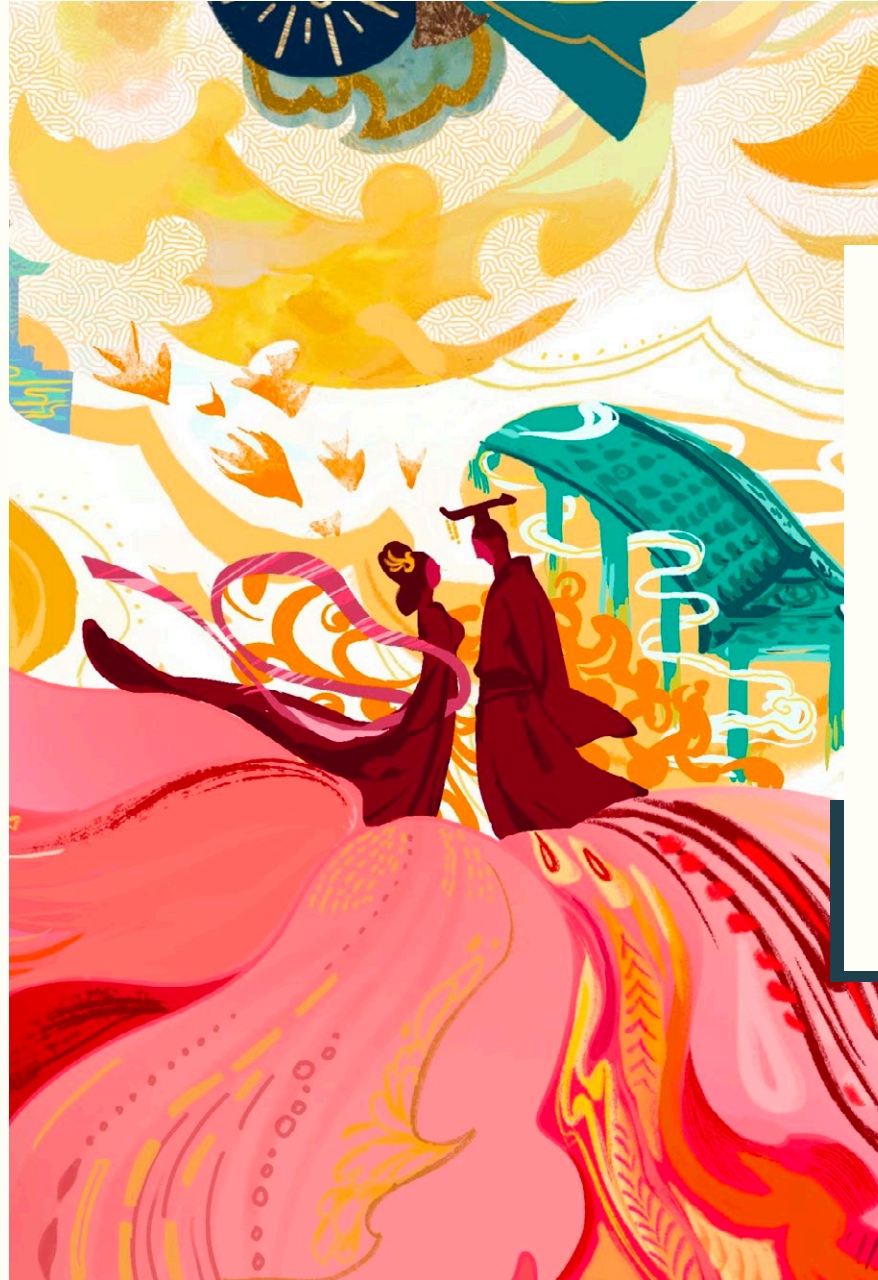
STUDY TRIPS

Over the year there might be several UK-based trips, both for study and for learning more about the UK. A single trip can cost from £15 to £150 and the cost will be deducted from your float account, or you must pay before booking.

SOCIAL ACTIVITIES

Cambridge is a busy city offering many leisure activities including three cinemas, a bowling alley, 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.

If you are under 18 at the start of your course, we will ask for your parents' authorisation for any trips outside of Cambridge. There will also be outings in and around Cambridge. We ask that your parent/guardian fill in the attached form which will give permission for you to go on these.



TERM DATES

SPRING TERM	Monday 8th January 2024 to Thursday 28th March 2024
Half Term	Saturday 10th February 2024 to Sunday 18th February 2024
Easter Vacation	Friday 29th March 2024 to Sunday 14th April 2024
SUMMER TERM 1	Monday 15th April 2024 to Friday 14th June 2024
SUMMER TERM 2	Monday 24th June 2024 to Friday 23rd August 2024
Summer Vacation	Saturday 15th June 2024 to Sunday 23rd June 2024

*All students are expected to abide by these Term Dates for the whole year – students should not leave early or return late from College holidays

Participation in the Induction Week and End of Year Exhibition is mandatory for all students. Students must not leave before 14th June 2024.

Important information

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 Personal Tutor, members of the Welfare team are here to support you.

They are:

HEAD OF WELFARE AND DESIGNATED SAFEGUARDING LEAD (DSL)

THOMAS MARTY

Telephone: 07912 555773

Email: tmarty@csvpa.com

DEAN OF STUDENT EXPERIENCE AND DEPUTY DSL **ELIZABETH NANTAIS**

Telephone: 07747 533306

Email: enantais@csvpa.com

HEAD OF BOARDING AND DEPUTY DSL **JIM TODD**

Telephone: 07900 490117

Email: jtodd@csvpa.com

COLLEGE NURSES **GLORIA QUARTEY & MARY HONEYBALL**

Telephone: 01223 341343 between 8.30 and 9.00, or call 07581 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@catscambridge.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 Student Visas

If you come to the UK on a Student 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 £9.65 per item
- certain GP services such as travel vaccinations
- dental treatment

Students on Standard visas

A Standard Visitor 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.

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.

Please note: The £9.35 prescription charge is only for NHS patients – this includes you if you become an NHS patient under the terms of your visa. Prescription charges for private patients are considerably more.

COLLEGE RULES

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

We also try to keep an informal atmosphere, and so you may find it a different learning environment from your previous school, but we will help you adapt.

You will receive a student handbook that sets out all College rules and guidance for your stay with us in your first week.

In addition to good manners, good behaviour, and treating your fellow students and staff with respect, we have three very strict rules.

Attendance

Good attendance is an integral part of academic success and progression, therefore your attendance on the course will be monitored very closely. Students are expected to maintain an overall attendance of at least 95%. All students are expected to attend and arrive on time to all classes. It is our aim to encourage all students to achieve this; this includes careful consideration of authorisation of any absences and ongoing help offered to support students throughout their studies.

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

Our Attendance policy can be found at <https://www.csvpa.com/about/policies.htm>

Alcohol and Tobacco

It is against the law to purchase alcohol or tobacco in the UK if you are under the age of 18.

Smoking is not allowed inside the College, on the campus or in your accommodation. 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 may 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.



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 and Educational visits
- Books
- Taxis
- College photographs
- Adobe Creative Cloud Subscription for Art and Design Students

On joining a basic art pack and first sketch book will be provided, thereafter you are expected to buy your own sketch book and extra equipment as needed e.g. specialist brushes. You may either cover these costs from your personal finances, or request through a float account managed by the College.

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 or your parents can fund this account as necessary, and the College can then give you an agreed amount of pocket money each week.

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.

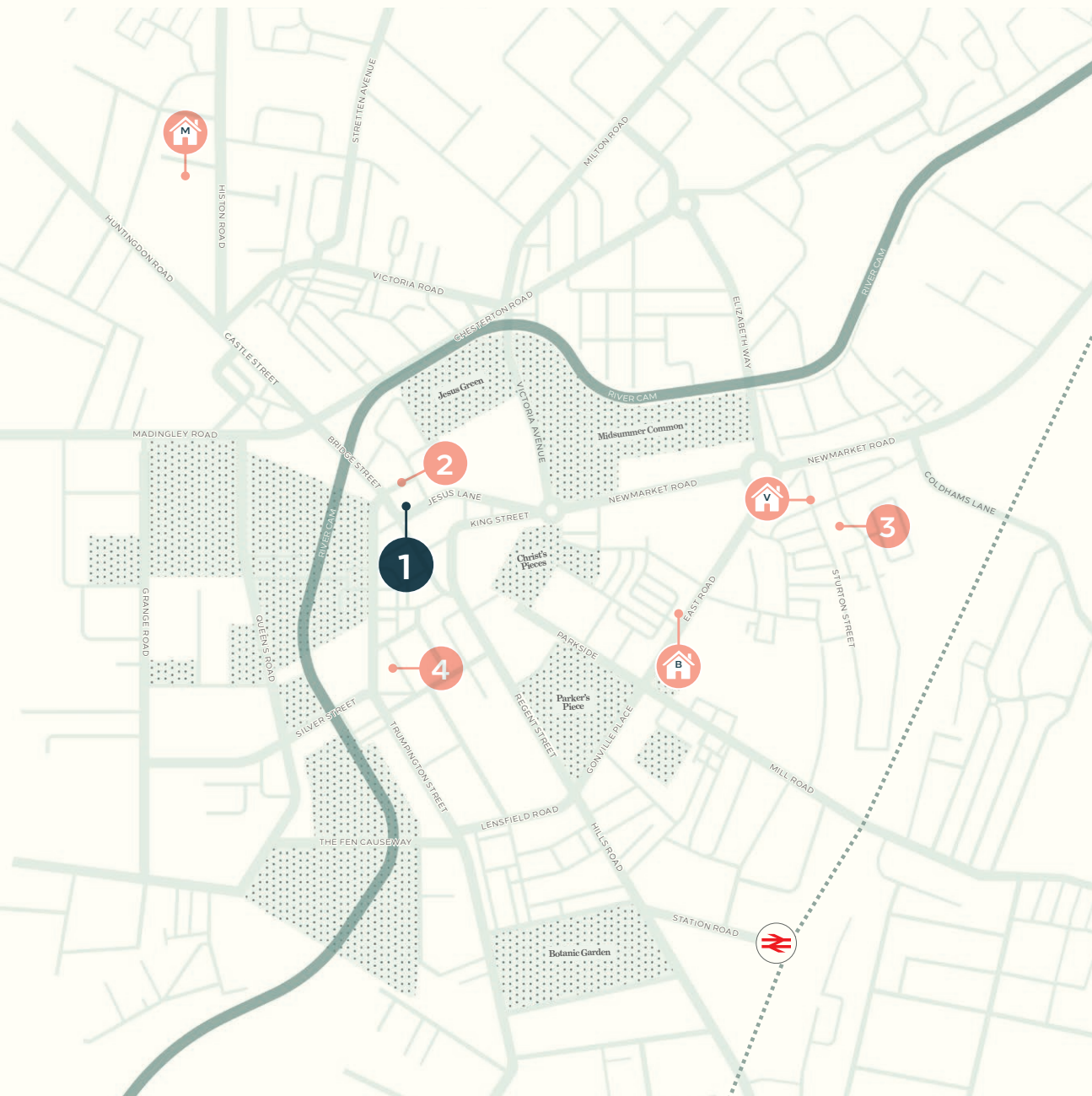
If you'd like to regularly eat one or more of your daily meals in the canteen, you will need to pay for a whole term's meals in advance at the beginning of term. The Finance Officer will be able to help you with this.

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 will apply if you wish to stay during the Easter Vacation.



HOW TO FIND US

- 1 CSVPA
///horns.soil.loft
- 2 CSVPA GRADUATE SCHOOL,
THOMPSON'S LANE
///risen.soil.coffee
- 3 CSVPA DANCE STUDIOS
///loves.rescue.risky
- 4 CSVPA FRIAR HOUSE STUDIOS
///thanks.perky.leaned
-  MASTER'S HOUSE ACCOMMODATION
///meal.lift.cycle
-  BATIM HOUSE ACCOMMODATION
///clap.rainy.asks
-  VARSITY HOUSE ACCOMMODATION
///guitar.human.grabs

///= what3words

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