

CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

Everything You Need to Know

Before You Arrive

JANUARY 2024



CONTENTS

WELCOME	4
MEET THE TEAM	6
MEET SOME OF THE OTHER CSVPA STAFF	9
BEFORE YOU TRAVEL	10
- KEY DATES AND FLIGHTS	10
- VISAS	13
- CHECKLIST: WHAT TO BRING WITH YOU	14
- INSURANCE	17
- ARRIVAL IN THE UK - WHAT TO EXPECT	18
WELCOME TO CSVPA	20
- INDUCTION	20
- EXTRA-CURRICULAR ACTIVITIES	22
- SEMESTER DATES	23
IMPORTANT INFORMATION	24
- HEALTH AND WELLBEING	24
- COVID-19 HEALTH AND SAFETY	28
- COLLEGE RULES	30
- MONEY	32
HOW TO FIND US	35



Welcome to CSVPA

"At CSVPA we offer you opportunities to develop your talents by nurturing your creativity in an inspiring and diverse community. Our courses are built around your individual needs, and through a creative environment we help students develop their talents in the way they want to. Many of our staff have experience working within the creative arts industries, which shapes the structure of our courses so that what we teach is relevant to current and future industry practices. Our industry connections also set us apart from other institutions and means our young artists stand out when applying for further study or starting their career in the workplace."

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 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 SENIOR ACADEMIC STAFF



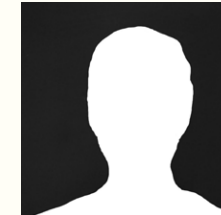
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enantais@csvpa.com



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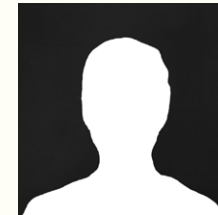
MARTIN ANDERSEN
VISUAL COMMUNICATION
mandersen@csvpa.com



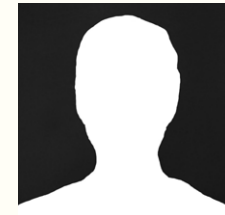
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MEET SOME OF THE OTHER CSVPA STAFF



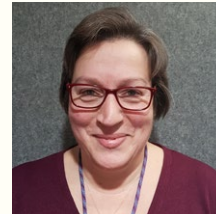
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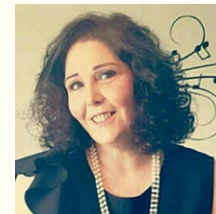
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AMBER CHRISTIE
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achristie@csvpa.com

Before you travel

KEY DATES AND FLIGHTS

Students should arrive between Saturday 13th and Sunday 14th 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 Residential team. Registration will take place on Monday 15th January at 9am at the college.

Students living independently should go straight to their accommodation and come into College on Monday 15th January at 9am for their registration.

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.

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.





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. Some 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"/> 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 Confirmation of Enrolment.	All international/EU students
<input type="checkbox"/> Passport (with visa/entry clearance if required)	All students
<input type="checkbox"/> Proof of your financial support	
<input type="checkbox"/> Proof of any study fees that you've already paid	
<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"/> 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"/> 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)
- ✓ **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 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.

*For international students only





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.

WHAT ESSENTIAL PROTECTIVE ITEMS WILL YOU NEED?

We would recommend bringing your own supplies or ordering some when you arrive in the UK. Masks are readily available online for delivery within the UK through a range of shopping websites.

*If applicable only.

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?

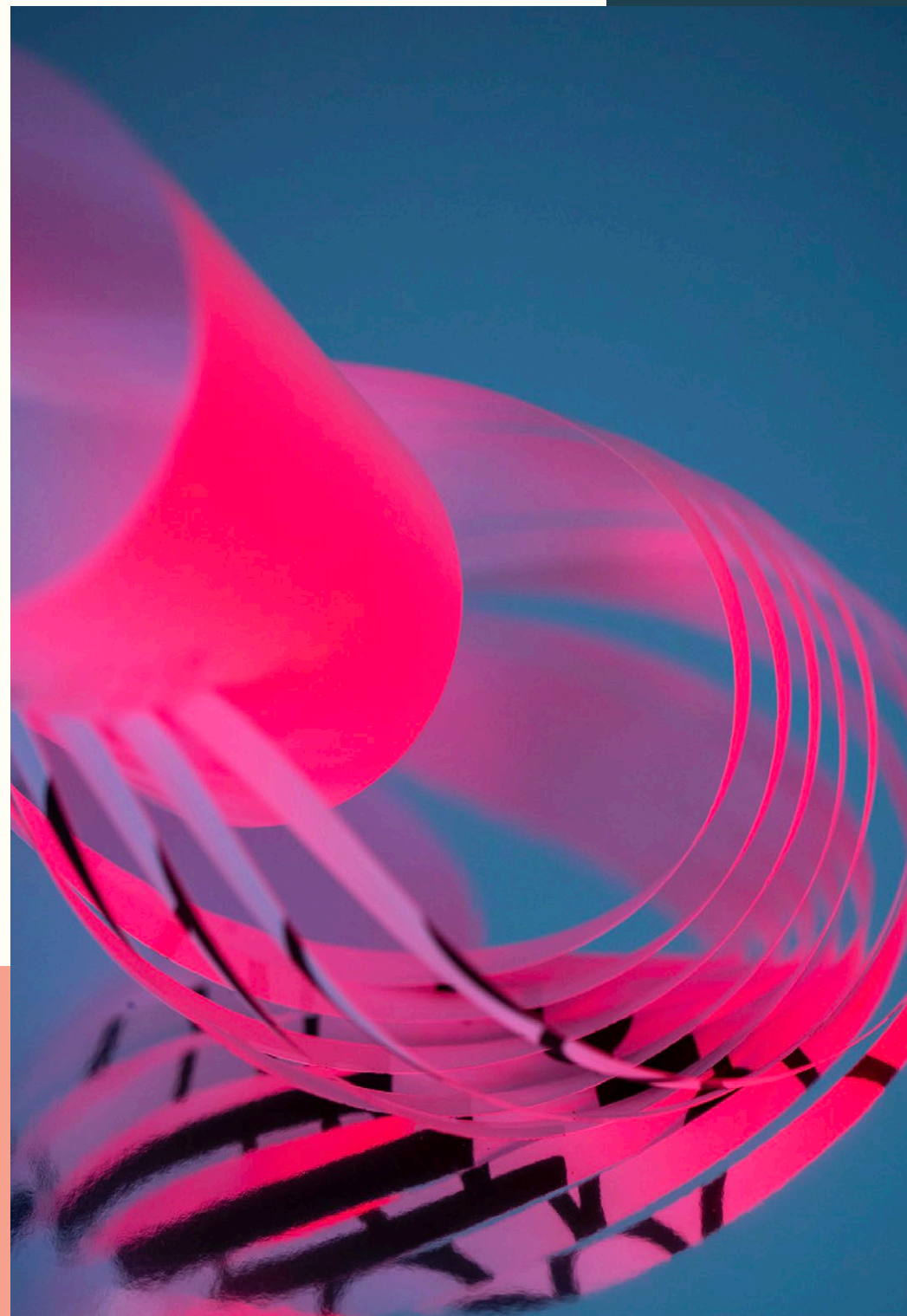
As long as you have provided us with your flight information well in advance of your arrival, we will have a team member waiting for you in the Airport Arrivals Hall. The team member will have a sign so you can identify them.

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 Course Directors
- ✓ be given a tour of the College facilities
- ✓ 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.

*For international students only



TERM DATES

PRE-MASTERS*

SEMESTER 1	Monday 15th January 2024 to Friday 14th June 2024
Easter Vacation	Friday 29th March 2024 to Sunday 14th April 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

Pre-Masters teaching will end on Friday 3rd May 2024 and all course assessments will be complete on Friday 14th June 2024. It is expected, all students will attend the summer shows and graduation. Students should not arrange to leave Cambridge before Saturday 15th June 2024.

EXTRA-CURRICULAR ACTIVITIES

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.

STUDY TRIPS

Students will be expected to make frequent trips to London throughout the year. The purchase of a railcard is advised.

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

Health Centre

You can make an appointment at our Health Centre [here](#).

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 £9.35 per item
- certain GP services such as travel vaccinations
- dental treatment

Students on Standard Visitor 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.

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.

Please note: The £9.65 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 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

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 85%.

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 semester 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

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. 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 85% 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
- books
- taxis



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.

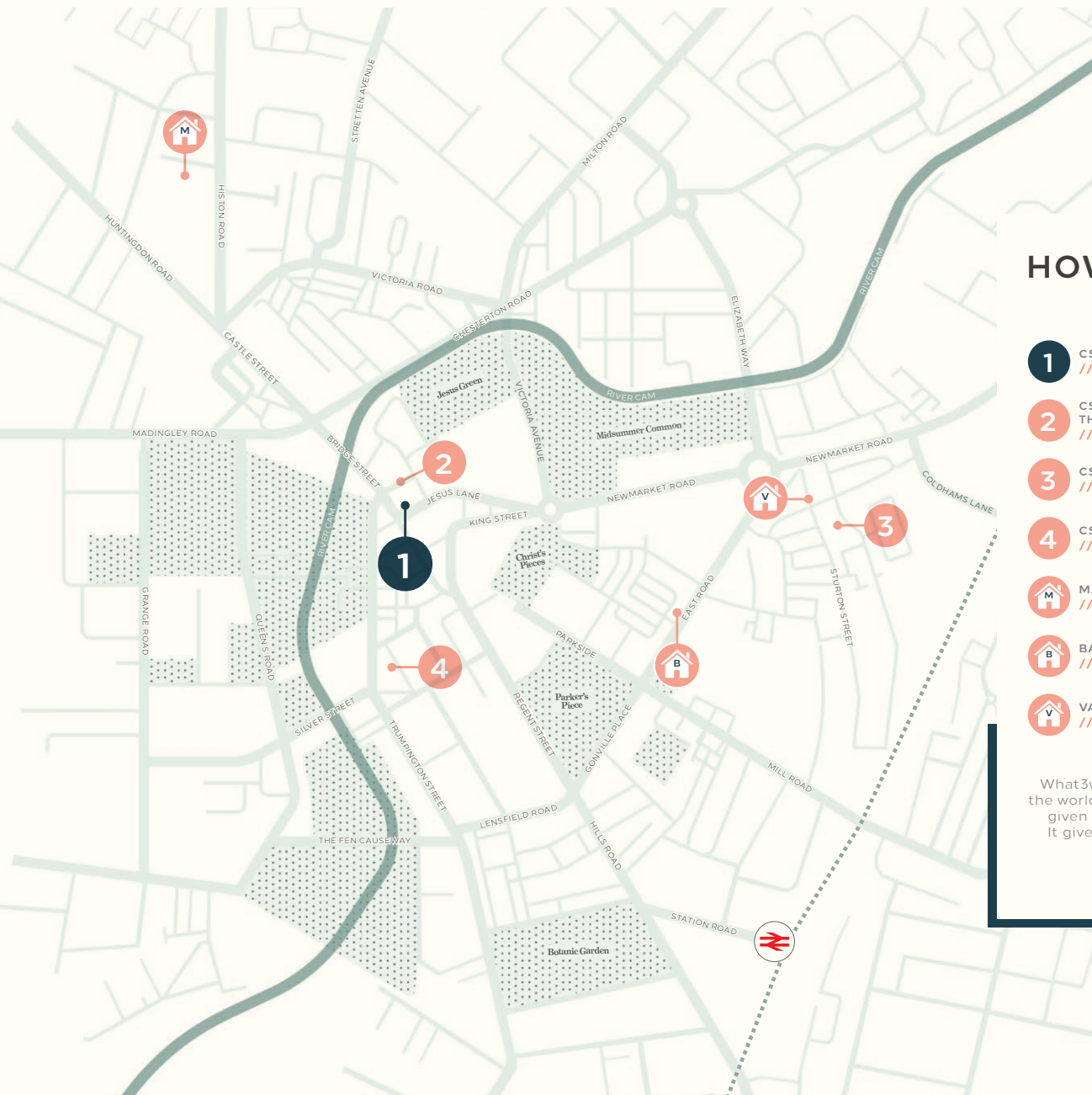
If you'd like to regularly eat one or more of your daily meals in the canteen, you will need to pay for a whole semester's meals in advance at the beginning of the semester. The Finance Officer will be able to help you with this.

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 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

What3words is a free service that has divided the world into 3 metre squares, with each square given a unique combination of three words. It gives you the ability to specify your exact location anywhere in the world.

www.what3words.com



CAMBRIDGE SCHOOL OF VISUAL & PERFORMING ARTS

TO ENQUIRE CONTACT

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13-14 Round Church Street
Cambridge
CB5 8AD

Email: admissions@csvpa.com

Tel: +44 (0) 1223 447700

WWW.CSVPA.COM



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CATS
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