



## **BEFORE YOU ARRIVE - IMPORTANT INFORMATION**

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### **Your First Day**

**On your first day (Monday) you should arrive at 8.30am at the school in 22 Leicester Square. Please go to the reception.**

**Please bring with you your passport, a pen and some paper!**

You will be given a grammar test and interview which will take approximately one hour. We can then place you in the best class for your level. You will meet the staff so you can ask them any questions that you have. You will receive a file containing some information about the school and living in London, and also your timetable. On Monday before your first class you will have a welcome meeting to give you some useful advice and information about the local area around the school.

If you would like to receive the LSSE student card for discounts in museums, cinemas etc., please bring a passport sized photograph to the **main office**.

### **How to find the School**

The nearest underground station is **Leicester Square**. The school is situated between the large Odeon cinema (not the West End Odeon) and Chiquito Mexican restaurant on Leicester Square itself. You should have no problem to locate us.

### **Insurance**

We strongly recommend that all students arrange adequate insurance cover (including medical insurance) before travelling. Endsleigh Insurance Services can arrange insurance for you – [www.endsleigh.co.uk](http://www.endsleigh.co.uk). We do not recommend that you bring large amounts of cash with you – these days you can use your credit or debit cards in most of the places.

### **Opening a bank account**

If you would like to open a bank account in the UK please ask for a letter from reception. You need to make sure you bring bank statements from your bank account in your home country. The document must be written in the English alphabet (a letter in English from your Bank Manager confirming that you have a bank account there would also be ok).

### **Accommodation**

If you have requested a home stay, hostel, hotel or University Hall of Residence, **you will receive your accommodation details at least 1 week before your arrival**.

If you need to cancel your accommodation, you must give one week's notice. Refunds are subject to accommodation type and you may incur a fee.

If you have requested a twin room, please note that if we are unable to find another student for you to share with, you may have to upgrade to a single room rate.

If you are arranging your own accommodation, please be aware that you may have to pay Council Tax. You should check any contract or agreement carefully before signing it – if you need help, please ask the school for advice.

### **Fees**

If you have not paid the total fees, **please do so upon arrival at the school.** You must pay full fees before starting your classes.

Please note that tuition fees are non-refundable (except if your initial entry visa has been refused – see below).

### **Visas**

If you need a visa for entry to the UK, please inform the school when you have received it so that we can confirm your arrangements. If you need to change your course start date because your visa interview has been delayed, please contact Anisha Thapa for more information.

If your initial entry visa has been refused, please send the original refusal letter to the school. You may claim for a part refund of fees (a charge of 2 weeks course fees, 2 weeks accommodation fees, registration fee and accommodation booking fee will be deducted from the refund).

You should be aware that information about your enrolment, attendance and progress at this school may be passed to the UK Border Agency and Nationality Directorate of the Home Office for purposes connected with immigration.

### **National Holidays**

Please note that there are no classes on national bank holidays. The school will be closed on the following national holidays:

2010: January 1, April 2, April 5, May 3, May 31, August 30, December 27, December 28

2011: January 3, April 22, April 25, May 2, May 30, August 29, December 26, December 27

### **Welfare**

If you have any **questions**, please contact Anisha Thapa or Amanda Lown if it concerns your booking, Claire Gibbs if it concerns your classes, or Nigel Barnett for accommodation queries.

Please feel free to contact Anisha Thapa if you have any questions regarding any issues or queries you have at any given time.

### **Emergencies**

Emergency phone number is (0044) 0750 108 9639. Please ensure that this is used for emergencies ONLY.

## TRAVEL INFORMATION

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This information is to help you to know how you can travel around London. **If you need help to plan your journey from the airport to your accommodation, please contact us in advance.** If you need help or directions when you arrive at the airport go to the Information Desk – there is one in every terminal in the arrivals hall.

A useful website to help you plan your journeys around London is [www.tfl.gov.uk](http://www.tfl.gov.uk).

### **Airport Transfer**

If you have requested an airport transfer with LSSE, please let us know your flight details 2 weeks before your arrival. On arrival at the airport, you will **see a driver holding a sign with your name on it.** He will have your accommodation details and therefore will know exactly where to take you. Our drivers work for the **Student Airport Transfer Scheme (S.A.T.S.)** and carry ID with their company name on. You should check their ID before travelling. If you do not see your driver, go to the Information Desk and ask them to phone S.A.T.S. on **07523383890**. You should not pay any money to the driver; all payments should be made directly to school.

### **Taxis**

Licensed London taxis are available at the taxi rank outside each of the arrival areas at all London airports. We advise you to use only licensed taxis. Check the price before you travel – if you are in doubt, ask the Information Desk in the airport for advice.

### **Underground**

The London Underground railway (the 'tube') is the quickest way to travel around London. There are 13 tube lines, identified by different colours on the tube map. There are 6 travel zones – zone 1 is the most central. Leicester Square is located in zone 1, Heathrow airport is in zone 6. You must buy a ticket before you travel. It is cheapest to buy a travelcard, which allows you to travel on the tube, buses and most local trains – you can buy One-Day, Weekly or Monthly travelcards. A weekly travelcard costs £25.80 for zones 1-2 or £36.80 for zones 1-4. A monthly travelcard costs £99.10 for zones 1-2 and £141.40 for zones 1-4. You can get a cheaper ticket if you are 16 or 17 years old.

If you arrive at Heathrow airport the price of a ticket to your accommodation will vary depending on the zone you are travelling to and the time of day. Prices as of April 2010 for a single journey Heathrow to Zone 1 range from £4.20 single peak or £2.40 single off-peak. Prices are subject to change therefore we suggest you check [www.tfl.gov.uk](http://www.tfl.gov.uk) for updated prices.

### **Rail**

If you are arriving at Heathrow airport, you can take the Heathrow Express train to Paddington station. The journey takes 15 minutes.

If you are arriving at Gatwick airport, you can take the Gatwick Express train to Victoria station. The journey takes 30 minutes.

From Paddington and Victoria stations, you can travel by underground, local trains, buses or get a taxi to your accommodation.

## **Buses**

Buses are generally a slower way to travel than the tube, but are good for short journeys and cheaper than the tube. A short single bus fare costs £2.00 for any journey in London. If a bus stop is a 'request stop' you must raise your arm to indicate to the driver that you want the bus to stop.

**Please note: All these Prices are subject to changes; please check the [www.tfl.gov.uk](http://www.tfl.gov.uk) website for the latest prices.**